



# California Pacific Charter Schools

## California Pacific Charter Schools

### Regular Meeting of the Board of Directors

Published on March 1, 2024 at 2:29 PM PST

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#### **Date and Time**

Tuesday March 5, 2024 at 5:00 PM PST

#### **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  
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: 970-7426-4291

<https://cal-pacs-org.zoom.us/j/97074264291>

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#### **MISSION STATEMENT**

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

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

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

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

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

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

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

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A.</b> Call the Meeting to Order		Board President	2 m
<b>B.</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			
<b>II. Pledge of Allegiance</b>			<b>5:04 PM</b>
<b>A.</b> Led by Board President or designee.		Board President	2 m
<b>III. Approve Adopt/Agenda</b>			<b>5:06 PM</b>
<b>A.</b> Agenda	Vote	Board President	2 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of March 5, 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 5:08 PM**

<b>A.</b> Minutes of the Regular Board meeting that was held on February 13, 2024	Approve Minutes	Board President	2 m
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Roll Call Vote:  
 Kelly Wylie  
 Dr. Shirley Peterson  
 Tanya Rogers  
 Bill Howard  
 Jason McFaul  
 Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**V. Public Comment - Closed Session**

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

**VI. Adjourn to Closed Session 5:10 PM**

The Board will consider and may act on any of the Closed Session matters.

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

<b>A.</b> Closed Session	Discuss	Board President	30 m
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	Purpose	Presenter	Time
<b>1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION</b>			
(Gov. Code Section 54956.9(d)(1))			
a. YL v. The Collaborative Charter Services Organization, et al.			
<b>2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION</b>			
(Gov. Code Section 54957(b)(1))			
a. Performance Evaluation, Superintendent			
<b>VII. Reconvene Regular Meeting</b>			<b>5:40 PM</b>
<b>A.</b> Report out any action that was taken in closed session.	Discuss	Board President	5 m
<b>VIII. Public Comments/Recognition/Reports</b>			
<p>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.</p>			
<b>IX. Correspondence/Proposals/Reports</b>			<b>5:45 PM</b>
<b>A.</b> CalPac School Highlights	Discuss	Christine Feher	5 m
Presented by Christine Feher, CEO/Superintendent			
<b>X. Consent</b>			<b>5:50 PM</b>
<p>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.</p>			
<b>A.</b> Consent - Business/Financial Services			2 m

	Purpose	Presenter	Time
	1. Check Registers - February 2024 2. J.P. Morgan Statement - February 2024 3. Surplus Electronics		
<b>B.</b>	Consent - Personnel Services		2 m
	1. Approval of Classified Personnel Report 2. Approval of Certificated Personnel Report		
<b>C.</b>	Consent - Policy Development	Vote Board President	2 m
	Approval of existing board policies revised by staff for the 2023-2024 school year.		

**Board Policies: Reviewed**

The following documents were reviewed for accuracy and may include minor edits such as a correction to a typographical error, grammar, spelling, or punctuation. The document may also include a change from Executive Director to Superintendent. The recommended edits do not affect the content, meaning, or intent of the policy.

**4000 Series - Personnel Services**

- 4010 - CPCS At Will Employment
- 4015 - CPCS Equal Employment Opportunity Policy
- 4025 - CPCS TB Testing Policy
- 4030 - CPCS Immigration Compliance Policy
- 4035 - CPCS Mandated Reporter - Child Abuse Policy
- 4040 - CPCS Corporal Punishment Policy
- 4050 - CPCS Whistleblower Policy
- 4085 - CPCS Payroll Withholdings Policy
- 4090 - CPCS COBRA Policy
- 4105 - CPCS Paid Sick Leave Policy
- 4165 - CPCS Employee Driving Policy

**Board Policies: Revised**

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

**4000 Series - Personnel Services**

- 4000 - CPCS Concepts and Roles
- 4020 - CPCS Background Check Policy

Purpose	Presenter	Time
4055 - CPCS Internal Complaint Policy		
4060 - CPCS Unlawful Harassment/Discrimination Policy		
4080 - CPCS Acceptable Use of Technology Policy		
4130 - CPCS Remote Work Policy		
4145 - CPCS Professional Development Reimbursement Policy		
4150 - CPCS Mileage Reimbursement Policy		
4160 - CPCS Children of Teachers Policy		
4170/4170E - CPCS Injury Illness Prevention Plan		

**Board Policy: Rescinded**

The following are current policies that are either included in the Employee Handbook or are no longer applicable and should therefore be archived.

**4000 Series - Personnel Services**

*Included in Employee Handbook*

- 4065 - CPCS Meal and Rest Period Policy
- 4070 - CPCS Lactation Accommodation Policy
- 4075 - CPCS Drug, Alcohol, and Smoke-Free Workplace Policy
- 4110 - CPCS Pregnancy Disability Leave Policy
- 4115 - CPCS Family and Medical Leave Act Policy
- 4125 - CPCS Victims of Crime Policy

*No longer applicable*

- 4120 - CPCS Families First Coronavirus Response Act Policy

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

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

**XI. Business/Financial Services 5:56 PM**

<b>A.</b>	Approval of Second Interim Financial Report	Vote	Shannon Green	20 m
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	Purpose	Presenter	Time
<p>It is recommended the Board approve the Second Interim Financial Report for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the 2023-24 school year.</p>			

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

- |   |      |               |     |
|---|------|---------------|-----|
| <p><b>B.</b> Approval of Annual Audit Engagement Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools</p> | Vote | Shannon Green | 8 m |
|---|------|---------------|-----|

It is recommended the Board approve the annual Audit Engagement Services between CliftonLarsonAllen (CLA) for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the year ended June 30, 2024.

Fiscal Year 2024-25 Impact: \$30,720.00

*(Allocation split may vary dependent on actual enrollment)*

California Pacific Charter - Los Angeles (#1751) \$15,360.00

California Pacific Charter - San Diego (#1758) \$ 9,830.40

California Pacific Charter - Sonoma (#2037) \$ 5,529.60

*2024-25 fiscal impact split subject to change based on actual ADA of the schools.*

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

- |  |      |               |     |
|--|------|---------------|-----|
| <p><b>C.</b> Approval of Sage Intacct 2024-25 Accounting Services Contract (Renewal)</p> | Vote | Shannon Green | 5 m |
|--|------|---------------|-----|

	Purpose	Presenter	Time
<p>It is recommended the Board approve the Sage Intacct 2024-25 Accounting Services Contract for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).</p>			

Fiscal Impact: \$19,514.40  
*(actual split subject to change based on 2024-25 Preliminary Budget)*

California Pacific Charter - Los Angeles (#1751)	\$9,757.20
California Pacific Charter - San Diego (#1758)	\$6,244.61
California Pacific Charter - Sonoma (#2037)	\$3,512.59

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

**XII. Calendar**

The next regular meeting of the Board of Directors will be held on May 14, 2024.

**XIII. Comments 6:29 PM**

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

**XIV. Closing Items 6:39 PM**

- |                    |      |                 |     |
|--------------------|------|-----------------|-----|
| A. Adjourn Meeting | Vote | Board President | 2 m |
|--------------------|------|-----------------|-----|

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



**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 February 13, 2024

**Section:** IV. Approve Minutes  
**Item:** A. Minutes of the Regular Board meeting that was held on February 13, 2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Meeting of the Board of Directors on February 13, 2024

APPROVED



# California Pacific Charter Schools

California Pacific Charter Schools

## Minutes

Regular Meeting of the Board of Directors

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### Date and Time

Tuesday February 13, 2024 at 5:00 PM

### 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  
32706 Spun Cotton Drive, Winchester, CA 92596  
Hilton Garden Inn San Diego Bayside, Room: Ivy Boardroom, 2137 Pacific Highway, San Diego, CA 92101

### 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: 991-7113-7633

<https://cal-pacs-org.zoom.us/j/99171137633>

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**Directors Present**

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

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

K. Wylie

**Guests Present**

C. Amador (remote), C. Feher (remote), Cherie Cahn (remote), D. Carlos, Dana Pedersen (remote), E. Zemmer (remote), G. Chamberlain (remote), S. Green (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

S. Peterson called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Feb 13, 2024 at 5:01 PM.

**B. Record Attendance**

**II. Pledge of Allegiance**

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

Pledge of Allegiance was led by W. Howard

**III. Approve Adopt/Agenda**

**A.**

## Agenda

T. Rogers made a motion to adopt the Agenda as presented.

J. McFaul seconded the motion.

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

### Roll Call

T. Rogers Aye

K. Wylie Absent

J. McFaul Aye

S. Peterson Aye

W. Howard Aye

## IV. Approve Minutes

### A. Minutes of the Regular Board meeting that was held on January 9, 2024

W. Howard made a motion to approve the minutes from Regular Meeting of the Board of Directors on 01-09-24.

T. Rogers seconded the motion.

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

### Roll Call

T. Rogers Aye

K. Wylie Absent

J. McFaul Abstain

W. Howard Aye

S. Peterson Aye

## V. Board Governance

### A. 2024-25 Board Meeting Calendar

W. Howard made a motion to approve the 2024-25 Board Meeting Calendar.

J. McFaul seconded the motion.

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

### Roll Call

J. McFaul Aye

T. Rogers Aye

K. Wylie Absent

W. Howard Aye

S. Peterson Aye

## VI. Adjourn to Closed Session

### A. Closed Session

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

J. McFaul seconded the motion.  
Meeting was adjourned at 5:08 P.M.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**VII. Reconvene Regular Meeting**

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

K. Wylie arrived at 5:36 PM.  
Regular Meeting was reconvened at 5:36 P.M., with T. Rogers reporting that there wasn't anything to report from Closed Session.

**VIII. Public Comments/Recognition/Reports**

**A. Public Commens**

There was no request for public comment.

**IX. Correspondence/Proposals/Reports**

**A. School Community and Events Presentation**

CalPac's Junior Leadership Team and CSF Leadership Club presented CalPac's yearly activities and the upcoming spring clubs.

**B. CalPac School Highlights**

C. Feher, Superintendent, presented CalPac School Highlights.

**C. First Interim Report Correspondence from Authorizers**

C. Feher, Superintendent, presented First Interim Report Correspondence from Guerneville School District.

**D. Mid-Year LCAP Report**

Dr. E. Zemmer, Assistant Superintendent, presented CalPac's Mid-Year LCAP Report.

**X. Consent**

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

1. Check Registers - January 2024

2. J.P. Morgan Statement - January 2024
3. Approval of New Legal Fee Structure with Procopio LLP, Effective March 1, 2024
4. Charter Impact STRS Review Project
5. Approval of Surplus of Electronic Devices

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

1. Approval of Comprehensive School Safety Plan (CSSP), February 2024
2. Parent/Student Handbook - Revised
3. California College Guidance Initiative MOU

**C. Consent - Personnel Services**

1. Approval of Certificated - Personnel Report
- T. Rogers made a motion to approve the items listed under the Consent agenda as presented.
- J. McFaul seconded the motion.
- The board **VOTED** unanimously to approve the motion.

**XI. Business/Financial Services**

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

- S. Peterson made a motion to approve Funds for Purchase of Student and Faculty Technology.
- W. Howard seconded the motion.
- The board **VOTED** unanimously to approve the motion.

**B. Approval of Viewpoint Contract**

- T. Rogers made a motion to approve the Viewpoint Contract.
- J. McFaul seconded the motion.
- The board **VOTED** unanimously to approve the motion.

**XII. Personnel Services**

**A. Approval of Professional Development Plan**

- W. Howard made a motion to approve the Professional Development Plan.
- J. McFaul seconded the motion.
- The board **VOTED** unanimously to approve the motion.

**XIII. Comments**

**A. Board Comments**

The Board thanked the students and staff for all their hard work and dedication. They stated that they were excited about the information presented and proud to be a part of the organization.

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

C. Feher commended several staff members for their contributions to the school. She thanked Corrie Amador for her work on the safety plan, Dr. Ericka Zimmer for her work on the LCAP, and Tyler Phipps and Rebecca Okey for their help with the student presentations. C. Feher took the opportunity to announce that CalPac received a 6-year WASC accreditation with only a Midyear report, which is the highest level possible. She attributed this achievement to the school's focus on continuous improvement.

### **XIV. Closing Items**

#### **A. Adjourn Meeting**

S. Peterson made a motion to adjourn the Regular Meeting of the Board.

J. McFaul seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:49 PM.

Respectfully Submitted,  
K. Wylie

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

- 24-25 Board Meeting Calendar.pdf
- Leadership Club Presentation 23-24.pdf
- January 23-24 School Highlights - Los Angeles.pdf
- January 23-24 School Highlights - San Diego.pdf
- January 23-24 School Highlights - Sonoma.pdf
- Guerneville 2023-24 First Interim Review.pdf
- 2023-2024 Mid-Year LCAP Report Presentation Slides.pdf
- 2024\_LCAP\_Mid-Year\_Monitoring\_Report\_for\_the\_2023-24\_LCAP\_California\_Pacific\_Charter\_-\_Los\_Angeles.pdf
- 2024\_LCAP\_Mid-Year\_Monitoring\_Report\_for\_the\_2023-24\_LCAP\_California\_Pacific\_Charter\_-\_San\_Diego.pdf
- 2024\_LCAP\_Mid-Year\_Monitoring\_Report\_for\_the\_2023-24\_LCAP\_California\_Pacific\_Charter\_-\_Sonoma.pdf
- CalPac-LA Check Register January 2024.pdf



- CalPac-SD Check Register January 2024.pdf
- CalPac-SO Check Register January 2024.pdf
- J.P. Morgan Statement January 31 2024.pdf
- Procopio Rate Increase Letter - 2024.pdf
- CPCS BUS Charter Impact Special Project STRS Review.pdf
- Feb 2024 Surplus of Electronic Devices.pdf
- CPCS BUS Comprehensive School Safety Plan Feb 2024.docx.pdf
- Comprehensive School Safety Plan - Draft 02.24.pdf
- BUS CPCS California College Guidance Initiative MOU 2.8.24.pdf
- CA College Guidance Initiative Agreement 23-24.pdf
- BUS CPCS Student\_Parent Handbook 2.8.24.docx.pdf
- CalPac Parent\_Student Handbook UPDATED Feb 2024.pdf
- CalPac Parent\_Student Handbook UPDATED Feb 2024\_redline.pdf
- Amazon\_Quote.pdf
- Staff\_Dell\_Quote.pdf
- Lenovo\_CB\_Quote.pdf
- GBS GreenBox Services January 2024 (\$40,907.50).pdf
- VIEWPOINT CONTRACT.pdf
- BUS CPCS Professional Development Plan 2.8.24.pdf
- Cape Rey Contract for SPED Retreat.pdf
- Cape Rey Estimate.pdf
- Leadership Excellence Information.pdf
- IMSE OG Training.pdf
- IMSE Impact Comprehensive Orton-Gillingham Plus Training Summary.pdf
- AVID Ignite Information Sheet.pdf
- AVID Ignite Communities of Practice.pdf
- SDCOE Paraeducator Training.pdf

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#### FOR MORE INFORMATION

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

# Coversheet

## CalPac School Highlights

**Section:** IX. Correspondence/Proposals/Reports  
**Item:** A. CalPac School Highlights  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** February 23-24 School Highlights - Los Angeles.pdf  
February 23-24 School Highlights - San Diego.pdf  
February 23-24 School Highlights - Sonoma.pdf

# CPCS Los Angeles School Highlights

FEBRUARY

**ROOTED**  
Growing Together

2023 - 2024

## Current Enrollment

433

## Program Highlights

CalPac had a busy and successful February filled with events and activities celebrating learning and achievement. The semester kicked off with M.A.R.S. intervention support groups, a club rush, and an Honor Roll ceremony. Students also participated in CTE academy meetings, celebrated the 100th day of school, and geared up for standardized tests through preparation initiatives. Additionally, educators participated in NCUST training and other professional development programs. CalPac's spring semester is off to a vibrant start!

## Student Achievement





# Los Angeles

FEBRUARY 2024

## **K-8 M.A.R.S. Academic Support**

The 2nd Semester M.A.R.S. program is off and running! New students who needed additional academic support based on their Winter STAR assessments have joined the program alongside returning participants. Students are grouped by their reading and math levels, forming small, focused teams. Every week, they meet with their dedicated intervention teacher to tackle foundational skills and areas where they can shine. To track their progress closely, MARS intervention teachers use STAR assessments frequently. The Freckle adaptive learning platform offers students the opportunity to practice these skills independently, at their own pace. We're excited to see how these programs empower students and keep a close eye on their progress throughout the semester.

## **Spring Club Rush**

Club Rush had another amazing turnout with over 100 students joining CalPac clubs! This has resulted in 17 clubs for our CalPac students K-12 to join online that meet twice a month. We are grateful to all our teacher advisors who are willing to host these clubs and for the tons of students who showed up.

[Link to Clubs Slide](#)

## **Principal Honor Roll/Honor Roll Recognition**

CalPac's First Semester Award Ceremony celebrated the academic achievements and determination of our K-12 students. We honored students on the Principal's Honor Roll (GPA of 3.5+), Honor Roll (GPA of 3.0-3.49), and the On-A-Roll list, which recognizes students who have overcome challenges and persevered. This event is a highlight for CalPac as it allows us to acknowledge the hard work and dedication of our students.

We honored 366 students:

- Principal's Honor Roll - 213
- Honor Roll - 114
- On-A-Roll - 39

We applaud both our honor roll recipients for their academic excellence and our on-a-roll





# Los Angeles

FEBRUARY 2024

students for their ongoing perseverance and determination to succeed.

## California Physical Fitness Testing

Students in grades 5, 7, and 9 began the state physical fitness test this month, with the option to record themselves performing the exercises or complete the test virtually with their homeroom teachers.

## Mid Year STAR Assessment Results

Grades 2-8 recently completed their mid-year STAR assessments in language arts, reading, and math. These results will be combined with interim assessments to inform instruction and provide targeted support for both CAASPP preparation and the MARS academic program.

## CTE Academy Meetings

The CTE Academy crew just finished their 5th meeting of the year! This semester, they're all about perfecting their resumes for future job hunts. But it's not just about the paper, they'll be putting those skills to the test by prepping for mock interviews at our virtual "CalPac Coastal Cafe". This isn't your average school project, though! At the end of the year, real-world industry experts will interview the finalists, awarding a prize and crowning the ultimate interview champion! Good luck, everyone!



Professional  
Development

## School Safety Plan

The 2024 Comprehensive School Safety Plan was developed with the School Site Council at a meeting held on January 31, 2024. Revisions included required annual notices regarding the danger of synthetic drugs, opioid overdose response training, and access to opioid antagonist medication for all 7th - 12th grade in-person school sponsored events. The plan was adopted by the SSC on January 31, 2024, shared with staff during an all staff meeting on January 29, 2024, and approved by the board at the February board meeting.





# Los Angeles

FEBRUARY 2024

## Classroom Observations

Throughout the month of February, administrators have been conducting classroom observations, documenting the excellent teaching and learning taking place in CalPac classrooms. We extend our sincere gratitude to our dedicated teachers for their continued commitment to student success.

## NCUST Book Club

Our NCUST session explored strategies to improve student outcomes, highlighting the importance of building trust and maintaining high expectations. Strong relationships are key, fostering a safe space for students to learn and grow. Schools must establish shared values and clear expectations, believing in all students' potential and providing unwavering support for their success. Data-driven improvement and student involvement in shaping the school environment are also crucial. The session concluded with a self-assessment reflection on access to challenging curriculum for all students.

## Go Guardian Teacher 201 Training

Customer education specialist Elizabeth led a comprehensive session on advanced School Guardian features, diving into filtering tools and addressing participant scenarios. She showcased how to use command tools to guide students, deliver resources, and emphasized seeking support tickets for specific issues. Elizabeth also covered utilizing the present screen, microphone, and chat functions within GoGuardian, and concluded by exploring the creation of allowed website lists and the tab limiter feature.

## Alludo Professional Development

CalPac staff actively engaged in Alludo's asynchronous professional development modules to progress toward their individual SMART Goals. Utilizing this platform is mandatory for all staff this year, ensuring continuous growth in both technical and pedagogical skills.

## Digital Learning Conference

Eleven CalPac teachers enriched their professional development by attending DLAC in Austin this year. They actively participated in the conference's immersive learning experience, engaged with





# Los Angeles

FEBRUARY 2024

leading experts, and explored practical teaching strategies across the digital learning spectrum, from remote to blended models.

## Smart Goals

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

## Pictures & Videos

### 100th Day of School





# Los Angeles

FEBRUARY 2024

## Honor Roll Ceremony



## Discovery Cube Field Trip







# Los Angeles

FEBRUARY 2024



## Lucky Art Crayonology Field Trip





# Los Angeles

FEBRUARY 2024



## Future Projects

- Read Across America Week
- Career Week
- PLC Meeting
- AI in Action 301
- CTE Academy meeting
- STAR Testing
- El Camino Community College Tour
- ComiCon Field Trip
- Grandparents/Grandfriends Day





# Los Angeles

FEBRUARY 2024



# CPCS San Diego School Highlights

FEBRUARY

**ROOTED**  
Growing Together

2023 - 2024

## Current Enrollment

273

## Program Highlights

CalPac had a busy and successful February filled with events and activities celebrating learning and achievement. The semester kicked off with M.A.R.S. intervention support groups, a club rush, and an Honor Roll ceremony. Students also participated in CTE academy meetings, celebrated the 100th day of school, and geared up for standardized tests through preparation initiatives. Additionally, educators participated in NCUST training and other professional development programs. CalPac's spring semester is off to a vibrant start!

## Student Achievement





# San Diego

FEBRUARY 2024

## K-8 M.A.R.S. Academic Support

The 2nd Semester M.A.R.S. program is off and running! New students who needed additional academic support based on their Winter STAR assessments have joined the program alongside returning participants. Students are grouped by their reading and math levels, forming small, focused teams. Every week, they meet with their dedicated intervention teacher to tackle foundational skills and areas where they can shine. To track their progress closely, MARS intervention teachers use STAR assessments frequently. The Freckle adaptive learning platform offers students the opportunity to practice these skills independently, at their own pace. We're excited to see how these programs empower students and keep a close eye on their progress throughout the semester.

## Spring Club Rush

Club Rush had another amazing turnout with over 100 students joining CalPac clubs! This has resulted in 17 clubs for our CalPac students K-12 to join online that meet twice a month. We are grateful to all our teacher advisors who are willing to host these clubs and for the tons of students who showed up.

[Link to Clubs Slide](#)

## Principal Honor Roll/Honor Roll Recognition

CalPac's First Semester Award Ceremony celebrated the academic achievements and determination of our K-12 students. We honored students on the Principal's Honor Roll (GPA of 3.5+), Honor Roll (GPA of 3.0-3.49), and the On-A-Roll list, which recognizes students who have overcome challenges and persevered. This event is a highlight for CalPac as it allows us to acknowledge the hard work and dedication of our students.

We honored 366 students:

- Principal's Honor Roll - 213
- Honor Roll - 114
- On-A-Roll - 39

We applaud both our honor roll recipients for their academic excellence and our on-a-roll





# San Diego

FEBRUARY 2024

students for their ongoing perseverance and determination to succeed.

## California Physical Fitness Testing

Students in grades 5, 7, and 9 began the state physical fitness test this month, with the option to record themselves performing the exercises or complete the test virtually with their homeroom teachers.

## Mid Year STAR Assessment Results

Grades 2-8 recently completed their mid-year STAR assessments in language arts, reading, and math. These results will be combined with interim assessments to inform instruction and provide targeted support for both CAASPP preparation and the MARS academic program.

## CTE Academy Meetings

The CTE Academy crew just finished their 5th meeting of the year! This semester, they're all about perfecting their resumes for future job hunts. But it's not just about the paper, they'll be putting those skills to the test by prepping for mock interviews at our virtual "CalPac Coastal Cafe". This isn't your average school project, though! At the end of the year, real-world industry experts will interview the finalists, awarding a prize and crowning the ultimate interview champion! Good luck, everyone!



Professional  
Development

## School Safety Plan

The 2024 Comprehensive School Safety Plan was developed with the School Site Council at a meeting held on January 31, 2024. Revisions included required annual notices regarding the danger of synthetic drugs, opioid overdose response training, and access to opioid antagonist medication for all 7th - 12th grade in-person school sponsored events. The plan was adopted by the SSC on January 31, 2024, shared with staff during an all staff meeting on January 29, 2024, and approved by the board at the February board meeting.





# San Diego

FEBRUARY 2024

## **Classroom Observations**

Throughout the month of February, administrators have been conducting classroom observations, documenting the excellent teaching and learning taking place in CalPac classrooms. We extend our sincere gratitude to our dedicated teachers for their continued commitment to student success.

## **NCUST Book Club**

Our NCUST session explored strategies to improve student outcomes, highlighting the importance of building trust and maintaining high expectations. Strong relationships are key, fostering a safe space for students to learn and grow. Schools must establish shared values and clear expectations, believing in all students' potential and providing unwavering support for their success. Data-driven improvement and student involvement in shaping the school environment are also crucial. The session concluded with a self-assessment reflection on access to challenging curriculum for all students.

## **Go Guardian Teacher 201 Training**

Customer education specialist Elizabeth led a comprehensive session on advanced School Guardian features, diving into filtering tools and addressing participant scenarios. She showcased how to use command tools to guide students, deliver resources, and emphasized seeking support tickets for specific issues. Elizabeth also covered utilizing the present screen, microphone, and chat functions within GoGuardian, and concluded by exploring the creation of allowed website lists and the tab limiter feature.

## **Alludo Professional Development**

CalPac staff actively engaged in Alludo's asynchronous professional development modules to progress toward their individual SMART Goals. Utilizing this platform is mandatory for all staff this year, ensuring continuous growth in both technical and pedagogical skills.

## **Digital Learning Conference**

Eleven CalPac teachers enriched their professional development by attending DLAC in Austin this year. They actively participated in the conference's immersive learning experience, engaged with





# San Diego

FEBRUARY 2024

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

## Pictures & Videos

### 100th Day of School







# San Diego

FEBRUARY 2024

## Honor Roll Ceremony



## Discovery Cube Field Trip





# San Diego

FEBRUARY 2024



## Future Projects

- Read Across America Week
- Career Week
- PLC Meeting
- AI in Action 301
- CTE Academy meeting
- STAR Testing
- El Camino Community College Tour
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- Grandparents/Grandfriends Day



# CPCS Sonoma School Highlights

FEBRUARY

**ROOTED**  
Growing Together

2023 - 2024

### Current Enrollment

175

### Program Highlights

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# Sonoma

FEBRUARY 2024

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FEBRUARY 2024

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## Pictures & Videos

### 100th Day of School





# Sonoma

FEBRUARY 2024

## Honor Roll Ceremony



## Exploratorium Field Trip







# Sonoma

FEBRUARY 2024



## Future Projects

Read Across America Week





# Sonoma

FEBRUARY 2024

- Career Week
- PLC Meeting
- AI in Action 301
- CTE Academy meeting
- STAR Testing
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- ComiCon Field Trip
- Grandparents/Grandfriends Day



# Coversheet

## Consent - Business/Financial Services

**Section:** X. Consent  
**Item:** A. Consent - Business/Financial Services  
**Purpose:**  
**Submitted by:**  
**Related Material:** CalPac-LA Check Register February 2024.pdf  
CalPac-SD Check Register February 2024.pdf  
CalPac-SO Check Register February 2024.pdf  
J.P. Morgan Statement February 29 2024.pdf  
March 2024 List of Surplus of Electronic Devices.pdf

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 03/01/24  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/05/24	SANJ000--San Joaquin County Office of Education	101371221	372.75	CALPADS/SIS Data Integration Maintenance Fee	55--California Pacific Charter - Los Angeles
	02/05/24	SAND000--San Diego County Office of Education	101371220	2,400.00	TK Pathway Course Fees for 8 courses for Holly Hess, Mychal Garcia. and Jill Stubbs	55--California Pacific Charter - Los Angeles
	02/05/24	SAND000--San Diego County Office of Education	101371219	1,333.60	SDCOE Sped Cohort Stipend Registration for D McLeish, M Malfavon, E Stevens, M Phillips, H Goldbach	55--California Pacific Charter - Los Angeles
	02/05/24	STAP001--Staples Technology Solutions	20137002510	4,367.68	Devices for Sped Students	55--California Pacific Charter - Los Angeles
	02/05/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002508	1,514.93	Legal Services for December 2023	55--California Pacific Charter - Los Angeles
	02/05/24	STAP001--Staples Technology Solutions	20137002511	2,508.00	Device for Danielle Carbonetta	55--California Pacific Charter - Los Angeles
	02/05/24	ACCE001--Accelerate Education Incorporated	20137002514	627.76	Students in CPC-LA	55--California Pacific Charter - Los Angeles
	02/05/24	WORL000--Worldwide Express	101371217	526.17	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/05/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002507	224.85	Legal Services for November 2023	55--California Pacific Charter - Los Angeles
	02/05/24	STAP001--Staples Technology Solutions	20137002513	341.21	Extended Warranty for Danielle Carbonetta Device	55--California Pacific Charter - Los Angeles
	02/05/24	TEAM001--TeamViewer Germany GmbH	20137002509	63.48	Added IOS feature to our TeamViewer Services	55--California Pacific Charter - Los Angeles
	02/05/24	ECCI000--ECC Imaging LLC.	101371218	34.38	12/26/2023 to 1/25/2024 coverage period	55--California Pacific Charter - Los Angeles
	02/06/24	ARNE001--A&R Parcel Three	0377680232TC	2,719.00	Office Space Rent - Febraury 2024	55--California Pacific Charter - Los Angeles
	02/06/24	WORL000--Worldwide Express	101371222	1,527.79	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/06/24	DOCU001--DocuSign Inc. DOCU001--DocuSign Inc.	20137002520 20137002520	4,088.36 2,920.26	Services for Jul 2024 - Jan 2025 Services for Feb - June 2024	55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles
	02/06/24	RING000--RingCentral	20137002519	1,771.80	Monthly Phone Bill - January 2024	55--California Pacific Charter - Los Angeles
	02/06/24	AMAZ000--Amazon AMAZ000--Amazon	20137002518 20137002518	36.69 112.43	Office supplies NARCAN Nasal Spray	55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles
	02/06/24	JILLT001--Jill Tanner JILLT001--Jill Tanner JILLT001--Jill Tanner JILLT001--Jill Tanner JILLT001--Jill Tanner	20137002515 20137002515 20137002515 20137002515 20137002515	13.60 27.17 5.87 51.93 6.71	Stamps for 1099's Envelopes and Forms for 1099's Mileage to Staples and PO 1099's Mileage to the office 01.18-19.24 Tolls to the office	55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 03/01/24  
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Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/06/24	ROMY001--Romy Fay-Mason	20137002517	8.79	Office Visit 1/3/24 - Toll Road	55--California Pacific Charter - Los Angeles
		ROMY001--Romy Fay-Mason	20137002517	45.56	Office Visit 1/3/24 - Mileage	55--California Pacific Charter - Los Angeles
	02/06/24	VICT001--Victor Noguera	20137002516	22.00	Parking fee for Sheraton Universal - STS Conference 1/25/24	55--California Pacific Charter - Los Angeles
	02/07/24	ALLS001--All Systems Go!	101371226	1,352.18	Marketing for February 2024	55--California Pacific Charter - Los Angeles
	02/07/24	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371223	656.50	Translation Services January 2024	55--California Pacific Charter - Los Angeles
	02/07/24	ALPH000--Alpha Vision, Inc.	101371225	189.50	February 2024 - CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	55--California Pacific Charter - Los Angeles
	02/08/24	SHAN000--Shannon Green	20137002528	13.00	GREEN, SHANNON - Airport Parking for Office Visit	55--California Pacific Charter - Los Angeles
		SHAN000--Shannon Green	20137002528	35.31	GREEN, SHANNON - Mileage/Lyft for Office Visit	55--California Pacific Charter - Los Angeles
		SHAN000--Shannon Green	20137002528	137.50	SSC Federal Compliance—How to Stay Out of Trouble	55--California Pacific Charter - Los Angeles
		SHAN000--Shannon Green	20137002528	54.04	GREEN, SHANNON - Meals for Office Visit	55--California Pacific Charter - Los Angeles
		SHAN000--Shannon Green	20137002528	215.00	CASBO YE Closing Webinar - J. Tanner & S. Green	55--California Pacific Charter - Los Angeles
	02/08/24	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371228	962.50	Legal Services for January 2024	55--California Pacific Charter - Los Angeles
	02/08/24	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002526	1,155.00	Legal Services for December 2023	55--California Pacific Charter - Los Angeles
	02/08/24	CHRI001--Christine Feher	20137002522	79.73	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Mileage	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002522	39.31	Mileage for BOD 1/9/24	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002522	34.29	Dinner for BOD 1/9/24	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002522	326.45	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Accomodations/Hotel	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002522	19.81	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Dinner	55--California Pacific Charter - Los Angeles
	02/08/24	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002527	87.50	Legal Services for December 2023	55--California Pacific Charter - Los Angeles
	02/08/24	AMAZ000--Amazon	20137002521	42.76	Supplies for Office	55--California Pacific Charter - Los Angeles
	02/12/24	WORL000--Worldwide Express	101371230	735.63	Shipping to CPC-LA	55--California Pacific Charter - Los Angeles
	02/13/24	LEAR000--Learning Without Tears	101371232	1,740.69	Get Set For School Pre - K Curriculum for P Aquilar	55--California Pacific Charter - Los Angeles

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/13/24	REBE001--Rebecca Ockey	20137002531	7.26	Mileage Reimbursement for Discovery Cube Field Trip	55--California Pacific Charter - Los Angeles
		REBE001--Rebecca Ockey	20137002531	264.00	Tickets for Discovery Cube Field Trip	55--California Pacific Charter - Los Angeles
	02/13/24	PATR001--Patrice Aguilar	20137002529	74.42	Mileage reimbursement for Discovery Cube Field Trip	55--California Pacific Charter - Los Angeles
	02/13/24	KELL001--Kelly Rocha	20137002530	7.54	Reimbursement for Discovery Cube field trip	55--California Pacific Charter - Los Angeles
	02/14/24	DANI001--Danielle Carbonetta	20137002584	17.25	Office Morning Meeting Breakfast 12/6/23	55--California Pacific Charter - Los Angeles
		DANI001--Danielle Carbonetta	20137002584	15.75	Office Morning Meeting Breakfast 11/3/23	55--California Pacific Charter - Los Angeles
		DANI001--Danielle Carbonetta	20137002584	17.25	Office Morning Meeting Breakfast 1/10/24	55--California Pacific Charter - Los Angeles
	02/14/24	NCSP000--NCS Pearson, Inc.	20137002583	36.42	SpEd Testing Protocols for Victoria Law	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002581	289.94	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002569	108.25	Desk Request for Holly Hess	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002574	82.56	Supplies for Visual Art class	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002580	44.04	Supplies for Visual Arts class	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002568	35.34	Supplies for Visual Arts class	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002573	27.36	Supplies for student supply boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002579	25.34	Supplies for student supply boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002572	23.74	Supplies for student supply boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002575	23.05	Supplies for student supply boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002571	22.60	Supplies for Visual Art class	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002578	41.04	Headphones for students in CPC-LA	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002570	15.75	Supplies for Visual Arts class	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002576	11.21	Supplies for Visual Arts class	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002540	8.71	Office supplies- paper towels	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002548	8.64	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002538	8.12	Supplies for Office	55--California Pacific Charter - Los Angeles

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	02/14/24	AMAZ000--Amazon	20137002543	10.60	Supplies for SPED student in CPC-LA	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002577	4.61	Supplies for student supply boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002534	4.33	Office Supplies for Jill Tanner	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002546	7.04	Supplies for SPED student in CPC-LA	55--California Pacific Charter - Los Angeles
	02/14/24	TSWT000--TSW Therapy, Inc.	20137002537	917.70	OT Services January 2024	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002562	341.27	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002539	253.56	Student supply box materials	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002564	209.77	Tech purchase for Courtney Young	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002533	186.11	Student supply box materials	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002547	162.96	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002567	57.60	Shipping Supplies for Students	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002559	48.99	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002556	44.25	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002557	28.13	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002541	26.64	Supplies for Office	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002551	24.56	Office Supplies for Tech	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002560	23.68	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002532	20.05	Office supplies- boxes for files	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002566	19.49	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002561	18.70	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002565	14.21	Supplies for student supply boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002545	12.96	Supplies for field trips	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002554	12.76	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002552	10.77	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/14/24	AMAZ000--Amazon	20137002553	10.77	Supplies for student boxes	55--California Pacific Charter - Los Angeles
	02/15/24	HOLI002--Holiday Inn	20137002585	207.11	Board Meeting 3/5/24 Conference Room Rental Fee - Diamond Bar	55--California Pacific Charter - Los Angeles

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	02/15/24	DAIS002--Daisy Carlos	20137002587	9.04	Beverages for Office Lunch 1/9/24	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	14.94	CSDC 2023 Conference Anaheim 11/8-10/23 Mileage	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	5.01	US Postal Service Certified Letters for LA Student	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	30.00	CSDC 2023 Conference Anaheim 11/8-10/23 Parking	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	10.58	Beverages for Office Lunch 2/7/24	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	6.80	US Postal Service Postage for Student Postcards	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	5.92	Board Meeting 1/9/24 Dinner/Meal	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	11.06	Board Meeting 1/9/24 Mileage	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	10.81	Board Meeting 12/5/23 Mileage	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137002587	10.81	Board Meeting 11/14/23 Mileage	55--California Pacific Charter - Los Angeles
	02/15/24	CORR001--Corrie Amador	20137002586	16.83	Lunch for HR Meeting	55--California Pacific Charter - Los Angeles
		CORR001--Corrie Amador	20137002586	10.32	Mileage for NCREC and HR Charter Leader Meeting	55--California Pacific Charter - Los Angeles
	02/16/24	EMHS000--EMH Sports USA, Inc.	101371236	237.50	APE Services January 2024	55--California Pacific Charter - Los Angeles
	02/16/24	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371237	305.50	Translation Service February 2024	55--California Pacific Charter - Los Angeles
	02/16/24	WORL000--Worldwide Express	101371235	420.21	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/16/24	CHAR000--Charter Schools Development Center	101371234	1,245.00	CSDC Membership - LA	55--California Pacific Charter - Los Angeles
	02/16/24	CHAR000--Charter Schools Development Center	Voided - 10137118	(1,245.00)	CSDC Membership - LA	55--California Pacific Charter - Los Angeles
	02/20/24	CLIF000--Clifton Larson Allen LLP	20137002601	2,002.88	Audit Service Fees June 30, 2023	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002604	332.92	Shelving Units for Storage	55--California Pacific Charter - Los Angeles
		AMAZ000--Amazon	20137002604	3.54	Mouse Pad for Viviann Rodriguez	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002616	285.13	Home Work Station/Desk Requests for Danielle Carbonetta	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002613	89.26	Office supplies- paper and envelopes	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002618	52.34	Office supplies- envelopes for Re-Enrollment	55--California Pacific Charter - Los Angeles
	02/20/24	GREA002--Greatland Corporation	101371239	49.50	2023 1094/1095 Reporting and Filing	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002612	40.04	Books for TK Pathway Course for Courtney Young	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002615	34.59	Office supplies- paper and labels	55--California Pacific Charter - Los Angeles



**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 03/01/24  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/20/24	AMAZ000--Amazon	20137002605	34.44	Office supplies- paper	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002607	33.71	Books for TK Pathway Course for Jill Stubbs	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002611	33.24	Books for TK Pathway Course for Mychal Garcia	55--California Pacific Charter - Los Angeles
	02/20/24	UKG0001--UKG	20137002602	27.50	Jan 2024 Off Cycle Payroll	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002603	12.37	Tech purchase for Mychal Garcia	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002614	11.00	Field trip supplies- Jill Stubbs	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002606	6.52	Books for TK Pathway Course Jill Stubbs	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002609	6.49	Books for TK Pathway Course for Holly Hess	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002610	6.43	Books for TK Pathway Course for Mychal Garcia	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002617	8.10	Supplies for Visual Arts kits- students in CPC-LA	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002608	6.30	Supplies for Visual Arts kit- CPC-LA	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002600	77.52	Desk Request for Patrice Aquilar	55--California Pacific Charter - Los Angeles
	02/20/24	AMAZ000--Amazon	20137002599	33.55	Books for TK Pathway Course for Holly Hess	55--California Pacific Charter - Los Angeles
	02/20/24	OG00001--Institute for Multi-Sensory Education	20137002593	8,775.00	Impact Comprehensive Orton-Gillingham+ Training - June 2024	55--California Pacific Charter - Los Angeles
	02/20/24	PARS000--Parsec Education, Inc.	20137002598	6,000.00	ParsecGO Data Analytics Dashboard / Professional Development ( 23/24)	55--California Pacific Charter - Los Angeles
	02/20/24	ACCE001--Accelerate Education Incorporated	20137002597	224.50	Curriculum for 23/24	55--California Pacific Charter - Los Angeles
	02/20/24	PITN000--Pitney Bowes Global Financial Services LLC	20137002592	99.11	Postage machine lease - March 8 2024 to June 7 2024	55--California Pacific Charter - Los Angeles
	02/20/24	KAJE000--Kajeet, Inc	20137002596	66.58	Hospot Replacement Chargers and Cables	55--California Pacific Charter - Los Angeles
	02/20/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002595	35.00	Legal Services for January 2024	55--California Pacific Charter - Los Angeles
	02/20/24	GREEN01--GreenBox Services LLC	20137002588	21,476.39	Chromebooks for Students 105 devices	55--California Pacific Charter - Los Angeles

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
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**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/20/24	TANY001--Tanya Rogers	20137002591	30.60	Board Meeting 1/9/24 Mileage	55--California Pacific Charter - Los Angeles
	02/20/24	WILL000--William J Howard Jr. WILL000--William J Howard Jr.	20137002590 20137002590	6.68 4.78	Board Meeting 1/9/24 Mileage Board Meeting 2/13/24 Mileage	55--California Pacific Charter - Los Angeles 55--California Pacific Charter - Los Angeles
	02/20/24	JASO000--Jason D. McFaul	20137002589	6.10	Board Meeting 2/13/24 Mileage	55--California Pacific Charter - Los Angeles
	02/22/24	JASO000--Jason D. McFaul	1120751097	200.00	February 2024 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	02/22/24	WILL000--William J Howard Jr.	1120751071	200.00	February 2024 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	02/22/24	TANY001--Tanya Rogers	1120751069	200.00	February 2024 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	02/22/24	KELL000--Kelly Wylie	1120751103	200.00	February 2024 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	02/22/24	SHIR000--Shirley Peterson	1120751132	200.00	February 2024 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	02/27/24	STRS001--STRS LACOE - CPC LA Retirement	Voided - 10137110	(1,054.67)	LACOE STRS August 2023	55--California Pacific Charter - Los Angeles
	02/27/24	WORL000--Worldwide Express	101371240	547.24	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/28/24	OXFO000--Oxford Consulting Services, Inc.	20137002623	540.00	PT Services January 2024	55--California Pacific Charter - Los Angeles
		OXFO000--Oxford Consulting Services, Inc.	20137002623	1,437.50	BCBA Services January 2024	55--California Pacific Charter - Los Angeles
	02/28/24	EECS000--Effectual Educational Consulting Services	20137002622	1,497.50	Vision Therapy/School Nurse January 2024	55--California Pacific Charter - Los Angeles
	02/29/24	CHAR001--Charter Impact	101371243	1,250.00	Payroll Services February 2024	55--California Pacific Charter - Los Angeles
	02/29/24	PITN001--Pitney Bowes Inc.	101371241	49.18	Supplies for Postage Machine	55--California Pacific Charter - Los Angeles
	02/29/24	PITN001--Pitney Bowes Inc.	101371242	22.89	Pitney Bowles Cleaning Kit for Meter	55--California Pacific Charter - Los Angeles
	02/29/24	PITN001--Pitney Bowes Inc.	Voided - 10137115	(22.89)	Pitney Bowles Cleaning Kit for Meter	55--California Pacific Charter - Los Angeles
	02/29/24	PITN001--Pitney Bowes Inc.	Voided - 10137121	(49.18)	Supplies for Postage Machine	55--California Pacific Charter - Los Angeles
	02/29/24	COST001--City of Costa Mesa	10260	300.00	Graduation Deposit - LA	55--California Pacific Charter - Los Angeles
	02/29/24	COST001--City of Costa Mesa	10259	442.50	2024 Graduation	55--California Pacific Charter - Los Angeles

**Total for CHASE 1781** **86,421.18**

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 3/1/2024  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/05/24	SANJ000--San Joaquin County Office of Education	101371221	238.56	CALPADS/SIS Data Integration Maintenance Fee	44--California Pacific Charter - San Diego
	02/05/24	SAND000--San Diego County Office of Education	101371220	1,536.00	TK Pathway Course Fees for 8 courses for Holly Hess, Mychal Garcia. and Jill Stubbs	44--California Pacific Charter - San Diego
	02/05/24	SAND000--San Diego County Office of Education	101371219	1,333.20	SDCOE Sped Cohort Stipend Registration for D McLeish, M Malfavon, E Stevens, M Phillips, H Goldbach	44--California Pacific Charter - San Diego
	02/05/24	STAP001--Staples Technology Solutions	20137002510	4,367.68	Devices for Sped Students	44--California Pacific Charter - San Diego
	02/05/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002508	969.56	Legal Services for December 2023	44--California Pacific Charter - San Diego
	02/05/24	ACCE001--Accelerate Education Incorporated	20137002514	347.51	Students in CPC-SD	44--California Pacific Charter - San Diego
	02/05/24	WORL000--Worldwide Express	101371217	266.56	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/05/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002507	143.90	Legal Services for November 2023	44--California Pacific Charter - San Diego
	02/05/24	PART000--Partners in Special Education	101371216	90.00	Interpreter Services	44--California Pacific Charter - San Diego
		PART000--Partners in Special Education	101371216	115.00	APE Services	44--California Pacific Charter - San Diego
	02/05/24	TEAM001--TeamViewer Germany GmbH	20137002509	40.62	Added IOS feature to our TeamViewer Services	44--California Pacific Charter - San Diego
	02/05/24	ECCI000--ECC Imaging LLC.	101371218	22.00	12/26/2023 to 1/25/2024 coverage period	44--California Pacific Charter - San Diego
	02/06/24	ARNE001--A&R Parcel Three	0377680232TC	1,740.16	Office Space Rent - Febraury 2024	44--California Pacific Charter - San Diego
	02/06/24	WORL000--Worldwide Express	101371222	933.43	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/06/24	DOCU001--DocuSign Inc.	20137002520	2,616.55	Services for Jul 2024 - Jan 2025	44--California Pacific Charter - San Diego
		DOCU001--DocuSign Inc.	20137002520	1,868.97	Services for Feb - June 2024	44--California Pacific Charter - San Diego
	02/06/24	RING000--RingCentral	20137002519	1,133.94	Monthly Phone Bill - January 2024	44--California Pacific Charter - San Diego
	02/06/24	AMAZ000--Amazon	20137002518	71.95	NARCAN Nasal Spray	44--California Pacific Charter - San Diego
		AMAZ000--Amazon	20137002518	23.48	Office supplies	44--California Pacific Charter - San Diego
	02/06/24	JILLT001--Jill Tanner	20137002515	8.70	Stamps for 1099's	44--California Pacific Charter - San Diego
		JILLT001--Jill Tanner	20137002515	17.39	Envelopes and Forms for 1099's	44--California Pacific Charter - San Diego
		JILLT001--Jill Tanner	20137002515	3.75	Mileage to Staples and PO 1099's	44--California Pacific Charter - San Diego
		JILLT001--Jill Tanner	20137002515	4.29	Tolls to the office	44--California Pacific Charter - San Diego
		JILLT001--Jill Tanner	20137002515	33.23	Mileage to the office 01.18-19.24	44--California Pacific Charter - San Diego
	02/06/24	ROMY001--Romy Fay-Mason	20137002517	29.16	Office Visit 1/3/24 - Mileage	44--California Pacific Charter - San Diego
		ROMY001--Romy Fay-Mason	20137002517	5.63	Office Visit 1/3/24 - Toll Road	44--California Pacific Charter - San Diego

**Company name:** California Pacific Charter - San Diego  
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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/06/24	VICT001--Victor Noguera	20137002516	14.08	Parking fee for Sheraton Universal - STS Conference 1/25/24	44--California Pacific Charter - San Diego
	02/07/24	ALLS001--All Systems Go!	101371226	865.40	Marketing for February 2024	44--California Pacific Charter - San Diego
	02/07/24	ALPH000--Alpha Vision, Inc.	101371225	121.28	February 2024 - CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	44--California Pacific Charter - San Diego
	02/08/24	SPEC000--Specialized Therapy Services	101371229	437.50	VI Assessment	44--California Pacific Charter - San Diego
	02/08/24	SHAN000--Shannon Green	20137002528	34.59	GREEN, SHANNON - Meals for Office Visit	44--California Pacific Charter - San Diego
		SHAN000--Shannon Green	20137002528	22.60	GREEN, SHANNON - Mileage/Lyft for Office Visit	44--California Pacific Charter - San Diego
		SHAN000--Shannon Green	20137002528	8.32	GREEN, SHANNON - Airport Parking for Office Visit	44--California Pacific Charter - San Diego
		SHAN000--Shannon Green	20137002528	88.00	SSC Federal Compliance—How to Stay Out of Trouble	44--California Pacific Charter - San Diego
		SHAN000--Shannon Green	20137002528	137.60	CASBO YE Closing Webinar - J. Tanner & S. Green	44--California Pacific Charter - San Diego
	02/08/24	CALI003--CaliforniaChoice	101371227	81,606.58	March 2024 Medical Premiums	44--California Pacific Charter - San Diego
	02/08/24	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371228	616.00	Legal Services for January 2024	44--California Pacific Charter - San Diego
	02/08/24	CHRI001--Christine Feher	20137002522	51.03	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Mileage	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002522	39.31	Mileage for BOD 1/9/24	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002522	208.93	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Accomodations/Hotel	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002522	34.28	Dinner for BOD 1/9/24	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002522	12.67	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Dinner	44--California Pacific Charter - San Diego
	02/08/24	MYA001--Motivated Youth Academy	20137002524	281.35	2022-2023 CalSTRS Excess Contributions - due to MYA	44--California Pacific Charter - San Diego
	02/08/24	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002527	56.00	Legal Services for December 2023	44--California Pacific Charter - San Diego
	02/08/24	KRIS002--Kristen Hoeft	20137002523	5.35	2022-23 CalSTRS Excess Contribution Refund	44--California Pacific Charter - San Diego
	02/08/24	AMAZ000--Amazon	20137002521	27.37	Supplies for Office	44--California Pacific Charter - San Diego
	02/12/24	WORL000--Worldwide Express	101371230	427.08	Shipping to CPC-SD	44--California Pacific Charter - San Diego
	02/13/24	LEAR000--Learning Without Tears	101371232	1,114.04	Get Set For School Pre - K Curriculum for P Aquilar	44--California Pacific Charter - San Diego

**Company name:** California Pacific Charter - San Diego  
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**Created on:** 3/1/2024  
**Location:** 44--California Pacific Charter - San Diego

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/13/24	REBE001--Rebecca Ockey	20137002531	2.96	Mileage Reimbursement for Discovery Cube Field Trip	44--California Pacific Charter - San Diego
		REBE001--Rebecca Ockey	20137002531	110.00	Tickets for Discovery Cube Field Trip	44--California Pacific Charter - San Diego
		REBE001--Rebecca Ockey	20137002531	356.00	NonCalPac Tickets	44--California Pacific Charter - San Diego
	02/13/24	PATR001--Patrice Aguilar	20137002529	30.40	Mileage reimbursement for Discovery Cube Field Trip	44--California Pacific Charter - San Diego
	02/13/24	KELL001--Kelly Rocha	20137002530	3.08	Reimbursement for Discovery Cube field trip	44--California Pacific Charter - San Diego
	02/13/24	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371231	680.80	Translation Services	44--California Pacific Charter - San Diego
	02/14/24	DANI001--Danielle Carbonetta	20137002584	11.04	Office Morning Meeting Breakfast 1/10/24	44--California Pacific Charter - San Diego
		DANI001--Danielle Carbonetta	20137002584	10.08	Office Morning Meeting Breakfast 11/3/23	44--California Pacific Charter - San Diego
		DANI001--Danielle Carbonetta	20137002584	11.04	Office Morning Meeting Breakfast 12/6/23	44--California Pacific Charter - San Diego
	02/14/24	NCSF000--NCS Pearson, Inc.	20137002583	23.31	SpEd Testing Protocols for Victoria Law	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002581	185.55	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002582	22.03	AP Textbooks for student in CPC-SD	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002569	69.27	Desk Request for Holly Hess	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002574	52.84	Supplies for Visual Art class	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002580	28.18	Supplies for Visual Arts class	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002568	22.62	Supplies for Visual Arts class	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002573	17.51	Supplies for student supply boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002579	16.22	Supplies for student supply boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002572	15.19	Supplies for student supply boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002575	14.75	Supplies for student supply boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002571	14.46	Supplies for Visual Art class	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002570	10.08	Supplies for Visual Arts class	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002576	7.17	Supplies for Visual Arts class	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002540	5.57	Office supplies- paper towels	44--California Pacific Charter - San Diego

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/14/24	AMAZ000--Amazon	20137002548	5.53	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002538	5.20	Supplies for Office	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002544	10.55	Supplies for SPED student in CPC-SD	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002577	2.95	Supplies for student supply boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002534	2.76	Office Supplies for Jill Tanner	44--California Pacific Charter - San Diego
	02/14/24	TSWT000--TSW Therapy, Inc.	20137002536	1,069.50	OT Services January 2024	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002562	218.40	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002539	162.27	Student supply box materials	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002564	134.24	Tech purchase for Courtney Young	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002533	119.10	Student supply box materials	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002547	104.29	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002567	36.86	Shipping Supplies for Students	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002559	31.35	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002556	28.31	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002557	17.99	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002541	17.05	Supplies for Office	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002551	15.72	Office Supplies for Tech	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002560	15.16	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002532	12.82	Office supplies- boxes for files	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002566	12.47	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002561	11.97	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002549	35.58	Curriculum for SPED student in CPC-SD	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002565	9.09	Supplies for student supply boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002545	8.29	Supplies for field trips	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002554	8.17	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002552	6.89	Supplies for student boxes	44--California Pacific Charter - San Diego

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/14/24	AMAZ000--Amazon	20137002553	6.88	Supplies for student boxes	44--California Pacific Charter - San Diego
	02/14/24	AMAZ000--Amazon	20137002555	18.43	AP Textbook for student in CPC-SD	44--California Pacific Charter - San Diego
	02/15/24	BERK000--Berkshire Hathaway	January WC	4,899.55	Worker's Comp January 2024	44--California Pacific Charter - San Diego
	02/15/24	HOLI002--Holiday Inn	20137002585	207.04	Board Meeting 3/5/24 Conference Room Rental Fee - Diamond Bar	44--California Pacific Charter - San Diego
	02/15/24	DAIS002--Daisy Carlos	20137002587	4.35	US Postal Service Postage for Student Postcards	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	5.78	Beverages for Office Lunch 1/9/24	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	6.77	Beverages for Office Lunch 2/7/24	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	5.01	US Postal Service Certified Letters for SD Student	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	5.92	Board Meeting 1/9/24 Dinner/Meal	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	19.20	CSDC 2023 Conference Anaheim 11/8-10/23 Parking	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	11.05	Board Meeting 1/9/24 Mileage	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	10.80	Board Meeting 12/5/23 Mileage	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	10.80	Board Meeting 11/14/23 Mileage	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137002587	9.55	CSDC 2023 Conference Anaheim 11/8-10/23 Mileage	44--California Pacific Charter - San Diego
	02/15/24	CORR001--Corrie Amador	20137002586	10.76	Lunch for HR Meeting	44--California Pacific Charter - San Diego
		CORR001--Corrie Amador	20137002586	6.60	Mileage for NCREC and HR Charter Leader Meeting	44--California Pacific Charter - San Diego
	02/16/24	WORL000--Worldwide Express	101371235	327.51	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/16/24	CHAR000--Charter Schools Development Center	101371234	789.00	CSDC Membership - SD	44--California Pacific Charter - San Diego
	02/16/24	CHAR000--Charter Schools Development Center	Voided - 10137118	(789.00)	CSDC Membership - SD	44--California Pacific Charter - San Diego
	02/20/24	CLIF000--Clifton Larson Allen LLP	20137002601	1,281.83	Audit Service Fees June 30, 2023	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002604	2.27	Mouse Pad for Viviann Rodriquez	44--California Pacific Charter - San Diego
		AMAZ000--Amazon	20137002604	213.07	Shelving Units for Storage	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002616	182.48	Home Work Station/Desk Requests for Danielle Carbonetta	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002613	57.13	Office supplies- paper and envelopes	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002618	33.50	Office supplies- envelopes for Re-Enrollment	44--California Pacific Charter - San Diego
	02/20/24	GREAO02--Greatland Corporation	101371239	31.68	2023 1094/1095 Reporting and Filing	44--California Pacific Charter - San Diego

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
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**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/20/24	AMAZ000--Amazon	20137002612	25.63	Books for TK Pathway Course for Courtney Young	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002615	22.14	Office supplies- paper and labels	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002605	22.03	Office supplies- paper	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002607	21.57	Books for TK Pathway Course for Jill Stubbs	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002611	21.27	Books for TK Pathway Course for Mychal Garcia	44--California Pacific Charter - San Diego
	02/20/24	UKG0001--UKG	20137002602	17.60	Jan 2024 Off Cycle Payroll	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002603	7.92	Tech purchase for Mychal Garcia	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002614	7.04	Field trip supplies- Jill Stubbs	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002606	4.17	Books for TK Pathway Course Jill Stubbs	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002609	4.15	Books for TK Pathway Course for Holly Hess	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002610	4.12	Books for TK Pathway Course for Mychal Garcia	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002600	49.60	Desk Request for Patrice Aquilar	44--California Pacific Charter - San Diego
	02/20/24	AMAZ000--Amazon	20137002599	21.47	Books for TK Pathway Course for Holly Hess	44--California Pacific Charter - San Diego
	02/20/24	OG00001--Institute for Multi-Sensory Education	20137002593	5,616.00	Impact Comprehensive Orton-Gillingham+ Training - June 2024	44--California Pacific Charter - San Diego
	02/20/24	PARS000--Parsec Education, Inc.	20137002598	3,840.00	ParsecGO Data Analytics Dashboard / Professional Development ( 2/24)	44--California Pacific Charter - San Diego
	02/20/24	ACCE001--Accelerate Education Incorporated	20137002597	143.68	Curriculum for 23/24	44--California Pacific Charter - San Diego
	02/20/24	KAJE000--Kajeet, Inc	20137002594	213.29	Student Hot Spot for SD Student	44--California Pacific Charter - San Diego
	02/20/24	PITN000--Pitney Bowes Global Financial Services LLC	20137002592	63.42	Postage machine lease - March 8 2024 to June 7 2024	44--California Pacific Charter - San Diego
	02/20/24	KAJE000--Kajeet, Inc	20137002596	42.61	Hospot Replacement Chargers and Cables	44--California Pacific Charter - San Diego
	02/20/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002595	22.40	Legal Services for January 2024	44--California Pacific Charter - San Diego



**Company name:** California Pacific Charter - San Diego  
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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/20/24	GREEN01--GreenBox Services LLC	20137002588	12,272.22	Chromebooks for Students 60 devices	44--California Pacific Charter - San Diego
	02/20/24	TANY001--Tanya Rogers	20137002591	30.60	Board Meeting 1/9/24 Mileage	44--California Pacific Charter - San Diego
	02/20/24	WILL000--William J Howard Jr. WILL000--William J Howard Jr.	20137002590 20137002590	6.67 4.78	Board Meeting 1/9/24 Mileage Board Meeting 2/13/24 Mileage	44--California Pacific Charter - San Diego 44--California Pacific Charter - San Diego
	02/20/24	JASO000--Jason D. McFaul	20137002589	6.09	Board Meeting 2/13/24 Mileage	44--California Pacific Charter - San Diego
	02/22/24	JASO000--Jason D. McFaul	1120751097	200.00	February 2024 Board Stipends - WH	44--California Pacific Charter - San Diego
	02/22/24	WILL000--William J Howard Jr.	1120751071	200.00	February 2024 Board Stipends - WH	44--California Pacific Charter - San Diego
	02/22/24	TANY001--Tanya Rogers	1120751069	200.00	February 2024 Board Stipends - TR	44--California Pacific Charter - San Diego
	02/22/24	KELL000--Kelly Wylie	1120751103	200.00	February 2024 Board Stipends - KW	44--California Pacific Charter - San Diego
	02/22/24	SHIR000--Shirley Peterson	1120751132	200.00	February 2024 Board Stipends - SP	44--California Pacific Charter - San Diego
	02/27/24	WORL000--Worldwide Express	101371240	374.03	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/28/24	EECS000--Effectual Educational Consulting Services	20137002621	345.00	Vision/Hearing Screenings January 2024	44--California Pacific Charter - San Diego
	02/29/24	CHAR001--Charter Impact	101371243	800.00	Payroll Services February 2024	44--California Pacific Charter - San Diego
	02/29/24	PRO0001--Professional Tutors of America Inc	101371244	202.50	SPED Tutoring January 2024	44--California Pacific Charter - San Diego
	02/29/24	PITN001--Pitney Bowes Inc.	101371241	31.48	Supplies for Postage Machine	44--California Pacific Charter - San Diego
	02/29/24	PITN001--Pitney Bowes Inc.	101371242	14.65	Pitney Bowles Cleaning Kit for Meter	44--California Pacific Charter - San Diego
	02/29/24	PITN001--Pitney Bowes Inc.	Voided - 10137115	(14.65)	Pitney Bowles Cleaning Kit for Meter	44--California Pacific Charter - San Diego
	02/29/24	PITN001--Pitney Bowes Inc.	Voided - 10137121	(31.48)	Supplies for Postage Machine	44--California Pacific Charter - San Diego
	02/29/24	COST001--City of Costa Mesa	10260	300.00	Graduation Deposit - SD	44--California Pacific Charter - San Diego
	02/29/24	COST001--City of Costa Mesa	10259	442.50	2024 Graduation	44--California Pacific Charter - San Diego
<b>Total for CHASE 1781</b>				<b>141,315.70</b>		

**Company name:** California Pacific Charter - Sonoma  
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**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/05/24	SANJ000--San Joaquin County Office of Education	101371221	134.19	CALPADS/SIS Data Integration Maintenance Fee	95--California Pacific Charter - Sonoma
	02/05/24	SAND000--San Diego County Office of Education	101371220	864.00	TK Pathway Course Fees for 8 courses for Holly Hess, Mychal Garcia. and Jill Stubbs	95--California Pacific Charter - Sonoma
	02/05/24	SAND000--San Diego County Office of Education	101371219	1,333.20	SDCOE Sped Cohort Stipend Registration for D McLeish, M Malfavon, E Stevens, M Phillips, H Goldbach	95--California Pacific Charter - Sonoma
	02/05/24	STAP001--Staples Technology Solutions	20137002510	4,367.68	Devices for Sped Students	95--California Pacific Charter - Sonoma
	02/05/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002508	545.37	Legal Services for December 2023	95--California Pacific Charter - Sonoma
	02/05/24	ACCE001--Accelerate Education Incorporated	20137002514	145.73	Students in CPC-SO	95--California Pacific Charter - Sonoma
	02/05/24	WORL000--Worldwide Express	101371217	174.70	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/05/24	PART000--Partners in Special Education	101371215	488.75	APE Services December 2023	95--California Pacific Charter - Sonoma
	02/05/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002507	80.95	Legal Services for November 2023	95--California Pacific Charter - Sonoma
	02/05/24	TEAM001--TeamViewer Germany GmbH	20137002509	22.85	Added IOS feature to our TeamViewer Services	95--California Pacific Charter - Sonoma
	02/05/24	ECCI000--ECC Imaging LLC.	101371218	12.38	12/26/2023 to 1/25/2024 coverage period	95--California Pacific Charter - Sonoma
	02/05/24	UNPL001--Unplug Studio LLC	20137002512	65.00	Hosting and Maintenance Website - February 2024	95--California Pacific Charter - Sonoma
	02/06/24	ARNE001--A&R Parcel Three	0377680232TC	978.84	Office Space Rent - Febraury 2024	95--California Pacific Charter - Sonoma
	02/06/24	WORL000--Worldwide Express	101371222	1,034.52	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/06/24	DOCU001--DocuSign Inc.	20137002520	1,471.81	Services for Jul 2024 - Jan 2025	95--California Pacific Charter - Sonoma
		DOCU001--DocuSign Inc.	20137002520	1,051.29	Services for Feb - June 2024	95--California Pacific Charter - Sonoma
	02/06/24	RING000--RingCentral	20137002519	637.85	Monthly Phone Bill - January 2024	95--California Pacific Charter - Sonoma
	02/06/24	AMAZ000--Amazon	20137002518	40.47	NARCAN Nasal Spray	95--California Pacific Charter - Sonoma
		AMAZ000--Amazon	20137002518	13.21	Office supplies	95--California Pacific Charter - Sonoma
	02/06/24	JILLT001--Jill Tanner	20137002515	2.42	Tolls to the office	95--California Pacific Charter - Sonoma
		JILLT001--Jill Tanner	20137002515	4.90	Stamps for 1099's	95--California Pacific Charter - Sonoma
		JILLT001--Jill Tanner	20137002515	2.11	Mileage to Staples and PO 1099's	95--California Pacific Charter - Sonoma
		JILLT001--Jill Tanner	20137002515	9.78	Envelopes and Forms for 1099's	95--California Pacific Charter - Sonoma
		JILLT001--Jill Tanner	20137002515	18.69	Mileage to the office 01.18-19.24	95--California Pacific Charter - Sonoma
	02/06/24	ROMY001--Romy Fay-Mason	20137002517	3.16	Office Visit 1/3/24 - Toll Road	95--California Pacific Charter - Sonoma

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
		ROMY001--Romy Fay-Mason	20137002517	16.40	Office Visit 1/3/24 - Mileage	95--California Pacific Charter - Sonoma
	02/06/24	VICT001--Victor Noguera	20137002516	7.92	Parking fee for Sheraton Universal - STS Conference 1/25/24	95--California Pacific Charter - Sonoma
	02/07/24	GUER000--Guerneville School District - Business Department	101371224	28,290.00	Charter Oversight Fee Q1 and Q2 23/24	95--California Pacific Charter - Sonoma
	02/07/24	ALLS001--All Systems Go!	101371226	486.78	Marketing for February 2024	95--California Pacific Charter - Sonoma
	02/07/24	ALPH000--Alpha Vision, Inc.	101371225	68.22	February 2024 - CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	95--California Pacific Charter - Sonoma
	02/08/24	SHAN000--Shannon Green	20137002528	49.50	SSC Federal Compliance—How to Stay Out of Trouble	95--California Pacific Charter - Sonoma
		SHAN000--Shannon Green	20137002528	12.71	GREEN, SHANNON - Mileage/Lyft for Office Visit	95--California Pacific Charter - Sonoma
		SHAN000--Shannon Green	20137002528	77.40	CASBO YE Closing Webinar - J. Tanner & S. Green	95--California Pacific Charter - Sonoma
		SHAN000--Shannon Green	20137002528	4.68	GREEN, SHANNON - Airport Parking for Office Visit	95--California Pacific Charter - Sonoma
		SHAN000--Shannon Green	20137002528	19.45	GREEN, SHANNON - Meals for Office Visit	95--California Pacific Charter - Sonoma
	02/08/24	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371228	346.50	Legal Services for January 2024	95--California Pacific Charter - Sonoma
	02/08/24	CHRI001--Christine Feher	20137002522	34.28	Dinner for BOD 1/9/24	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002522	28.70	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Mileage	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002522	7.13	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Dinner	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002522	117.52	ACSA Superintendent Symposium 1/24-26/24 Indian Wells, CA - Accomodations/Hotel	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002522	39.30	Mileage for BOD 1/9/24	95--California Pacific Charter - Sonoma
	02/08/24	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002525	875.00	Legal Services for December 2023	95--California Pacific Charter - Sonoma
	02/08/24	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002527	31.50	Legal Services for December 2023	95--California Pacific Charter - Sonoma
	02/08/24	AMAZ000--Amazon	20137002521	15.39	Supplies for Office	95--California Pacific Charter - Sonoma
	02/12/24	WORL000--Worldwide Express	101371230	336.69	Shipping to CPC-SO	95--California Pacific Charter - Sonoma
	02/13/24	LEAR000--Learning Without Tears	101371232	626.65	Get Set For School Pre - K Curriculum for P Aquilar	95--California Pacific Charter - Sonoma
	02/14/24	DANI001--Danielle Carbonetta	20137002584	6.21	Office Morning Meeting Breakfast 1/10/24	95--California Pacific Charter - Sonoma

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
		DANI001--Danielle Carbonetta	20137002584	6.21	Office Morning Meeting Breakfast 12/6/23	95--California Pacific Charter - Sonoma
		DANI001--Danielle Carbonetta	20137002584	5.67	Office Morning Meeting Breakfast 11/3/23	95--California Pacific Charter - Sonoma
	02/14/24	NCSP000--NCS Pearson, Inc.	20137002583	13.11	SpEd Testing Protocols for Victoria Law	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002581	104.38	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002569	38.97	Desk Request for Holly Hess	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002574	29.72	Supplies for Visual Art class	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002580	15.85	Supplies for Visual Arts class	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002568	12.72	Supplies for Visual Arts class	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002573	9.85	Supplies for student supply boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002579	9.12	Supplies for student supply boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002572	8.54	Supplies for student supply boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002575	8.30	Supplies for student supply boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002571	8.14	Supplies for Visual Art class	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002570	5.67	Supplies for Visual Arts class	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002576	4.03	Supplies for Visual Arts class	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002540	3.13	Office supplies- paper towels	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002548	3.11	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002538	2.92	Supplies for Office	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002577	1.66	Supplies for student supply boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002534	1.56	Office Supplies for Jill Tanner	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002562	122.86	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002539	91.28	Student supply box materials	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002564	75.52	Tech purchase for Courtney Young	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002533	67.00	Student supply box materials	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002547	58.67	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	TSWT000--TSW Therapy, Inc.	20137002535	310.50	OT Services January 2024	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002567	20.74	Shipping Supplies for Students	95--California Pacific Charter - Sonoma

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/14/24	AMAZ000--Amazon	20137002559	17.63	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002556	15.93	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002557	10.13	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002541	9.59	Supplies for Office	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002551	8.84	Office Supplies for Tech	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002560	8.52	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002532	7.22	Office supplies- boxes for files	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002566	7.02	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002561	6.73	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002558	35.83	Curriculum for SPED student in CPC-SO	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002565	5.12	Supplies for student supply boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002545	4.66	Supplies for field trips	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002554	4.59	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002552	3.88	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002553	3.88	Supplies for student boxes	95--California Pacific Charter - Sonoma
	02/14/24	AMAZ000--Amazon	20137002542	18.20	AP textbook for student in CPC-SO	95--California Pacific Charter - Sonoma
	02/15/24	HOLI002--Holiday Inn	20137002585	207.05	Board Meeting 3/5/24 Conference Room Rental Fee - Diamond Bar	95--California Pacific Charter - Sonoma
	02/15/24	DAIS002--Daisy Carlos	20137002587	5.92	Board Meeting 1/9/24 Dinner/Meal	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	10.80	CSDC 2023 Conference Anaheim 11/8-10/23 Parking	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	5.01	US Postal Service Certified Letters for SO Student	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	3.81	Beverages for Office Lunch 2/7/24	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	2.45	US Postal Service Postage for Student Postcards	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	3.25	Beverages for Office Lunch 1/9/24	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	11.06	Board Meeting 1/9/24 Mileage	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	10.81	Board Meeting 12/5/23 Mileage	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	10.81	Board Meeting 11/14/23 Mileage	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137002587	5.38	CSDC 2023 Conference Anaheim 11/8-10/23 Mileage	95--California Pacific Charter - Sonoma
	02/15/24	CORR001--Corrie Amador	20137002586	6.06	Lunch for HR Meeting	95--California Pacific Charter - Sonoma
		CORR001--Corrie Amador	20137002586	3.72	Mileage for NCREC and HR Charter Leader Meeting	95--California Pacific Charter - Sonoma

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<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/16/24	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371238	525.00	Translation Services February 2024	95--California Pacific Charter - Sonoma
	02/16/24	EMHS000--EMH Sports USA, Inc.	101371236	237.50	APE Services January 2024	95--California Pacific Charter - Sonoma
	02/16/24	WORL000--Worldwide Express	101371235	332.89	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/16/24	CHAR000--Charter Schools Development Center	101371234	453.00	CSDC Membership - SO	95--California Pacific Charter - Sonoma
	02/16/24	CHAR000--Charter Schools Development Center	Voided - 101371.	(453.00)	CSDC Membership - SO	95--California Pacific Charter - Sonoma
	02/20/24	CLIF000--Clifton Larson Allen LLP	20137002601	721.04	Audit Service Fees June 30, 2023	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002604	119.85	Shelving Units for Storage	95--California Pacific Charter - Sonoma
		AMAZ000--Amazon	20137002604	1.27	Mouse Pad for Viviann Rodriquez	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002616	102.65	Home Work Station/Desk Requests for Danielle Carbonetta	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002613	32.13	Office supplies- paper and envelopes	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002618	18.84	Office supplies- envelopes for Re-Enrollment	95--California Pacific Charter - Sonoma
	02/20/24	GREAO02--Greatland Corporation	101371239	17.82	2023 1094/1095 Reporting and Filing	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002612	14.41	Books for TK Pathway Course for Courtney Young	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002615	12.45	Office supplies- paper and labels	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002605	12.40	Office supplies- paper	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002607	12.13	Books for TK Pathway Course for Jill Stubbs	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002611	11.97	Books for TK Pathway Course for Mychal Garcia	95--California Pacific Charter - Sonoma
	02/20/24	UKG0001--UKG	20137002602	9.90	Jan 2024 Off Cycle Payroll	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002603	4.45	Tech purchase for Mychal Garcia	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002614	3.96	Field trip supplies- Jill Stubbs	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002606	2.35	Books for TK Pathway Course Jill Stubbs	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002609	2.34	Books for TK Pathway Course for Holly Hess	95--California Pacific Charter - Sonoma

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 03/01/24  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/20/24	AMAZ000--Amazon	20137002610	2.31	Books for TK Pathway Course for Mychal Garcia	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002600	27.91	Desk Request for Patrice Aquilar	95--California Pacific Charter - Sonoma
	02/20/24	AMAZ000--Amazon	20137002599	12.08	Books for TK Pathway Course for Holly Hess	95--California Pacific Charter - Sonoma
	02/20/24	OG00001--Institute for Multi-Sensory Education	20137002593	3,159.00	Impact Comprehensive Orton-Gillingham+ Training - June 2024	95--California Pacific Charter - Sonoma
	02/20/24	PARS000--Parsec Education, Inc.	20137002598	2,160.00	ParsecGO Data Analytics Dashboard / Professional Development ( 23/24)	95--California Pacific Charter - Sonoma
	02/20/24	ACCE001--Accelerate Education Incorporated	20137002597	80.82	Curriculum for 23/24	95--California Pacific Charter - Sonoma
	02/20/24	PITN000--Pitney Bowes Global Financial Services LLC	20137002592	35.68	Postage machine lease - March 8 2024 to June 7 2024	95--California Pacific Charter - Sonoma
	02/20/24	KAJE000--Kajeet, Inc	20137002596	23.97	Hospot Replacement Chargers and Cables	95--California Pacific Charter - Sonoma
	02/20/24	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002595	12.60	Legal Services for January 2024	95--California Pacific Charter - Sonoma
	02/20/24	GREEN01--GreenBox Services LLC	20137002588	7,158.89	Chromebooks for Students 35 devices	95--California Pacific Charter - Sonoma
	02/20/24	TANY001--Tanya Rogers	20137002591	30.59	Board Meeting 1/9/24 Mileage	95--California Pacific Charter - Sonoma
	02/20/24	WILL000--William J Howard Jr.	20137002590	6.68	Board Meeting 1/9/24 Mileage	95--California Pacific Charter - Sonoma
	02/20/24	WILL000--William J Howard Jr.	20137002590	4.78	Board Meeting 2/13/24 Mileage	95--California Pacific Charter - Sonoma
	02/20/24	JASO000--Jason D. McFaul	20137002589	6.10	Board Meeting 2/13/24 Mileage	95--California Pacific Charter - Sonoma
	02/22/24	JASO000--Jason D. McFaul	1120751097	200.00	February 2024 Board Stipends - WH	95--California Pacific Charter - Sonoma
	02/22/24	WILL000--William J Howard Jr.	1120751071	200.00	February 2024 Board Stipends - WH	95--California Pacific Charter - Sonoma
	02/22/24	TANY001--Tanya Rogers	1120751069	200.00	February 2024 Board Stipends - TR	95--California Pacific Charter - Sonoma
	02/22/24	KELL000--Kelly Wylie	1120751103	200.00	February 2024 Board Stipends - KW	95--California Pacific Charter - Sonoma
	02/22/24	SHIR000--Shirley Peterson	1120751132	200.00	February 2024 Board Stipends - SP	95--California Pacific Charter - Sonoma
02/27/24	WORL000--Worldwide Express	101371240	452.51	Shipping for CPC-SO	95--California Pacific Charter - Sonoma	
02/28/24	EECS000--Effectual Educational Consulting Services	20137002619	928.75	PT and APE Services January 2024	95--California Pacific Charter - Sonoma	

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 03/01/24  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	<b>Account no: 505911781</b>					
	02/28/24	OXFO000--Oxford Consulting Services, Inc.	20137002620	269.00	PT and OT Services January 2024	95--California Pacific Charter - Sonoma
	02/29/24	CHAR001--Charter Impact	101371243	450.00	Payroll Services February 2024	95--California Pacific Charter - Sonoma
	02/29/24	PITN001--Pitney Bowes Inc.	101371241	17.70	Supplies for Postage Machine	95--California Pacific Charter - Sonoma
	02/29/24	PITN001--Pitney Bowes Inc.	101371242	8.24	Pitney Bowles Cleaning Kit for Meter	95--California Pacific Charter - Sonoma
	02/29/24	PITN001--Pitney Bowes Inc.	Voided - 101371:	(8.24)	Pitney Bowles Cleaning Kit for Meter	95--California Pacific Charter - Sonoma
	02/29/24	PITN001--Pitney Bowes Inc.	Voided - 101371:	(17.70)	Supplies for Postage Machine	95--California Pacific Charter - Sonoma
<b>Total for CHASE 1781</b>				<b>64,511.93</b>		





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

<b>ACCOUNT NUMBER</b>	5563 7579 0010 0937
<b>PAYMENT DUE DATE</b>	03/25/2024
<b>AMOUNT DUE</b>	\$48,316.99
<b>CURRENT BALANCE</b>	\$48,316.99

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

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

\*\* 0000000

556375790010093704831699048316992

PLEASE TEAR PAYMENT COUPON AT PERFORATION

**STATEMENT MESSAGES**

**COMMERCIAL ACCOUNT SUMMARY**

ORGANIZATION NAME: CALIFORNIA PACIFIC  
 ACCOUNT NUMBER: 5563757900100937

CLOSING DATE 02-29-24  
 CREDIT LIMIT 100,000  
 AVAILABLE CREDIT 51,683

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	43,871.36
PURCHASES AND OTHER CHARGES	48,751.02
CASH ADVANCES	.00
CREDITS	434.03
PAYMENTS	43,871.36-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
<b>NEW BALANCE</b>	<b>48,316.99</b>
TOTAL PAYMENT DUE	48,316.99
DISPUTED AMOUNT	.00

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

<b>CALIFORNIA PACIFIC</b> 5563-7579-0010-0937	<b>TOTAL COMMERCIAL ACTIVITY</b> \$43,871.36CR			
<b>ACCOUNTING CODE:</b>				
<b>Post Date</b>	<b>Tran Date</b>	<b>Reference Number</b>	<b>Transaction Description</b>	<b>Amount</b>
02-26	02-26		AUTO PAYMENT DEDUCTION	29,117.61 CR
02-26	02-26	7540501405700000000014	PAYMENT RECEIVED -- THANK YOU	14,753.75 PY

**INDIVIDUAL CARDHOLDER ACTIVITY**

<b>DAISY CARLOS</b> 5563-7500-0267-7217	<b>CREDITS</b> \$434.03	<b>PURCHASES</b> \$30,151.44	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$29,717.41
<b>ACCOUNTING CODE:</b>				

<b>Purchasing Activity</b>				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-01	01-31	05410194031105724378439	STAPLES INC STAPLES.COM MA	163.84
02-01	01-31	55436874032730329265037	CSU NORTHRIDGE NORTHRIDGE CA P.O.S.: 4265815 SALES TAX: 0.00	550.00
02-02	02-01	55436874033150335925269	CSU NORTHRIDGE NORTHRIDGE CA P.O.S.: 4266312 SALES TAX: 0.00	235.00
02-02	02-01	82711164032000023005626	JANDRREGISTRATIONS.COM ARROYO GRANDE CA	505.00
02-05	02-01	02305374033100156830545	OFFICE DEPOT #5125 SIGNAL HILL CA P.O.S.: 353621896 SALES TAX: 29.04	403.79
02-08	02-08	55429504039207799500404	USD PROF-CONT EDUCATIO SAN DIEGO CA	237.00
02-09	02-08	05436844039300264177554	4TE*CULLIGAN OF SANTA SANTA ANA CA	65.00
02-12	02-09	25247704041034768799402	WESTERN PSYCHOLOGICAL TORRANCE CA P.O.S.: 000193011 SALES TAX: 0.00	139.00
02-14	02-13	82305094044000019215327	BANKAROO SUBSCRIPTION ALEXANDRIA VA	20.00
02-14	02-13	82711164044000016068520	YOUNG, MINNEY & CORR SACRAMENTO CA	75.00
02-14	02-13	82711164044000016084881	YOUNG, MINNEY & CORR SACRAMENTO CA	75.00
02-20	02-19	55432864050208244712120	MYFAX SERVICE 866-563-9212 CA	12.00
02-20	02-19	55432864050208244744446	MYFAX SERVICE 866-563-9212 CA	25.00
02-22	02-21	02305374053000603670590	USPS PO 0569620115 SANTA ANA CA P.O.S.: None SALES TAX: 0.00	44.24
02-26	02-21	02305374053100472653428	OFFICE DEPOT #5125 SIGNAL HILL CA P.O.S.: NONE SALES TAX: 1.16	16.15 CR
<b>Total Purchasing Activity</b>				<b>\$2,533.72</b>
<b>Travel Activity</b>				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-05	02-02	52704874034200528101862	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101888	WDW SPECIAL EVENTS 4078285630 FL	1,487.50

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-05	02-02	52704874034200528101904	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101912	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101938	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101946	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101953	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101979	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101987	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	02-02	52704874034200528101995	WDW SPECIAL EVENTS 4078285630 FL	1,487.50
02-05	01-26	55436874033260263111764	SHERATON UNIVERSAL HOT UNIVERSAL CTY CA 2417982 ARRIVAL: 01-24-24	300.94 CR
02-07	02-05	55432864037204438538809	SOUTHWES 5262253425185 800-435-9792 TX GREEN/SHANNON STEVEN DEPART: 04-11-24 P.O.S.: SALES TAX: \$0.00 LGB WN A SMF	110.98
02-07	02-05	55432864037204438538817	SOUTHWES 5262253424889 800-435-9792 TX GREEN/SHANNON STEVEN DEPART: 04-10-24 P.O.S.: SALES TAX: \$0.00 SMF WN E SNA	134.98
02-08	02-07	55432864038204739470503	SQ *SESSIONS WEST COAS GOSQ.COM CA P.O.S.: 00011529215136571 SALES TAX: 0.00	211.50
02-12	02-09	55436874041170416288429	HILTON GARDEN INN SAN DIEGO CA 00010026 ARRIVAL: 02-08-24	551.04
02-15	02-14	55429504045715980035172	UBER EATS 8005928996 CA	175.21
02-15	02-14	55429504045745986288731	UBER EATS 8005928996 CA	26.00
02-19	02-16	85197014049980003192383	K1 SPEED CARLSBAD CARLSBAD CA	368.23
02-23	02-21	65180134053050100002503	HILTON CAPE REY ADVDEP CARLSBAD CA 0000000001 ARRIVAL: 02-21-24	5,263.86
02-26	02-22	65180134054050100002064	HILTON CAPE REY ADVDEP CARLSBAD CA 0000000001 ARRIVAL: 02-22-24	5,263.86
02-27	02-26	55429504057745072462724	FACILITRON, INC. 8002722962 CA	116.94 CR
<b>Total Travel Activity</b>				<b>\$26,562.78</b>

**Miscellaneous Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-16	02-15	82305094046000020971163	ULTIMATE SLP FARMINGTON CT	12.95
02-21	02-20	12302024051000305020024	JOTFORM INC SAN FRANCISCO CA P.O.S.: 46479304401-1708465646 SALES TAX: 0.00	39.00
02-22	02-21	55432864052208781986036	APPLE.COM/BILL 866-712-7753 CA	199.99
02-26	02-24	55432864055209665354587	APPLE.COM/BILL 866-712-7753 CA	159.99
02-26	02-24	55432864055209665493153	APPLE.COM/BILL 866-712-7753 CA	8.99
02-28	02-28	55432864059200871065147	APPLE.COM/BILL 866-712-7753 CA	199.99

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

**Miscellaneous Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
<b>Total Miscellaneous Activity</b>				\$620.91
<b>CHRISTINE FEHER</b> 5563-7500-1511-9595			<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$11,469.06
			<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$11,469.06
<b>ACCOUNTING CODE:</b>				

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
<b>Total Purchasing Activity</b>				\$11,469.06
<b>CHRISTINE FEHER</b> 5563-7580-2042-1526			<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$7,130.52
			<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$7,130.52
<b>ACCOUNTING CODE:</b>				

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-01	01-31	82305094032000004119546	STAMPLI FOR 1-2024 MOUNTAIN VIEW CA	1,266.00
02-12	02-09	82711164041000001539710	STICKER MULE AMSTERDAM NY	2,941.58
02-13	02-12	55480774043207555500738	ONTIMETEL DIALMYCALLS JUPITER FL	44.99
02-15	02-14	55432864045206862327385	ABB*BOUDIN CATERING 415-283-1230 CA	38.68
02-16	02-15	75418234046193685610521	MSFT * E0800QZKYX REDMOND WA P.O.S.: Z62NBZC3MIU5 SALES TAX: 0.00	827.66
02-21	02-20	82305094051000016612617	QR.IO GENERATOR NEWARK DE	350.00
02-27	02-26	82305094057000018823554	CANVA* I04073-70048035 CAMDEN DE	24.00
<b>Total Purchasing Activity</b>				\$5,492.91

**Telecommunication Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-19	02-17	55432864048207771824790	ATT*BILL PAYMENT 800-288-2020 TX P.O.S.: 323923130 SALES TAX: 0.00	203.30
<b>Total Activity</b>				\$203.30

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-02	02-01	05436844033500184986135	PY *EXTRA STORAGE NEWP COSTA MESA CA P.O.S.: 53751e09-91dc-4 SALES TAX: 36.96	462.00
02-19	02-15	85189934047980008960652	LUCKY ART MONTCLAIR CA P.O.S.: 1231284372 SALES TAX: 65.88	889.44
<b>Total Travel Activity</b>				\$1,351.44

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Miscellaneous Activity**

<b>Post Date</b>	<b>Tran Date</b>	<b>Reference Number</b>	<b>Transaction Description</b>	<b>Amount</b>
02-19	02-17	12302024048000603170071	MAILCHIMP ATLANTA GA	82.87
<b>Total Miscellaneous Activity</b>				<b>\$82.87</b>

Date	Serial Number	Brand	Model	DEVICE TYPE	ASSET TAG
	<b>Chromebooks that we are E-wasting (March board Meeting 2024)</b>				
2/12/24	4K9V9FDW600040N	Samsung		4 CHROMEBOOK	SO-20210337
2/14/24	4K9V9FANC17865E	Samsung		4 CHROMEBOOK	SD-20210313
2/14/24	4K9V9FANC17879Y	Samsung		4 CHROMEBOOK	LA-20210406
2/14/24	4K9V9FANC17853Y	Samsung		4 CHROMEBOOK	SD-20210328
2/14/24	4WQR9FAR305461J	Samsung		4 CHROMEBOOK	LA-20210644
2/14/24	4K9V9FFNB10893N	Samsung		4 CHROMEBOOK	LA-20210241
2/14/24	5CD119BQNP	HP	X360	CHROMEBOOK	SO-20210266
2/14/24	4K9V9FDW600171Y	Samsung		4 CHROMEBOOK	SD-20210612
2/21/24	4K9V9FDR304490D	Samsung		4 CHROMEBOOK	SD-20210513
2/21/24	4K9V9FDW600154M	Samsung		4 CHROMEBOOK	SD-20210618
2/21/24	4K9V9FCR101863A	Samsung		4 CHROMEBOOK	SO-20210118
2/21/24	4K9V9FDNC19870K	Samsung		4 CHROMEBOOK	LA-20210780
2/22/24	4K9V9FDW600166L	Samsung		4 CHROMEBOOK	SO-20210341
2/22/24	4K9V9FCR102303N	Samsung		4 CHROMEBOOK	SO-20210128
2/22/24	4K9V9FER216190H	Samsung		4 CHROMEBOOK	SD-20210409
2/22/24	4K9V9FDR304492Y	Samsung		4 CHROMEBOOK	SD-20210249
2/27/24	4K9V9FCNB04420J	Samsung		4 CHROMEBOOK	SO-20210013
2/27/24	4K9V9FDNC20022F	Samsung		4 CHROMEBOOK	LA-20210800
2/27/24	4K9V9FER216604W	Samsung		4 CHROMEBOOK	LA-20210527
2/27/24	4K9V9FFR314984W	Samsung		4 CHROMEBOOK	LA-20210530
2/27/24	4K9V9FFR121247W	Samsung		4 CHROMEBOOK	SD-20210106
2/27/24	4K9V9FANC02186M	Samsung		4 CHROMEBOOK	LA-20210060
2/27/24	4K9V9FFNB11041R	Samsung		4 CHROMEBOOK	LA-20210207
2/29/24	4K9V9FDW600161J	Samsung		4 CHROMEBOOK	SD-20210619
2/29/24	4K9V9FCR202360R	Samsung		4 CHROMEBOOK	LA-20210723
2/29/24	4K9V9FDW600022Y	Samsung		4 CHROMEBOOK	SO-20210344

2/29/24	4K9V9FDW600100B	Samsung	4	CHROMEBOOK	LA-20210829
2/29/24	4K9V9FDR329679P	Samsung	4	CHROMEBOOK	LA-20210471
2/29/24	4K9V9FDW600208A	Samsung	4	CHROMEBOOK	LA-20210924
2/29/24	4K9V9FDW600076L	Samsung	4	CHROMEBOOK	LA-20210819

# Coversheet

## Consent - Policy Development

**Section:** X. Consent  
**Item:** C. Consent - Policy Development  
**Purpose:** Vote  
**Submitted by:**



**Related Material:**

BUS Policy Review 4000 Series - March 2024.pdf  
CPCS - 4000 Personnel Concepts and Roles Policies.pdf  
CPCS - 4000 Personnel Concepts and Roles Policie\_redline\_03.05.24.pdf  
CPCS - 4010 At-Will Employment Policy.pdf  
CPCS - 4010 At-Will Employment Policy\_redline\_03.05.24.pdf  
CPCS - 4015 Equal Employment Opportunity Policy.pdf  
CPCS - 4015 Equal Employment Opportunity Policy\_redline\_03.05.24.pdf  
CPCS - 4020 Background Check Policy.pdf  
CPCS - 4020 Background Check Policy\_redline\_03.05.24.pdf  
CPCS - 4025 TB Risk Assessment and Examination Policy.pdf  
CPCS - 4025 TB Risk Assessment and Examination Policy\_redline\_03.05.24.pdf  
CPCS - 4030 Immigration Compliance Policy.pdf  
CPCS - 4030 Immigration Compliance Policy\_redline\_03.05.24.pdf  
CPCS - 4035 Mandated Reporter - Child Abuse Policy.pdf  
CPCS - 4035 Mandated Reporter - Child Abuse Policy\_redline\_03.05.24.pdf  
CPCS - 4040 Corporal Punishment Policy.pdf  
CPCS - 4040 Corporal Punishment Policy\_redline\_03.05.24.pdf  
CPCS - 4050 Whistleblower Policy.pdf  
CPCS - 4050 Whistleblower Policy\_redline\_03.05.24.pdf  
CPCS - 4055 Internal Complaint Policy and Form.pdf  
CPCS - 4055 Internal Complaint Policy and Form\_redline\_03.05.24.pdf  
CPCS - 4060 Unlawful Harassment Discrimination Retaliation Policy and Complaint Form.pdf  
CPCS - 4060 Unlawful Harassment Discrimination Retaliation Policy and Complaint Form\_redline\_03.05.24.pdf  
CPCS - 4065 Meal Period and Rest Break Policy-rescind 03.05.24.pdf  
CPCS - 4070 Lactation Accommodation Policy rescind 03.05.24.pdf  
CPCS - 4075 Drug, Alcohol, and Tobacco-Free Workplace Policy rescind 03.05.24.pdf  
CPCS - 4080 Acceptable Use of Technology Policy.pdf  
CPCS - 4080 Acceptable Use of Technology Policy\_redline\_03.05.24.pdf  
CPCS - 4085 Payroll Withholdings Policy.pdf  
CPCS - 4085 Payroll Withholdings Policy\_redline\_03.05.24.pdf  
CPCS - 4090 COBRA Policy.pdf  
CPCS - 4090 COBRA Policy\_redline\_03.05.24.pdf  
CPCS - 4105 Paid Sick Leave Policy.pdf  
CPCS - 4105 Paid Sick Leave Policy\_redline\_03.05.24.pdf  
CPCS - 4110 Pregnancy Disability Leave Policy rescind 03.05.24.pdf  
CPCS - 4115 Family Medical Leave Act and California Family Rights Act Policy rescind 03.05.24.pdf  
CPCS - 4120 Families First Coronavirus Response Act Policy rescind 03.05.24.pdf  
CPCS - 4125 Victims of Crime Policy-rescind 03.05.24.pdf  
CPCS - 4130 Remote Work Policy.pdf  
CPCS - 4130 Remote Work Policy\_redline\_03.05.24.pdf  
CPCS - 4145 Professional Development Reimbursement Policy.pdf  
CPCS - 4145 Professional Development Reimbursement Policy\_redline\_03.05.24.pdf  
CPCS - 4150 Mileage Reimbursement Policy.pdf  
CPCS - 4150 Mileage Reimbursement Policy\_redline\_03.05.24.pdf  
CPCS - 4160 Children of Teachers Policy.pdf  
CPCS - 4160 Children of Teachers Policy\_redline\_03.05.24.pdf  
CPCS - 4165 Employee Driving Policy.pdf  
CPCS - 4165 Employee Driving Policy\_redline\_03.05.24.pdf  
CPCS - 4170\_4170E Injury and Illness Prevention Policy and Plan.pdf  
CPCS - 4170\_4170E Injury and Illness Prevention Policy and Plan\_redline\_03.05.24.pdf

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

**Agenda Item:** C.Policy Development

**Date:** March 5, 2024

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

**Item Requires Board Action:** X

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

**Item:** Approval of existing board policies reviewed and revised by staff for the 2023-2024 School Year.

**Background:**

In order to ensure adherence with State and federal laws related to personnel services, it is recommended the Board approve, revise, and/or rescind the following policies as presented.

**REVIEWED**

The following documents were reviewed for accuracy and may include minor edits such as a correction to a typographical error, grammar, spelling, or punctuation. The recommended edits do not affect the content or meaning and intent of the policy.

***4000 Series - Personnel Services***

- 4010 - CPCS At Will Employment
- 4015 - CPCS Equal Employment Opportunity Policy
- 4025 - CPCS TB Testing Policy
- 4030 - CPCS Immigration Compliance Policy
- 4035 - CPCS Mandated Reporter - Child Abuse Policy
- 4040 - CPCS Corporal Punishment Policy
- 4050 - CPCS Whistleblower Policy
- 4085 - CPCS Payroll Withholdings Policy
- 4090 - CPCS COBRA Policy
- 4105 - CPCS Paid Sick Leave Policy
- 4150 - CPCS Mileage Reimbursement Policy
- 4165 - CPCS Employee Driving Policy

## **REVISED**

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

### ***4000 Series - Personnel Services***

#### 4000 - CPCS Concepts and Roles

- Removal of incorrect reference to appeal process
- Replaced “Executive Director” with “Superintendent”

#### 4020 - CPCS Background Check Policy

- Removal of outdated statements in alignment with the law

#### 4055 - CPCS Internal Complaint Policy

- Removal of incorrect reference to appeal process
- Replaced “Executive Director” with “Superintendent”

#### 4060 - CPCS Unlawful Harassment/Discrimination Policy

- Replaced “Executive Director” with “Superintendent”

#### 4080 - CPCS Acceptable Use of Technology Policy

- Minor edits for clarity of process
- Replaced “Executive Director” with “Superintendent”

#### 4130 - CPCS Remote Work Policy

- Removal of reference to approval process

#### 4145 - CPCS Professional Development Reimbursement Policy

- Minor edits for clarity of process
- Replaced “Executive Director” with “Superintendent”

#### 4160 - CPCS Children of Teachers Policy

- Minor edits for clarity of process

#### 4170/4170E - CPCS Injury Illness Prevention Plan

- Updated school logo
- Minor edits for clarity of process and removal of outdated processes
- Updated sections referencing COVID-19 for alignment with State’s procedures
- Basic grammar, spelling, and punctuation corrected

## **RESCINDED**

The following are current policies that are recommended for rescission as they are either included in the Employee Handbook or are no longer applicable and should therefore be archived.

***4000 Series - Personnel Services***

*Included in Employee Handbook*

4065 - CPCS Meal and Rest Period Policy

4070 - CPCS Lactation Accommodation Policy

4075 - CPCS Drug, Alcohol, and Smoke-Free Workplace Policy

4110 - CPCS Pregnancy Disability Leave Policy

4115 - CPCS Family and Medical Leave Act Policy

4125 - CPCS Victims of Crime Policy

4120 - CPCS Families First Coronavirus Response Act Policy (No longer applicable)

**Fiscal Impact:** None.

**PERSONNEL SERVICES****4000-CPCS**

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**PERSONNEL CONCEPTS AND ROLES POLICIES**

The Board of Directors recognizes that the success of California Pacific Charter Schools (“CPCS” or the “Charter School”) students and programs hinge on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. CPCS’s personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent and in conformance with state and federal law and regulations.

The Board shall set terms and conditions of employment which shall be stated in the at-will employment agreements and shall have the force of policy. The Board shall hear employee complaints in accordance with board policy. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Superintendent or designee has primary responsibility for overseeing CPCS’s personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent or designee shall recommend all personnel for employment following a successful screening and background check, and the Board shall approve only those persons so recommended. Individuals who approach board members regarding prospective employment shall be referred to the School’s Human Resources department.

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Board. The Superintendent or designee also shall recommend disciplinary action which the Board may take against employees when warranted pursuant to board policy and/or state or federal law.

The Board recognizes that every employee has a stake in CPCS’s successful operation. The Board encourages all employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby they will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

**PERSONNEL SERVICES****4000-CPCS****PERSONNEL CONCEPTS AND ROLES POLICIES**

The Board of Directors recognizes that the success of California Pacific Charter Schools (“CPCS” or the “Charter School”) students and programs hinge on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. CPCS’s personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent and in conformance with state and federal law and regulations.

The Board shall set terms and conditions of employment which shall be stated in the at-will employment agreements and shall have the force of policy. The Board shall hear employee complaints ~~and appeals when such hearings are~~ in accordance with board policy. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The ~~Superintendent~~Executive Director (“ED”) or designee has primary responsibility for overseeing CPCS’s personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The ~~Superintendent~~ED or designee shall recommend all personnel for employment following a successful screening and background check, and the Board shall approve only those persons so recommended. Individuals who approach board members regarding prospective employment shall be referred to the School’s Human Resources department.

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**PERSONNEL SERVICES****4010-CPCS**

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**AT-WILL EMPLOYMENT POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) adopts this At-Will Employment Policy. Except if stated expressly otherwise by an employment agreement, it is the policy of CPCS and its programs that all employees are considered “at-will” employees of CPCS. Accordingly, either CPCS or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in the Employee Handbook, school employment applications, school memoranda or other materials provided to employees in connection with their employment shall require CPCS to have “cause” to terminate an employee or otherwise restrict CPCS’s right to release an employee from their at-will employment with CPCS. No CPCS representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with CPCS that are not consistent with CPCS’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in the Employee Handbook, employee applications, school memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied agreement of employment for a definite period, nor an express or implied employment agreement concerning any terms or conditions of employment.

**PERSONNEL SERVICES****4010-CPCS**

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**PERSONNEL SERVICES****4015-CPCS****EQUAL EMPLOYMENT OPPORTUNITY POLICY**

California Pacific Charter Schools (“CPCS” or the “School”) adopts this Equal Employment Opportunity Policy as an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race, including, but not limited to, hair texture and protected hairstyles such as braid, locks and twists;
- Color;
- Actual or perceived gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religion; religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- Ethnicity; national origin or ancestry (including native language spoken and possession of a driver’s license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Citizenship;
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer or a record or history of cancer, and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act (“FMLA”), Pregnancy Disability Leave (“PDL”) law, Americans with Disabilities Act (“ADA”), California Family Rights Act (“CFRA”), the Fair Employment and Housing Act (“FEHA”), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Status of domestic violence, assault or stalking
- Political affiliation
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with 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

## PERSONNEL SERVICES

4015-CPCS

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### EQUAL EMPLOYMENT OPPORTUNITY POLICY

functions of the job should contact their supervisor or human resources and request such an accommodation. The individual with the disability should specify what accommodation they need to perform the job, or if unknown, what job duties the disability impairs. The School will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. The School will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

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To comply with 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

## PERSONNEL SERVICES

4015-CPCS

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### EQUAL EMPLOYMENT OPPORTUNITY POLICY

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## PERSONNEL SERVICES

**4020-CPCS**

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### BACKGROUND CHECK POLICY

It is the policy of California Pacific Charter Schools (“CPCS” or “Charter School”) to provide a safe working environment and school community.

#### **Criminal Background Check**

All CPCS employees and individuals working, interning, or volunteering with students will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise CPCS's commitment to the safety and the well-being of students taking precedence over all other considerations.

Conditions that prohibit working at the School include conviction of a controlled substance, sex offense, or a serious or violent felony. If there is a nexus between a conviction and the responsibilities of a job position, the candidate will not be considered. Additionally, should an employee, during their employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to Human Resources.

#### **Credit History Check**

Newly hired employees for positions that meet the following requirements as outlined in the job description may be required to undergo a credit history check as part of the onboarding process:

- The job position may require the employee to be a signatory on CPCS's bank or credit card accounts;
- The job position may require the employee to transfer money on behalf of the CPCS;
- The position may require the employee to enter into financial contracts on behalf of the CPCS.

This policy applies to new employees and continuing employees applying for job positions subject to this requirement, unless the employee has previously been cleared through a credit history check with the CPCS.

After a determination is made, the custodian of records on behalf of the CPCS shall destroy the credit history check and maintain only a certification showing that the check was made, the date it was performed, and whether the individual was eligible for the position based on the results of the check.

The CPCS will maintain a high level of confidentiality to best protect the privacy of the individual.

**PERSONNEL SERVICES****4020-CPCS****BACKGROUND CHECK POLICY**

It is the policy of California Pacific Charter Schools (“CPCS” or “Charter School”) to provide a safe working environment and school community.

**Criminal Background Check**

All CPCS employees and individuals working, interning, or volunteering with students will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise CPCS's commitment to the safety and the well-being of students taking precedence over all other considerations.

Conditions that prohibit working at the School include conviction of a controlled substance, sex offense, or a serious or violent felony. If there is a nexus between a conviction and the responsibilities of a job position, the candidate will not be considered. ~~For certain marijuana-related convictions over two (2) years old, the conviction will not be considered.~~ Additionally, should an employee, during their employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to Human Resources.

**Credit History Check**

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The CPCS will maintain a high level of confidentiality to best protect the privacy of the individual.

**PERSONNEL SERVICES****4025-CPCS**

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**TUBERCULOSIS RISK ASSESSMENT AND EXAMINATION POLICY**

All newly hired employees of California Pacific Charter Schools (School) must submit written proof from a health care provider (eg. physician, physician's assistant, nurse practitioner, or any organization, facility, institution or person licenced, certificated or otherwise authorized or permitted by state law to deliver or furnish health services) of either a risk assessment examination (questionnaire) for tuberculosis (TB) or proof of a clear TB test within the last sixty (60) days. If TB risk factors are identified, the employee must undergo a TB test, which may include an intradermal skin test and/or an X-ray of the lungs.

An individual hired from another California school may alternately meet the requirements of this policy if, upon initial hire with the School, their prior school employer provides proof that the individual has a certificate on file indicating that they are clear of infectious TB. The employee shall be subject to retesting four (4) years from the date of the prior school employer's certificate.

All employees will be required to submit proof of a clear TB risk assessment or test at least once every four (4) years. Volunteers may be required to undergo a TB risk assessment and/or test as necessary. The TB risk assessment and/or test is a condition of initial employment with the School and the cost of the exam will be borne by the newly hired employee. For continuing employees, the School will reimburse employees for all reasonable costs associated with clearing this requirement.

Pregnant employees who cannot provide a clear risk assessment or TB test are exempt from undergoing an X-ray until at least sixty (60) days from the end of their pregnancy. Employees should inform a supervisor if this exemption is applicable.

Documentation of employee and volunteer compliance with TB risk assessments and/or tests will be kept on file by the School. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Food handlers may be required to have annual TB tests.

**PERSONNEL SERVICES****4025-CPCS**

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**TUBERCULOSIS RISK ASSESSMENT AND EXAMINATION POLICY**

All newly hired employees of California Pacific Charter Schools (School) must submit written proof from a health care provider (eg. physician, physician's assistant, nurse practitioner, or any organization, facility, institution or person licenced, certificated or otherwise authorized or permitted by state law to deliver or furnish health services) of either a risk assessment examination (questionnaire) for tuberculosis (TB) or proof of a clear TB test within the last sixty (60) days. If TB risk factors are identified, the employee must undergo a TB test, which may include an intradermal skin test and/or an X-ray of the lungs.

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## PERSONNEL SERVICES

4030-CPCS

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### IMMIGRATION COMPLIANCE POLICY

California Pacific Charter Schools (“School”) adopts this Immigration Compliance Policy to comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States. However, the School will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee’s family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

Further, the School shall not discriminate against any individual because they hold or present a driver’s license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

## PERSONNEL SERVICES

4030-CPCS

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### IMMIGRATION COMPLIANCE POLICY

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Further, the School shall not discriminate against any individual because they hold or present a driver’s license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

**PERSONNEL SERVICES****4035-CPCS****MANDATED REPORTER - CHILD ABUSE AND NEGLECT REPORTING POLICY**

California Pacific Charter Schools (“School”) adopts this Mandated Reporter - Child Abuse and Neglect Policy. The School is dedicated to providing a safe space for students and to promoting student safety. The School will apply and enforce the legal requirements in California for child abuse and neglect reporting. All employees of the School are child care custodians (mandated reporters) within the meaning of California Penal Code Section 11166 and will comply with its provisions.

California Penal Code Section 11166 requires any child care custodian who has knowledge of, or observes a child in their professional capacity or within the scope of their employment whom they know or reasonably suspect has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

The School will provide annual training on the mandated reporting requirements to all employees. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both imprisonment and fine.

All employees must complete the mandated reporter training within the first six (6) weeks of each school year. Newly hired employees must complete the mandated training within the first six (6) weeks of that employee’s employment.

**PERSONNEL SERVICES****4035-CPCS****MANDATED REPORTER - CHILD ABUSE AND NEGLECT REPORTING POLICY**

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**PERSONNEL SERVICES****4040-CPCS**

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**CORPORAL PUNISHMENT POLICY**

California Pacific Charter Schools (“School”) adopts this Corporal Punishment Policy to establish that corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

**A. Examples of PERMITTED actions**

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Personal defense from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

**B. Examples of PROHIBITED actions (corporal punishment)**

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Employees may be subject to discipline, up to and including termination, for violation of this policy.

**PERSONNEL SERVICES****4040-CPCS**

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**CORPORAL PUNISHMENT POLICY**

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**PERSONNEL SERVICES****4050-CPCS**

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**WHISTLEBLOWER POLICY**

California Pacific Charter Schools (“School”) adopts this Whistleblower Policy to require its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical, or violates any adopted policy of the School, local rule, or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

**PERSONNEL SERVICES****4050-CPCS**

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**WHISTLEBLOWER POLICY**

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**PERSONNEL SERVICES****4055-CPCS****INTERNAL COMPLAINT POLICY**

California Pacific Charter Schools (“School”) adopts this Internal Complaint Policy to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to Human Resources, the Superintendent, or the Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Prohibiting Unlawful Harassment, Discrimination, and Retaliation” policy.

**Internal Complaints**

(Complaints by Employees Against Employees)

This section of the policy is for use when an employee raises a complaint or concern about a coworker. If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event, an informal resolution may not be achieved or if the complaint is serious in nature against the supervisor, the following steps will be followed by the Human Resources manager:

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 Superintendent, 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 consequences to employment.

**Policy for Complaints Against Employees**

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about an employee. If complaints cannot be resolved informally, the complainant may file an Internal Complaint Form with the Human Resources manager (or Board President if the complaint

**PERSONNEL SERVICES****4055-CPCS**

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**INTERNAL COMPLAINT POLICY**

concerns the Human Resources manager or Superintendent) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the investigator shall abide by the following process:

1. The investigator shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the investigator finds that a complaint against an employee is valid, the School may take appropriate disciplinary action against the employee. As appropriate, the School may also simply counsel/reprimand the employee as to their conduct without initiating formal disciplinary measures.
3. The School will issue a written decision on the investigation of the complaint and provide a copy to the parties of the complaint. The decision of the School shall be final.

**General Requirements**

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.

**PERSONNEL SERVICES**

**4055-CPCS**

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**INTERNAL COMPLAINT POLICY**

**INTERNAL COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School/Work Location: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person(s) you have a complaint against: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (e.g. specific statements; what, if any, physical contact was involved; any verbal statements; what you did to avoid the situation, etc.) Attach additional pages, if needed.

\_\_\_\_\_

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. (Employee only) I further understand that providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_

Signature of Complainant

To be completed by School:

Received by: \_\_\_\_\_

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

**PERSONNEL SERVICES****4055-CPCS****INTERNAL COMPLAINT POLICY**

California Pacific Charter Schools (“School”) adopts this Internal Complaint Policy to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to Human Resources, the ~~Superintendent~~~~Executive Director~~, or the Board of Directors to express their work-related concerns.

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3. If the complaint is about the Human Resources Manager or ~~Superintendent~~~~Executive Director~~, 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.

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(Complaints by Third Parties Against Employees)

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**PERSONNEL SERVICES****4055-CPCS****INTERNAL COMPLAINT POLICY**

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In processing the complaint, the investigator shall abide by the following process:

1. The investigator shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the investigator finds that a complaint against an employee is valid, the School may take appropriate disciplinary action against the employee. As appropriate, the School may also simply counsel/reprimand the employee as to their conduct without initiating formal disciplinary measures.
3. The School's will issue a written decision on the investigation of the complaint and provide a copy to the parties of the complaint. The decision of the School shall be final. ~~decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.~~

**General Requirements**

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.

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**INTERNAL COMPLAINT POLICY**

**INTERNAL COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School/Work Location: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person(s) you have a complaint against: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (e.g. specific statements; what, if any, physical contact was involved; any verbal statements; what you did to avoid the situation, etc.) Attach additional pages, if needed.

\_\_\_\_\_

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. (Employee only) I further understand that providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_

Signature of Complainant

To be completed by School:

Received by: \_\_\_\_\_

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

**PERSONNEL SERVICES****4060-CPCS****PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

California Pacific Charter Schools (“School”) adopts this Prohibiting Unlawful Harassment, Discrimination, and Retaliation policy. The School prohibits unlawful harassment, discrimination, and retaliation based upon: race, including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists); color; actual or perceived gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious beliefs, observance or practice, including religious dress or grooming practices); marital/registered domestic partner status; status as a victim of domestic violence, assault or stalking; age (forty (40) and over); ethnicity, national origin or ancestry (including native language spoken and possession of a driver’s license issued to persons unable to prove their presence in the U.S. is authorized by federal law); citizenship; physical or mental disability (including HIV and AIDS); medical condition (including cancer, a record of or history of cancer, and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; political affiliation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

School does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or another person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Human Resources manager.

When the School receives allegations of unlawful harassment, discrimination, or retaliation, the Human Resources manager (or the Board President if a complaint is about the Human Resources manager or Superintendent) will conduct a fair, timely, and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. The School is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

**Prohibited Unlawful Harassment**

1. Verbal conduct such as epithets, derogatory jokes or comments or slurs;
2. Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
3. Retaliation for reporting or threatening to report harassment; or

**PERSONNEL SERVICES****4060-CPCS****PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

4. Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

The School is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against them or another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes, but is not limited to, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action must be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Human Resources manager. See the "Harassment/Discrimination/Retaliation Complaint Form."



**PERSONNEL SERVICES****4060-CPCS****PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

Sexual harassment may include, but is not limited to:

1. Physical assaults of a sexual nature, such as:
  - a. Rape, sexual battery, molestation or attempts to commit these assaults and
  - b. Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
2. Unwanted sexual advances, propositions or other sexual comments, such as:
  - a. Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience;
  - b. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct; and
  - c. Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making the performance of the employee's job more difficult because of the employee's sex.
3. Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - a. Displaying pictures, cartoons, posters, calendars, graffiti, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
  - b. Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
  - c. Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships may not be appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate School policy. Where there is a personal relationship that could result in a conflict of interest, the employee(s) must divulge the relationship to their supervisor who will report it to the Human Resources manager. Following an investigation, the Human Resources manager may make a reassignment to ensure compliance with this policy.

## PERSONNEL SERVICES

4060-CPCS

### PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

#### HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

*It is the policy of the School that all individuals will be free from harassment, discrimination, and retaliation. This form is provided for all individuals to report what they believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate action when the facts show that there has been harassment, discrimination, or retaliation.*

*An individual may file this form with the Human Resources manager or designee, or the Board President if the complaint is against the Human Resources manager, or the Executive Director.*

*An individual should review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.*

*The School will undertake every effort to handle the investigation of the complaint in a confidential manner. In that regard, the School will disclose the contents of the complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of the factual allegations to potential witnesses, including anyone that has been identified as having knowledge of the facts on which the complaint is based, as well as the alleged offender.*

*In signing this form below, the individual authorizes the School to disclose to others the information they have provided herein, and information they may provide in the future. Please note that the more detailed information provided, the more likely it is that the School will be able to address the complaint to the individual's satisfaction.*

*Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that the facts are reported as accurately and completely as possible and that all individuals cooperate fully with the person or persons designated to investigate the complaint.*

**PERSONNEL SERVICES**

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**PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

**HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School/Work Location: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person(s) you believe harassed, discriminated, or retaliated against you or someone else: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what you did to avoid the situation, etc.) Attach additional pages, if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read and understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Complainant

To be completed by School

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONNEL SERVICES****4060-CPCS****PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

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When the School receives allegations of unlawful harassment, discrimination, or retaliation, the Human Resources manager ~~or designee~~ (or the Board President if a complaint is about the Human Resources manager or ~~Superintendent/Executive Director~~) will conduct a fair, timely, and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. The School is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

1. Verbal conduct such as epithets, derogatory jokes or comments or slurs;
2. Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;

**PERSONNEL SERVICES****4060-CPCS****PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

3. Retaliation for reporting or threatening to report harassment; or
4. Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

The School is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against them or another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes, but is not limited to, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action must be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Human Resources manager. See the "Harassment/Discrimination/Retaliation Complaint Form."

**PERSONNEL SERVICES****4060-CPCS****PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

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  - a. Rape, sexual battery, molestation or attempts to commit these assaults and
  - b. Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
2. Unwanted sexual advances, propositions or other sexual comments, such as:
  - a. Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience;
  - b. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct; and
  - c. Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making the performance of the employee's job more difficult because of the employee's sex.
3. Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - a. Displaying pictures, cartoons, posters, calendars, graffiti, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
  - b. Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
  - c. Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

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## PERSONNEL SERVICES

4060-CPCS

### PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

#### HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

*It is the policy of the School that all individuals will be free from harassment, discrimination, and retaliation. This form is provided for all individuals to report what they believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate action when the facts show that there has been harassment, discrimination, or retaliation.*

*An individual may file this form with the Human Resources manager or designee, or the Board President if the complaint is against the Human Resources manager, or the Executive Director.*

*An individual should review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.*

*The School will undertake every effort to handle the investigation of the complaint in a confidential manner. In that regard, the School will disclose the contents of the complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of the factual allegations to potential witnesses, including anyone that has been identified as having knowledge of the facts on which the complaint is based, as well as the alleged offender.*

*In signing this form below, the individual authorizes the School to disclose to others the information they have provided herein, and information they may provide in the future. Please note that the more detailed information provided, the more likely it is that the School will be able to address the complaint to the individual's satisfaction.*

*Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that the facts are reported as accurately and completely as possible and that all individuals cooperate fully with the person or persons designated to investigate the complaint.*

**PERSONNEL SERVICES**

**4060-CPCS**

**PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY**

**HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School/Work Location: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person(s) you believe harassed, discriminated, or retaliated against you or someone else: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what you did to avoid the situation, etc.) Attach additional pages, if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read and understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Complainant

To be completed by School

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



**PERSONNEL SERVICES****4065-CPCS****MEAL PERIOD AND REST BREAK POLICY**

California Pacific Charter Schools (“School”) adopts this Meal Period and Rest Break Policy in accordance with all laws for the provision of meal and rest periods for non-exempt employees.

Employees are expected to observe assigned working hours and work with their supervisor to plan and approve the work schedule with their meal periods and rest breaks in mind. Employees working at an onsite work location are permitted and encouraged to leave the premises during such breaks. During meal periods and rest breaks, an employee will be relieved of all duties. Employees must immediately inform their supervisor or human resources (HR) if they are prevented from taking meal and/or rest periods. Employees may not miss rest periods and non-waivable 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 HR and document the reason for the missed rest break and meal period.

**Meal Period**

Non-exempt employees working more than five (5) hours per day are provided with an unpaid, uninterrupted thirty (30) minute meal period to be taken approximately in the middle of the workday, to the extent that is practical, but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day’s work will be completed in no more than six (6) hours, provided the employee and the School mutually consent in advance to the waiver in writing. Employees may request a meal period waiver form from the School.

The employee must clock out for the meal period and will be permitted a reasonable opportunity to take this meal period. The employee is expected to return to work promptly at the end of the meal period. The immediate supervisor may schedule the timing of an employee’s meal period to ensure business operations.

If the employee works a shift from five (5) to nine (9) hours in length, they will be entitled to one (1) unpaid thirty-minute meal period. If they work ten (10) or more hours, they will be entitled to two (2) unpaid thirty-minute meal periods.

**Rest Period**

Non-exempt employees are also provided with a single paid ten (10) minute rest period for every four (4) hours worked to be taken approximately in the middle of the four (4) hour work period, to the extent that is practical. A rest break is not authorized for employees whose total daily work time is less than three and one half (3.5) hours.

## PERSONNEL SERVICES

4065-CPCS

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### MEAL PERIOD AND REST BREAK POLICY

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.

**PERSONNEL SERVICES****4070-CPCS**

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**LACTATION ACCOMMODATION POLICY**

California Pacific Charter Schools (“School”) adopts this Lactation Accommodation Policy to accommodate lactating employees by providing a reasonable amount of break time to express breast milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to non-exempt employees shall be unpaid. Therefore, non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods.

The School will make reasonable efforts to provide employees who need lactation accommodation with the use of a room, or other private space, that is located close to the employee’s work area, shielded from view and free from intrusion. Such a room/location shall not be a bathroom. Employees with private offices will be required to use their offices to express breast milk. For employees working onsite, the School will provide access to a sink with running water and a refrigerator for storing breast milk.

Employees who desire lactation accommodations should contact their supervisor to request accommodations. If a space and break is not provided when requested, the employee may contact human resources for assistance.

The School reserves the right to deny an employee’s request for a lactation break if the additional break time will seriously disrupt operations.

An employee who believes the School has not provided adequate break time and/or a place to express milk, and believes that the School’s human resources staff have not resolved their complaint, as provided in Labor Code 1030, may file a report/claim with the Labor Commissioner’s Bureau of Field Enforcement at:

<https://www.dir.ca.gov/dlse/HowToReportViolationtoBOFE.htm>

**PERSONNEL SERVICES****4075-CPCS****DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE POLICY**

California Pacific Charter Schools (“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.

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.

In the case of a job related injury, the School may require the employees involved to submit to drug/alcohol testing along with any medical treatment provided to the employee.

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 employee 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

**PERSONNEL SERVICES****4075-CPCS**

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**DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE POLICY**

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 a reasonable accommodation to an employee who voluntarily requests an accommodation or unpaid leave of absence under FMLA/CFRA to voluntarily participate in a drug or alcohol rehabilitation program. The request must be made before the employer learns of a violation of the Drug, Alcohol, Tobacco-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.

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

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.

**PERSONNEL SERVICES****4080-CPCS****ACCEPTABLE USE OF TECHNOLOGY POLICY**

California Pacific Charter Schools (“School”) adopts this Acceptable Use of Technology Policy to recognize that technological resources enhance employee performance by offering effective tools to assist in providing a quality and safe instructional program; facilitating communications with parents/guardians, students, and the community; supporting school operations; and improving access to and exchange of information. The School expects all employees to learn to use the available technological resources that will assist them in the performance of their job duties and will provide professional development as needed in the appropriate use of these resources.

The School permits employees to use its technology and communication systems, including email, phones, voicemail, digital school programs, and internet, subject to the following:

1. The technology and communication systems provided by the School are the property of the School. All electronic communications, including all emails, software, databases, hardware, and digital files, remain the sole property of the School and are to be used only for School business. Employees have no reasonable expectation of privacy in their use of such technology and communications.
2. The School may periodically assign and/or change passwords and personal codes for voice mail, email and computer. The School reserves the right to override any such password system at any time at its sole discretion, with or without cause.
3. The School will allow some minimal personal use by employees if such use does not disrupt or interfere with the employee’s timely performance of job duties and is consistent with law and School policy. The following exceptions remain in place:
  - a. The School reserves the right to require authorization prior to the installation of software on a School computer and/or mobile devices.
  - b. 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.
  - c. 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.
4. School technology and communication systems are not to be used in any way that may be disruptive, offensive, harmful to morale, engage in copyright or trademark infringement, and/or otherwise violate the law or school policy. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.

Employees must not attempt to gain access to another employee’s or third parties’ personal files, email, or voicemail without express permission given. As the technology

**PERSONNEL SERVICES****4080-CPCS****ACCEPTABLE USE OF TECHNOLOGY POLICY**

and communication systems are the property of the School. Employees may not use security measures unknown to the School. System security features, including passwords and delete functions, do not neutralize the School's ability to access any digital records at any time. Employees must be aware that the possibility of such access always exists. 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.

5. Employees should not use personal phones, voicemail, email, and text messages for School-related communications, as such use may subject the employee's personal accounts and devices to disclosure under the Public Records Act. School-related communications must only take place using School-issued communications and technology systems.
6. 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 Superintendent or designee before the information is placed on an electronic information resource that is accessible to others.
7. Employees shall report any security problem or misuse of school technology to the Superintendent or designee.

**Safety and Security**

Ensuring the safety of students and staff while participating virtually in school sponsored activities is of the utmost importance to the School. In that effort, the School will establish safety protocol and security settings for online platforms utilized for meetings and instruction. It is the School's responsibility to develop, train and implement expectations for staff and students that ensures a safe online experience. It is the staff and student's responsibility to uphold and comply with the School's expectations to ensure the safety of all participants while meeting virtually.

**Social Media**

The School supports limited and professional use of social media and online platforms (including websites, blogs, and forums) by staff members to assist in their professional duties to create an online presence that facilitates staff, parent/guardian, students, and community communication. All communications with students through social media, or other online platforms, must be limited to matters directly related to the employee's professional duties. Staff must exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property, including through digital communication. Use of social media for personal use during School time or on School equipment is prohibited. Communication with individual students will be conducted using School provided programs.

**PERSONNEL SERVICES****4080-CPCS**

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**ACCEPTABLE USE OF TECHNOLOGY POLICY**

Employees must avoid posting any information or engaging in communications that violate state or federal laws or the School's policies. 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 Superintendent or designee. When authorized as a spokesperson for the School, employees must disclose their employment relationship with the School. The use of the School logo(s) on a social media site or elsewhere must be pre-approved by the Superintendent or designee. Any platform used by CalPac students and staff that allows comment, will clearly state the school's expectations for safe, civil, and responsible dialogue. Where the civility policy is violated, comments will be removed or turned off.

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. Inappropriate use of school technology may result in cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law.

Upon employment and whenever significant changes are made to the School's policy, employees shall be required to acknowledge that they have read and agree to the policy.



**PERSONNEL SERVICES****4080-CPCS****ACCEPTABLE USE OF TECHNOLOGY POLICY**

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2. The School may periodically assign and/or change passwords and personal codes for voice mail, email and computer. The School reserves the right to override any such password system at any time at its sole discretion, with or without cause.
3. The School will allow some minimal personal use by employees if such use does not disrupt or interfere with the employee’s timely performance of job duties and is consistent with law and School policy. The following exceptions remain in place:
  - a. The School reserves the right to require authorization prior to the installation of software on a School computer and/or mobile devices.
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**PERSONNEL SERVICES****4080-CPCS****ACCEPTABLE USE OF TECHNOLOGY POLICY**

and communication systems are the property of the School, ~~it will retain a copy of all employee-used passwords.~~ Employees may not use ~~passwords or~~ security measures unknown to the School. System security features, including passwords and delete functions, do not neutralize the School's ability to access any digital records at any time. Employees must be aware that the possibility of such access always exists. 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.

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**PERSONNEL SERVICES****4080-CPCS**

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**ACCEPTABLE USE OF TECHNOLOGY POLICY**

equipment is prohibited. Communication with individual students will be conducted using School provided programs.

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Upon employment and whenever significant changes are made to the School's policy, employees shall be required to acknowledge that they have read and agree to the policy.

**PERSONNEL SERVICES****4085-CPCS****PAYROLL WITHHOLDINGS POLICY**

California Pacific Charter Schools (“School”) adopts this Payroll Withholdings Policy and shall make all appropriate and required payroll deductions on behalf of its employees. The School shall withhold any required deductions from each applicable 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. **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. Social security deductions apply to classified, non-certificated and non-creditable positions.
4. **STRS Benefit Contributions:** Certificated, credentialed staff will participate in CALSTRS and have employer and employee contributions remitted in lieu of Social Security.
5. **State Disability Insurance (SDI):** This state fund is used to provide benefits to those out of work due to illness or disability.
6. **Retirement System Contributions:** Employee and applicable employer contributions will be deducted and remitted to the appropriate retirement system in accordance with state and federal laws.
7. **Employee Benefits:** 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 through an approved deduction authorization agreement.

Upon hire, all employees are required to complete a W-4 and a DE 4 form. Employees may elect and/or change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to payroll. All Federal, State, and Social Security taxes will be automatically deducted from the employee’s paychecks as stated on the employee’s W-4 and DE 4 forms. It is the employee’s responsibility to report any changes in filing status to payroll and to complete a new W-4 form when necessary.

Every deduction from an employee’s paycheck will be itemized on the pay stub. At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 will indicate all required information, including the total taxable wages and the amounts withheld for Federal, State, and Social Security taxes.

**PERSONNEL SERVICES****4085-CPCS****PAYROLL WITHHOLDINGS POLICY**

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3. 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. Social security deductions apply to classified, non-certificated and non-creditable positions.
4. STRS Benefit Contributions: Certificated, credentialed staff will participate in CALSTRS and have employer and employee contributions remitted in lieu of Social Security.
5. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work due to illness or disability.
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**PERSONNEL SERVICES****4090-CPCS****COBRA BENEFITS POLICY**

California Pacific Charter Schools (“CPCS” or the “School”) complies with all requirements of the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) with regard to employee rights and benefits. When coverage under the School’s medical and/or dental plan ends, employees and eligible dependents may continue coverage for up to eighteen (18) or thirty-six (36) months through COBRA, as described in this policy. The employee is responsible for all associated costs if they elect to continue coverage, which includes the employee contribution and the School’s previous contribution, plus any administrative charges imposed by COBRA.

Medical coverage for an employee, their spouse, and eligible dependent children may be continued for up to eighteen (18) months if coverage ends because:

1. Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
2. Hours of employment are reduced below the amount required to be considered a full-time or part-time employee, making an employee ineligible for the plan.

The eighteen (18) month period may be extended an additional eleven (11) months in cases of disability, subject to COBRA imposed requirements. The eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur, subject to certain requirements.

An employee’s spouse and eligible dependents may continue their health coverage for up to thirty-six (36) months if coverage ends because:

1. The employee dies while covered by the plan;
2. The employee and their spouse become divorced or legally separated;
3. The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65); or
4. The employee’s dependent child reaches an age (26) which makes them ineligible for coverage under the plan.

Rights similar to those described may apply to retirees, spouses, and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

The School will notify employees/dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member is responsible for notifying the School within thirty (30) days of the event. The School will then notify the employee or their dependents of their rights under COBRA.

## PERSONNEL SERVICES

4090-CPCS

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### COBRA BENEFITS POLICY

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

1. Premiums for continued coverage are not paid within thirty (30) days of the due date;
2. The employee (or their dependents) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's dependent, as applicable) may have;
3. The School stops providing group health benefits;
4. The employee (or the employee's dependent) becomes entitled to Medicare; or
5. The employee extended coverage for up to twenty-nine (29) months due to a disability and there has been a final determination that the employee is no longer disabled.

The School may contract with a third party administrator to monitor and facilitate the COBRA plan including employee notice, payment processing, and mandatory reporting.

**PERSONNEL SERVICES****4090-CPCS****COBRA BENEFITS POLICY**

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1. Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
2. Hours of employment are reduced below the amount required to be considered a full-time or part-time employee, making an employee ineligible for the plan.

The eighteen (18) month period may be extended an additional eleven (11) months in cases of disability, subject to COBRA imposed requirements. The eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur, subject to certain requirements.

An employee’s spouse and eligible dependents may continue their health coverage for up to thirty-six (36) months if coverage ends because:

1. The employee dies while covered by the plan;
2. The employee and their spouse become divorced or legally separated;
3. The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65); or
4. The employee’s dependent child reaches an age (26) which makes them ineligible for coverage under the plan.

Rights similar to those described may apply to retirees, spouses, and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

The School will notify employees/dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member is responsible for notifying the School within thirty (30) days of the event. The School will then notify the employee or their dependents of their rights under COBRA.



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### COBRA BENEFITS POLICY

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

1. Premiums for continued coverage are not paid within thirty (30) days of the due date;
2. The employee (or their dependents) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's dependent, as applicable) may have;
3. The School stops providing group health benefits;
4. The employee (or the employee's dependent) becomes entitled to Medicare; or
5. The employee extended coverage for up to twenty-nine (29) months due to a disability and there has been a final determination that the employee is no longer disabled.

The School may contract with a third party administrator to monitor and facilitate the COBRA plan including employee notice, payment processing, and mandatory reporting.

## PERSONNEL SERVICES

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### EMPLOYEE LEAVE POLICY

California Pacific Charter Schools (“School”) adopts this policy in support of employee health and will ensure the School maintains sick leave and disability policies and procedures that align with federal and State mandates. The Board directs staff to review the leave policies annually to ensure compliance with all laws, regulations and best practices. All employees will be provided the leave policies through the Employee Handbook and provided training on the proper use of available leave as well as the process for submitting for time off. Human Resources staff will assist supervisors and employees with coordination of their leave benefits to ensure employee rights as well as assignment coverage.

Employee use of leave must follow the policies and procedures of the School. Abuse of the School's leave policy will not be tolerated and may be grounds for discipline including termination.

## PERSONNEL SERVICES

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### EMPLOYEE ~~PAID SICK~~ LEAVE POLICY

California Pacific Charter Schools (“School”) adopts this policy in ~~The Board of Directors~~ supports of ~~employee~~ health and will ensure the School maintains sick leave and disability policies and procedures that align with federal and State mandates. The Board directs staff to review the ~~sick~~ leave policies annually to ensure compliance with all laws, regulations and best practices. All employees will be provided the ~~sick~~ leave policies through the Employee Handbook and provided training on the proper use of available leave as well as the process for submitting for time off. Human Resources staff will assist supervisors and employees with coordination of their leave benefits to ensure employee rights as well as assignment coverage.

Employee use of ~~sick~~ leave must follow the policies and procedures of the School. Abuse of the School's ~~sick~~ leave policy will not be tolerated and may be grounds for discipline including termination.

**PERSONNEL SERVICES****4110-CPCS****PREGNANCY DISABILITY LEAVE POLICY**

California Pacific Charter Schools (“School”) adopts this Pregnancy Disability Leave Policy in compliance with the California Pregnancy Disability Act, which requires the School to give each pregnant employee an unpaid leave of absence of up to 17 ½ weeks or the equivalent number of days the employee would normally work within that period per pregnancy, as needed, for the period(s) of time the employee is actually disabled by pregnancy, childbirth, or related medical conditions.

**EMPLOYEE ELIGIBILITY CRITERIA**

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

**EVENTS THAT MAY ENTITLE AN EMPLOYEE TO PREGNANCY DISABILITY LEAVE**

Pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all, or is unable to perform any one or more of the essential functions of the job without undue risk to self, the successful completion of the pregnancy, or to other persons because of the 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
2. 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 ½ weeks” means the number of days the employee would normally work within that period. For a full-time employee who works five (5), eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to a reasonable accommodation. Entitlement to additional leave is determined on a case-by case basis taking into account a number of considerations, such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave with or without further reasonable accommodation, and whether or not

## PERSONNEL SERVICES

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### PREGNANCY DISABILITY LEAVE POLICY

additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence, as such absence is not a reasonable accommodation.

#### PAY DURING PREGNANCY DISABILITY LEAVE

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any, or all, accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or State Disability Insurance benefits will not extend the length of pregnancy disability leave.
3. Vacation and sick leave pay accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

#### HEALTH BENEFITS

The School shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. The School is entitled to recover premiums paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
  - a. The employee is taking leave under the California Family Rights Act.
  - b. There is a continuation, recurrence, or onset of a health condition that entitles the employee to pregnancy disability leave.
  - c. There is a non-pregnancy related medical condition requiring further leave.
  - d. Any other circumstance beyond the control of the employee.

#### MEDICAL CERTIFICATIONS

**PERSONNEL SERVICES****4110-CPCS****PREGNANCY DISABILITY LEAVE POLICY**

1. An employee requesting a pregnancy disability leave must provide medical certification from a 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.
2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

**REQUESTING AND SCHEDULING PREGNANCY DISABILITY LEAVE**

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to Human Resources. An employee asking for a Request for Leave form will be referred to the School's then-current pregnancy disability leave policy.
2. Employees should provide not less than thirty (30) days notice, or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments, so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which they are qualified, has equivalent pay and benefits, and better accommodates recurring periods of leave than the employee's regular position. This will be determined on a case-by case basis taking into account the number of considerations and whether or not accommodations would create an undue hardship for the School.
6. The School will respond to a pregnancy disability leave request within five(5) 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.

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**PREGNANCY DISABILITY LEAVE POLICY****RETURN TO WORK**

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position, unless the employee would not otherwise have been employed in the same position, at the time reinstatement is requested. If the employee is not reinstated to the same position, the employee must be reinstated to a comparable position unless one of the following is applicable:
  - a. The employer would not have offered a comparable position to the employee if the employee would have been continuously at work during the pregnancy disability leave.
  - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period. 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.
2. In accordance with School policy, before an employee will be permitted to return from pregnancy disability leave of three (3) days or more, the employee must obtain a certification from a healthcare provider that the employee is able to resume work.
3. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

**EMPLOYMENT DURING LEAVE**

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

**PERSONNEL SERVICES****4115-CPCS****FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY**

California Pacific Charter Schools (“CPCS” or the “School”) complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks, or twenty-six (26) workweeks where indicated, of FMLA and/or CFRA leave in any twelve (12) month period for the purposes enumerated below.

**EMPLOYEE ELIGIBILITY CRITERIA**

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of FMLA/CFRA leave, and work at a location where the School has at least fifty (50) employees within a seventy-five (75) mile radius, except for purposes of CFRA where the threshold is five (5) employees.

**EVENTS THAT MAY ENTITLE AN EMPLOYEE TO FMLA/CFRA LEAVE**

Any leave taken (with or without pay) by the employee for any of the following reasons:

1. To bond with the employee’s newborn child or a child placed with the employee for adoption or foster care within one (1) year of the birth, adoption, or placement of a child under age eighteen (18) with the employee. Under FMLA, if both parents are employed by the School, the leave is shared between the parents and will be granted in the order requested. Under CFRA, if both parents are employed by the School, each parent of the child will be granted up to 12 weeks of leave.
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.
  - a. A “serious health condition” is an illness, injury (including those occurring in the workplace), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
  - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered “inpatient” when a health care facility formally admits them to the facility with the expectation that they will remain at least overnight and occupy a bed, even if it later develops that such



**PERSONNEL SERVICES****4115-CPCS****FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY**

person can be discharged or transferred to another facility and does not actually remain overnight.

- c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
  - d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.
3. To care for a qualifying family member
    - a. FMLA: Includes a spouse, child under the age of 18, or parent with a serious health condition or military service-related injury.
    - b. CFRA: Includes a spouse or domestic partner, child, parent, parent-in-law, grandparent, grandchild, or sibling.
  4. For any “qualifying exigency” because the employee is the spouse, child, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty in the Armed Forces.

**AMOUNT OF FMLA/CFRA LEAVE WHICH MAY BE TAKEN**

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of, the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working, and/or paid, eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, child, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
3. The “twelve month period” in which twelve (12) weeks of FMLA/CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave. 4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report to work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA/CFRA leave entitlement. Similarly, if an employee uses

**PERSONNEL SERVICES****4115-CPCS****FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY**

FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

4. Intermittent FMLA/CFRA Leave may be taken when the leave is for the serious health condition of the employee or the employee's immediate family member as defined in this policy. Intermittent leave for the birth of a child or placement of a child for adoption or foster care must be pre-approved by the supervisor and or designee. Intermittent leave may be taken in no less than thirty (30) minute increments.

**PAY DURING FMLA/CFRA LEAVE**

1. An employee on FMLA/CFRA leave must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA leave for child care, or to care for a spouse, domestic partner, parent, or child with a serious health condition, may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
3. If an employee has exhausted their sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA/CFRA leave. Sick pay will accrue during any period of unpaid FMLA/CFRA leave only until the end of the pay period in which unpaid leave began.

**HEALTH BENEFITS**

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA 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 an employee is required

**PERSONNEL SERVICES****4115-CPCS****FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY**

to pay premiums for any part of their group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made. The School may recover the health benefit costs paid on behalf of an employee during their FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if they work less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

**SENIORITY**

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave 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.

**MEDICAL CERTIFICATIONS**

1. An employee requesting FMLA/CFRA leave because of their own, or a qualifying family member’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen [15] days of the School’s request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification, as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable health care provider to provide a final and binding opinion.

**PERSONNEL SERVICES****4115-CPCS****FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY**

4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

**PROCEDURES FOR REQUESTING AND SCHEDULING FMLA/CFRA LEAVE**

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to Human Resources. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or eligible family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of an eligible family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition and based on FMLA/CFRA leave eligibility.
5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a eligible family member, the employee may be transferred temporarily to an available alternative position, for which they are qualified, that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.
7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

**PERSONNEL SERVICES****4115-CPCS****FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY****RETURN TO WORK**

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee (other than a “key” employee whose reinstatement would cause serious and grievous injury to the School’s operations, if under FMLA leave only) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment, unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee’s FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee (other than a “key” employee under FMLA leave), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

**LIMITATIONS ON REINSTATEMENT UNDER FMLA LEAVE ONLY**

1. The School may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to the School’s operations. A “key” employee is an exempt salaried employee who is among the highest paid 10% of the School’s employees within seventy-five (75) miles of the employee’s worksite.
2. A “key” employee will be advised in writing at the time of a request for or, if earlier, at the time of commencement of, FMLA leave, that they qualify as a “key” employee and the potential consequences, with respect to reinstatement and maintenance of health benefits, if the School determines that substantial and grievous injury to the School’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the “key” employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of

## PERSONNEL SERVICES

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### FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT POLICY

reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

#### EMPLOYMENT DURING LEAVE

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

**PERSONNEL SERVICES****4120-CPCS****FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY**

It is the policy of California Pacific Charter Schools (or the “School”) to comply with the Families First Coronavirus Response Act, which requires the School to offer emergency paid sick leave to all employees and emergency Family and Medical Leave Act (“FMLA”) leave to eligible employees during the ongoing public health emergency caused by the Coronavirus (“COVID-19”).

**EMERGENCY PAID SICK LEAVE**

All full-time employees shall receive two weeks (up to 80 hours) of emergency paid sick leave or equivalent to 10 days at the employee’s regularly scheduled hours. Part-time employees working less than 20 hours per week shall receive paid sick leave equal to the number of hours the employee works, on average, over a two (2) week period. For part-time employees with varying schedules, the employee shall receive paid sick leave equal to their average hours worked over the six (6) months before the leave, or if the employee has worked less than six (6) months, the average hours they would normally be scheduled to work over a two (2) week period. All employees shall have full access to emergency paid sick leave immediately and there is no wait time.

**EMERGENCY QUALIFYING PURPOSES**

Emergency paid sick leave may be used by employees for the following qualifying purposes provided the employee is unable to work or telework:

- 1) The employee is subject to a quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- 4) The employee is caring for an individual who is subject to an order of quarantine or isolation or who has been advised to self-quarantine;
- 5) The employee is caring for a son or daughter due to the closure of their son or daughter’s school or child care provider; and
- 6) The employee is experiencing any substantially similar condition specified by the Secretary of Health and Human Services.

**CALCULATION OF PAY**

Employees shall be paid up to 100% of their regular pay when leave is for the qualifying purposes enumerated in (1)-(3) above, capped at \$511 per day, for a maximum of \$5,110 per employee. Alternately, employees shall be paid up to two-thirds (2/3) of their regular pay for use of leave for the qualifying purposes enumerated in (4)-(6) above, capped at \$200 per day, for a

**PERSONNEL SERVICES****4120-CPCS****FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY**

maximum of \$2,000 per employee. Employees may contact the School for specific information regarding the pay rates applicable during their leave.

**LIMITATIONS**

Employees must use emergency paid sick leave in no less than one hour increments. An employee who is in need of a leave of absence due to contracting the illness will be required to take full day leave until such time as they are no longer contagious. Employees have the choice of using emergency paid sick leave or another accrued leave, such as paid sick leave previously provided by the School, when such leave is used for a qualifying purpose. The employee shall not be required to exhaust their other leaves before using their emergency paid sick leave.

Emergency paid sick leave does not carry over from year to year and does not pay out of the end of employment. Any unused emergency paid sick leave automatically expires on December 31, 2020, and no further emergency paid sick leave shall be provided or may be used.

If an employee is absent longer than three (3) days due to illness or self-quarantine directed by a health care provider, medical evidence of their illness/quarantine order and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the emergency sick leave policy. If the School suspects abuse of emergency paid sick leave, the School may require a medical certification from an employee to verify the absence.

Once an employee has exhausted all accrued leaves, the employee may continue on an unpaid leave depending upon the facts and circumstances of the need for leave. Employee requests for unpaid medical or family leave must be approved in advance by the School.

**ANTI-RETALIATION**

No employee shall be retaliated against for the use of emergency paid sick leave in compliance with this policy.

**Emergency Family and Medical Leave Act Pay**

Employees who have been employed by the School for at least thirty (30) days shall be eligible for up to twelve (12) weeks of emergency FMLA leave when such leave is taken for a qualifying purpose. Leave under this section is available to both part-time and full-time employees.

**Emergency Qualifying Purposes**

Emergency FMLA leave is available to employees who are unable to work or telework due to a need to care for their minor son or daughter if:

- 1) The child's school or place of care has been closed; or
- 2) The childcare provider is unavailable due to a public health emergency.



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**FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY****PAY DURING LEAVE**

The first ten days of emergency FMLA leave are unpaid. Employees may elect to use their accrued unused leave during this time, including any emergency paid sick leave, California paid sick leave, or vacation leave, if applicable.

After the ten days, employees may receive paid leave for up to ten (10) weeks when such leave is taken for an emergency qualifying purpose. Pay shall be provided at two-thirds (2/3) of the employee's regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work, up to \$200 per day, for a maximum of \$10,000 per employee. Pay for employees with variable hourly schedules is calculated based upon the average number of hours the employee was scheduled per day over the six (6) months prior to the leave. If the employee has worked for less than six (6) months, their pay is based upon the average number of hours they would normally be scheduled to work.

**LIMITATIONS**

Emergency FMLA leave may be used intermittently but in no smaller than one hour increments. Employees may request leave by contacting a supervisor and providing documentation of the need for leave if possible.

This policy does not provide additional FMLA leave, and any leave used under this section is deducted from the employee's FMLA leave bank. Employees who have used FMLA leave during the prior twelve (12) months shall have such time deducted from their balance of emergency FMLA leave. Emergency FMLA leave automatically expires on December 31, 2020. This policy incorporates by reference the School's Family Care and Medical Leave policy to the extent such policy is not inconsistent with the requirements outlined herein. Employees should review the School's Family Care and Medical Leave policy for more information on FMLA leave.

**REINSTATEMENT**

Employees will be returned to their same or a substantially similar job position when they return from emergency FMLA leave, subject to the "Limitations on Reinstatement" described in the School's Family Care and Medical Leave Policy.

**ANTI-RETALIATION**

No employee shall be retaliated against for the use of emergency FMLA in compliance with this policy.

**PERSONNEL SERVICES****4125-CPCS****VICTIMS OF CRIME POLICY**

California Pacific Charter Schools (“School”) adopts this Victims of Crime Policy to provide reasonable and necessary unpaid leave, and other reasonable accommodations, to employees who are victims of crime, regardless of whether any person is arrested, prosecuted, or convicted of committing a crime.

A “victim of a crime” is defined as:

- A victim of stalking, domestic violence, or sexual assault
- A victim of a crime that caused physical injury OR that caused mental injury and a threat of physical injury
- A person whose immediate family member is deceased as a direct result of a crime.

Employees may request up to twelve (12) weeks of unpaid leave under FMLA to:

1. Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
2. Obtain services from a domestic violence shelter, program, or rape crisis center or other prescribed entities;
3. Obtain psychological counseling for the domestic violence, sexual assault, or stalking; or
4. Participate in safety planning, or take other actions to increase safety from future crimes or abuse such as relocation, to protect against future domestic violence, sexual assault, or stalking.
5. Appear in court to comply with a court order as a witness in a judicial proceeding.
6. Obtain/attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or employee’s child.

To request leave under this policy, an employee must provide the School with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide the School with one (1) of the following certifications upon returning to work:

## PERSONNEL SERVICES

4125-CPCS

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### VICTIMS OF CRIME POLICY

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, the School will provide reasonable accommodations to employees who are victims of crime. To request an accommodation under this policy, an employee must contact Human Resources.

An employee may not be discriminated against or retaliated against for utilizing this leave. A copy of this policy will be provided to employees upon hire and upon request.

#### LEGAL REFERENCE:

AB 2992 (expands Labor Code Section 230 and 230.1)

## **REMOTE WORK POLICY**

California Pacific Charter Schools (“School”) adopts this Remote Work Policy to define the expectations and responsibilities of applicable parties throughout the span of a remote work arrangement. The School provides remote work arrangements to employees on an as-needed basis where it supports the School’s operations.

### **Definitions**

Remote work, working remotely, telework, telecommute, or work-from-home are defined as any work arrangement that allows employees to work outside of their primary worksite at an alternate location at least one day a week, pursuant to an approved remote work agreement.

### **Eligibility**

The School shall review position duties and determine those that are appropriate for remote work. Remote work arrangements may not cause any inconvenience or hardship to the School in performing its duties to educate students. Telecommuting might not be feasible within some departments or for certain positions within the School. The ability to telecommute is a privilege that will be reviewed as needed, is never guaranteed, contingent upon the employee’s positive evaluation, always up to the supervisor’s discretion, and may be rescinded at any time with or without reason.

Employees shall be permitted to work remotely under the following conditions:

- The nature of the work to be performed at the remote location is operationally feasible
- The overall quality and quantity of work performed remains within the School’s standards throughout the remote work arrangement
- The employee acknowledges that the remote work arrangement may be terminated at any time at the discretion of the School
- The employee agrees to adhere to all existing and future policies provided by the School throughout the duration of their remote work arrangement, including safety expectations and timekeeping expectations, and meal and rest breaks if applicable
- The employee acknowledges that failure to follow the School’s existing and future policies, rules, and procedures may result in termination of the remote work arrangement and/or disciplinary action up to termination

A complete list of expectations and eligibility criteria will be provided to the employee by the human resources department. Exceptions to these eligibility requirements may be made at the discretion of the supervisor under unique circumstances (pandemics, inclement weather, etc).

## **REMOTE WORK POLICY**

### **Equipment**

The School will determine and approve, with information supplied by the employee and the supervisor, the appropriate equipment needed for each remote work arrangement. The human resources and information system departments will serve as resources in this matter. Equipment supplied by the School will be maintained by the School. Equipment supplied by the employee in their remote work environment, will be maintained by the employee. The School accepts no responsibility for damage or repairs to employee-owned equipment. The School reserves the right to make determinations as to appropriate equipment, which are subject to change at any time. Equipment supplied by the School is to be used for business purposes only. The telecommuter must sign an inventory of all School property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all School property will be returned within five days of the employee's last day, unless other arrangements have been made.

The School may provide telecommuting employees with equipment or office furnishings for their remote offices to the extent that it supports a safe work environment or in response to an accommodation. Items purchased by the School remain the School's property. Employees are responsible for equipping and maintaining their remote offices so that they can accomplish their work in an efficient and expeditious manner.

The School will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary and reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job duties. Whenever practical, the employee should make every effort to utilize the School office and supplies to perform any duties that may incur additional expenses.

### **Security**

Consistent with the School's expectations of information security for employees working at the School's administrative office, remote employees will be expected to ensure the protection of proprietary School and student information accessible from their remote office. Steps include the use of regular password maintenance and any other measures appropriate for the job and the environment.

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## REMOTE WORK POLICY

California Pacific Charter Schools (“School”) adopts this Remote Work Policy to ~~outline the parameters in which remote work options may be allowed. The purpose of this policy is to define the expectations and responsibilities of applicable parties throughout the span of a remote work arrangement. The School provides remote work arrangements to employees in an effort to support a healthy and positive workplace, provide flexibility, maximize the effective use of office space, increase productivity, and support business continuity on an as-needed basis where it supports the School’s operations.~~

### Definitions

Remote work, working remotely, telework, telecommute, or work-from-home are defined as any work arrangement that allows employees to work outside of their primary worksite at an alternate location at least one day a week, pursuant to an approved remote work agreement.

### ~~Remote Work Request & Approval Process~~

~~The approval of each remote work situation shall be made on a case-by-case basis at the discretion of management. The School reserves the right to approve or deny any remote work request at the discretion of the School and its representatives.~~

~~¶~~

~~Meeting the criteria stated in this policy does not guarantee approval to work remotely. Telecommuting might not be feasible within some departments or for certain positions within the School. Employees interested in telecommuting arrangements should discuss the matter with their supervisors.~~

### Eligibility

~~The School shall review position duties and determine those that are appropriate for remote work. In order for remote work to be considered, the employee must successfully complete a probationary period as determined by the School, typically measured with an employee’s evaluation. The supervisor must determine that the work can be successfully completed remotely and working remotely cannot. Remote work arrangements may not cause any inconvenience or hardship to the School in performing its duties to educate students. Telecommuting might not be feasible within some departments or for certain positions within the School. The ability to telecommute is a privilege that will be reviewed as needed, is never guaranteed, contingent upon the employee’s positive evaluation, always up to the supervisor’s discretion, and may be rescinded at any time with or without reason.~~

Employees shall be permitted to work remotely under the following conditions:

- The nature of the work to be performed at the remote location is operationally feasible

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## REMOTE WORK POLICY

- The overall quality and quantity of work performed remains within the School's standards throughout the remote work arrangement
- The employee acknowledges that the remote work arrangement may be terminated at any time at the discretion of the School
- The employee agrees to adhere to all existing and future policies provided by the School throughout the duration of their remote work arrangement, including safety expectations and timekeeping expectations, and meal and rest breaks if applicable
- The employee acknowledges that failure to follow the School's existing and future policies, rules, and procedures may result in termination of the remote work arrangement and/or disciplinary action **up to termination**

A complete list of expectations and eligibility criteria will be provided to the employee by the human resources department. **Exceptions to these eligibility requirements may be made at the discretion of the supervisor** Under unique circumstances (pandemics, inclement weather, etc) ~~exceptions to these eligibility requirements may be made at the discretion of the supervisor.~~

~~If both the position and employee have been approved by the school director and supervisor, the employee will draft a written plan for the supervisor's consideration. ¶~~

### Equipment

~~On a case-by-case basis,~~ the School will determine and approve, with information supplied by the employee and the supervisor, the appropriate equipment needed for each remote work arrangement. The human resources and information system departments will serve as resources in this matter. Equipment supplied by the School will be maintained by the School. Equipment supplied by the employee **in their remote work environment, if deemed appropriate by the School,** will be maintained by the employee. The School accepts no responsibility for damage or repairs to employee-owned equipment. The School reserves the right to make determinations as to appropriate equipment, **which are** subject to change at any time. Equipment supplied by the School is to be used for business purposes only. The telecommuter must sign an inventory of all School property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all School property will be returned **within five days of the employee's last day**, unless other arrangements have been made.

The School ~~may does not~~ provide telecommuting employees with equipment or office furnishings for their ~~remote home~~ **offices to the extent that it supports a safe work environment or in response to an accommodation.** Items purchased by the School remain the School's property. Employees are responsible for equipping and maintaining their ~~remote home~~ offices so that they can accomplish their work in an efficient and expeditious manner.

## **REMOTE WORK POLICY**

The School will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary and reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job **duties**. Whenever practical, the employee should make every effort to utilize the School office and supplies to perform any duties that may incur additional expenses.

### **Security**

Consistent with the School's expectations of information security for employees working at the **School's administrative** office, remote employees will be expected to ensure the protection of proprietary School and student information accessible from their **remote**~~home~~ office. Steps include the use of regular password maintenance and any other measures appropriate for the job and the environment.



**PERSONNEL SERVICES****CPCS - 4145****PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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The Board of Directors of California Pacific Charter Schools (CPCS) recognizes the benefit of the ongoing professional development of its staff and leadership team. Staff will be eligible to receive reimbursement for professional development as outlined in this policy.

The individual must be a current employee of CPCS to be eligible for a professional development reimbursement from the school. Individuals who are no longer in paid status are ineligible and will not receive reimbursement under this policy. Additionally, reimbursement will be issued only upon verified program completion. No partial reimbursement will be issued to an individual who has not completed the program as outlined in the initial proposal. All policies regarding reimbursements must be followed and proper documentation submitted in order to be eligible to receive the professional development reimbursement.

This professional development reimbursement policy shall not provide any individual assurance of continued employment with CPCS. CPCS confirms the at-will status of employees in alignment with the at-will employment agreement.

The Board of Directors reserves the right to suspend this policy at any time if it is determined that the policy would have a negative fiscal impact on the school. Participation in the reimbursement program is at the discretion of the Superintendent and requires prior approval.

**ADMINISTRATIVE CREDENTIAL REIMBURSEMENT - MAXIMUM OF \$20,000**

With pre-approval by the Superintendent and Board of Directors, a certificated employee in an ongoing leadership assignment who completes a preliminary administrative services credential will be eligible for reimbursement not to exceed a total of \$10,000. The employee must submit a proposal and include the name of the institution, the cost of the program, and the expected program duration. The proposal will be reviewed by the Superintendent prior to submission to the Board of Directors for final approval.

The initial reimbursement will be provided to the employee once the preliminary administrative credential is posted by the California Commission on Teacher Credentialing (CTC). Once the preliminary administrative credential is completed and posted by the CTC, the employee may submit for reimbursement of expenses limited to actual program expenses such as courses, textbooks, test fees, and applicable program fees. The amount of the reimbursement shall not exceed \$10,000.

**PERSONNEL SERVICES****CPCS - 4145****PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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An employee may be eligible for a second reimbursement for any remaining outstanding costs not to exceed \$10,000 upon successful completion of two additional years of full-time academic service in the same leadership assignment for CPCS and proof of clearing the administrative services credential.

**TEACHING CERTIFICATION REIMBURSEMENT - MAXIMUM OF \$10,000**

For additional credentials or certifications, a certificated employee may submit a proposal to the Superintendent for consideration. The proposal must include the name of the credential or certification, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the position, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be eligible for a second issuance of reimbursement not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**CLASSIFIED TO CERTIFICATED REIMBURSEMENT - MAXIMUM OF \$10,000**

CPCS encourages individuals to continue their education including supporting classified staff who have interest in pursuing a California teaching credential through an accredited university. CPCS engages in agreements with institutions of higher education to provide student teaching and internship opportunities.

Classified staff interested in pursuing a teaching credential may submit a proposal to the Superintendent for consideration of a professional development reimbursement. The proposal must include the name of the credential, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the school's staffing needs, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be

**California Pacific Charter Schools***Page 2 of 4**Policy Adopted: April 16, 2020**Policy Reviewed: March 8, 2022**Policy Revised: September 12, 2023**Policy Revised: March 5, 2024*

**PERSONNEL SERVICES**

**CPCS - 4145**

**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

eligible for a second issuance of reimbursement for any remaining outstanding costs not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS**

<b>Step 1</b>	The employee must submit a written proposal to the Superintendent prior to beginning the professional development program. The proposal must be approved by the Superintendent and ratified by the Board of Directors.
<b>Step 2</b>	If the proposed professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training to the Superintendent and HR in order to receive the first reimbursement installment.
<b>Step 3</b>	<p>In order to receive the second reimbursement installment, the employee must have been consistently employed in full-time status with CPCS in the same or similar position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"> <li>● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment.</li> <li>● Full-time work of less than 100% of a fiscal year may be combined with another partial year of full-time experience to equal one year of employment.</li> </ul> <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>

**GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM \$200 PER YEAR**

All staff are encouraged to participate in general professional development to improve their knowledge and skills to the betterment of CPCS. With pre approval from the Superintendent,

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## PERSONNEL SERVICES

CPCS - 4145

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### PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

staff may submit for reimbursement not to exceed \$200 per year for participation in training and development activities. Such professional development activities may include a webinar, in person training, books, or professional certification that is directly related to the employee's position or department. Employees will not be required to pay for training required by or requested by the employer.

**PERSONNEL SERVICES****CPCS - 4145**

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

The Board of Directors of California Pacific Charter Schools (CPCS) recognizes the benefit of the ongoing professional development of its staff and leadership team. Staff will be eligible to receive reimbursement for professional development as outlined in this policy.

The individual must be a current employee of CPCS to be eligible for a professional development reimbursement from the school. Individuals who are no longer in paid status are ineligible and will not receive reimbursement **under this policy**. Additionally, reimbursement will be issued only upon **verified** program completion. No partial reimbursement will be issued to an individual who has not completed the program as outlined in the initial proposal. All policies regarding reimbursements must be followed and proper documentation submitted in order to be eligible to receive the professional development reimbursement.

This professional development reimbursement policy shall not provide any individual assurance of continued employment with CPCS. CPCS confirms the at-will status of employees in alignment with the at-will employment agreement.

The Board of Directors reserves the right to suspend this policy at any time if it is determined that the policy would have a negative fiscal impact on the school. Participation in the reimbursement program is at the discretion of the Superintendent and requires prior approval.

**ADMINISTRATIVE CREDENTIAL REIMBURSEMENT - MAXIMUM OF \$20,000**

With pre-approval by the Superintendent and Board of Directors, a certificated employee in an ongoing leadership assignment who completes a preliminary administrative services credential will be eligible for reimbursement not to exceed a total of \$10,000. The employee must submit a proposal and include the name of the institution, the cost of the program, and the expected program duration. The proposal will be reviewed by the Superintendent prior to submission to the Board of Directors for final approval.

The initial reimbursement will be provided to the employee once the preliminary administrative credential is posted by the California Commission on Teacher Credentialing (CTC). Once the preliminary administrative credential is completed and posted by the CTC, the employee may submit for reimbursement of expenses limited to actual program expenses such as courses, textbooks, test fees, and applicable program fees. The amount of the reimbursement shall not exceed \$10,000.

**PERSONNEL SERVICES****CPCS - 4145****PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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An employee may be eligible for a second reimbursement for any remaining outstanding costs not to exceed \$10,000 upon successful completion of two additional years of full-time academic service in the same leadership assignment for CPCS and proof of clearing the administrative services credential.

**TEACHING CERTIFICATION REIMBURSEMENT - MAXIMUM OF \$10,000**

For additional credentials or certifications, a certificated employee may submit a proposal to the Superintendent for consideration. The proposal must include the name of the credential or certification, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the position, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be eligible for a second issuance of reimbursement not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**CLASSIFIED TO CERTIFICATED REIMBURSEMENT - MAXIMUM OF \$10,000**

CPCS encourages individuals to continue their education including supporting classified staff who have interest in pursuing a California teaching credential through an accredited university. CPCS engages in agreements with institutions of higher education to provide student teaching and internship opportunities.

Classified staff interested in pursuing a teaching credential may submit a proposal to the Superintendent for consideration of a **professional development reimbursement**. The proposal must include the name of the credential, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the school's staffing needs, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be

**California Pacific Charter Schools***Policy Adopted: April 16, 2020**Policy Reviewed: March 8, 2022**Policy Revised: September 12, 2023**Policy Revised: March 5, 2024**Page 2 of 4*

**PERSONNEL SERVICES**

**CPCS - 4145**

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

eligible for a second issuance of reimbursement for any remaining outstanding costs not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS**

<b>Step 1</b>	The employee must submit a written proposal to the Superintendent prior to beginning the professional development program. The proposal must be approved by the Superintendent and ratified by the Board of Directors.
<b>Step 2</b>	If the proposed professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training to the Superintendent and HR in order to receive the first reimbursement installment.
<b>Step 3</b>	<p>In order to receive the second reimbursement installment, the employee must have been consistently employed in full-time status with CPCS in the same or similar position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"> <li>● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment.</li> <li>● Full-time work of less than 100% of a fiscal year may be combined with another partial year of full-time experience to equal one year of employment.</li> </ul> <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>

**GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM \$200 PER YEAR**

All staff are encouraged to participate in general professional development to improve their knowledge and skills to the betterment of CPCS. With pre approval from the

**California Pacific Charter Schools**

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*Policy Revised: September 12, 2023*

*Policy Revised: March 5, 2024*

## PERSONNEL SERVICES

CPCS - 4145

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### PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

~~Superintendent~~~~Executive Director~~, staff may submit for reimbursement not to exceed \$200 per year for participation in training and development activities. Such professional development activities may include a webinar, in person training, books, or professional certification that is directly related to the employee's position or department. Employees will not be required to pay for training required by or requested by the employer.



**PERSONNEL SERVICES****4150-CPCS**

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**MILEAGE REIMBURSEMENT POLICY**

It is the policy of California Pacific Charter Schools (“CPCS” or the “School”) to provide employees with reimbursements for work related use of their personal vehicles.

Employees may be required to drive their personal vehicles for work related purposes (e.g., while visiting independent study students or to participate in staff meetings). To compensate eligible employees for the costs associated with such travel, the School shall provide such employees with a mileage reimbursement in alignment with the IRS approved rate, which represents the total amount owed to the employee for vehicle expenses. The mileage reimbursement shall not constitute payment or reimbursement for any other travel related expenses.

All employees are eligible for mileage reimbursement when required to drive for the purpose of conducting business on behalf of the School. Employees must submit a mileage reimbursement form to their supervisor within 30 days of traveling. 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 form.

Employees will be reimbursed for mileage starting after the first 30 miles driven or beginning with the first trip between the first and second work site locations, whichever comes first. The mileage allowance is based on travel between designated work sites and measures the distance from the first work site location to each subsequent location, ending with the last location visited by the employee. For example, for a teacher traveling between student appointments, mileage is based on the distance from meeting location 1 to meeting location 2, meeting location 2 to meeting location 3, and so on, until the employee arrives at the final student meeting. The employee’s travel to the first work site location and from the final work site location is not covered by the mileage allowance unless it exceeds 30 miles, nor is it a reimbursable expense, as it is considered normal commuting time.

When appropriate, the School may determine to provide eligible employees with a comparable mileage stipend per month in lieu of a per mile reimbursement rate. Stipends must be paid in conjunction with regular pay periods and must be prorated for months in which the employee was not in regular work status for the entire month. The employee shall report to the School within 14 days of any month in which their actual vehicle expenses exceed the allowance.

**PERSONNEL SERVICES****4150-CPCS**

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**MILEAGE REIMBURSEMENT POLICY**

It is the policy of California Pacific Charter Schools (“CPCS” or the “School”) to provide employees with reimbursements for work related use of their personal vehicles.

Employees may be required to drive their personal vehicles for work related purposes (e.g., while visiting independent study students or to participate in staff meetings). To compensate eligible employees for the costs associated with such travel, the School shall provide such employees with a mileage reimbursement in alignment with the IRS approved rate, which represents the total amount owed to the employee for vehicle expenses. The mileage reimbursement shall not constitute payment or reimbursement for any other travel related expenses.

All employees are eligible for mileage reimbursement when required to drive for the purpose of conducting business on behalf of the School. Employees must submit a mileage reimbursement form to their supervisor within 30 days of traveling. 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 form.

Employees will be reimbursed for mileage starting after the first 30 miles driven or beginning with the first trip between the first and second work site locations, whichever comes first. The mileage allowance is based on travel between designated work sites and measures the distance from the first work site location to each subsequent location, ending with the last location visited by the employee. For example, for a teacher traveling between student appointments, mileage is based on the distance from meeting location 1 to meeting location 2, meeting location 2 to meeting location 3, and so on, until the employee arrives at the final student meeting. The employee’s travel to the first work site location and from the final work site location is not covered by the mileage allowance unless it exceeds 30 miles, nor is it a reimbursable expense, as it is considered normal commuting time.

When appropriate, the School may determine to provide eligible employees with a comparable mileage stipend per month in lieu of a per mile reimbursement rate. Stipends must be paid in conjunction with regular pay periods and must be prorated for months in which the employee was not in regular work status for the entire month. The employee shall report to the School within 14 days of any month in which their actual vehicle expenses exceed the allowance.

## PERSONNEL SERVICES

4160-CPCS

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### CHILDREN OF TEACHERS POLICY

The Board of Directors of California Pacific Charter Schools (“CPCS”) adopts this Children of Teachers Policy to apply to all employees at CPCS. The purpose of the Children of Teachers Policy is to ensure protection from any legal conflict of interest in terms of attendance, course credit, and transcript reporting, and ensure accountability and equity for college acceptance and career readiness.

Students enrolled at CPCS are not permitted to be placed on the roster of a supervising teacher that is their parent, guardian, foster parent, or caregiver, which includes related or non-related children who live in the home with the teacher. This is to ensure that there is an unbiased teacher assigning course work, reviewing completed coursework, awarding attendance, ordering curriculum and classes, and assigning course credits. To avoid a conflict of interest and ensure academic integrity, CPCS prohibits a student to have the parent, guardian, caregiver, or foster parent (otherwise perceivably biased sources) completing these tasks.

## PERSONNEL SERVICES

4160-CPCS

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### CHILDREN OF TEACHERS POLICY

The Board of Directors of California Pacific Charter Schools (“CPCS”) adopts this Children of Teachers Policy to apply to all employees at CPCS. ¶

¶

The purpose of the Children of Teachers Policy is to ~~establish a policy that:~~ ¶

- a) ~~Outlines the rules for teachers servicing their own children as students on their rosters~~ ¶

~~Ensures~~ protection from any legal conflict of interest ~~protection~~ in terms of attendance, course credit, and transcript reporting, and ~~Ensures~~ accountability and equity for college acceptance and career readiness.

Students enrolled at CPCS are not permitted to be placed on the roster of a supervising teacher that is their parent, guardian, foster parent, or caregiver, which includes related or non-related children who live in the home with the teacher. This is to ensure that there is an unbiased teacher assigning course work, reviewing completed coursework, awarding attendance, ordering curriculum and classes, and assigning course credits. To avoid ~~It is considered~~ a conflict of interest and ensure academic integrity, CPCS prohibits a student to have the parent, guardian, caregiver, or foster parent (otherwise perceivably biased sources) completing these tasks.

**PERSONNEL SERVICES****4165-CPCS****EMPLOYEE DRIVING POLICY**

The Board of Directors of California Pacific Charter Schools (“CPCS” or the “School”) 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 Executive Director 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**

**PERSONNEL SERVICES****4165-CPCS****EMPLOYEE DRIVING POLICY**

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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 employee 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**

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

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### EMPLOYEE DRIVING POLICY

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

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.

Seat belts are an essential element of the School's safety procedures. To emphasize seat belt awareness, one (1) seat belt violation while on CPCS business will equate to a moving violation and may lead to disciplinary action. Repeat seat belt 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 Executive Director or designee, the employee may be reimbursed the actual miles traveled using the School's 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. Human Resources will ensure compliance in all matters pertaining to this policy.

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### EMPLOYEE DRIVING POLICY

The Board of Directors of California Pacific Charter Schools (“CPCS” or the “School”) 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.

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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. Human Resources will ensure compliance in all matters pertaining to this policy.

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**INJURY AND ILLNESS PREVENTION POLICY**

The Board of Directors of California Pacific Charter Schools (“School”) adopts this Illness and Injury Prevention Program (“IIPP”) as the School is committed to maintaining a safe and healthful working environment. The IIPP is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program will be maintained at the School’s administration office. Employees will be provided a copy of the plan upon hire and upon any changes to the plan.

It is the intent of the School to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, the School requires the active participation and assistance of all employees. The policies and procedures contained in this IIPP are mandatory. Employees must be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that they know is not safe and are encouraged to inform their supervisor of any potentially hazardous situation or condition that is beyond the employee’s ability or authority to correct. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the School’s safety program and to perform in a manner that assures personal safety and the safety of others, including students and families, visitors and other trades. To be successful in this endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. Every employee must also cooperate in all safety and health matters, not only between management and employees, but also between coworkers. Only through such an effort can any safety program be successful. The School’s objective is to implement a safety program that will reduce the total number of injuries and illnesses to an absolute minimum. Employees should contact Human Resources for assistance regarding this policy.

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**INJURY AND ILLNESS PREVENTION PLAN**



# Injury and Illness Prevention Program

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Code of Safe Practices

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to ensure safe school operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their supervisor.
4. If an employee is unsure of the safe method to do the job, they must STOP and ask the supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while their ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
7. Work shall be well-planned and supervised to prevent injuries in the handling of materials and operating equipment.
8. The work area must be kept clean and free of debris, electrical cords, and other hazards.
9. Employees must immediately clean up spilled liquids.
10. Employees must not attempt to operate equipment until you are fully trained and authorized.
11. Employees may never bring firearms, weapons, illegal drugs or alcoholic beverages on school facilities.
12. The School will ensure that all equipment and chemicals are appropriately labeled. All such notices and procedures must be observed and obeyed.
13. Employees may not block exits, fire doors, aisles, fire extinguishers, first aid kits,

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**INJURY AND ILLNESS PREVENTION PLAN**

emergency equipment, electrical panels, or traffic lanes.

14. Employees may not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
15. Employees may not distract others while working. If conversation is necessary while performing duties involving risk to safety, make sure eye contact is made prior to communicating.
16. Employees shall ensure that all guards and other protective devices (i.e. shredder guard) are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
17. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

**Building Safety**

1. Employees must be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas.
2. Employees must report any suspicious persons or activities to school administration.
3. All employee desks or offices should be secured at the end of the day.
4. When an employee is called away from their work area for an extended length of time, valuable or personal articles should be stowed out of sight and computer screens must be locked.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

**Fire Prevention and Housekeeping**

1. Employees must always take precautions to prevent fires.
2. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times in school offices. Supervisors and staff must make note of the location of the nearest fire extinguisher in the work area.
4. Smoking is prohibited within twenty (20) feet from school offices or events.



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5. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
6. Work areas must be kept free of debris. Useless or unnecessary material must be removed from the work area to help reduce tripping hazards that could impede evacuation.
7. Employees must maintain awareness of potential hazards when walking about the work site.
8. Employees must keep materials and equipment out of walkways and stairways at all times.
9. Sharp wires or protruding nails must be reported to the supervisor.

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**General Duties and Responsibilities for Safety**

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the School delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Management will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all staff regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all supervisors and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the IIPP and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.

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3. Conduct periodic documented inspections of the administrative office and employee work spaces to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in school safety policy and set a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that first aid materials and fire extinguishers are maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving employees requiring medical attention are properly treated and promptly reported to the office.

Human Resources acts as a safety resource for the School, monitors staff training, is responsible for maintaining program records, and works with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this IIPP.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job spaces to evaluate performance, discuss problems and help solve them.

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6. Consult with representatives from insurance companies in order that the IIPP aligns with loss control services.
7. Review workers' compensation claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support the School's safety efforts. Specific employee safety responsibilities include:

1. Asking a supervisor for assistance when unsure how to do any task safely.
2. Reading and abiding by all requirements of the IIPP.
3. Reporting all accidents and injuries, no matter how minor, to the supervisor immediately.
4. Reporting any safety hazards or defective equipment immediately to their supervisor.
5. Remaining clear of the possession or the influence of alcohol or controlled substances while on the premises.
6. Never engaging in horseplay or fighting.
7. Participating in, and actively supporting, the safety program.

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**INJURY AND ILLNESS PREVENTION PLAN**Office Safety

Office accidents can and do happen. To prevent them, the School has developed the following rules for the office staff. The School will also endeavor to include office employees in periodic safety meetings. If at any time an employee believes there is a safety hazard, they must notify their supervisor immediately.

1. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. Do not climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not lean or tilt chairs back while sitting in them.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
10. Do not store heavy objects above your head that could fall on you in an earthquake.
11. Do not store flammable or combustible materials near heaters or other heat sources.
12. If you are unsure how to do any task safely, ask your supervisor.
13. Do not operate any equipment you are not trained and authorized to use.
14. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to your body.
  - Keep your back straight.

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- Lift with your legs.
- Do not lift and twist.
- Get a second person to help, or use equipment when lifting heavy objects.

### Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). In order to minimize the possibility of developing an RMI, employees should consider the following risk factors:

1. The force used to perform a task;
2. Posture while performing tasks;
3. The number of repetitions performed in a given time period; and
4. Mechanical stresses such as hard surfaces.

### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. Employees are encouraged to sit in a neutral position to minimize joint stress and the potential for an RMI. When sitting in a chair in neutral position, the employee’s knees should be kept at a ninety-degree angle position, hands, arms and wrists are in line and parallel to the floor, feet rest completely on the floor (unless a footrest is used), the head faces forward, elbows are kept close to the body and bent at an angle of ninety to one hundred and twenty degrees, the employee’s back is against the seat back of the chair, and thighs and hips rest comfortably on a seat parallel to the floor.

Employees are encouraged to contact Human Resources for support.

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**INJURY AND ILLNESS PREVENTION PLAN****Hazardous Materials and Chemicals Communication Plan**Hazardous Material Inventory

Upon request, Human Resources will provide a list of any hazardous materials used in the School's operations or present in the School's offices. This list will contain the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory.

Safety Data Sheets ("SDS")

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder in a central location at the School's office. These SDS are available to all employees, at any reasonable time, upon request. Copies of the most commonly used products will also be kept by the supervisor at the work site.

Human Resources will be responsible for reviewing incoming SDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

Human Resources will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. The California Occupational Safety and Health Administration ("Cal/OSHA") will be notified if a complete SDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the School office until a SDS has been received. The staff will obtain SDS for all new materials when they are first ordered.

Container Labeling

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

1. The chemical name of the contents;
2. The appropriate hazard warnings; and
3. The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

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**INJURY AND ILLNESS PREVENTION PLAN**

Employee Information and Training

All employees will be provided information and training relative to their use of any hazardous materials.

The information and training will include:

1. The specific hazards;
2. Protective/safety measures which must be utilized; and
3. The measures the organization has taken to lessen the hazards

Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

At any reasonable time, an employee has the right, upon request, to:

1. Access the SDS folder and the Hazardous Materials and Chemicals Communication Plan;
2. Receive a copy of any environmental sampling data collected in the workplace; and
3. See their employment medical records.



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**INJURY AND ILLNESS PREVENTION PLAN****Hazard Identification and Evaluation**

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our IIPP.

**Loss Analysis**

Periodic loss analyses will be conducted by Human Resources. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management and employees through safety meetings and other appropriate means.

**Accident Investigations**

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

**Employee Suggestions**

Employees are encouraged to report any hazard they observe to their supervisor. No employee of the School will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

**Outside Agencies**

Several organizations may assist us in identifying hazards in our workplace. These include: safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, or Cal/OSHA Consultation.

**Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by Human Resources or other designated individuals.

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**INJURY AND ILLNESS PREVENTION PLAN**

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by Human Resources.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed;
2. The name and title of person who performed the inspection;
3. Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
4. Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.

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**INJURY AND ILLNESS PREVENTION PLAN**

**Hazard Correction**

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

**Hazard Evaluation**

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

**Techniques for Correcting Hazards**

- 1. Engineering Controls:** Could include machine and equipment handling. These are the first and preferred methods of control.
- 2. Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
- 3. Personal Protective Equipment:** These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

**Documentation of Corrective Action**

Designated staff will prepare and submit a Monthly Site Safety Checklist to document any hazards. All corrective action taken to mitigate hazards will be documented. All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

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**INJURY AND ILLNESS PREVENTION PLAN****Bloodborne Pathogen Exposure Control Plan**

Human Resources, or designee, shall establish and maintain the following Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne pathogens, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). This plan will be reviewed annually and made available to staff. The School will use work practice controls to eliminate or minimize employee exposure, and will regularly examine and update those controls.

A bloodborne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans (OSHA Regulations Standard 29 CFR).

Occupational exposure is defined as any “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or potentially infectious materials that may result from the performance of an employee’s duties.” (8 CCR 5193)

Examples of school job classifications in which employees may experience occupational exposure include teachers and paraeducators. These employees are potentially occupationally exposed because they may provide first aid or may clean up spills or equipment that is contaminated.

All personnel will have completed the SafeSchools Bloodborne Pathogens course in order to prevent exposure. School staff who are potentially occupationally exposed to bloodborne pathogens will be provided with training so they learn how to avoid becoming exposed, be given personal protective equipment such as gloves or masks, and offered a Hepatitis B vaccine at no cost to them. Employees having contact with blood or other bodily fluids are required to wear disposable gloves, wash their hands with soap and water, and disinfect any equipment or work areas that are affected.

**Procedure**

Clean up of bodily fluids may be performed by staff, the student, or the parent/guardian as appropriate based on the circumstances. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.) and must report any incident involving bodily fluids to their supervisor. Each staff member will be equipped with a first aid kit and will be replaced as necessary.

1. In the event of a serious injury resulting in the release of blood or other bodily fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party.

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2. Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed:
  - If there is a need for a clean up in a public location, school personnel should first inquire if the site has designated an individual responsible.
  - If there is not a responsible individual at a public location, the employee must notify the most senior school employee on duty. The employee should assess the situation to determine if clean up is needed, and the steps to complete the cleaning.
  - Procedure to clean up the spilled fluids:
    - Prevent others from becoming exposed by securing the area.
    - Put on disposable gloves.
    - Wipe up the fluids with paper towels and place the soiled towels into a leak-proof plastic bag.
    - Spray surface(s) with an appropriate disinfectant cleaner and wipe the area with paper towels or use the solution provided in the Emergency First Responder pack. Follow the disinfectant product instructions for time on the surface and removal.
    - Place all potentially contaminated materials in a leak-proof plastic bag.
    - Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
    - Disinfect all surfaces and equipment used in the clean-up.
    - Remove gloves from inside-out and place in the plastic bag. Do not reuse disposable gloves.
    - Secure the bag, place it in a second leak-proof plastic bag, and discard it in the trash.
    - Wash hands thoroughly in hot, soapy water for at least twenty (20) seconds.
    - Flush mucous membranes with water immediately or as soon as feasible following contact with potentially infectious materials.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to Human Resources.

#### Hepatitis B Vaccination

The hepatitis B vaccination series shall be made available at no cost to all employees who have a risk of occupational exposure. The hepatitis B vaccination shall be made available unless the employee has previously received the complete vaccination series. Employees are to use their paid medical benefit through the School to access the vaccination. If the

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employee does not qualify or does not utilize the paid medical benefits through the School, they should contact human resources for support.

Employees who decline to accept the vaccination shall sign the Hepatitis B declination statement (Appendix B).

#### **Post-Exposure**

Any employee exposed to a bodily fluid while performing job responsibilities who has not received the Hepatitis B vaccine will be encouraged to receive the series within 24 hours of exposure.

### Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in serving on safety committees to review and provide feedback on the School's Injury and Illness Prevention Program and School Safety Plans and procedures. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the School.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or human resources, including memos, postings, payroll stuffers, and newsletters.

Employees will be kept advised of highlights and changes relating to the safety plan. Management shall relay changes and improvements regarding the safety plan to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the administrative assistant for distribution to the appropriate manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The School will not discriminate against any employee for raising safety issues or concerns.

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The School also has a system of anonymous notification whereby employees who wish to inform the School's of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Human Resources  
 California Pacific Charter Schools  
 940 South Coast Drive, Suite 185, Costa Mesa, CA 92626  
 Phone: (855) 225-7227  
 Fax: (888) 769-1750

**Employee Safety Training**

The School is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by their supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, supervisors, and employees will be trained on various accident prevention topics.

Employee training will be provided at the following times:

1. All employees will receive safety trainings per board policy.
2. All new employees will be given a copy of this IIPP (which includes our Code of Safe Practices) and the School's Safety plan, and will be required to read and sign for them.

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3. If applicable, all employees given a new job assignment for which training has not been previously provided will be trained.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the School is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics may include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Safe lifting;
- Emergency procedures; and
- Contents of safety program



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**INJURY AND ILLNESS PREVENTION PLAN**

**Emergency Medical Services and First Aid**

The School will ensure the availability of emergency medical services for its employees at all times.

**First-Aid Kits**

Every work site shall have access to at least one first-aid kit. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies will be kept in the administration office and made available to staff as needed.

**Recommended Supplies**

Adhesive dressings  
 Adhesive tape rolls, 1-inch wide  
 Eye dressing packet  
 1-inch gauze bandage roll or compress  
 2-inch gauze bandage roll or compress  
 4-inch gauze bandage roll or compress  
 Sterile gauze pads, 2-inch square  
 Sterile gauze pads, 4-inch square  
 Sterile surgical pads suitable for pressure dressings  
 Triangular bandages  
 Cotton-tipped applicators\*  
 Appropriate record forms\*  
 First-aid textbook, IIPP or equivalent\*

*\*To be available but not necessarily within the first-aid kit.*

**First Aid**

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted in the staff lounge:

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1. Hospitals;
2. Ambulance services; and
3. Fire-protection services.

Prior to the commencement of work at any site, Human Resources shall locate the nearest preferred medical facility and establish transportation or communication methods in the event of an employee injury. Each employee shall be informed of the procedures to follow in case of injury or illness through the new employee orientation program and Code of Safe Practices (see page 2).

#### Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call 911 and request the Paramedics.**
2. **Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The supervisor should consult with the employee to determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, the employee must still fill out a Workers' Compensation Claim Form and Notice of Potential Eligibility DWC-1 form in case complications arise later.
5. In all cases of injury or illness, if the employee cannot transport themselves for any reason, the School will contact the employee's emergency contact for transportation or contact 9-1-1 if appropriate.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (888) 435-4445. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours of the incident.

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**INJURY AND ILLNESS PREVENTION PLAN**

Accident Investigation

The supervisor or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the supervisor with support from Human Resources shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future recurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

Procedures for Investigation of Accidents

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or students/families could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).

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3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who may have additional information regarding the incident.
4. Report the accident to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation will also include an action plan that includes an assessment of how such accidents can be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and prompt investigations ensure information is available, help to correct causes quickly, help identify all contributing factors, reflect management concern, and reduce the chance of recurrence.

#### Investigation Tips

The investigator should:

- Avoid placing blame or implying blame on any person involved in the incident.
- Prepare documentation such as photos and diagrams as appropriate.
- Be objective, interview witnesses and get the facts.
- Reconstruct the event without any bias.
- Use open-ended questions when interviewing witnesses.

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#### Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions.

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

**The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”**

#### Once the Accident Investigation is Complete

1. The investigator will document the investigation and recommend corrective action.
2. Leadership and Human Resources will review the results of all investigations, prepare communication to staff, take corrective actions, and consider safety program modifications.
3. Information obtained through accident investigations may be used to update and improve the safety plan.

### COVID-19 Prevention Plan

California Pacific Charter Schools (“CPCS” or “School”) adopts this COVID-19 Prevention Plan (“CPP”) in accordance with Cal-OSHA regulations. The following CPP outlines the

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### INJURY AND ILLNESS PREVENTION PLAN

School's plan to maximize workplace safety and health, and the steps the School takes to protect workers from being exposed to infectious diseases like the Novel Coronavirus (COVID-19).

#### COMMUNICATION

The School will do all of the following in a form readily understandable by employees:

- Ask employees to report to human resources, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures and possible COVID-19 hazards at the workplace
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required, the School will inform affected employees of the reason for the COVID-19 testing and the subsequent procedures in the event of a positive test.
- Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the School's workplace.

#### IDENTIFICATION AND EVALUATION OF HAZARDS

Employees shall participate in the identification and evaluation of COVID-19 hazards.

##### Identification

- Employees must evaluate their own symptoms before reporting to in-person assignments.
- Employees with COVID-19 symptoms must contact human resources immediately and are not permitted to report to work until completing the appropriate quarantine or isolation period and receiving clearance from human resources.
- 
- In the event that there is an outbreak of three or more cases in an exposed workplace the following will apply:
  - The School will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of the outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a) as applicable. COVID-19 testing will be provided at no cost to the employees during employees' working hours.
  - After the first two COVID-19 tests, the School will provide continuous COVID-19 testing for employees who remain at the workplace at least once per week, or more frequently, if recommended by the local health department.
  - The School will provide additional testing when deemed necessary by OSHA.

##### Evaluation

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### **INJURY AND ILLNESS PREVENTION PLAN**

To prevent or reduce the risk of transmission of COVID-19 in the workplace, the following procedures will be implemented:

- The School will conduct periodic inspections as needed (every 30 days if during an active outbreak) to identify any unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures.
- The School will conduct a workplace-specific evaluation of all interactions, areas, activities, processes, equipment, and materials that could potentially expose individuals to COVID-19 hazards.
- Where required by State and local health departments, specific workplace plans will be posted alerting employees and visitors of the measures that are needed to prevent the spread of COVID-19 within the establishment.
- When practicable, increased air circulation will be implemented by opening doors/windows.
- Signage will be posted at the workplace entrance restricting those who have COVID-19 symptoms from entering.
- Signage will be placed in the restroom(s) and in the kitchen/lunchroom if applicable reminding employees to wash their hands with soap and water.
- Sanitizer will be readily available to employees throughout the workplace and provided to clean high touch areas like the copier touch screen between uses.
- Soap and water or hand sanitizer will be available to employees to clean their hands.

Breaks and lunch times may be staggered to accommodate fewer employees in designated areas at one time.

Human Resources will monitor employee exposure and symptoms through a self-assessment system:

- Upon learning an employee may have been exposed to COVID-19 or is experiencing symptoms, human resources will determine a course of action based upon the guidance of the CDC and local health officials.
- If it is determined by human resources that the employee should be tested for COVID-19, the employee will be directed to a specific testing location. Employees will be encouraged to access testing through their regular health care provider if insured. CPCS will reimburse the employee for the cost of the examination should the employee have been exposed in the course of work.

### **INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

The School has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

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- Where there has been a COVID-19 case at the place of employment, the following steps will be taken:
  - a. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - b. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
  - c. Provide notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - All employees who may have had COVID-19 exposure
    - Community partners, vendors and other individuals present at the workplace during the high-risk exposure period.
  - d. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with information on available resources and benefits.
  - e. Investigate whether any workplace condition could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Personal identifying information or medical services provided to COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- The School shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except when legally required.

### CORRECTION OF COVID-19 HAZARDS

The School has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These include, but are not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted, and implementing the controls outlined in the Evaluation section of this policy.

The School will implement procedures to reduce the transmission of COVID-19 based on the investigation and in compliance with local and state guidelines.

### TRAINING AND INSTRUCTION



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### INJURY AND ILLNESS PREVENTION PLAN

Notification shall be provided to parents advising them of health and safety requirements for students to return to in-person activities. Staff shall receive training and information on COVID-19 and preventative practices.

The School will provide effective training and instruction to employees that includes the following:

- A digital or printed copy of the policies and procedures designed to protect employees from COVID-19 hazards outlined in this document.
- A digital or printed copy of COVID-19 related benefits to which the employee may be entitled under applicable federal, state and local laws.
  - Labor Code sections 3212.86 through 3212.88
  - Local governmental requirements
  - The School's leave policies
- Online COVID-19 training that includes the following information:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although less common.
  - An infectious person may have no symptoms.
  - The importance of frequent hand washing with soap and water for at least 20 seconds.
  - The importance of using hand sanitizer as a disinfectant when employees do not have immediate access to a sink or hand washing facility.
  - A list of COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has such symptoms.

### PHYSICAL DISTANCING

For schools to safely reopen and allow students, teachers, and staff to reconvene in-person services, protective measures must be taken and all staff and offices shall be required to follow recommended sanitation protocols in accordance with published guidelines. Schools shall take measures to limit in-person access and detect sources of COVID-19 or other infectious diseases as needed.

- The school may implement methods to reduce exposure such as:
  - Telework or other remote work assignments;
  - Reducing the number of persons in an area at one time, including visitors;
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - Staggered arrival, departure, work, and break times;
  - Adjusted work processes or procedures to allow greater distance between employees.

### FACE COVERINGS

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### INJURY AND ILLNESS PREVENTION PLAN

As per the guidance for schools and school-based programs per California Department of Public Health (CDPH), the use of face coverings is strongly encouraged for all staff and students when indoors. Use of face coverings shall be consistent with the CDPH, and other local and state school guidelines. If face masks are required, students who do not have personal face covering shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.

Personal protective equipment (PPE) shall be required for specific job functions and distributed to staff in accordance with board policies, and laws.

Students and staff who exhibit signs or symptoms or COVID-19 shall self-quarantine for five days and are further prevented from participating in any in-person activity or meeting until it is medically safe for them to return. Students who are unable to meet with staff as a result of COVID-19 shall continue to receive instruction and support remotely.

The School shall provide face coverings where required by orders from the State Department of Public Health or local health department.

- The School will ensure face coverings are clean and undamaged. Face shields are not a replacement for face masks, although they may be worn together for additional protection.
- The School will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment, if applicable.
- The School will enforce measures to communicate to non-employees the face coverings expectations on their premises or when engaging with its employees as outlined in the Evaluation section of this policy.
- The School shall enforce COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards.

### SITE-SPECIFIC ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT

#### Site-Specific Engineering Controls

- At fixed work locations, the School may install or utilize cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- For the School offices with mechanical or natural ventilation, or both, the School will maximize the air quality to the extent feasible.

#### Administrative Controls

The School has implemented cleaning and disinfecting procedures, which would require:

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- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The School will inform and regularly remind employees of cleaning and disinfecting protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Sharing of personal protective equipment is prohibited, and to the extent feasible, items that employees come in regular contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.
- Areas, materials and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, the School will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The School shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

#### Personal Protective Equipment

- The School will continuously evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide personal protective equipment that relate to the job the employee performs as needed.

#### REPORTING, RECORDKEEPING, AND ACCESS

- The School will report information about COVID-19 cases at the workplace to the local health department immediately, but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The School will provide to the local health department the total number of COVID-19 cases, and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The School shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- The School will report immediately to their State's OSHA Division any COVID-19 related serious illness or death, as defined under section 330(h), or an employee occurring in a place of employment or in connection with any employment.
- The School will keep a record of and track all COVID-19 cases with:

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### INJURY AND ILLNESS PREVENTION PLAN

- Employee's name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of a positive COVID-19 test
- Medical information will be kept confidential.
- The information will be made available to employees or otherwise required by law, with personal identifying information removed.

### EXCLUSION OF COVID-19 CASES

The following describes how the School is to limit transmission of COVID-19 in the workplace.

- The School will ensure that COVID-19 cases are excluded from the workplace until the employee is safe to return, according to federal, state and local guidelines
- The School will exclude employees with COVID-19 exposure from the workplace for the necessary number of days based on current guidelines after the last known COVID-19 exposure to a positive COVID-19 case.
- For employees excluded from in-person work and otherwise able and available to work, the School will continue an employee's earnings and all other employee rights and benefits, including the employee's right to their job status. The School may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. These procedures will not apply:
  - To any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
  - Where the employer demonstrated that the COVID-19 exposure is not work related.
- This section does not limit any other applicable law or school policy that provides greater protections.
- At the time of exclusion from in-person work, the School will provide the employee the information on available benefits.

### RETURN TO WORK CRITERIA

Note that the following criteria is subject to change based on the current federal, state and local guidance.

- An employee with positive COVID-19 or with COVID-19 symptoms shall not return to work until all of the following have been met:

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- At least 24 hours have passed since fever of 100.4 or higher has resolved without the use of fever-reducing medications,
- COVID-19 symptoms have improved, and
- At least 5 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test shall not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to in-person work until the period of isolation or quarantine is complete and the order is lifted. If no period was specified, then the period shall be 5 days from the time the order to quarantine/isolate was effective.
- If there are no violations of local or state health officer orders for isolation or quarantine, OSHA may, upon request, allow employees to return to in-person work on the basis that the removal of an employee would create undue risk to the community's health and safety. In such cases the School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace.

Decisions concerning school closure, whether full or partial, shall be made in consultation with local health officials and in accordance with state guidelines.

It is the policy of the Board of Directors of the School that all teachers and staff shall be responsible for ensuring adherence to the policies of the School for the safe school operation consistent with all laws, regulations, and policies.

### Enforcement of Safety Policies

Employee compliance with the School's IIPP is mandatory and shall be considered a condition of employment.

#### Training Programs

Both new and continuing School staff will be trained on safe work practices per board policy. This will help ensure that all employees understand and abide by the School's safety policies.

#### Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained. The supervisor may formally document safety concerns and the corrective action taken with the employee and include in the employee's personnel file.

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#### Disciplinary Action

Failure to adhere to safety policies and procedures established by the School can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act, but can also affect the safety of their coworkers and customers. Accordingly, any employee who violates any of the School's safety policies will be subject to disciplinary action.

Failure to promptly report any on-the-job accident or injury, on the same day as it occurs, is considered a serious violation of the School's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees may be disciplined for infractions of safety rules and unsafe work practices, not just those that result in an injury, if it is determined after an investigation that the employee did not act in compliance with the School's safety procedures. Disciplinary action will only be taken for safety violations. An employee will not be disciplined or retaliated against for filing a claim for Workers' Compensation.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other School policies. Discipline will be administered in a manner that is consistent with the School's Employee Handbook.

### **CODE OF SAFE PRACTICES GENERAL**

It is the School's policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable School, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.
2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.

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5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the "ALL CLEAR" signal is given.
8. Cooperate with emergency personnel who respond to a fire or other emergency.
9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
10. Maintain all work areas in a safe, clean, neat and orderly manner.
11. Clean up all spills promptly.
12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary.
13. Never stack material on top of high places or store any material in an unstable manner.
14. Report frayed electrical cords or exposed wiring to their supervisor immediately.
15. Never use a metal ladder when working on or near electrical components and systems.
16. Plug in electrical equipment into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
17. Install all electrical cords so as not to block or hinder traffic areas and shall install appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.
18. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
19. Appropriately label and store poisonous solutions not intended for consumption

#### **General – Code of Safe Practices Acknowledgement**

I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe

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*Policy Adopted: March 4, 2021*

*Policy Revised: March 10, 2022*

*Policy Revised: March 5, 2024*

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practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.



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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX A**

**ACKNOWLEDGMENT OF RECEIPT OF INJURY AND ILLNESS PREVENTION PLAN**

The IIPP is included in the annual notice to employees and is provided to all new hires as part of the onboarding process.

PLEASE READ THE EMPLOYEE INJURY AND ILLNESS PREVENTION PLAN THEN SIGN THE ACKNOWLEDGMENT DOCUMENT.

This is to certify that I have received a copy of the California Pacific Charter Schools (“School”) Illness and Injury Prevention Plan. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the School.

I also understand that I am to report any injury to my supervisor immediately and report all safety hazards.

I further understand that I have the following rights:

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material/chemical I am exposed to while working.
- I am entitled to receive a copy of the Injury and Illness Prevention Plan.
- I will not be discriminated against for reporting safety concerns.

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

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX B**

**Hepatitis B Vaccination Declination Form**

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**INJURY AND ILLNESS PREVENTION POLICY**

The Board of Directors of California Pacific Charter Schools (“School”) adopts this Illness and Injury Prevention Program (“IIPP”) as the School is committed to maintaining a safe and healthful working environment. The IIPP is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program will be maintained at the School’s administration office. Employees will be provided a copy of the plan upon hire and upon any changes to the plan.

It is the intent of the School to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, the School requires the active participation and assistance of all employees. The policies and procedures contained in this IIPP are mandatory. Employees must be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that they know is not safe and are encouraged to inform their supervisor of any potentially hazardous situation or condition that is beyond the employee’s ability or authority to correct. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the School’s safety program and to perform in a manner that assures personal safety and the safety of others, including students and families, visitors and other trades. To be successful in this endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. Every employee must also cooperate in all safety and health matters, not only between management and employees, but also between coworkers. Only through such an effort can any safety program be successful. The School’s objective is to implement a safety program that will reduce the total number of injuries and illnesses to an absolute minimum. Employees should contact Human Resources for assistance regarding this policy.

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**INJURY AND ILLNESS PREVENTION PLAN**



## Injury and Illness Prevention Program

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Code of Safe Practices

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to ensure safe school operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their supervisor.
4. If an employee is unsure of the safe method to do ~~the your~~ job, **they must STOP** and ask ~~the your~~ supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while their ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. ~~Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.~~
7. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
8. Work shall be well-planned and supervised to prevent injuries in the handling of materials and operating equipment.
9. The work area must be kept clean and free of debris, electrical cords, and other hazards.
10. Employees must immediately clean up spilled liquids.
11. **Employees must** ~~Do~~ not attempt to operate ~~equipment~~ until you are fully trained and authorized.
12. Employees may never bring firearms, weapons, illegal drugs or alcoholic beverages on school facilities.

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13. The School will ensure that all equipment and chemicals are appropriately labeled. All such notices and procedures must be observed and obeyed.
14. Employees may not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
15. Employees may not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
16. Employees may not distract others while working. If conversation is necessary while performing duties involving risk to safety, make sure eye contact is made prior to communicating.
17. Employees shall ensure that all guards and other protective devices (i.e. shredder guard) are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
18. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

### Building Safety

1. **Employees must be** aware of unknown persons loitering in parking areas, walkways, entrances, ~~and~~ exits and service areas.
2. **Employees must r**eport any suspicious persons or activities to school administration.
3. All employee desks or offices should be secured at the end of the day.
4. When an employee is called away from their work area for an extended length of time, valuable or personal articles should be stowed out of sight and computer screens must be locked.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

### Fire Prevention and Housekeeping

1. Employees must always take precautions to prevent fires.
2. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.



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3. Access to fire extinguishers must be kept clear at all times in sSchool offices. Supervisors and staff must make note of the location of the nearest fire extinguisher in the work area.
4. Smoking is prohibited within twenty (20) feet from sSchool offices or events.
5. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
6. Work areas must be kept free of debris. Useless or unnecessary material must be removed from the work area to help reduce tripping hazards that could impede evacuation.
7. Employees must maintain awareness of potential hazards when walking about the work site.
8. Employees must keep materials and equipment out of walkways and stairways at all times.
9. Sharp wires or protruding nails must be reported to the supervisor.

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**INJURY AND ILLNESS PREVENTION PLAN****General Duties and Responsibilities for Safety**

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the School delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Management will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all staff regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all supervisors and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the IIPP and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.

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3. Conduct periodic documented inspections of the administrative office and employee work spaces to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in school safety policy and set a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that first aid materials and fire extinguishers are maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving employees requiring medical attention are properly treated and promptly reported to the office.

Human Resources acts as a safety resource for the School, monitors staff training, is responsible for maintaining program records, and works with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this IIPP.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job spaces to evaluate performance, discuss problems and help solve them.

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6. Consult with representatives from insurance companies in order that the IIPP aligns with loss control services.
7. Review workers' compensation claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support the School's safety efforts. Specific employee safety responsibilities include:

1. Asking a supervisor for assistance when unsure how to do any task safely.
2. Reading and abiding by all requirements of the IIPP.
3. Reporting all accidents and injuries, no matter how minor, to the supervisor immediately.
4. Reporting any safety hazards or defective equipment immediately to their supervisor.
5. Remaining clear of the possession or the influence of alcohol or controlled substances while on the premises.
6. Never engaging in horseplay or fighting.
7. Participating in, and actively supporting, the safety program.

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**INJURY AND ILLNESS PREVENTION PLAN**Office Safety

Office accidents can and do happen. To prevent them, the School has developed the following rules for the office staff. The School will also endeavor to include office employees in periodic safety meetings. If at any time an employee believes there is a safety hazard, they must notify their supervisor immediately.

1. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. Do not climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not lean or tilt chairs back while sitting in them.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
10. Do not store heavy objects above your head that could fall on you in an earthquake.
11. Do not store flammable or combustible materials near heaters or other heat sources.
12. If you are unsure how to do any task safely, ask your supervisor.
13. Do not operate any equipment you are not trained and authorized to use.
14. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to your body.
  - Keep your back straight.

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- Lift with your legs.
- Do not lift and twist.
- Get a second person to help, or use equipment when lifting heavy objects.

#### Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). In order to minimize the possibility of developing an RMI, employees should consider the following risk factors:

1. The force used to perform a task;
2. Posture while performing tasks;
3. The number of repetitions performed in a given time period; and
4. Mechanical stresses such as hard surfaces.

#### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. Employees are encouraged to sit in a neutral position to minimize joint stress and the potential for an RMI. When sitting in a chair in neutral position, the employee’s knees should be kept at a ninety-degree angle position, hands, arms and wrists are in line and parallel to the floor, feet rest completely on the floor (unless a footrest is used), the head faces forward, elbows are kept close to the body and bent at an angle of ninety to one hundred and twenty degrees, the employee’s back is against the seat back of the chair, and thighs and hips rest comfortably on a seat parallel to the floor.

Employees are encouraged to contact Human Resources for support.

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**INJURY AND ILLNESS PREVENTION PLAN**

**Hazardous Materials and Chemicals Communication Plan**

Hazardous Material Inventory

Upon request, Human Resources will provide a list of any hazardous materials used in the School's operations or present in the School's offices. This list will contain the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory.

Safety Data Sheets ("SDS")

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder in a central location at the School's office. These SDS are available to all employees, at any reasonable time, upon request. Copies of the most commonly used products will also be kept by the supervisor at the work site.

Human Resources will be responsible for reviewing incoming SDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

Human Resources will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. The California Occupational Safety and Health Administration ("Cal/OSHA") will be notified if a complete SDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the School office until a SDS has been received. The staff will obtain SDS for all new materials when they are first ordered.

Container Labeling

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

1. The chemical name of the contents;
2. The appropriate hazard warnings; and
3. The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

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Employee Information and Training

All employees will be provided information and training relative to their use of any hazardous materials.

The information and training will include:

1. The specific hazards;
2. Protective/safety measures which must be utilized; and
3. The measures the organization has taken to lessen the hazards

Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

At any reasonable time, an employee has the right, upon request, to:

1. Access the SDS folder and the Hazardous Materials and Chemicals Communication Plan;
2. Receive a copy of any environmental sampling data collected in the workplace; and
3. See their employment medical records.



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**INJURY AND ILLNESS PREVENTION PLAN****Hazard Identification and Evaluation**

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our IIPP.

**Loss Analysis**

Periodic loss analyses will be conducted by Human Resources. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management and employees through safety meetings and other appropriate means.

**Accident Investigations**

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

**Employee Suggestions**

Employees are encouraged to report any hazard they observe to their supervisor. No employee of the School will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

**Outside Agencies**

Several organizations may assist us in identifying hazards in our workplace. These include: safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, or Cal/OSHA Consultation.

**Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by Human Resources or other designated individuals.

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**INJURY AND ILLNESS PREVENTION PLAN**

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by Human Resources.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed;
2. The name and title of person who performed the inspection;
3. Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
4. Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.

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**INJURY AND ILLNESS PREVENTION PLAN**

**Hazard Correction**

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

**Hazard Evaluation**

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

**Techniques for Correcting Hazards**

- 1. Engineering Controls:** Could include machine and equipment handling. These are the first and preferred methods of control.
- 2. Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
- 3. Personal Protective Equipment:** These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

**Documentation of Corrective Action**

Designated staff will prepare and submit a Monthly Site Safety Checklist to document any hazards. All corrective action taken to mitigate hazards will be documented. All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

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**INJURY AND ILLNESS PREVENTION PLAN**

**Bloodborne Pathogen Exposure Control Plan**

Human Resources, or designee, shall establish and maintain the following Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne pathogens, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). This plan will be reviewed annually and made available to staff. The School will use work practice controls to eliminate or minimize employee exposure, and will regularly examine and update those controls.

A bloodborne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans (OSHA Regulations Standard 29 CFR).

Occupational exposure is defined as any “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or potentially infectious materials that may result from the performance of an employee’s duties.” (8 CCR 5193)

Examples of school job classifications in which employees may experience occupational exposure include teachers and paraeducators. These employees are potentially occupationally exposed because they may provide first aid or may clean up spills or equipment that is contaminated.

All personnel will have completed the SafeSchools Bloodborne Pathogens course in order to prevent exposure. School staff who are potentially occupationally exposed to bloodborne pathogens will be provided with training so they learn how to avoid becoming exposed, be given personal protective equipment such as gloves or masks, and offered a Hepatitis B vaccine at no cost to them. Employees having contact with blood or other bodily fluids are required to wear disposable gloves, wash their hands with soap and water, and disinfect any equipment or work areas that are affected.

**Procedure**

Clean up of bodily fluids may be performed by staff, the student, or the parent/guardian as appropriate based on the circumstances. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.) and must report any incident involving bodily fluids to their supervisor. Each staff member will be equipped with a first aid kit and will be replaced as necessary.

1. In the event of a serious injury resulting in the release of blood or other bodily fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party.

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2. Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed:
  - If there is a need for a clean up in a public location, school personnel should first inquire if the site has designated an individual responsible.
  - If there is not a responsible individual at a public location, the employee must notify the most senior school employee on duty. The employee should assess the situation to determine if clean up is needed, and the steps to complete the cleaning.
  - Procedure to clean up the spilled fluids:
    - Prevent others from becoming exposed by securing the area.
    - Put on disposable gloves.
    - Wipe up the fluids with paper towels and place the soiled towels into a leak-proof plastic bag.
    - Spray surface(s) with an appropriate disinfectant cleaner and wipe the area with paper towels or use the solution provided in the Emergency First Responder pack. Follow the disinfectant product instructions for time on the surface and removal.
    - Place all potentially contaminated materials in a leak-proof plastic bag.
    - Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
    - Disinfect all surfaces and equipment used in the clean-up.
    - Remove gloves from inside-out and place in the plastic bag. Do not reuse disposable gloves.
    - Secure the bag, place it in a second leak-proof plastic bag, and discard it in the trash.
    - Wash hands thoroughly in hot, soapy water for at least twenty (20) seconds.
    - Flush mucous membranes with water immediately or as soon as feasible following contact with potentially infectious materials.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to Human Resources.

#### Hepatitis B Vaccination

The hepatitis B vaccination series shall be made available at no cost to all employees who have a risk of occupational exposure. The hepatitis B vaccination shall be made available unless the employee has previously received the complete vaccination series. Employees are to use their paid medical benefit through the School to access the vaccination. If the

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employee does not qualify or does not utilize the paid medical benefits through the School, they should contact human resources for support.

Employees who decline to accept the vaccination shall sign the Hepatitis B declination statement (Appendix B).

#### Post-Exposure

Any employee exposed to a bodily fluid while performing job responsibilities who has not received the Hepatitis B vaccine will be encouraged to receive the series within 24 hours of exposure.

### Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in serving on safety committees to review and provide feedback on the School's Injury and Illness Prevention Program and School Safety Plans and procedures. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the School.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or human resources, including memos, postings, payroll stuffers, and newsletters.

Employees will be kept advised of highlights and changes relating to the safety plan. Management shall relay changes and improvements regarding the safety plan to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the administrative assistant for distribution to the appropriate manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The School will not discriminate against any employee for raising safety issues or concerns.

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The School also has a system of anonymous notification whereby employees who wish to inform the School's of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Human Resources  
California Pacific Charter Schools  
940 South Coast Drive, Suite 185, Costa Mesa, CA 92626 ~~100 East San Marcos Blvd., Suite 350, San Marcos, CA 92069~~  
Phone: (855) 225-7227 ~~(760) 494-9646~~  
Fax: (888) 769-1750 ~~(760) 290-7022~~

### Employee Safety Training

The School is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by their supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, supervisors, and employees will be trained on various accident prevention topics.

Employee training will be provided at the following times:

1. All employees will receive safety trainings per board policy.
2. All new employees will be given a copy of this IIPP (which includes our Code of Safe Practices) and the School's Safety plan, and will be required to read and sign for them.

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3. If applicable, all employees given a new job assignment for which training has not been previously provided will be trained.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the School is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics may include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Safe lifting;
- Emergency procedures; and
- Contents of safety program



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**Emergency Medical Services and First Aid**

The School will ensure the availability of emergency medical services for its employees at all times.

First-Aid Kits

Every work site shall have access to at least one first-aid kit. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies will be kept in the administration office and made available to staff as needed.

**Recommended Supplies**

Adhesive dressings  
 Adhesive tape rolls, 1-inch wide  
 Eye dressing packet  
 1-inch gauze bandage roll or compress  
 2-inch gauze bandage roll or compress  
 4-inch gauze bandage roll or compress  
 Sterile gauze pads, 2-inch square  
 Sterile gauze pads, 4-inch square  
 Sterile surgical pads suitable for pressure dressings  
 Triangular bandages  
 Cotton-tipped applicators\*  
 Appropriate record forms\*  
 First-aid textbook, IIPP or equivalent\*

*\*To be available but not necessarily within the first-aid kit.*

First Aid

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted in the staff lounge:

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1. Hospitals;
2. Ambulance services; and
3. Fire-protection services.

Prior to the commencement of work at any site, Human Resources shall locate the nearest preferred medical facility and establish transportation or communication methods in the event of an employee injury. Each employee shall be informed of the procedures to follow in case of injury or illness through the new employee orientation program and Code of Safe Practices (see page 2).

#### Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call 911 and request the Paramedics.**
2. **Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The supervisor should consult with the employee to determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, the employee must still fill out a Workers' Compensation Claim Form and Notice of Potential Eligibility DWC-1 form in case complications arise later.
5. In all cases of injury or illness, if the employee cannot transport themselves for any reason, the School will contact the employee's emergency contact for transportation or contact 9-1-1 if appropriate.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (888) 435-4445. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours of the incident.

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Accident Investigation

The supervisor or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the supervisor with support from Human Resources shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future recurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

Procedures for Investigation of Accidents

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or students/families could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).

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3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who may have additional information regarding the incident.
4. Report the accident to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation will also include an action plan that includes an assessment of how such accidents can be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and prompt investigations ensure information is available, help to correct causes quickly, help identify all contributing factors, reflect management concern, and reduce the chance of recurrence.

#### Investigation Tips

The investigator should:

- Avoid placing blame or implying blame on any person involved in the incident.
- Prepare documentation such as photos and diagrams as appropriate.
- Be objective, interview witnesses and get the facts.
- Reconstruct the event without any bias.
- Use open-ended questions when interviewing witnesses.

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Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions.

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

**The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”**

Once the Accident Investigation is Complete

1. The investigator will document the investigation and recommend corrective action.
2. Leadership and Human Resources will review the results of all investigations, prepare communication to staff, take corrective actions, and consider safety program modifications.
3. Information obtained through accident investigations may be used to update and improve the safety plan.

**COVID-19 Prevention Plan**

California Pacific Charter Schools (“CPCS” or “School”) adopts this COVID-19 Prevention Plan (“CPP”) in accordance with Cal-OSHA regulations. The following CPP outlines the

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School's plan to maximize workplace safety and health, and the steps the School takes to protect workers from being exposed to infectious diseases like the Novel Coronavirus (COVID-19).

#### COMMUNICATION

The School will do all of the following in a form readily understandable by employees:

- Ask employees to report to human resources, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures and possible COVID-19 hazards at the workplace
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required, the School will inform affected employees of the reason for the COVID-19 testing and the subsequent procedures in the event of a positive test.
- Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the School's workplace.

#### IDENTIFICATION AND EVALUATION OF HAZARDS

Employees shall participate in the identification and evaluation of COVID-19 hazards.

##### Identification

- Employees must evaluate their own symptoms ~~and complete the School's wellness check~~ before reporting to in-person assignments.
- Employees with COVID-19 symptoms must contact human resources immediately and are not permitted to report to work until completing the appropriate quarantine or isolation period and receiving clearance from human resources.
- ~~For staff with job responsibilities that must be completed in-person and cannot be performed remotely, the School will screen employees for COVID-19 symptoms prior to the start of their work day.~~
- In the event that there is an outbreak of three or more cases in an exposed workplace the following will apply:
  - The School will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of the outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a) as applicable. COVID-19 testing will be provided at no cost to the employees during employees' working hours.
  - After the first two COVID-19 tests, the School will provide continuous COVID-19 testing for employees who remain at the workplace at least once per week, or more frequently, if recommended by the local health department.
  - The School will provide additional testing when deemed necessary by OSHA.

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#### Evaluation

To prevent or reduce the risk of transmission of COVID-19 in the workplace, the following procedures will be implemented:

- The School will conduct periodic inspections as needed (every 30 days if during an active outbreak) to identify any unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures.
- The School will conduct a workplace-specific evaluation of all interactions, areas, activities, processes, equipment, and materials that could potentially expose individuals to COVID-19 hazards.
- Where required by State and local health departments, specific workplace plans will be posted alerting employees and visitors of the measures that are needed to prevent the spread of COVID-19 within the establishment.
- When practicable, increased air circulation will be implemented by opening doors/windows.
- Signage will be posted at the workplace entrance restricting those who have COVID-19 symptoms from entering.
- Signage will be placed in the restroom(s) and in the kitchen/lunchroom if applicable reminding employees to wash their hands with soap and water.
- Sanitizer will be readily available to employees throughout the workplace and provided to clean high touch areas like the copier touch screen between uses.
- Soap and water or hand sanitizer will be available to employees to clean their hands.

Breaks and lunch times may be staggered to accommodate fewer employees in designated areas at one time.

Human Resources will monitor employee exposure and symptoms through a self-assessment system:

- Upon learning an employee may have been exposed to COVID-19 or is experiencing symptoms, human resources will determine a course of action based upon the guidance of the CDC and local health officials.
- If it is determined by human resources that the employee should be tested for COVID-19, the employee will be directed to a specific testing location. Employees will be encouraged to access testing through their regular health care provider if insured. CPCS will reimburse the employee for the cost of the examination should the employee have been exposed in the course of work.

### INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

The School has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information

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regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

- Where there has been a COVID-19 case at the place of employment, the following steps will be taken:
  - a. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - b. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
  - c. Provide notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - All employees who may have had COVID-19 exposure
    - Community partners, vendors and other individuals present at the workplace during the high-risk exposure period.
  - d. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with information on available resources and benefits.
  - e. Investigate whether any workplace condition could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Personal identifying information or medical services provided to COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- The School shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except when legally required.

### CORRECTION OF COVID-19 HAZARDS

The School has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These include, but are not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted, and implementing the controls outlined in the Evaluation section of this policy.

The School will implement procedures to reduce the transmission of COVID-19 based on the investigation and in compliance with local and state guidelines.



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#### TRAINING AND INSTRUCTION

Notification shall be provided to parents advising them of health and safety requirements for students to return to in-person activities. Staff shall receive training and information on COVID-19 and preventative practices.

The School will provide effective training and instruction to employees that includes the following:

- A digital or printed copy of the policies and procedures designed to protect employees from COVID-19 hazards outlined in this document.
- A digital or printed copy of COVID-19 related benefits to which the employee may be entitled under applicable federal, state and local laws.
  - Labor Code sections 3212.86 through 3212.88
  - Local governmental requirements
  - The School's leave policies
- Online COVID-19 training that includes the following information:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although less common.
  - An infectious person may have no symptoms.
  - The importance of frequent hand washing with soap and water for at least 20 seconds.
  - The importance of using hand sanitizer as a disinfectant when employees do not have immediate access to a sink or hand washing facility.
  - A list of COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has such symptoms.

#### PHYSICAL DISTANCING

For schools to safely reopen and allow students, teachers, and staff to reconvene in-person services, protective measures must be taken and all staff and offices shall be required to follow recommended sanitation protocols in accordance with published guidelines. Schools shall take measures to limit in-person access and detect sources of COVID-19 or other infectious diseases as needed.

- The school may implement methods to reduce exposure such as:
  - Telework or other remote work assignments;
  - Reducing the number of persons in an area at one time, including visitors;
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - Staggered arrival, departure, work, and break times;
  - Adjusted work processes or procedures to allow greater distance between employees.

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#### **FACE COVERINGS**

As per the guidance for schools and school-based programs per California Department of Public Health (CDPH), the use of face coverings is strongly encouraged for all staff and students when indoors. Use of face coverings shall be consistent with the CDPH, and other local and state school guidelines. If face masks are required, students who do not have personal face covering shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.

Personal protective equipment (PPE) shall be required for specific job functions and distributed to staff in accordance with board policies, and laws.

Students and staff who exhibit signs or symptoms or COVID-19 shall self-quarantine for five days and are further prevented from participating in any in-person activity or meeting until it is medically safe for them to return. Students who are unable to meet with staff as a result of COVID-19 shall continue to receive instruction and support remotely.

The School shall provide face coverings where required by orders from the State Department of Public Health or local health department.

- The School will ensure face coverings are clean and undamaged. Face shields are not a replacement for face masks, although they may be worn together for additional protection.
- The School will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment, if applicable.
- The School will enforce measures to communicate to non-employees the face coverings expectations on their premises or when engaging with its employees as outlined in the Evaluation section of this policy.
- The School shall enforce COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards.

#### **SITE-SPECIFIC ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT**

##### Site-Specific Engineering Controls

- At fixed work locations, the School may install or utilize cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- For the School offices with mechanical or natural ventilation, or both, the School will maximize the air quality to the extent feasible.

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#### Administrative Controls

The School has implemented cleaning and disinfecting procedures, which would require:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The School will inform and regularly remind employees of cleaning and disinfecting protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Sharing of personal protective equipment is prohibited, and to the extent feasible, items that employees come in regular contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.
- Areas, materials and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, the School will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The School shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

#### Personal Protective Equipment

- The School will continuously evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide personal protective equipment that relate to the job the employee performs as needed.

### REPORTING, RECORDKEEPING, AND ACCESS

- The School will report information about COVID-19 cases at the workplace to the local health department immediately, but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The School will provide to the local health department the total number of COVID-19 cases, and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The School shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- The School will report immediately to their State's OSHA Division any COVID-19 related serious illness or death, as defined under section 330(h), or an employee

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- occurring in a place of employment or in connection with any employment.
- ~~The School will maintain records of the steps taken to implement the written COVID-19 Safe Reopening and Operation of Schools policy.¶¶~~
- ~~The written COVID-19 Safe Reopening and Operation of Schools policy will be made available at the workplace to employees and to representatives of OSHA immediately upon request.¶¶~~
- The School will keep a record of and track all COVID-19 cases with:
  - Employee's name
  - Contact information
  - Occupation
  - Location where the employee worked
  - Date of the last day at the workplace
  - Date of a positive COVID-19 test
- Medical information will be kept confidential.
- The information will be made available to employees or otherwise required by law, with personal identifying information removed.

### EXCLUSION OF COVID-19 CASES

The following describes how the School is to limit transmission of COVID-19 in the workplace.

- The School will ensure that COVID-19 cases are excluded from the workplace until the employee is safe to return, according to federal, state and local guidelines
- The School will exclude employees with COVID-19 exposure from the workplace for the necessary number of days based on current guidelines after the last known COVID-19 exposure to a positive COVID-19 case.
- For employees excluded from in-person work and otherwise able and available to work, the School will continue an employee's earnings and all other employee rights and benefits, including the employee's right to their job status. The School may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. These procedures will not apply:
  - To any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
  - Where the employer demonstrated that the COVID-19 exposure is not work related.
- This section does not limit any other applicable law or school policy that provides greater protections.
- At the time of exclusion from in-person work, the School will provide the employee the information on available benefits.

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#### RETURN TO WORK CRITERIA

Note that the following criteria is subject to change based on the current federal, state and local guidance.

- An employee with positive COVID-19 or with COVID-19 symptoms shall not return to work until all of the following have been met:
  - At least 24 hours have passed since fever of 100.4 or higher has resolved without the use of fever-reducing medications,
  - COVID-19 symptoms have improved, and
  - At least 5 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test shall not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to in-person work until the period of isolation or quarantine is complete and the order is lifted. If no period was specified, then the period shall be 5 days from the time the order to quarantine/isolate was effective.
- If there are no violations of local or state health officer orders for isolation or quarantine, OSHA may, upon request, allow employees to return to in-person work on the basis that the removal of an employee would create undue risk to the community's health and safety. In such cases the School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace.

Decisions concerning school closure, whether full or partial, shall be made in consultation with local health officials and in accordance with state guidelines.

It is the policy of the Board of Directors of the School that all teachers and staff shall be responsible for ensuring adherence to the policies of the School for the safe ~~school reopening~~ ~~and~~ operation consistent with all laws, regulations, and policies.

### Enforcement of Safety Policies

Employee compliance with the School's IIPP is mandatory and shall be considered a condition of employment.

#### Training Programs

Both new and continuing School staff will be trained on safe work practices per board policy. This will help ensure that all employees understand and abide by the School's safety policies.

## PERSONNEL 4170E-CPCS

## SERVICES

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### INJURY AND ILLNESS PREVENTION PLAN

#### Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained. The supervisor may formally document safety concerns and the corrective action taken with the employee and include in the employee's personnel file.

#### Disciplinary Action

Failure to adhere to safety policies and procedures established by the School can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act, but can also affect the safety of their coworkers and customers. Accordingly, any employee who violates any of the School's safety policies will be subject to disciplinary action.

Failure to promptly report any on-the-job accident or injury, on the same day as it occurs, is considered a serious violation of the School's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees may be disciplined for infractions of safety rules and unsafe work practices, not just those that result in an injury, if it is determined after an investigation that the employee did not act in compliance with the School's safety procedures. Disciplinary action will only be taken for safety violations. An employee will not be disciplined or retaliated against for filing a claim for Workers' Compensation.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other School policies. Discipline will be administered in a manner that is consistent with the School's Employee Handbook.

### CODE OF SAFE PRACTICES GENERAL

It is the School's policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable School, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.

## PERSONNEL SERVICES

4170E-CPCS

---

### INJURY AND ILLNESS PREVENTION PLAN

2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.
5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the "ALL CLEAR" signal is given.
8. Cooperate with emergency personnel who respond to a fire or other emergency.
9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
10. Maintain all work areas in a safe, clean, neat and orderly manner.
11. Clean up all spills promptly.
12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary.
13. Never stack material on top of high places or store any material in an unstable manner.
14. Report frayed electrical cords or exposed wiring to their supervisor immediately.
15. Never use a metal ladder when working on or near electrical components and systems.
16. Plug in electrical equipment into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
17. Install all electrical cords so as not to block or hinder traffic areas and shall install appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.

## PERSONNEL SERVICES

4170E-CPCS

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### INJURY AND ILLNESS PREVENTION PLAN

18. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.

19. Appropriately label and store poisonous solutions not intended for consumption

#### **General – Code of Safe Practices Acknowledgement**

I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.



**PERSONNEL SERVICES**

**4170E-CPCS**

**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX A**

**ACKNOWLEDGMENT OF RECEIPT OF INJURY AND ILLNESS PREVENTION PLAN**

The IIPP is included in the annual notice to employees and is provided to all new hires as part of the onboarding process.

PLEASE READ THE EMPLOYEE INJURY AND ILLNESS PREVENTION PLAN THEN SIGN THE ACKNOWLEDGMENT DOCUMENT.

This is to certify that I have received a copy of the California Pacific Charter Schools (“School”) Illness and Injury Prevention Plan. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the School.

I also understand that I am to report any injury to my supervisor immediately and report all safety hazards.

I further understand that I have the following rights:

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material/chemical I am exposed to while working.
- I am entitled to receive a copy of the Injury and Illness Prevention Plan.
- I will not be discriminated against for reporting safety concerns.

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

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONNEL SERVICES**

**4170E-CPCS**

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX B**

**Hepatitis B Vaccination Declination Form**

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## PERSONNEL SERVICES

4170E-CPCS

### INJURY AND ILLNESS PREVENTION PLAN

#### ~~APPENDIX C~~

#### ~~CODE OF SAFE PRACTICES GENERAL~~

~~¶~~

~~It is the School's policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable School, State, and Federal safety rules and practices and take action as is necessary to obtain compliance. ¶~~

~~¶~~

~~To carry out this policy, employees SHALL: ¶~~

~~¶~~

~~1. Report unsafe conditions/equipment to supervisor or human resources. ¶~~

~~¶~~

~~2. Report accidents, injuries and illnesses to your supervisor or human resources. ¶~~

~~¶~~

~~3. Not be on the job under the influence of intoxicating liquor or drugs. ¶~~

~~¶~~

~~4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees. ¶~~

~~¶~~

~~5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency. ¶~~

~~¶~~

~~6. In the event of fire, sound the nearest alarm and evacuate the building. ¶~~

~~¶~~

~~7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the "ALL CLEAR" signal is given. ¶~~

~~¶~~

~~8. Cooperate with emergency personnel who respond to a fire or other emergency. ¶~~

~~¶~~

~~9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type. ¶~~

~~¶~~

~~10. Maintain all work areas in a safe, clean, neat and orderly manner. ¶~~

~~¶~~

~~11. Clean up all spills promptly. ¶~~

~~¶~~

California Pacific Charter Schools

Policy Adopted: March 4, 2021

Policy Revised: March 10, 2022

Policy Revised: March 5, 2024

Page 5 of 33

# PERSONNEL SERVICES

4170E-CPCS

## INJURY AND ILLNESS PREVENTION PLAN

~~12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary. ¶~~

¶

~~13. Never stack material on top of high places or store any material in an unstable manner. ¶~~

¶

~~14. Report frayed electrical cords or exposed wiring to their supervisor immediately. ¶~~

¶

~~15. Never use a metal ladder when working on or near electrical components and systems. ¶~~

¶

~~16. Plug in electrical equipment into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground. ¶~~

¶

~~17. Install all electrical cords so as not to block or hinder traffic areas and shall install appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access. ¶~~

¶

~~18. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets. ¶~~

¶

~~19. Appropriately label and store poisonous solutions not intended for consumption. ¶~~

¶

### ~~General Code of Safe Practices Acknowledgement ¶~~

~~I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor. ¶~~

~~Employee \_\_\_\_\_ ¶  
Signature / Printed Name \_\_\_\_\_ Date ¶~~

¶

¶

~~Supervisor \_\_\_\_\_ ¶  
Signature / Printed Name \_\_\_\_\_ Date~~

# Coversheet

## Approval of Second Interim Financial Report

**Section:** XI. Business/Financial Services  
**Item:** A. Approval of Second Interim Financial Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CPCS 23-24 Second Interim Budget Presentation.pdf  
2023-24 CPCS Second Interim Budget Report.pdf



1

## Governor's 2024 Budget Update

**2024-25 LCFF COLA = 0.76%**

- Decrease from the previous estimate of 3.94%
- Low COLA will put pressure on budgets.

**Increased Pressure on Charters**

- Recent FCMAT Audits
- State Controller/SD County Prosecutor Workgroup
- Forthcoming FCMAT/LAO report on NCB fraud

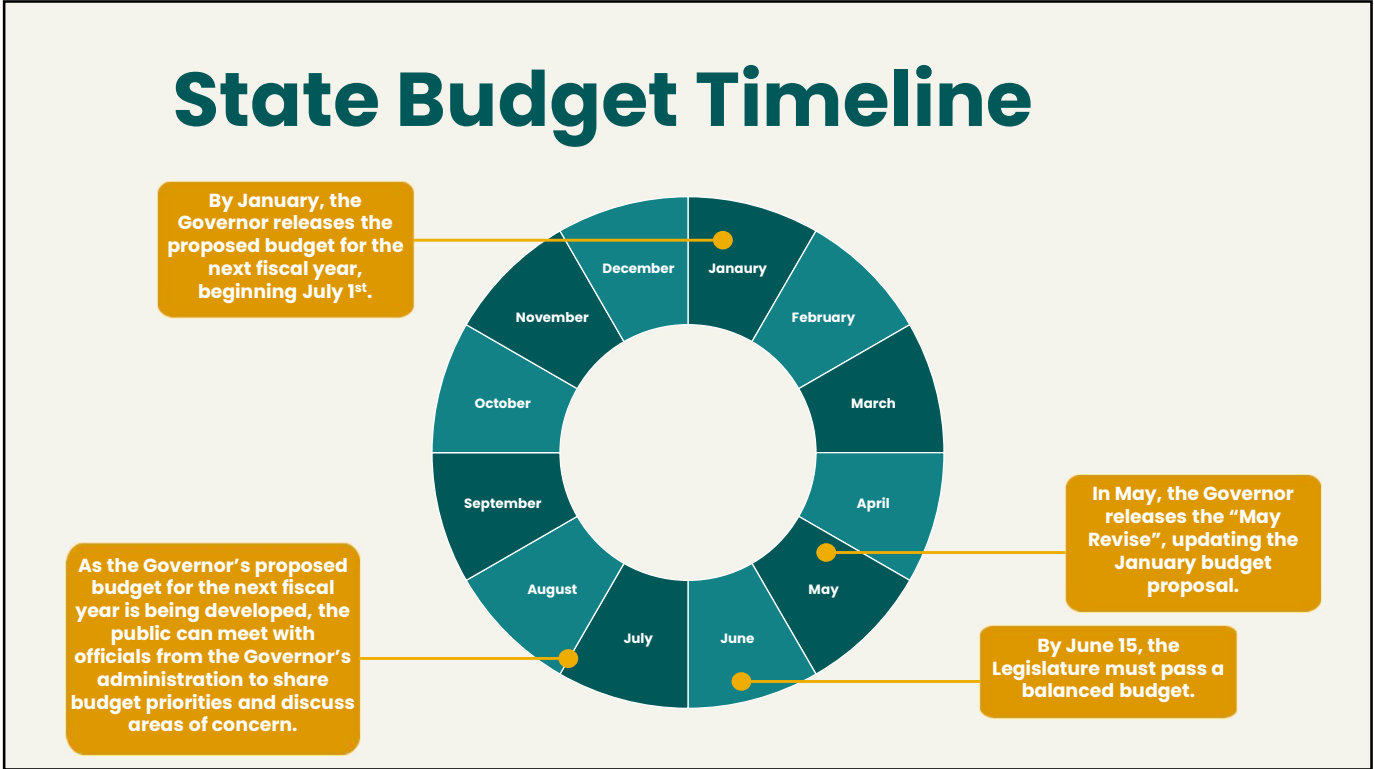
**Next Step: May Revise**

- January Budget is just the first step.
- Then, May Revise.
- June 15<sup>th</sup> Legislation must pass a balanced budget.
- Changes to budget may occur in Jul-Aug.

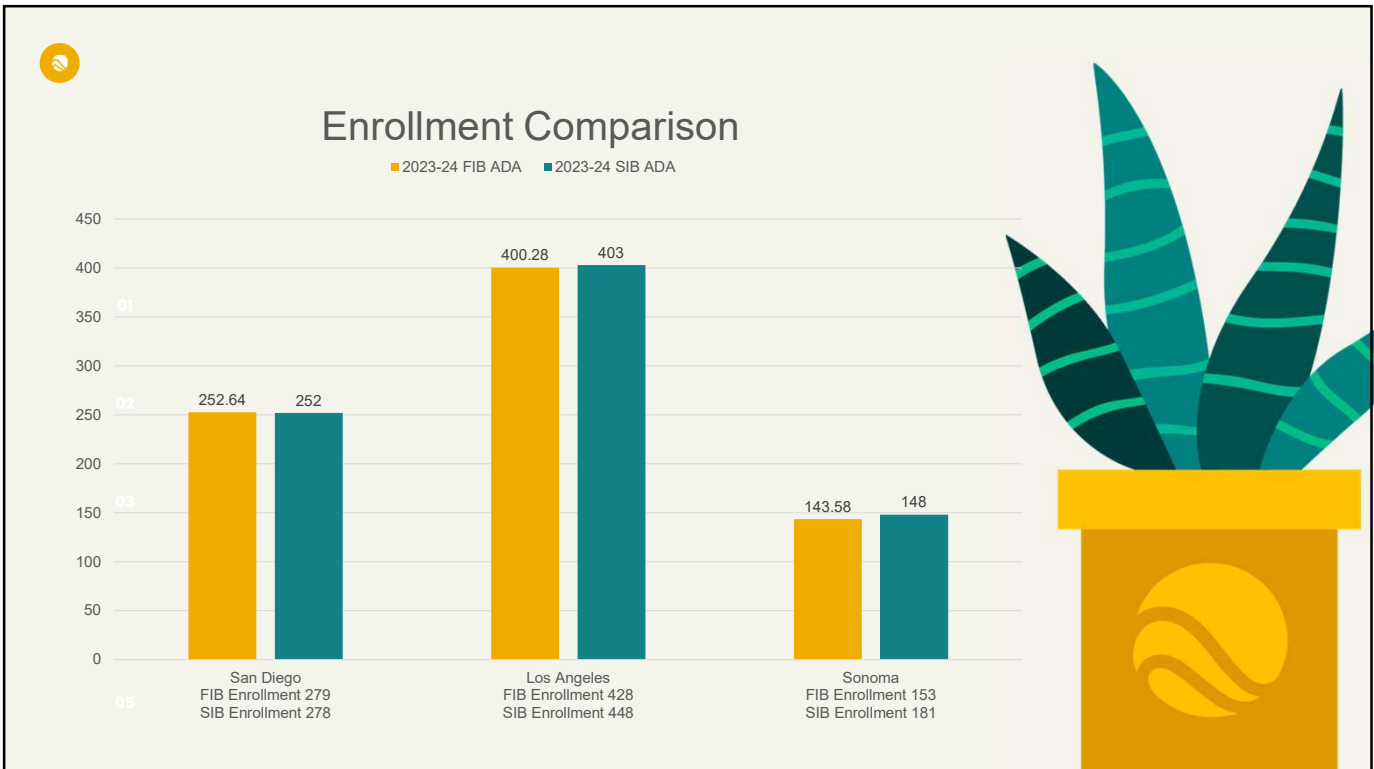
**Mandate Block Grant COLA would increase per-ADA rates slightly for charter schools in 2024-25:**

- Grades K-8: \$20.00
- Grades 9-12: \$55.59

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# Budget Summary

## 2023 -24

	San Diego			Los Angeles			Sonoma		
	First Interim Budget	2023-24 Second Interim	\$ Change	First Interim Budget	2023-24 Second Interim	\$ Change	First Interim Budget	2023-24 Second Interim	\$ Change
Enrollment	279	278	(1)	428	448	20	153	181	(6)
Average Daily Attendance	252.64	252.00	(0.64)	400.28	403.00	2.72	143.58	148.00	(7.42)
<b>REVENUES</b>									
General Purpose Revenue	3,334,052	3,333,093	(959)	5,348,865	5,368,509	19,644	1,885,965	1,887,190	(30,039)
Federal Revenue	201,822	204,741	2,919	267,317	272,308	4,991	127,689	139,900	(4,464)
Other State Revenue	557,578	557,002	(576)	751,665	755,808	4,143	410,177	416,577	15,033
Other Local Revenue	51,388	67,420	16,032	375	1,072	698	2,135	3,003	1,135
<b>TOTAL REVENUES</b>	<b>4,144,840</b>	<b>4,162,256</b>	<b>17,417</b>	<b>6,368,222</b>	<b>6,397,698</b>	<b>29,475</b>	<b>2,425,966</b>	<b>2,446,671</b>	<b>(18,335)</b>
<b>EXPENDITURES</b>									
Salaries & Benefits	3,248,589	3,286,297	37,708	5,047,796	5,094,411	46,615	1,799,206	1,838,493	40,236
Books and Supplies	284,992	269,836	(15,156)	369,594	414,761	45,168	157,904	177,632	32,906
Other Services and Operating	534,648	569,240	34,592	838,894	872,755	33,862	377,611	390,035	29,448
Other Outgo	-	-	-	-	-	-	1,681	1,681	-
<b>TOTAL EXPENDITURES</b>	<b>4,068,229</b>	<b>4,125,374</b>	<b>57,145</b>	<b>6,256,283</b>	<b>6,381,928</b>	<b>125,645</b>	<b>2,336,402</b>	<b>2,407,842</b>	<b>102,590</b>
<b>NET INCREASE / (DECREASE)</b>	<b>76,610</b>	<b>36,882</b>	<b>(39,728)</b>	<b>111,939</b>	<b>15,770</b>	<b>(96,169)</b>	<b>89,564</b>	<b>38,829</b>	<b>(120,924)</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>1,876,240</b>	<b>1,876,572</b>	<b>332</b>	<b>2,715,001</b>	<b>2,715,100</b>	<b>99</b>	<b>829,915</b>	<b>830,155</b>	<b>(54,031)</b>
<b>NET INCREASE / (DECREASE)</b>	<b>76,610</b>	<b>36,882</b>	<b>(39,728)</b>	<b>111,939</b>	<b>15,770</b>	<b>(96,169)</b>	<b>89,564</b>	<b>38,829</b>	<b>(120,924)</b>
<b>ENDING BALANCE</b>	<b>1,952,850</b>	<b>1,913,454</b>	<b>(39,397)</b>	<b>2,826,940</b>	<b>2,730,870</b>	<b>(96,070)</b>	<b>919,479</b>	<b>868,984</b>	<b>(174,955)</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>48.00%</b>	<b>46.38%</b>	<b>-1.62%</b>	<b>45.19%</b>	<b>42.79%</b>	<b>-2.39%</b>	<b>39.35%</b>	<b>36.09%</b>	<b>-9.64%</b>

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# Federal One-Time Revenues

3213 ESSER III (Available until September 30, 2024)			
	2023-24	2024-25	
SD	\$64,000	\$18,510	(fully expended)
LA	\$75,095	\$25,000	(fully expended)
SO	\$36,000	\$14,933	(fully expended)

Expenditures include tutors, curriculum, and computer connectivity.

3214 ESSER III (Available until September 30, 2024)		
	2023-24	
SD	\$29,016	(fully expended)
LA	\$39,377	(fully expended)
SO	\$22,052	(fully expended)

Expenditures are 100% summer school.



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# State One- Time Revenues

## 6266 Educator Effectiveness (Available until June 30, 2026)

	2023-24	2024-25	
SD	\$44,172	\$44,172	(fully expended)
LA	\$43,195	\$43,195	(fully expended)
SO	\$77,497	\$37,497	(fully expended)

Expenditures for professional development.

## 6762 Arts & Music Block Grant (Available until June 30, 2026)

	2023-24	2024-25	2025-26	
SD	\$3,284	\$13,134	\$14,775	(fully expended)
LA	\$3,312	\$13,247	\$14,903	(fully expended)
SO	\$1,472	\$5,888	\$6,623	(fully expended)

Expenditures for art kits, curriculum, and offsetting STRS/Healthcare costs.

## 7435 Learning Recovery Emergency Block Grant (Available until June 30, 2028)

	2023-24	2024-25	2025-26	
SD	\$34,760	\$73,193	\$73,193	(\$110,844 carried forward)
LA	\$48,096	\$101,275	\$101,275	(\$153,275 carried forward)
SO	\$18,884	\$39,764	\$39,764	(\$60,258 carried forward)

Expenditures for curriculum

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# Salary Expenses 2023-24



- ❖ Added Professional Training Pay Hours for Institute of Multi-Sensory Education: Comprehensive Orton Gillingham Plus Training; up to 40 hours per participant (increase of \$7,956 for CPC-SD, \$12,432 for CPC-LA, and \$4,475.49 for CPC-SO).
- ❖ Additional teachers added for Professional Development TK Credential Authorization Pay Hours (increase of \$6,314 for CPC-SD, \$2,265 for CPC-LA, and \$9,465 for CPC-SO).
- ❖ Added Professional Training Pay Hours for AVID (increase of \$6,667 for all three schools).

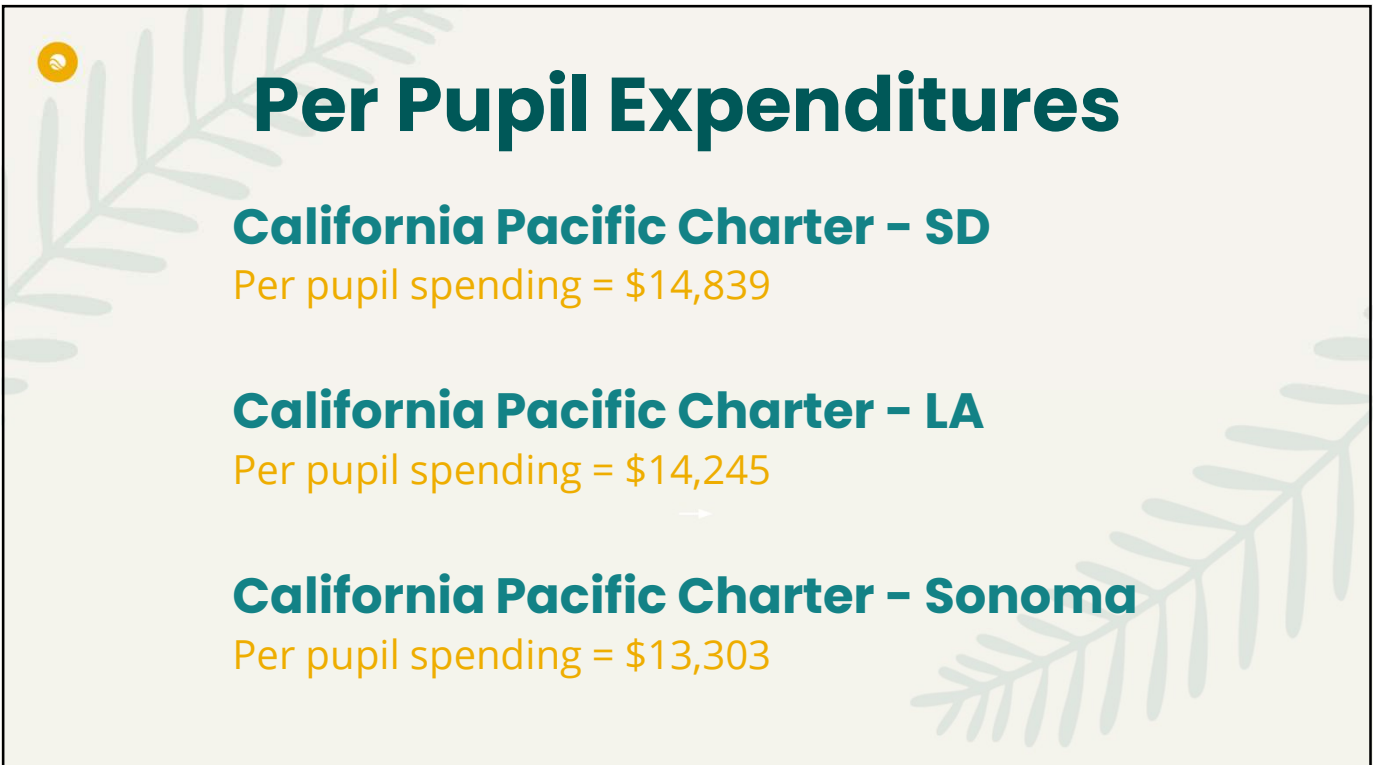
8



# Expenses 2023-24

- Non-Capitalized Equipment Expenditures adjusted for each school's specific computer needs. CPC-SD's budget has been decreased by \$5,848, CPC-LA's budget has been increased by \$32,545, and CPC-SO's budget has been increased by \$27,513.
- Travel and Conference expenses have increased due to additional Professional Development offerings, including the Computer-Using Educators (CUE) Conference, Institute of Multi-Sensory Education: Comprehensive Orton Gillingham Plus Training, and Disney's Leadership Excellence Program. The total increases are \$23,704 for CPC-SD, \$17,636 for CPC-LA, and \$3,745 for CPC-SO.

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# Per Pupil Expenditures

**California Pacific Charter – SD**  
Per pupil spending = \$14,839

**California Pacific Charter – LA**  
Per pupil spending = \$14,245

**California Pacific Charter – Sonoma**  
Per pupil spending = \$13,303

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# Multi-Year Projection

	California Pacific Charter San Diego			California Pacific Charter Los Angeles			California Pacific Charter Sonoma		
	2023-24	2024-25	2025-26	2023-24	2024-25	2025-26	2023-24	2024-25	2025-26
Enrollment	278	282	286	448	452	456	181	181	181
Average Daily Attendance	252.00	255.79	259.62	403.00	409.04	415.17	148.00	148.00	148.00
<b>REVENUES</b>									
General Purpose Revenue	3,333,093	3,466,269	3,556,995	5,368,509	5,497,227	5,628,306	1,887,190	1,885,624	1,897,490
Federal Revenue	204,741	131,721	114,757	272,308	184,981	162,228	139,900	91,623	76,690
Other State Revenue	557,002	642,661	602,257	755,808	869,119	827,588	416,577	414,409	374,879
Other Local Revenue	67,420	5,000	5,000	1,072	-	-	3,003	1,000	1,000
<b>TOTAL REVENUES</b>	<b>4,162,256</b>	<b>4,245,651</b>	<b>4,279,009</b>	<b>6,397,698</b>	<b>6,551,327</b>	<b>6,618,122</b>	<b>2,446,671</b>	<b>2,392,656</b>	<b>2,350,059</b>
<b>EXPENDITURES</b>									
Certificated Salaries	1,934,328	1,930,492	1,984,298	2,992,384	3,016,394	3,100,466	1,084,994	1,085,902	1,116,168
Classified Salaries	606,626	601,222	617,979	939,284	939,409	965,592	333,294	338,187	347,613
Employee Benefits	745,344	758,859	780,010	1,162,743	1,185,717	1,218,766	420,204	426,858	438,756
Books and Supplies	269,836	270,939	281,800	414,761	418,793	435,984	177,632	154,982	130,759
Other Services and Operating	569,240	533,538	525,663	872,755	800,322	802,941	390,035	362,291	310,553
Other Outgo	-	-	-	-	-	-	1,681	1,681	737
<b>TOTAL EXPENDITURES</b>	<b>4,125,374</b>	<b>4,095,050</b>	<b>4,189,750</b>	<b>6,381,928</b>	<b>6,360,635</b>	<b>6,523,749</b>	<b>2,407,842</b>	<b>2,369,901</b>	<b>2,344,586</b>
<b>NET INCREASE / (DECREASE)</b>	<b>36,882</b>	<b>150,601</b>	<b>89,258</b>	<b>15,770</b>	<b>190,692</b>	<b>94,373</b>	<b>38,829</b>	<b>22,755</b>	<b>5,473</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>1,876,572</b>	<b>1,913,454</b>	<b>2,064,055</b>	<b>2,715,100</b>	<b>2,730,870</b>	<b>2,921,562</b>	<b>830,155</b>	<b>868,984</b>	<b>891,738</b>
<b>NET INCREASE / (DECREASE)</b>	<b>36,882</b>	<b>150,601</b>	<b>89,258</b>	<b>15,770</b>	<b>190,692</b>	<b>94,373</b>	<b>38,829</b>	<b>22,755</b>	<b>5,473</b>
<b>ENDING BALANCE</b>	<b>1,913,454</b>	<b>2,064,055</b>	<b>2,153,313</b>	<b>2,730,870</b>	<b>2,921,562</b>	<b>3,015,935</b>	<b>868,984</b>	<b>891,738</b>	<b>897,212</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>46.38%</b>	<b>50.40%</b>	<b>51.39%</b>	<b>42.79%</b>	<b>45.93%</b>	<b>46.23%</b>	<b>36.09%</b>	<b>37.63%</b>	<b>38.27%</b>

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# 2023-24 Cash Flow

**California Pacific Charter - SD**

Estimated June 30, 2024 Balance = \$1,986,729

Approximately 176 Days of Cash on Hand

**California Pacific Charter - LA**

Estimated June 30, 2024 Balance = \$2,849,819

Approximately 163 Days of Cash on Hand

**California Pacific Charter - Sonoma**

Estimated June 30, 2024 Balance = \$1,055,072

Approximately 160 Days of Cash on Hand

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# **California Pacific Charter Schools**

## **2023-24 Second Interim Budget**

1758 California Pacific Charter School-San Diego

1751 California Pacific Charter School-Los Angeles

2037 California Pacific Charter School-Sonoma



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

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

On or before March 15<sup>th</sup>, charter schools are required to submit a second interim budget to their chartering authority and the County Office of Education (COE). This budget serves as a snapshot of the school's estimated revenues and expenditures through January 31, 2024, based on historical data and the most recent information available at the time of development. The budget is a living document that will be adapted throughout the year as growth changes, funding levels change, and other new information becomes available.

### **2024-25 Governor's Proposed Budget Highlights:**

The Governor's proposed budget was released in January 2024, reflecting the state's economic challenges due to a multibillion-dollar deficit. Although, it's also important to note that no recession has materialized. The January budget is the first step in the State budgeting process. In May, the May Revision will be released, providing updates. Then, by June 15<sup>th</sup> the Legislature must pass a balanced budget. There is always a risk that the final enacted budget may be worse than January projections.

The following are essential items from the proposal:

- ❖ Proposed LCFF COLA 0.76% (decrease from the previous estimate of 3.94%)
- ❖ Mandate Block Grant COLA would increase per-ADA rates slightly for charter schools in 2024-25:
  - Grades K-8: \$20.00
  - Grades 9-12: \$55.59

### **Financial Highlights:**

Overall, all three schools have sufficient reserves, healthy cash flows, and forecast fiscal solvency in the current year plus the next two years.

The CPC-SD 2023-24 Second Interim Budget projects a budget surplus of \$36,882, which is a decrease of (\$39,728) from the previously approved budget surplus of \$76,610. Despite the decrease, CPC-SD is expected to end the fiscal year with an ending fund balance of \$1,913,454, which is approximately 46.38% of annual expenditures. CalPac believes this is a sufficient ending fund balance.

The CPC-LA 2023-24 Second Interim Budget projects a budget surplus of \$15,770, which is a decrease of (\$96,169) from the previously approved budget surplus of \$111,939. Despite the decrease, CPC-LA is expected to end the fiscal year with an ending fund balance of \$2,730,870, which is approximately 42.79% of annual expenditures. CalPac believes this is a sufficient ending fund balance.



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

The CPC-SO 2023-24 Second Interim Budget projects a budget surplus of \$38,829, which is a decrease of (\$50,735) from the previously approved budget surplus of \$89,564. Despite the decrease, CPC-SO is expected to end the fiscal year with an ending fund balance of \$868,984, which is approximately 36.09% of annual expenditures. CalPac believes this is a sufficient ending fund balance.

The Final Audit Reports for the fiscal year that ended on June 30, 2023 have been issued for all three schools. Fortunately, no significant issues were found; however, some immaterial adjustments were made to the account balances. Thus, the beginning net positions for all three schools have been adjusted to match the Audit Report. The differences were related to some minor journal entries identified by the Accounting Department and provided to the auditors.

	<u>CPC-SD</u>	<u>CPC-LA</u>	<u>CPC-SO</u>
Beginning Net Position	\$1,876,240	\$2,715,001	\$829,915
Audit Adjustments	332	99	239
Adjusted Beginning Net Position	<u>\$1,876,572</u>	<u>\$2,715,100</u>	<u>\$830,155</u>

### **Enrollment and ADA Assumptions**

Average Daily Attendance (ADA) is the base factor used in determining the single largest source of income, LCFF apportionment; therefore, any change in enrollment or attendance, however slight, creates a significant change in the amount of revenue apportionment.

By-grade enrollment and ADA projections are shown on the Enrollment & ADA sheet.

Enrollment and ADA forecasts have been updated to reflect management's estimate for funded ADA. Since the previously approved budget, CPC-SD includes a slight decrease in ADA, while CPC-LA and CPC-SO include slight increases in ADA. Management has prepared the budget for each school with conservative enrollment and ADA estimates.

When reviewing the Attendance Ratio, it's important to note that this is not only based on a per-pupil basis but also includes any students who did not complete a full year at CalPac. Therefore, students who withdraw early or enroll late and are not eligible for 1 FTE may decrease the Attendance Ratio. Even though the percentages appear to be lower than the previously approved budget, attendance is not actually declining, and management expects the reported ADA ratios to be similar to or even higher than prior years, which is supported by historical trends.



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

	2023-24 Preliminary	2023-24 FIB	2023-24 SIB	2024-25 Projected	2025-26 Projected
<b>California Pacific Charter-SD</b>					
Enrollment	260	279	278	282	286
Total Charter ADA	247.00	252.64	252.00	255.79	259.62
Attendance Ratio	95.00%	90.55%	90.65%	90.70%	90.78%

	2023-24 Preliminary	2023-24 FIB	2023-24 SIB	2024-25 Projected	2025-26 Projected
<b>California Pacific Charter-LA</b>					
Enrollment	418	428	448	452	456
Total Charter ADA	402.00	400.28	403.00	409.04	415.17
Attendance Ratio	96.17%	93.52%	89.96%	90.50%	91.05%

	2023-24 Preliminary	2023-24 FIB	2023-24 SIB	2024-25 Projected	2025-26 Projected
<b>California Pacific Charter - Sonoma</b>					
Enrollment	159	153	181	181	181
Total Charter ADA	151.00	143.58	148.00	148.00	148.00
Attendance Ratio	94.97%	93.84%	81.77%	81.77%	81.77%

### Revenue

*General Purpose Entitlement - LCFF Revenue* – LCFF is the primary funding source for all three schools. LCFF revenues have been calculated based on the most recent FCMAT LCFF calculator. The cost-of-living adjustment (COLA) is 8.22% for LCFF Revenue for the 2023-24 Second Interim Budget.

### *Key Changes to Federal Revenue* –

- The allocation schedules for Title I, II, and IV Funds have been updated to reflect the most current information.
- Federal Special Education revenues have been updated to reflect the most current allocation schedules.
- The Elementary and Secondary School Emergency Relief (ESSER III) Funding revenue for the 2023-24 Second Interim Budget has increased based on spending; CalPac expects to fully exhaust ESSER III (Resource 3214) in the 2023-24 fiscal year.





# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

### *State Revenue –*

- Mandated Block Grant (MBG) revenues have been calculated as \$19.85 per ADA for grades K-8 and \$55.17 per ADA for grades 9-12.
- California Lottery per ADA rate is \$177 for unrestricted resource 1100, and \$72 for restricted resource 6300.
- State Special Education revenues have been updated to reflect the most current allocation schedules.

### *Local Revenue –*

- Interest revenue reflects current projections based on year-to-date actuals through January 31, 2024.

### **Expenses:**

#### *Key Changes to Salaries and Benefits –*

- Added Professional Training Pay Hours for Institute of Multi-Sensory Education: Comprehensive Orton Gillingham Plus Training; up to 40 hours per participant (increase of \$7,956 for CPC-SD, \$12,432 for CPC-LA, and \$4,475.49 for CPC-SO).
- Additional teachers added for Professional Development TK Credential Authorization Pay Hours; estimated 320 hours per participant (increase of \$6,314 for CPC-SD, \$2,265 for CPC-LA, and \$9,465 for CPC-SO).
- Added Professional Training Pay Hours for AVID; estimated 24 hours per participant (increase of \$6,667 for all three schools).
- Other changes in staffing expenses are updates in estimates based on actual costs to date.
- CalSTRS Retirement has been calculated at the 19.10% match rate.

#### *Key Changes to Books and Supplies Expenditures –*

- All budgeted Books and Supplies Expenditures have been re-evaluated and adjusted based on actual costs.
- The Non-Capitalized Equipment Expenditures item mainly includes computers for students and staff. For the 2023-24 Second Interim Budgets, the three schools' budgets have been adjusted to meet their specific needs. CPC-SD's budget has been decreased by \$5,848, CPC-LA's budget has been increased by \$32,545, and CPC-SO's budget has been increased by \$27,513.



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

### *Key Changes to Services and Other Operating Expenditures*

- All budgeted Services and Other Operating Expenditures have been re-evaluated and adjusted based on actual costs.
- Travel and Conference expenses have increased due to additional Professional Development offerings, including the Computer-Using Educators (CUE) Conference, Institute of Multi-Sensory Education: Comprehensive Orton Gillingham Plus Training, and Disney's Leadership Excellence Program. The total increases are \$23,704 for CPC-SD, \$17,636 for CPC-LA, and \$3,745 for CPC-SO.

### *Per pupil expenditures –*

CPC-SD's per pupil spending rate for 2023-24 Second Interim Budget is approximately \$14,839.

CPC-LA's per pupil spending rate for 2023-24 Second Interim Budget is approximately \$14,245.

CPC-SO's per pupil spending rate for 2023-24 Second Interim Budget is approximately \$13,303.

### **Multi-Year Projection Assumptions**

A Multi-Year Projection has been prepared to show that California Pacific Charter Schools has a sound financial plan that will assure fiscal solvency in the current year and the next two years. This report illustrates the projected revenues and expenditures for the current year and the next two years.

### **Key Changes 2024-25 & 2025-26 Assumptions**

- The LCFF COLA (Local Control Funding Formula Cost of Living Adjustment) currently stands at 0.76% and 1.00% for 2024-25 and 2025-26, respectively. The 0.76% is based on the current recommendation for 2024-25, but management has opted for a lower percentage for 2025-26 due to economic uncertainty. The tax revenue in California is falling short of expectations, and management believes that the stated 2.73% COLA will not fully materialize. Therefore, 1.00% is considered a conservative approach. Management has internally considered various scenarios and does not anticipate any deficit spending in the next two years using the current projections. Management is keeping a close eye on the Statutory COLA.
- MBG revenue rates at:
  - ❖ 2024-25 \$20 per ADA for grades K-8 and \$55.59 per ADA for grades 9-12.
  - ❖ 2025-26 \$20.55 per ADA for grades K-8 and \$57.11 per ADA for grades 9-12.
- California Lottery per ADA rate is \$177 for unrestricted resource 1100, and \$72 for restricted resource 6300 for both 2024-25 and 2025-26.
- ESSER III funds for CPC-SD, CPC-LA, and CPC-SO total \$19K, \$25K, and \$15K, respectively. These funds are expected to be fully exhausted by the availability end date of September 30, 2024.
- Educator Effectiveness funds for CPC-SD, CPC-LA, and CPC-SO total \$44K, \$43K, and \$37K, respectively. Funds are expected to be fully exhausted in 2024-25. These funds are available until June 30, 2026.



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

- All three CalPac schools intend to continue applying for Career Technical Education Incentive Grant (CTEIG) funding each school year. The funding requests for 2024-25 are projected to be \$75K for CPC-SD, \$114K for CPC-LA, and \$41K for CPC-SO. Additionally, the funding requests for 2025-26 are projected to be \$76K for CPC-SD, \$116K for CPC-LA, and \$42K for CPC-SO. Each of these applications is subject to approval. It's also important to note this grant requires a 1:2 match (\$2 local to \$1 state match).
- AMIM funds total approximately \$68K for CPC-SD, \$85K for CPC-LA, and \$39K for CPC-SO for 2024-25; and \$59K for CPC-SD, \$71K for CPC-LA, and \$34K for CPC-SO for 2025-26. These funds are available until the 2025-26 fiscal year and are expected to be fully exhausted by that date.
- Proposition 28: Arts and Music in Schools funds have been estimated as \$39K for CPC-SD, \$58K for CPC-LA, and \$20K for CPC-SO for 2024-25; and \$39K for CPC-SD, \$59K for CPC-LA, and \$20K for CPC-SO for 2025-26.
- LREBG allocations total approximately \$73K for CPC-SD, \$101K for CPC-LA, and \$40K for CPC-SO for both 2024-25 and 2025-26. These funds are available until the 2027-28 fiscal year.
- The additional allocation of UPK funds has been included for CPC-SD, CPC-LA, and CPC-SO, a total of \$14K, \$13K, and \$15K, respectively, for 2024-25 (representing 50% of this allocation; the remainder to be spent in 2025-26).
- Staffing Step Advancement factors:
  - ❖ Certificated staff - 2.5%
  - ❖ Classified staff - 3.0%
- Assuming zero COLA increases in staffing schedules in 2024-25 and 2025-26.
- To address the issue of high inflation, management has decided to include a 6% increase in vendor contract renewals for both 2024-25 and 2025-26.
- The expected decrease in Books and Supplies Expenditures for 2024-25 is due to one-time costs incurred in 2023-24, which are not expected to continue. For instance, the high upfront fee to purchase Boardworks will be incurred in 2023-24, but on an ongoing basis, it will be much lower, approximately \$2 per student. Another example is Y.A.L.E. Academy, which is currently a one-time vendor for 2023-24 and may not be renewed based on the availability of funds, performance, and feedback from staff.
- Non-Capitalized Equipment Expenditures are expected to be lower in outyears. There was a one-time purchase in 2023-24 that is not expected to recur. CalPac's IT team secured 200 of the current model Chromebooks from GreenBox Services since that model will no longer be produced, and these devices were purchased at a deep discount.
- The decreases in Other Services and Operating Expenditures from 2024-25 onwards are due to a few one-time expenses included in the 2023-24 budget that may not be repeated. These expenses include the Cyber Review and the Charter Impact STRS Report review (as mentioned above in Expenses). Additionally, conference expenses have been lowered for 2024-25 and 2025-26 as they may be subject to change depending on the availability of funds.



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

- Vendors with a “per student” pricing model have been increased proportionally to the expected change in enrollment.

### **Debt – Revolving Loan Fund Program**

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

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

### **Reserves**

Reserves (or “Fund Balance”) is the difference between a fund’s assets and liabilities. Reserves provide cash flow liquidity to fund general operating activities. Reserves are essential in mitigating current and future risks that may occur from unforeseen revenue fluctuations and/or unanticipated expenditures and to fund all existing programs.

Components of ending fund balance are categorized as follows:

*Assignment for Special Education* – While Local Education Agencies (LEAs) receive specific funding allocated to meet the needs of special education students, occasionally the needs of such students may arise to the extent that alternative placement is necessary to meet the child’s offer of Free and Appropriate Public Education. If a school enrolls a student with exceptional needs which requires services that are not covered by the school’s adopted budget or by emergency SELPA funding, this assignment establishes a planned reserve for these associated costs. The recommended level for this assignment is 1-4% of annual expenditures.

*Assignment for Legal* – While much can be done to prevent litigation, even the best planning does not eliminate the risk of litigation. This assignment establishes a planned reserve to cover potential legal costs. The recommended level for this assignment is 1-4% of annual expenditures.



# California Pacific Charter Schools

## 2023-24 SECOND INTERIM BUDGET NARRATIVE

*Assignment for Economic Uncertainty* – This amount represents an overall “safety net” for the school to cover a variety of unforeseen mid-term to long-term economic circumstances, including higher than expected outflows in any of the above three assignments.

*Cashflow Reserve* – This is an amount set aside to cover short-term delays in cash receipts from governmental sources. This budget includes an amount equal to 25-35% of annual expenditures.

### California Pacific Charter - San Diego Summary of Ending Fund Balance

	2023-24	2024-25	2025-26
<b>Ending Fund Balance</b>	\$1,913,454	\$2,064,055	\$2,153,313
<b>Components of EFB</b>			
<i>Assigned - SpEd (3%)</i>	\$123,761	\$122,852	\$125,693
<i>Assigned - Legal (4%)</i>	\$165,015	\$163,802	\$167,590
<i>Assigned for Economic Uncertainty (5%)</i>	\$206,269	\$204,753	\$209,488
<i>Cashflow Reserve (35%)</i>	\$1,418,409	\$1,572,648	\$1,650,543

### California Pacific Charter - Los Angeles Summary of Ending Fund Balance

	2023-24	2024-25	2025-26
<b>Ending Fund Balance</b>	\$2,730,870	\$2,921,562	\$3,015,935
<b>Components of EFB</b>			
<i>Assigned - SpEd (4%)</i>	\$255,277	\$254,425	\$260,950
<i>Assigned - Legal (4%)</i>	\$255,277	\$254,425	\$260,950
<i>Assigned for Economic Uncertainty (5%)</i>	\$319,096	\$318,032	\$326,187
<i>Cashflow Reserve (30%)</i>	\$1,901,220	\$2,094,680	\$2,167,848

### California Pacific Charter - Sonoma Summary of Ending Fund Balance

	2023-24	2024-25	2025-26
<b>Ending Fund Balance</b>	\$868,984	\$891,738	\$897,212
<b>Components of EFB</b>			
<i>Assigned - SpEd (1%)</i>	\$24,078	\$23,699	\$23,446
<i>Assigned - Legal (4%)</i>	\$96,314	\$94,796	\$93,783
<i>Assigned for Economic Uncertainty (5%)</i>	\$120,392	\$118,495	\$117,229
<i>Cashflow Reserve (26%)</i>	\$628,199	\$654,748	\$662,754



**Cash Flow**

All three schools have strong cash flow, and the Monthly Cash Forecast projects positive monthly cash balances for the 2023-24 fiscal year. No state deferrals are noted for the current or future years, and the cash is closely monitored to ensure that each school can meet its obligations. No external borrowing is expected to be necessary. For CPC-SD the ending cash balance as of June 30, 2024 is forecasted to be \$1,986,729, which represents approximately 176 days of cash on hand. For CPC-LA the ending cash balance as of June 30, 2024 is forecasted to be \$2,849,819, which represents approximately 163 days of cash on hand. For CPC-SO the ending cash balance as of June 30, 2024 is forecasted to be \$1,055,072, which represents approximately 160 days of cash on hand.



# **California Pacific Charter-San Diego**

## **2023-24 Second Interim Budget**



**2023-24 Second Interim Budget  
Enrollment & ADA**

<b>CHARTER 1758</b>	<b>CPC-SD</b>		<b>CPC-SD</b>		<b>CPC-SD</b>	
	<b>2023-24</b>		<b>2024-25</b>		<b>2025-26</b>	
<b>Attendance Ratio:</b>	<b>90.65%</b>		<b>90.71%</b>		<b>90.78%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	3	2.72	3	2.76	3	2.80
Kinder	12	10.77	12	10.93	12	11.09
Grade 1	10	9.06	10	9.20	10	9.34
Grade 2	13	11.68	14	11.86	14	12.04
Grade 3	9	8.15	9	8.27	10	8.39
Grade 4	6	4.43	6	4.50	7	4.57
Grade 5	11	10.87	12	11.03	12	11.20
Grade 6	13	10.77	13	10.93	13	11.09
Grade 7	22	20.83	22	21.14	22	21.46
Grade 8	17	14.39	17	14.61	18	14.83
Grade 9	25	24.45	26	24.82	26	25.19
Grade 10	30	27.17	30	27.58	30	27.99
Grade 11	65	58.68	66	59.56	67	60.45
Grade 12	42	38.03	42	38.60	42	39.18
<b>TOTAL</b>	<b>278</b>	<b>252.00</b>	<b>282</b>	<b>255.79</b>	<b>286</b>	<b>259.62</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	47	42.38	48	43.02	49	43.66
Total 4-6 Enrollment	30	26.07	31	26.46	32	26.86
Total 7-8 Enrollment	39	35.22	39	35.75	40	36.29
Total 9-12 Enrollment	162	148.33	164	150.56	165	152.81
Total Enrollment/ADA	278	252.00	282	255.79	286	259.62
Unduplicated Pupil Percentage	60.79%	169	60.79%	171	60.79%	174
Percentage of ELL/LEP students	5.76%	16	5.76%	16	5.76%	16
Percentage of SPED Student	23.38%	65	23.38%	66	23.38%	67





**California Pacific  
Charter Schools**  
2023-24 Second Interim Budget  
BUDGET SUMMARY

California Pacific Charter - San Diego (#1758)	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change
<b>Enrollment</b>	<b>279</b>	-	<b>278</b>	<b>(1)</b>	<b>-0.36%</b>
<b>Average Daily Attendance</b>	<b>252.64</b>	-	<b>252.00</b>	<b>(0.64)</b>	<b>-0.25%</b>
<b>REVENUES</b>					
General Purpose Revenue	3,334,052	1,791,527	3,333,093	(959)	-0.03%
Federal Revenue	201,822	94,800	204,741	2,919	1.45%
Other State Revenue	557,578	137,876	557,002	(576)	-0.10%
Other Local Revenue	51,388	67,420	67,420	16,032	31.20%
<b>TOTAL REVENUES</b>	<b>4,144,840</b>	<b>2,091,624</b>	<b>4,162,256</b>	<b>17,417</b>	<b>0.42%</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	3,248,589	1,810,486	3,286,297	37,708	1.16%
Books and Supplies Expenditures	284,992	240,983	269,836	(15,156)	-5.32%
Other Services and Operating Expenditures	534,648	368,677	569,240	34,592	6.47%
Other Outgo	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,068,229</b>	<b>2,420,146</b>	<b>4,125,374</b>	<b>57,145</b>	<b>1.40%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>76,610</b>	<b>(328,523)</b>	<b>36,882</b>	<b>(39,728)</b>	<b>-51.86%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>1,876,240</b>	<b>1,876,572</b>	<b>1,876,572</b>	<b>332</b>	<b>0.02%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>76,610</b>	<b>(328,523)</b>	<b>36,882</b>	<b>(39,728)</b>	<b>-51.86%</b>
<b>ENDING BALANCE</b>	<b>1,952,850</b>	<b>1,548,049</b>	<b>1,913,454</b>	<b>(39,397)</b>	<b>-2.02%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>48.00%</b>	<b>63.97%</b>	<b>46.38%</b>	<b>-1.62%</b>	



**2023-24 Second Interim Budget**  
**BUDGET DETAIL**

California Pacific Charter - San Diego (#1758)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
<b>ENROLLMENT</b>		279		278	(1)	-0.36%	
<b>ADA</b>		252.64		252.00	(0.64)	-0.25%	
<b>REVENUES</b>							
General Purpose Revenue							
State Aid - Current Year	8011	3,069,356	1,606,954	3,069,068	(288)	-0.01%	
Education Protection Account	8012	50,528	24,573	50,400	(128)	-0.25%	
State Aid - Prior Years	8019	0	0	0	0	-	
In-Lieu-Of Property Taxes	8096	214,168	160,000	213,625	(543)	-0.25%	
<b>Total, General Purpose Revenue</b>		<b>3,334,052</b>	<b>1,791,527</b>	<b>3,333,093</b>	<b>(959)</b>	<b>-0.03%</b>	Changes related to ADA changes
Federal Revenues							
Special Education - Federal	8181, 8182	41,757	0	41,652	(105)	-0.25%	
Other Federal Revenues	8290	160,065	94,800	163,089	3,024	1.89%	More revenue to be recognized for ESSER IIII
<b>Total, Federal Revenues</b>		<b>201,822</b>	<b>94,800</b>	<b>204,741</b>	<b>2,919</b>	<b>1.45%</b>	
Other State Revenues							
Special Education - State	8311	207,815	92,870	207,289	(526)	-0.25%	
Mandated Costs Reimbursements	8550	18,953	9,930	18,905	(48)	-0.25%	
State Lottery Revenue	8560	62,907	24,364	62,748	(159)	-0.25%	
All Other State Revenues	8590	267,902	10,713	268,060	157	0.06%	
<b>Total, Other State Revenues</b>		<b>557,578</b>	<b>137,876</b>	<b>557,002</b>	<b>(576)</b>	<b>-0.10%</b>	
Other Local Revenues							
Interest Income	8660	11,000	22,687	22,687	11,687	106.24%	
All Other Local Revenues	8699	40,388	44,734	44,734	4,346	10.76%	
<b>Total, Local Revenues</b>		<b>51,388</b>	<b>67,420</b>	<b>67,420</b>	<b>16,032</b>	<b>31.20%</b>	
<b>TOTAL REVENUES</b>		<b>4,144,840</b>	<b>2,091,624</b>	<b>4,162,256</b>	<b>17,417</b>	<b>0.42%</b>	
<b>EXPENDITURES</b>							
Certificated Salaries							
Teachers' Salaries	1100	1,383,573	781,794	1,409,048	25,475	1.84%	TK Stipend and PD Hours
Certificated Pupil Support Salaries	1200	222,675	121,521	222,475	(200)	-0.09%	
Certificated Supervisors' and Administrators' Salaries	1300	302,805	175,005	302,805	0	0.00%	
<b>Total, Certificated Salaries</b>		<b>1,909,052</b>	<b>1,078,320</b>	<b>1,934,328</b>	<b>25,275</b>	<b>1.32%</b>	
Classified Salaries							
Instructional Aides' Salaries	2100	225,605	100,701	226,988	1,383	0.61%	



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - San Diego (#1758)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
Non-certificated Supervisors' and Adminis	2300	123,072	72,427	123,072	0	0.00%	
Clerical and Office Salaries	2400	250,213	143,202	256,566	6,352	2.54%	
<b>Total, Classified Salaries</b>		<b>598,891</b>	<b>316,329</b>	<b>606,626</b>	<b>7,735</b>	<b>1.29%</b>	
Employee Benefits							
STRS	3101	355,619	187,746	359,345	3,725	1.05%	
OASDI / Medicare	3301-3302	74,818	40,773	73,798	(1,020)	-1.36%	
Health and Welfare Benefits	3401-3402	234,947	149,414	234,947	0	0.00%	
Unemployment Insurance	3501-3502	8,333	6,826	8,337	4	0.05%	
Workers' Compensation Insurance	3601-3602	32,780	14,033	32,780	0	0.00%	
Other Employee Benefits	3901-3902	34,148	17,045	36,137	1,988	5.82%	
<b>Total, Employee Benefits</b>		<b>740,646</b>	<b>415,837</b>	<b>745,344</b>	<b>4,698</b>	<b>0.63%</b>	
Books and Supplies							
Textbooks & Core Curriculum	4100	171,150	154,561	161,741	(9,409)	-5.50%	
Materials and Supplies	4300	37,742	27,410	37,843	101	0.27%	
Noncapitalized Equipment	4400	76,100	59,012	70,252	(5,848)	-7.68%	Fewer computers expected
<b>Total, Books and Supplies</b>		<b>284,992</b>	<b>240,983</b>	<b>269,836</b>	<b>(15,156)</b>	<b>-5.32%</b>	
Services and Other Operating Expenditures							
Subagreements for Services	5100	52,739	38,671	52,739	0	0.00%	
Travel and Conferences	5200	48,098	45,294	71,802	23,704	49.28%	Additional PD offerings
Dues and Memberships	5300	15,981	15,840	15,840	(141)	-0.88%	
Insurance	5400	31,492	14,129	31,492	0	0.00%	
Rentals & Leases	5600	23,818	14,692	29,477	5,659	23.76%	Room rentals higher than expected.
Professional Services - Non-instructional	5800	309,090	207,309	317,968	8,878	2.87%	
Communications	5900	53,431	32,742	49,923	(3,507)	-6.56%	Postage actuals lower than expected
<b>Total, Services and Other Operat</b>		<b>534,648</b>	<b>368,677</b>	<b>569,240</b>	<b>34,592</b>	<b>6.47%</b>	
Other Outgo							
Interest	7438	0	0	0	0	-	
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>TOTAL EXPENDITURES</b>		<b>4,068,229</b>	<b>2,420,146</b>	<b>4,125,374</b>	<b>57,145</b>	<b>1.40%</b>	



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - San Diego (#1758)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
<b>NET INCREASE / (DECREASE)</b>							
Total Revenues		4,144,840	2,091,624	4,162,256	17,417	0.42%	
Total Expenditures		4,068,229	2,420,146	4,125,374	57,145	1.40%	
<b>Net Increase / (Decrease)</b>		<b>76,610</b>	<b>(328,523)</b>	<b>36,882</b>	<b>(39,728)</b>	<b>-51.86%</b>	
<b>FUND BALANCE, RESERVES</b>							
Beginning Fund Balance	9791	1,876,240	1,876,240	1,876,240			
Audit Adjustments	9793		332	332			
Adjusted Beginning Fund Balance			1,876,572	1,876,572			
Net Increase / (Decrease)		76,610	(328,523)	36,882	(39,728)	-51.86%	
<b>Ending Balance, Reserves</b>		<b>1,952,850</b>	<b>1,548,049</b>	<b>1,913,454</b>	<b>39,728</b>	<b>2.03%</b>	
<b>Ending Balance as a % of Expenditures</b>		<b>48.00%</b>	<b>63.97%</b>	<b>46.38%</b>			



## 2023-24 Second Interim Budget Multi-Year Projection

California Pacific Charter - San Diego (#1758)	2023-24	2024-25	2025-26
<b>Enrollment</b>	<b>278</b>	<b>282</b>	<b>286</b>
<b>Average Daily Attendance</b>	<b>252.00</b>	<b>255.79</b>	<b>259.62</b>
<b>REVENUES</b>			
General Purpose Revenue	3,333,093	3,466,269	3,556,995
Federal Revenue	204,741	131,721	114,757
Other State Revenue	557,002	642,661	602,257
Other Local Revenue	67,420	5,000	5,000
<b>TOTAL REVENUES</b>	<b>4,162,256</b>	<b>4,245,651</b>	<b>4,279,009</b>
<b>EXPENDITURES</b>			
Certificated Salaries	1,934,328	1,930,492	1,984,298
Classified Salaries	606,626	601,222	617,979
Employee Benefits	745,344	758,859	780,010
Books and Supplies Expenditures	269,836	270,939	281,800
Other Services and Operating Expenditures	569,240	533,538	525,663
Other Outgo	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,125,374</b>	<b>4,095,050</b>	<b>4,189,750</b>
<b>NET INCREASE / (DECREASE)</b>	<b>36,882</b>	<b>150,601</b>	<b>89,258</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>1,876,572</b>	<b>1,913,454</b>	<b>2,064,055</b>
<b>NET INCREASE / (DECREASE)</b>	<b>36,882</b>	<b>150,601</b>	<b>89,258</b>
<b>ENDING BALANCE</b>	<b>1,913,454</b>	<b>2,064,055</b>	<b>2,153,313</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>46.38%</b>	<b>50.40%</b>	<b>51.39%</b>

### MULTI-YEAR REVENUE DETAIL

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
<b>General Purpose Revenue Assumptions</b>			
8011 LCFF General Entitlement	3,069,068	3,198,278	3,284,987
8012 EPA Entitlement	50,400	51,157	51,924
8096 In-Lieu-Of Property Taxes	213,625	216,834	220,084
<b>Total General Purpose Revenue</b>	<b>3,333,093</b>	<b>3,466,269</b>	<b>3,556,995</b>
<b>Federal Revenue Assumptions</b>			
8181 Federal IDEA SpEd Revenue	38,721	39,303	39,892
8182 SpEd - Discretionary Grants	2,931	2,931	2,975
8290 Other Federal Revenue	163,089	89,487	71,890
<b>Total Federal Revenue</b>	<b>204,741</b>	<b>131,721</b>	<b>114,757</b>
<b>Other State Revenue Assumptions</b>			
8311 AB602 State SpEd Revenue	207,289	210,407	213,557
8550 Mandated Cost Reimbursements	18,905	19,189	19,476
8560 State Lottery Revenue	62,748	63,692	64,646
8590 Other State Revenue	268,060	349,373	304,578
<b>Total Other State Revenue</b>	<b>557,002</b>	<b>642,661</b>	<b>602,257</b>
<b>Other Local Revenue Assumptions</b>			
8660 Interest Income	22,687	5,000	5,000
8699 Other Revenue	44,734	-	-
<b>Total Other Local Revenue</b>	<b>67,420</b>	<b>5,000</b>	<b>5,000</b>



## California Pacific Charter - San Diego 2023-24 Second Interim Budget Monthly Cash Forecast

BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	ACCRUALS	TOTAL	
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast			
<b>BEGINNING CASH</b>	<b>2,546,498</b>	<b>2,500,942</b>	<b>2,260,902</b>	<b>2,190,035</b>	<b>2,067,645</b>	<b>2,069,533</b>	<b>2,018,837</b>	<b>2,192,706</b>	<b>2,169,711</b>	<b>2,204,344</b>	<b>2,187,749</b>	<b>2,174,146</b>			
<b>Revenues</b>															
General Purpose Revenue	\$ 3,333,093	\$ 146,087	\$ 146,087	\$ 275,243	\$ 262,956	\$ 262,956	\$ 275,242	\$ 422,956	\$ 295,442	\$ 308,042	\$ 295,442	\$ 295,442	\$ 70,980	\$ 276,216	\$ 3,333,093
Federal Revenue	204,741	-	-	-	-	3,074	59,173	32,553	-	41,505	-	-	51,185	17,251	204,741
Other State Revenue	557,002	-	994	1,790	126,305	30,659	(61,544)	39,673	-	134,524	-	-	82,702	201,899	557,002
Other Local Revenue	67,420	11,393	7,727	13,361	9,265	8,111	13,733	3,831	-	-	-	-	-	-	67,420
<b>Total Revenues</b>	<b>\$ 4,162,256</b>	<b>\$ 157,480</b>	<b>\$ 154,808</b>	<b>\$ 290,394</b>	<b>\$ 398,525</b>	<b>\$ 304,799</b>	<b>\$ 286,604</b>	<b>\$ 499,013</b>	<b>\$ 295,442</b>	<b>\$ 484,072</b>	<b>\$ 295,442</b>	<b>\$ 295,442</b>	<b>\$ 204,868</b>	<b>\$ 495,366</b>	<b>\$ 4,162,256</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 1,934,328	\$ 33,709	\$ 185,315	\$ 166,724	\$ 167,012	\$ 167,000	\$ 197,805	\$ 160,755	\$ 160,755	\$ 160,755	\$ 160,755	\$ 160,755	\$ 80,378	\$ 132,610	\$ 1,934,328
Classified Salaries	606,626	24,530	31,749	45,926	50,865	53,960	65,812	43,487	43,487	43,487	43,487	43,487	46,664	69,684	606,626
Employee Benefits	745,344	36,880	62,997	61,116	56,407	66,183	65,863	66,391	66,391	66,391	66,391	66,391	57,334	6,609	745,344
Books and Supplies	269,836	135,494	36,502	21,520	13,871	1,701	8,922	22,972	12,381	5,491	5,491	2,745	686	2,059	269,836
Other Services and Operating	569,240	107,825	66,648	60,149	27,784	34,708	34,912	36,652	35,424	35,663	35,913	35,666	16,050	41,847	569,240
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 4,125,374</b>	<b>\$ 338,438</b>	<b>\$ 383,211</b>	<b>\$ 355,436</b>	<b>\$ 315,938</b>	<b>\$ 323,552</b>	<b>\$ 373,313</b>	<b>\$ 330,257</b>	<b>\$ 318,438</b>	<b>\$ 311,787</b>	<b>\$ 312,037</b>	<b>\$ 309,045</b>	<b>\$ 201,111</b>	<b>\$ 252,809</b>	<b>\$ 4,125,374</b>
<b>BALANCE SHEET ITEMS</b>															
	<b>Beginning Balance</b>													<b>Ending Balance</b>	
<b>Assets</b>															
Cash with Fiscal Agents	\$ 2,554	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,554	
Accounts Receivable	266,393	81,423	11,449	72	8,299	7,586	9,865	5,624	-	-	-	-	142,075	495,366	
Prepaid Expenditures	199,305	51,101	(9,237)	(11,662)	(10,891)	(7,201)	(3,990)	5,866	-	-	-	-	-	185,319	
Other Current Assets	82,742	-	-	-	-	-	-	-	-	-	-	-	16,877	65,865	
<b>Liabilities</b>															
Accounts Payable	237,775	2,879	(13,850)	5,764	(153,477)	20,256	7,808	(6,376)	-	-	-	-	(100,778)	252,809	
Due To Grantor Governments	283,499	-	-	-	(48,908)	-	(294)	-	-	-	-	-	(234,297)	-	
Unearned Revenues	614,882	-	-	-	-	-	22,625	-	-	(137,652)	-	-	-	499,855	
Other Current Liabilities	84,763	-	-	-	-	-	-	-	-	-	-	-	(15,049)	69,714	
<b>Net Increases/Decreases</b>		<b>\$ 135,402</b>	<b>\$ (11,637)</b>	<b>\$ (5,825)</b>	<b>\$ (204,977)</b>	<b>\$ 20,640</b>	<b>\$ 36,013</b>	<b>\$ 5,114</b>	<b>\$ -</b>	<b>\$ (137,652)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (191,174)</b>		
		<b>\$ 2,500,942</b>	<b>\$ 2,260,902</b>	<b>\$ 2,190,035</b>	<b>\$ 2,067,645</b>	<b>\$ 2,069,533</b>	<b>\$ 2,018,837</b>	<b>\$ 2,192,706</b>	<b>\$ 2,169,711</b>	<b>\$ 2,204,344</b>	<b>\$ 2,187,749</b>	<b>\$ 2,174,146</b>	<b>\$ 1,986,729</b>	<b>ENDING CASH</b>	
<b>Days Cash on Hand</b>		<b>221</b>	<b>200</b>	<b>194</b>	<b>183</b>	<b>183</b>	<b>179</b>	<b>194</b>	<b>192</b>	<b>195</b>	<b>194</b>	<b>192</b>	<b>176</b>		



# **California Pacific Charter-Los Angeles**

## **2023-24 Second Interim Budget**



**2023-24 Second Interim Budget  
Enrollment & ADA**

<b>CHARTER 1751</b>	<b>CPC-LA</b>		<b>CPC-LA</b>		<b>CPC-LA</b>	
	<b>2023-24</b>		<b>2024-25</b>		<b>2025-26</b>	
<b>Attendance Ratio:</b>	<b>89.96%</b>		<b>90.50%</b>		<b>91.05%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	9	7.42	9	7.53	9	7.64
Kinder	30	26.06	30	26.45	30	26.85
Grade 1	19	16.04	19	16.28	19	16.52
Grade 2	32	28.93	32	29.36	32	29.80
Grade 3	20	17.70	20	17.97	20	18.24
Grade 4	19	16.77	19	17.02	19	17.28
Grade 5	23	20.51	23	20.82	23	21.13
Grade 6	31	27.99	31	28.41	31	28.84
Grade 7	31	27.93	31	28.35	31	28.78
Grade 8	31	28.93	31	29.36	31	29.80
Grade 9	38	34.47	39	34.99	40	35.51
Grade 10	57	51.31	58	52.08	59	52.86
Grade 11	49	44.76	50	45.43	51	46.11
Grade 12	59	54.18	60	54.99	61	55.81
<b>TOTAL</b>	<b>448</b>	<b>403.00</b>	<b>452</b>	<b>409.04</b>	<b>456</b>	<b>415.17</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	110	96.15	110	97.59	110	99.05
Total 4-6 Enrollment	73	65.27	73	66.25	73	67.25
Total 7-8 Enrollment	62	56.86	62	57.71	62	58.58
Total 9-12 Enrollment	203	184.72	207	187.49	211	190.29
Total Enrollment/ADA	448	403.00	452	409.04	456	415.17
Unduplicated Pupil Percentage	63.84%	286	63.84%	289	63.84%	291
Percentage of ELL/LEP students	7.81%	35	7.81%	35	7.81%	36
Percentage of SPED Student	19.20%	86	19.20%	87	19.20%	88





**California Pacific  
Charter Schools**  
2023-24 Second Interim Budget  
BUDGET SUMMARY

California Pacific Charter - Los Angeles (#1751)	2023-24		2023-24 Second Interim	\$ Change	% Change
	First Interim Budget	Year To Date 01/31/2024			
<b>Enrollment</b>	<b>428</b>	<b>-</b>	<b>448</b>	<b>20</b>	<b>4.67%</b>
<b>Average Daily Attendance</b>	<b>400.28</b>	<b>-</b>	<b>403.00</b>	<b>2.72</b>	<b>0.68%</b>
<b>REVENUES</b>					
General Purpose Revenue	5,348,865	2,283,884	5,368,509	19,644	0.37%
Federal Revenue	267,317	136,153	272,308	4,991	1.87%
Other State Revenue	751,665	215,197	755,808	4,143	0.55%
Other Local Revenue	375	1,072	1,072	698	186.09%
<b>TOTAL REVENUES</b>	<b>6,368,222</b>	<b>2,636,306</b>	<b>6,397,698</b>	<b>29,475</b>	<b>0.46%</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	5,047,796	2,734,389	5,094,411	46,615	0.92%
Books and Supplies Expenditures	369,594	370,279	414,761	45,168	12.22%
Other Services and Operating Expenditures	838,894	563,808	872,755	33,862	4.04%
Other Outgo	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>6,256,283</b>	<b>3,668,476</b>	<b>6,381,928</b>	<b>125,645</b>	<b>2.01%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>111,939</b>	<b>(1,032,170)</b>	<b>15,770</b>	<b>(96,169)</b>	<b>-85.91%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,715,001</b>	<b>2,715,100</b>	<b>2,715,100</b>	<b>99</b>	<b>0.00%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>111,939</b>	<b>(1,032,170)</b>	<b>15,770</b>	<b>(96,169)</b>	<b>-85.91%</b>
<b>ENDING BALANCE</b>	<b>2,826,940</b>	<b>1,682,930</b>	<b>2,730,870</b>	<b>(96,070)</b>	<b>-3.40%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>45.19%</b>	<b>45.88%</b>	<b>42.79%</b>	<b>-2.39%</b>	



## 2023-24 Second Interim Budget Multi-Year Projection

California Pacific Charter - Los Angeles (#1751)	2023-24	2024-25	2025-26
<b>Enrollment</b>	448	452	456
<b>Average Daily Attendance</b>	403.00	409.04	415.17
<b>REVENUES</b>			
General Purpose Revenue	5,368,509	5,497,227	5,628,306
Federal Revenue	272,308	184,981	162,228
Other State Revenue	755,808	869,119	827,588
Other Local Revenue	1,072	-	-
<b>TOTAL REVENUES</b>	<b>6,397,698</b>	<b>6,551,327</b>	<b>6,618,122</b>
<b>EXPENDITURES</b>			
Certificated Salaries	2,992,384	3,016,394	3,100,466
Classified Salaries	939,284	939,409	965,592
Employee Benefits	1,162,743	1,185,717	1,218,766
Books and Supplies Expenditures	414,761	418,793	435,984
Other Services and Operating Expenditures	872,755	800,322	802,941
Other Outgo	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>6,381,928</b>	<b>6,360,635</b>	<b>6,523,749</b>
<b>NET INCREASE / (DECREASE)</b>	<b>15,770</b>	<b>190,692</b>	<b>94,373</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,715,100</b>	<b>2,730,870</b>	<b>2,921,562</b>
<b>NET INCREASE / (DECREASE)</b>	<b>15,770</b>	<b>190,692</b>	<b>94,373</b>
<b>ENDING BALANCE</b>	<b>2,730,870</b>	<b>2,921,562</b>	<b>3,015,935</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>42.79%</b>	<b>45.93%</b>	<b>46.23%</b>

### MULTI-YEAR REVENUE DETAIL

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
<b>General Purpose Revenue Assumptions</b>			
8011 LCFF General Entitlement	5,066,710	5,190,904	5,317,394
8012 EPA Entitlement	80,600	81,808	83,034
8096 In-Lieu-Of Property Taxes	221,199	224,515	227,878
<b>Total General Purpose Revenue</b>	<b>5,368,509</b>	<b>5,497,227</b>	<b>5,628,306</b>
<b>Federal Revenue Assumptions</b>			
8181 Federal IDEA SpEd Revenue	51,832	52,609	53,397
8182 SpEd - Discretionary Grants	4,687	4,687	4,757
8290 Other Federal Revenue	215,789	127,685	104,074
<b>Total Federal Revenue</b>	<b>272,308</b>	<b>184,981</b>	<b>162,228</b>
<b>Other State Revenue Assumptions</b>			
8311 AB602 State SpEd Revenue	270,622	274,678	278,794
8550 Mandated Cost Reimbursements	30,234	30,687	31,147
8560 State Lottery Revenue	100,347	101,851	103,377
8590 Other State Revenue	354,605	461,903	414,270
<b>Total Other State Revenue</b>	<b>755,808</b>	<b>869,119</b>	<b>827,588</b>
<b>Other Local Revenue Assumptions</b>			
8660 Interest Income	-	-	-
8699 Other Revenue	1,072	-	-
<b>Total Other Local Revenue</b>	<b>1,072</b>	<b>-</b>	<b>-</b>



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - Los Angeles (#1751)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
<b>ENROLLMENT</b>		<b>428</b>		<b>448</b>	<b>20</b>	<b>4.46%</b>	
ADA		400.28		403.00	2.72	0.67%	
<b>REVENUES</b>							
General Purpose Revenue							
State Aid - Current Year	8011	5,049,103	2,145,348	5,066,710	17,607	0.35%	
Education Protection Account	8012	80,056	36,998	80,600	544	0.68%	
State Aid - Prior Years	8019	0	0	0	0	-	
In-Lieu-Of Property Taxes	8096	219,706	101,538	221,199	1,493	0.68%	
<b>Total, General Purpose Revenue</b>		<b>5,348,865</b>	<b>2,283,884</b>	<b>5,368,509</b>	<b>19,644</b>	<b>0.37%</b>	Changes related to ADA changes
Federal Revenues							
Special Education - Federal	8181, 8182	56,137	0	56,519	382	0.68%	
Other Federal Revenues	8290	211,180	136,153	215,789	4,609	2.18%	More revenue to be recognized for ESSER III
<b>Total, Federal Revenues</b>		<b>267,317</b>	<b>136,153</b>	<b>272,308</b>	<b>4,991</b>	<b>1.87%</b>	
Other State Revenues							
Special Education - State	8311	268,796	130,604	270,622	1,826	0.68%	
Mandated Costs Reimbursements	8550	30,029	14,139	30,234	205	0.68%	
State Lottery Revenue	8560	99,670	55,718	100,347	677	0.68%	
All Other State Revenues	8590	353,171	14,736	354,605	1,435	0.41%	
<b>Total, Other State Revenues</b>		<b>751,665</b>	<b>215,197</b>	<b>755,808</b>	<b>4,143</b>	<b>0.55%</b>	
Other Local Revenues							
Interest Income	8660	0	0	0	0	-	
All Other Local Revenues	8699	375	1,072	1,072	698	186.09%	
<b>Total, Local Revenues</b>		<b>375</b>	<b>1,072</b>	<b>1,072</b>	<b>698</b>	<b>186.09%</b>	
<b>TOTAL REVENUES</b>		<b>6,368,222</b>	<b>2,636,306</b>	<b>6,397,698</b>	<b>29,475</b>	<b>0.46%</b>	
<b>EXPENDITURES</b>							
Certificated Salaries							
Teachers' Salaries	1100	2,144,251	1,206,885	2,172,236	27,985	1.31%	TK Stipend and PD Hours
Certificated Pupil Support Salaries	1200	345,778	187,838	345,578	(200)	-0.06%	
Certificated Supervisors' and Administrators	1300	474,570	230,934	474,570	0	0.00%	
<b>Total, Certificated Salaries</b>		<b>2,964,599</b>	<b>1,625,656</b>	<b>2,992,384</b>	<b>27,785</b>	<b>0.94%</b>	
Classified Salaries							
Instructional Aides' Salaries	2100	346,464	152,868	348,142	1,678	0.48%	
Non-certificated Supervisors' and Administrators	2300	191,457	112,323	191,457	0	0.00%	
Clerical and Office Salaries	2400	389,704	208,736	399,685	9,982	2.56%	
<b>Total, Classified Salaries</b>		<b>927,624</b>	<b>473,926</b>	<b>939,284</b>	<b>11,660</b>	<b>1.26%</b>	
Employee Benefits							



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - Los Angeles (#1751)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
STRS	3101	555,655	287,488	560,622	4,967	0.89%	
OASDI / Medicare	3301-3302	115,225	61,218	114,317	(908)	-0.79%	
Health and Welfare Benefits	3401-3402	367,105	228,193	367,105	0	0.00%	
Unemployment Insurance	3501-3502	13,012	10,654	13,016	4	0.03%	
Workers' Compensation Insurance	3601-3602	51,219	21,571	51,219	0	0.00%	
Other Employee Benefits	3901-3902	53,356	25,682	56,463	3,108	5.82%	
<b>Total, Employee Benefits</b>		<b>1,155,572</b>	<b>634,807</b>	<b>1,162,743</b>	<b>7,170</b>	<b>0.62%</b>	
Books and Supplies							
Textbooks & Core Curriculum	4100	242,229	241,971	252,633	10,405	4.30%	
Materials and Supplies	4300	55,565	41,201	57,783	2,218	3.99%	
Noncapitalized Equipment	4400	71,800	87,106	104,345	32,545	45.33%	Additional computers expected
<b>Total, Books and Supplies</b>		<b>369,594</b>	<b>370,279</b>	<b>414,761</b>	<b>45,168</b>	<b>12.22%</b>	
Services and Other Operating Expenditure							
Subagreements for Services	5100	82,404	45,116	82,404	0	0.00%	
Travel and Conferences	5200	88,028	65,233	105,664	17,636	20.03%	Additional PD offerings
Dues and Memberships	5300	23,388	23,338	23,338	(50)	-0.21%	
Insurance	5400	49,206	22,079	49,206	0	0.00%	
Rentals & Leases	5600	37,215	21,895	44,170	6,955	18.69%	Room rentals higher than expected.
Professional Services - Non-instructional	5800	475,168	336,490	489,968	14,800	3.11%	
Communications	5900	83,486	49,659	78,005	(5,480)	-6.56%	Postage actuals lower than expected
<b>Total, Services and Other Operating Expenditures</b>		<b>838,894</b>	<b>563,808</b>	<b>872,755</b>	<b>33,862</b>	<b>4.04%</b>	
Other Outgo							
Interest	7438	0	0	0	0	-	
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>TOTAL EXPENDITURES</b>		<b>6,256,283</b>	<b>3,668,476</b>	<b>6,381,928</b>	<b>125,645</b>	<b>2.01%</b>	



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - Los Angeles (#1751)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
<b>NET INCREASE / (DECREASE)</b>							
Total Revenues		6,368,222	2,636,306	6,397,698	29,475	0.46%	
Total Expenditures		6,256,283	3,668,476	6,381,928	125,645	2.01%	
<b>Net Increase / (Decrease)</b>		<b>111,939</b>	<b>(1,032,170)</b>	<b>15,770</b>	<b>(96,169)</b>	<b>-85.91%</b>	
<b>FUND BALANCE, RESERVES</b>							
Beginning Fund Balance	9791	<b>2,715,001</b>	2,715,100	2,715,100			
Audit Adjustments	9793		99	99			
Adjusted Beginning Fund Balance			<b>2,715,199</b>	<b>2,715,199</b>			
Net Increase / (Decrease)		111,939	(1,032,170)	15,770	(96,169)	-85.91%	
<b>Ending Balance, Reserves</b>		<b>2,826,940</b>	<b>1,683,029</b>	<b>2,730,969</b>	<b>96,169</b>	<b>3.40%</b>	
<b>Ending Balance as a % of Expenditures</b>		<b>45.19%</b>	<b>45.88%</b>	<b>42.79%</b>			



## California Pacific Charter - Los Angeles

### 2023-24 Second Interim Budget

### Monthly Cash Forecast

BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	ACCRUALS	TOTAL	
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast			
<b>BEGINNING CASH</b>	<b>2,440,416</b>	<b>2,918,011</b>	<b>2,627,535</b>	<b>2,366,049</b>	<b>2,399,818</b>	<b>2,414,207</b>	<b>2,293,528</b>	<b>2,360,083</b>	<b>2,385,995</b>	<b>2,468,242</b>	<b>2,533,843</b>	<b>2,478,092</b>			
<b>Revenues</b>															
General Purpose Revenue	\$ 5,368,509	-	\$ 233,190	\$ 269,744	\$ 454,487	\$ 419,742	\$ 452,234	\$ 454,487	\$ 475,912	\$ 496,062	\$ 475,912	\$ 475,912	\$ 704,824	\$ 456,004	\$ 5,368,509
Federal Revenue	272,308	-	-	-	-	4,629	79,879	51,645	-	68,077	-	-	14,131	53,947	272,308
Other State Revenue	755,808	-	1,497	1,497	165,193	42,386	(73,506)	78,130	67,656	181,394	67,656	-	113,738	110,169	755,808
Other Local Revenue	1,072	279	95	-	-	698	-	-	-	-	-	-	-	-	1,072
<b>Total Revenues</b>	<b>\$ 6,397,698</b>	<b>\$ 279</b>	<b>\$ 234,782</b>	<b>\$ 271,241</b>	<b>\$ 619,680</b>	<b>\$ 467,455</b>	<b>\$ 458,607</b>	<b>\$ 584,262</b>	<b>\$ 543,567</b>	<b>\$ 745,532</b>	<b>\$ 543,567</b>	<b>\$ 475,912</b>	<b>\$ 832,693</b>	<b>\$ 620,120</b>	<b>\$ 6,397,698</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 2,992,384	\$ 45,867	\$ 282,517	\$ 253,468	\$ 254,152	\$ 254,134	\$ 284,337	\$ 251,181	\$ 262,792	\$ 260,291	\$ 251,271	\$ 252,604	\$ 252,604	\$ 87,167	\$ 2,992,384
Classified Salaries	939,284	35,951	47,232	69,383	77,101	81,937	94,373	67,949	86,354	84,681	80,405	84,302	42,151	87,464	939,284
Employee Benefits	1,162,743	54,944	95,605	92,650	98,918	88,959	99,995	103,736	95,730	96,242	96,442	121,106	60,553	57,863	1,162,743
Books and Supplies	414,761	212,421	59,608	29,547	21,546	2,724	5,633	38,800	19,031	20,898	911	729	583	2,332	414,761
Other Services and Operating	872,755	157,933	93,426	103,664	39,319	56,592	63,815	49,059	53,749	44,578	48,937	72,922	58,337	30,423	872,755
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 6,381,928</b>	<b>\$ 507,116</b>	<b>\$ 578,387</b>	<b>\$ 548,712</b>	<b>\$ 491,037</b>	<b>\$ 484,346</b>	<b>\$ 548,153</b>	<b>\$ 510,725</b>	<b>\$ 517,656</b>	<b>\$ 506,690</b>	<b>\$ 477,966</b>	<b>\$ 531,663</b>	<b>\$ 414,228</b>	<b>\$ 265,249</b>	<b>\$ 6,381,928</b>
<b>BALANCE SHEET ITEMS</b>															
	Beginning Balance													Ending Balance	
<b>Assets</b>															
Cash with Fiscal Agents	\$ 3,152	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,152	
Accounts Receivable	1,139,488	721,014	139,076	121	14,164	80,353	247	2,400	-	-	-	-	182,113	620,120	
Prepaid Expenditures	308,013	180,127	-	(1,340)	-	(17,952)	-	(7,286)	-	-	-	-	-	154,464	
Other Current Assets	124,596	-	-	-	-	-	-	-	-	-	-	-	25,414	99,183	
<b>Liabilities</b>															
Accounts Payable	218,825	69,999	(85,947)	17,204	(109,037)	36,550	(54,220)	(2,096)	-	-	-	-	(91,279)	265,249	
Due To Grantor Governments	195,111	13,292	-	-	-	(67,671)	(408)	-	-	-	-	-	(140,324)	-	
Unearned Revenues	758,989	-	-	-	-	-	23,248	-	-	(156,596)	-	-	-	625,641	
Other Current Liabilities	127,640	-	-	-	-	-	-	-	-	-	-	-	(22,662)	104,978	
<b>Net Increases/Decreases</b>	<b>\$ 984,432</b>	<b>\$ 53,128</b>	<b>\$ 15,986</b>	<b>\$ (94,873)</b>	<b>\$ 31,280</b>	<b>\$ (31,133)</b>	<b>\$ (6,982)</b>	<b>\$ -</b>	<b>\$ (156,596)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (46,738)</b>		
	<b>\$ 2,918,011</b>	<b>\$ 2,627,535</b>	<b>\$ 2,366,049</b>	<b>\$ 2,399,818</b>	<b>\$ 2,414,207</b>	<b>\$ 2,293,528</b>	<b>\$ 2,360,083</b>	<b>\$ 2,385,995</b>	<b>\$ 2,468,242</b>	<b>\$ 2,533,843</b>	<b>\$ 2,478,092</b>	<b>\$ 2,849,819</b>	<b>ENDING CASH</b>		
<b>Days Cash on Hand</b>	<b>167</b>	<b>150</b>	<b>135</b>	<b>137</b>	<b>138</b>	<b>131</b>	<b>135</b>	<b>136</b>	<b>141</b>	<b>145</b>	<b>142</b>	<b>163</b>			



# **California Pacific Charter-Sonoma**

## **2023-24 Second Interim Budget**



**2023-24 Second Interim Budget  
Enrollment & ADA**

CHARTER 2037	CPC-SO		CPC-SO		CPC-SO	
	2023-24		2024-25		2025-26	
<b>Attendance Ratio:</b>	<b>81.77%</b>		<b>81.77%</b>		<b>81.77%</b>	
	Enrollment	ADA	Enrollment	ADA	Enrollment	ADA
TK	5	2.69	5	2.69	5	2.69
Kinder	6	3.63	6	3.63	6	3.63
Grade 1	7	5.57	7	5.57	7	5.57
Grade 2	7	4.57	7	4.57	7	4.57
Grade 3	5	3.69	5	3.69	5	3.69
Grade 4	9	6.45	9	6.45	9	6.45
Grade 5	10	8.38	10	8.38	10	8.38
Grade 6	14	11.14	14	11.14	14	11.14
Grade 7	17	14.95	17	14.95	17	14.95
Grade 8	15	12.08	15	12.08	15	12.08
Grade 9	16	14.01	16	14.01	16	14.01
Grade 10	18	14.89	18	14.89	18	14.89
Grade 11	18	15.89	18	15.89	18	15.89
Grade 12	34	30.06	34	30.06	34	30.06
<b>TOTAL</b>	<b>181</b>	<b>148.00</b>	<b>181</b>	<b>148.00</b>	<b>181</b>	<b>148.00</b>
	ENROLL	ADA	ENROLL	ADA	ENROLL	ADA
Total TK-3 Enrollment	30	20.15	30	20.15	30	20.15
Total 4-6 Enrollment	33	25.97	33	25.97	33	25.97
Total 7-8 Enrollment	32	27.03	32	27.03	32	27.03
Total 9-12 Enrollment	86	74.85	86	74.85	86	74.85
<b>Total Enrollment/ADA</b>	<b>181</b>	<b>148.00</b>	<b>181</b>	<b>148.00</b>	<b>181</b>	<b>148.00</b>
Unduplicated Pupil Percentage	50.83%	92	50.83%	92	50.83%	92
Percentage of ELL/LEP students	2.76%	5	2.76%	5	2.76%	5
Percentage of SPED Student	16.57%	30	16.57%	30	16.57%	30





**California Pacific  
Charter Schools**  
2023-24 Second Interim Budget  
BUDGET SUMMARY

California Pacific Charter - Sonoma (#2037)	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change
<b>Enrollment</b>	<b>153</b>	-	<b>181</b>	<b>28</b>	<b>18.30%</b>
<b>Average Daily Attendance</b>	<b>143.58</b>	-	<b>148.00</b>	<b>4.42</b>	<b>3.08%</b>
<b>REVENUES</b>					
General Purpose Revenue	1,885,965	647,008	1,887,190	1,225	0.06%
Federal Revenue	127,689	23,010	139,900	12,211	9.56%
Other State Revenue	410,177	72,018	416,577	6,401	1.56%
Other Local Revenue	2,135	3,003	3,003	869	40.68%
<b>TOTAL REVENUES</b>	<b>2,425,966</b>	<b>745,040</b>	<b>2,446,671</b>	<b>20,705</b>	<b>0.85%</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	1,799,206	968,542	1,838,493	39,287	2.18%
Books and Supplies Expenditures	157,904	161,328	177,632	19,728	12.49%
Other Services and Operating Expenditures	377,611	278,215	390,035	12,425	3.29%
Other Outgo	1,681	1,483	1,681	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,336,402</b>	<b>1,409,568</b>	<b>2,407,842</b>	<b>71,440</b>	<b>3.06%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>89,564</b>	<b>(664,528)</b>	<b>38,829</b>	<b>(50,735)</b>	<b>-56.65%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>829,915</b>	<b>830,155</b>	<b>830,155</b>	<b>239</b>	<b>0.03%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>89,564</b>	<b>(664,528)</b>	<b>38,829</b>	<b>(50,735)</b>	<b>-56.65%</b>
<b>ENDING BALANCE</b>	<b>919,479</b>	<b>165,627</b>	<b>868,984</b>	<b>(50,496)</b>	<b>-5.49%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>39.35%</b>	<b>11.75%</b>	<b>36.09%</b>	<b>-3.26%</b>	



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - Sonoma (#2037)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
<b>ENROLLMENT</b>		<b>153</b>		<b>181</b>	<b>28</b>	<b>15.47%</b>	
<b>ADA</b>		<b>143.58</b>		<b>148.00</b>	<b>4.42</b>	<b>2.99%</b>	
<b>REVENUES</b>							
General Purpose Revenue							
State Aid - Current Year	8011	1,268,682	364,091	1,254,750	(13,932)	-1.10%	
Education Protection Account	8012	28,716	6,475	29,600	884	3.08%	
State Aid - Prior Years	8019	0	0	0	0	-	
In-Lieu-Of Property Taxes	8096	588,567	276,442	602,840	14,273	2.43%	
<b>Total, General Purpose Revenue</b>		<b>1,885,965</b>	<b>647,008</b>	<b>1,887,190</b>	<b>1,225</b>	<b>0.06%</b>	Changes related to ADA changes
Federal Revenues							
Special Education - Federal	8181, 8182	25,738	0	26,530	792	3.08%	
Other Federal Revenues	8290	101,951	23,010	113,370	11,419	11.20%	More revenue to be recognized for ESSER III
<b>Total, Federal Revenues</b>		<b>127,689</b>	<b>23,010</b>	<b>139,900</b>	<b>12,211</b>	<b>9.56%</b>	
Other State Revenues							
Special Education - State	8311	150,511	64,936	155,145	4,634	3.08%	
Mandated Costs Reimbursements	8550	10,771	0	11,103	332	3.08%	
State Lottery Revenue	8560	35,751	2,608	36,852	1,101	3.08%	
All Other State Revenues	8590	213,143	4,474	213,477	334	0.16%	
<b>Total, Other State Revenues</b>		<b>410,177</b>	<b>72,018</b>	<b>416,577</b>	<b>6,401</b>	<b>1.56%</b>	
Other Local Revenues							
Interest Income	8660	2,000	2,618	2,618	618	30.91%	
All Other Local Revenues	8699	135	385	385	250	185.56%	
<b>Total, Local Revenues</b>		<b>2,135</b>	<b>3,003</b>	<b>3,003</b>	<b>869</b>	<b>40.68%</b>	
<b>TOTAL REVENUES</b>		<b>2,425,966</b>	<b>745,040</b>	<b>2,446,671</b>	<b>20,705</b>	<b>0.85%</b>	
<b>EXPENDITURES</b>							
Certificated Salaries							
Teachers' Salaries	1100	760,678	425,920	790,126	29,448	3.87%	TK Stipend and PD Hours
Certificated Pupil Support Salaries	1200	123,103	66,315	123,103	0	0.00%	
Certificated Supervisors' and Administrators	1300	171,765	82,056	171,765	0	0.00%	
<b>Total, Certificated Salaries</b>		<b>1,055,547</b>	<b>574,291</b>	<b>1,084,994</b>	<b>29,448</b>	<b>2.79%</b>	
Classified Salaries							
Instructional Aides' Salaries	2100	122,359	52,163	123,290	931	0.76%	
Non-certificated Supervisors' and Administrators	2300	68,385	39,896	68,385	0	0.00%	
Clerical and Office Salaries	2400	137,990	73,137	141,620	3,629	2.63%	
<b>Total, Classified Salaries</b>		<b>328,734</b>	<b>165,196</b>	<b>333,294</b>	<b>4,561</b>	<b>1.39%</b>	
Employee Benefits							



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - Sonoma (#2037)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
STRS	3101	200,035.80	104,641	203,839.93	3,804	1.90%	
OASDI / Medicare	3301-3302	40,407.21	21,452	40,762.31	355	0.88%	
Health and Welfare Benefits	3401-3402	132,157.75	82,149	132,157.75	0	0.00%	
Unemployment Insurance	3501-3502	4,678.54	3,828	4,678.54	0	0.00%	
Workers' Compensation Insurance	3601-3602	18,438.97	7,739	18,438.97	0	0.00%	
Other Employee Benefits	3901-3902	19,207.71	9,246	20,326.97	1,119	5.83%	
<b>Total, Employee Benefits</b>		<b>414,926</b>	<b>229,055</b>	<b>420,204</b>	<b>5,278</b>	<b>1.27%</b>	
Books and Supplies							
Textbooks & Core Curriculum	4100	97,200	87,570	91,132	(6,068)	-6.24%	
Materials and Supplies	4300	23,604	16,404	21,887	(1,716)	-7.27%	
Noncapitalized Equipment	4400	37,100	57,354	64,613	27,513	74.16%	Additional computers expected
<b>Total, Books and Supplies</b>		<b>157,904</b>	<b>161,328</b>	<b>177,632</b>	<b>19,728</b>	<b>12.49%</b>	
Services and Other Operating Expenditure							
Subagreements for Services	5100	29,665	29,098	29,665	0	0.00%	
Travel and Conferences	5200	52,597	42,597	56,342	3,745	7.12%	Additional PD offerings
Dues and Memberships	5300	8,621	9,267	9,267	646	7.50%	
Insurance	5400	17,714	7,950	17,714	0	0.00%	
Rentals & Leases	5600	13,397	9,085	18,049	4,651	34.72%	Room rentals higher than expected.
Professional Services - Non-instructor	5800	225,561	159,362	230,916	5,355	2.37%	
Communications	5900	30,055	20,857	28,082	(1,973)	-6.56%	Postage actuals lower than expected
<b>Total, Services and Other Ope</b>		<b>377,611</b>	<b>278,215</b>	<b>390,035</b>	<b>12,425</b>	<b>3.29%</b>	
Other Outgo							
Interest	7438	1,681	1,483	1,681	0	0.00%	
<b>Total, Other Outgo</b>		<b>1,681</b>	<b>1,483</b>	<b>1,681</b>	<b>0</b>	<b>0.00%</b>	
<b>TOTAL EXPENDITURES</b>		<b>2,336,402</b>	<b>1,409,568</b>	<b>2,407,842</b>	<b>71,440</b>	<b>3.06%</b>	



**2023-24 Second Interim Budget  
BUDGET DETAIL**

California Pacific Charter - Sonoma (#2037)	Object Code	2023-24 First Interim Budget	Year To Date 01/31/2024	2023-24 Second Interim	\$ Change	% Change	Comments
<b>NET INCREASE / (DECREASE)</b>							
Total Revenues		2,425,966	745,040	2,446,671	20,705	0.85%	
Total Expenditures		2,336,402	1,409,568	2,407,842	71,440	3.06%	
<b>Net Increase / (Decrease)</b>		<b>89,564</b>	<b>(664,528)</b>	<b>38,829</b>	<b>(50,735)</b>	<b>-56.65%</b>	
<b>FUND BALANCE, RESERVES</b>							
Beginning Fund Balance	9791	<b>829,915</b>	829,915	829,915			
Audit Adjustments	9793		239	239			
Adjusted Beginning Fund Balance			<b>830,155</b>	<b>830,155</b>			
Net Increase / (Decrease)		89,564	(664,528)	38,829	(50,735)	-56.65%	
<b>Ending Balance, Reserves</b>		<b>919,479</b>	<b>165,627</b>	<b>868,984</b>	<b>50,735</b>	<b>5.52%</b>	
<b>Ending Balance as a % of Expenditures</b>		<b>39.35%</b>	<b>11.75%</b>	<b>36.09%</b>			



## 2023-24 Second Interim Budget Multi-Year Projection

California Pacific Charter - Sonoma (#2037)	2023-24	2024-25	2025-26
<b>Enrollment</b>	<b>181</b>	<b>181</b>	<b>181</b>
<b>Average Daily Attendance</b>	<b>148.00</b>	<b>148.00</b>	<b>148.00</b>
<b>REVENUES</b>			
General Purpose Revenue	1,887,190	1,885,624	1,897,490
Federal Revenue	139,900	91,623	76,690
Other State Revenue	416,577	414,409	374,879
Other Local Revenue	3,003	1,000	1,000
<b>TOTAL REVENUES</b>	<b>2,446,671</b>	<b>2,392,656</b>	<b>2,350,059</b>
<b>EXPENDITURES</b>			
Certificated Salaries	1,084,994	1,085,902	1,116,168
Classified Salaries	333,294	338,187	347,613
Employee Benefits	420,204	426,858	438,756
Books and Supplies Expenditures	177,632	154,982	130,759
Other Services and Operating Expenditures	390,035	362,291	310,553
Other Outgo	1,681	1,681	737
<b>TOTAL EXPENDITURES</b>	<b>2,407,842</b>	<b>2,369,901</b>	<b>2,344,586</b>
<b>NET INCREASE / (DECREASE)</b>	<b>38,829</b>	<b>22,755</b>	<b>5,473</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>830,155</b>	<b>868,984</b>	<b>891,738</b>
<b>NET INCREASE / (DECREASE)</b>	<b>38,829</b>	<b>22,755</b>	<b>5,473</b>
<b>ENDING BALANCE</b>	<b>868,984</b>	<b>891,738</b>	<b>897,212</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>36.09%</b>	<b>37.63%</b>	<b>38.27%</b>

### MULTI-YEAR REVENUE DETAIL

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
<b>General Purpose Revenue Assumptions</b>			
8011 LCFF General Entitlement	1,254,750	1,253,184	1,265,050
8012 EPA Entitlement	29,600	29,600	29,600
8096 In-Lieu-Of Property Taxes	602,840	602,840	602,840
<b>Total General Purpose Revenue</b>	<b>1,887,190</b>	<b>1,885,624</b>	<b>1,897,490</b>
<b>Federal Revenue Assumptions</b>			
8181 Federal IDEA SpEd Revenue	24,809	24,809	24,809
8182 SpEd - Discretionary Grants	1,721	1,721	1,721
8290 Other Federal Revenue	113,370	65,093	50,160
<b>Total Federal Revenue</b>	<b>139,900</b>	<b>91,623</b>	<b>76,690</b>
<b>Other State Revenue Assumptions</b>			
8311 AB602 State SpEd Revenue	155,145	155,145	155,145
8550 Mandated Cost Reimbursements	11,103	11,103	11,103
8560 State Lottery Revenue	36,852	36,852	36,852
8590 Other State Revenue	213,477	211,309	171,779
<b>Total Other State Revenue</b>	<b>416,577</b>	<b>414,409</b>	<b>374,879</b>
<b>Other Local Revenue Assumptions</b>			
8660 Interest Income	2,618	1,000	1,000
8699 Other Revenue	385	-	-
<b>Total Other Local Revenue</b>	<b>3,003</b>	<b>1,000</b>	<b>1,000</b>



## California Pacific Charter - Sonoma 2023-24 Second Interim Budget Monthly Cash Forecast

BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	ACCRUALS	TOTAL	
BUDGET	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast			
<b>BEGINNING CASH</b>	<b>919,482</b>	<b>1,130,642</b>	<b>942,470</b>	<b>962,297</b>	<b>1,029,941</b>	<b>853,591</b>	<b>922,625</b>	<b>734,718</b>	<b>750,250</b>	<b>809,684</b>	<b>1,107,229</b>	<b>1,088,621</b>			
<b>Revenues</b>															
General Purpose Revenue	\$ 1,887,190	\$ -	\$ -	\$ 197,825	\$ 221,480	\$ -	\$ 227,703	\$ -	\$ 210,288	\$ 174,583	\$ 462,272	\$ 167,183	\$ 112,928	\$ 112,928	\$ 1,887,190
Federal Revenue	139,900	-	-	9,339	-	-	10,054	3,618	-	65,181	-	-	12,301	39,408	139,900
Other State Revenue	416,577	-	-	1,048	30,372	12,705	15,188	12,705	13,533	109,104	13,808	13,808	84,126	110,180	416,577
Other Local Revenue	3,003	101	34	1,147	-	250	1,471	-	-	-	-	-	-	-	3,003
<b>Total Revenues</b>	<b>\$ 2,446,671</b>	<b>\$ 101</b>	<b>\$ 34</b>	<b>\$ 209,359</b>	<b>\$ 251,852</b>	<b>\$ 12,955</b>	<b>\$ 254,415</b>	<b>\$ 16,323</b>	<b>\$ 223,821</b>	<b>\$ 348,869</b>	<b>\$ 476,080</b>	<b>\$ 180,991</b>	<b>\$ 209,355</b>	<b>\$ 262,515</b>	<b>\$ 2,446,671</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 1,084,994	\$ 16,512	\$ 101,972	\$ 91,516	\$ 91,494	\$ 91,487	\$ 90,885	\$ 90,424	\$ 95,284	\$ 94,378	\$ 91,107	\$ 91,590	\$ 83,461	\$ 54,883	\$ 1,084,994
Classified Salaries	333,294	12,942	17,003	24,977	27,756	29,497	28,560	24,461	30,642	30,048	28,531	29,914	14,957	34,007	333,294
Employee Benefits	420,204	19,736	34,453	33,373	35,231	34,392	34,526	37,344	34,596	34,781	34,853	43,767	32,825	10,328	420,204
Books and Supplies	177,632	72,062	22,031	12,235	26,512	1,056	6,848	20,583	8,150	2,718	2,174	1,740	1,392	130	177,632
Other Services and Operating	390,035	69,898	42,190	43,170	18,239	22,159	31,763	50,797	24,021	19,922	21,870	32,589	6,709	6,709	390,035
Other Outgo	1,681	-	-	-	-	-	1,483	-	198	-	-	-	-	-	1,681
<b>Total Expenditures</b>	<b>\$ 2,407,842</b>	<b>\$ 191,150</b>	<b>\$ 217,650</b>	<b>\$ 205,271</b>	<b>\$ 199,230</b>	<b>\$ 178,591</b>	<b>\$ 194,065</b>	<b>\$ 223,610</b>	<b>\$ 192,891</b>	<b>\$ 181,847</b>	<b>\$ 178,536</b>	<b>\$ 199,599</b>	<b>\$ 139,344</b>	<b>\$ 106,058</b>	<b>\$ 2,407,842</b>
<b>BALANCE SHEET ITEMS</b>															
<b>Assets</b>	<b>Beginning Balance</b>													<b>Ending Balance</b>	
Cash with Fiscal Agents	\$ 918	-	-	-	-	-	-	-	-	-	-	-	-	\$ 918	
Accounts Receivable	461,210	322,942	16,258	4,048	16,721	(45)	20,089	(3,618)	-	-	-	-	84,815	262,515	
Prepaid Expenditures	116,468	67,134	-	(482)	(22)	(6,478)	-	(2,805)	-	-	-	-	-	59,121	
Other Current Assets	40,615	-	-	-	-	-	-	-	-	-	-	-	8,284	32,331	
<b>Liabilities</b>															
Accounts Payable	64,785	(18,808)	13,185	3,219	(1,676)	(4,192)	7,810	28,204	-	-	-	-	(92,525)	106,058	
Due To Grantor Governments	131,855	-	-	-	-	-	(17,934)	(2,400)	-	-	-	-	(111,521)	-	
Current Loans	92,392	-	-	-	-	-	(30,796)	-	(15,398)	-	-	-	-	46,198	
Unearned Revenues	377,898	30,942	-	8,955	-	-	29,515	-	-	(107,587)	-	-	-	339,724	
Other Current Liabilities	41,607	-	-	-	-	-	-	-	-	-	-	-	7,387	48,994	
<b>Net Increases/Decreases</b>	<b>\$ 402,210</b>	<b>\$ 29,444</b>	<b>\$ 15,739</b>	<b>\$ 15,023</b>	<b>\$ (10,715)</b>	<b>\$ 8,684</b>	<b>\$ 19,380</b>	<b>\$ (15,398)</b>	<b>\$ (107,587)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (103,560)</b>		
		<b>\$ 1,130,642</b>	<b>\$ 942,470</b>	<b>\$ 962,297</b>	<b>\$ 1,029,941</b>	<b>\$ 853,591</b>	<b>\$ 922,625</b>	<b>\$ 734,718</b>	<b>\$ 750,250</b>	<b>\$ 809,684</b>	<b>\$ 1,107,229</b>	<b>\$ 1,088,621</b>	<b>\$ 1,055,072</b>	<b>ENDING CASH</b>	
<b>Days Cash on Hand</b>		<b>171</b>	<b>143</b>	<b>146</b>	<b>156</b>	<b>129</b>	<b>140</b>	<b>111</b>	<b>114</b>	<b>123</b>	<b>168</b>	<b>165</b>	<b>160</b>		

# Coversheet

## Approval of Annual Audit Engagement Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools

**Section:** XI. Business/Financial Services  
**Item:** B. Approval of Annual Audit Engagement Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools  
**Purpose:** Vote  
**Submitted by:** Shannon Green  
**Related Material:** CalPac - Statement of Work - Audit Services.pdf

### BACKGROUND:

In accordance with Education Code (EC) Section 41020 (b) (3), the governing Board of each Local Educational Agency (LEA) shall provide for an audit of the books and accounts of the LEA. The audit contract must be in place by April 1.

California Pacific Charter Schools has drafted a Statement of Work (SOW) with CLA (CliftonLarsonAllen LLP), the eighth-largest accountancy firm in the United States. The SOW does not include a Single Audit, as the school does not anticipate federal expenses exceeding \$750,000. However, the New Risk Auditing Standards require additional information technology testing, which will incur additional fees.

### RECOMMENDATION:

It is recommended the Board approve the 2024 CLA Statement of Work Engagement Letter, as presented.



CliftonLarsonAllen LLP  
<https://www.claconnect.com>

## Statement of Work - Audit Services

February 27, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 9, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and California Pacific Charter Schools ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2024.

Lili Huang is responsible for the performance of the audit engagement. Per Education Code Section 41020(f)(2), there is a limit of six consecutive years for any firm where the principal of the audit and the reviewing principal have been the same in each of those years. This is the fourth consecutive year Lili Huang will be the engagement principal.

### **Scope of audit services**

We will audit the financial statements of California Pacific Charter Schools, which comprise the financial statements identified below, and the related notes to the financial statements (collectively, the "financial statements") as of and for the year ended June 30, 2024.

The statement of financial position, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

We will also evaluate and report on the presentation of the following supplementary information accompanying the financial statements in relation to the financial statements as a whole.

Schedule of Instructional Time

Schedule of Average Daily Attendance

Reconciliation of Annual Financial Report With Audited Financial Statements

The following supplementary information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

Local Education Agency Organization Structure

### **Nonaudit services**

We will also provide the following nonaudit services:



- Preparation of your financial statements and the related notes.
- Preparation of the supplementary information.
- Preparation of adjusting journal entries, as needed.
- Preparation of the informational tax returns.

### **Audit objectives**

The objectives of our audit of the financial statements 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 about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). 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 auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and 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.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the 2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel (State Audit Guide). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinions.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the 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 entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The state compliance report on internal control over compliance will include a paragraph that states that the purpose of the 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 State Audit Guide.

#### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, and the State Audit Guide.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. 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.
- 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 entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- 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, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Override of Management Controls
- Revenue Recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, Government Auditing Standards do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*, and the State Audit Guide.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such

an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. 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 entity's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws,

regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's operations, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management,

who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

### **Use of financial statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

### **Engagement administration and other matters**

We expect to begin our audit on approximately April 15, 2024.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to California Department of Education, California State Controllers Office, and authorizer(s), or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California Department of Education, California State Controllers Office, and authorizer(s). If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

## **Fees**

Our professional fees are outlined in the table below:

<b>Service</b>	<b>Fee</b>
Financial Statement Audit	\$23,000
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing	\$2,250
Informational tax return services	\$4,000
Technology and client support fee	\$1,470
<b>Total</b>	<b>\$30,720</b>

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. There is a ten percent withholding clause per Education Code 14505.

Professional fees will be billed as follows:

<b>Progress bill to be mailed on</b>	<b>Amount to be billed</b>
Upon execution of the SOW	One-third of our professional fees
Upon the commencement of substantive procedures	One-third of our professional fees
Issuance of draft report(s)	One-third of our professional fees

Additional state compliance procedures related to changes to the 2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel will be billed as out-of-scope.

**Unexpected circumstances**

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

**Changes in accounting and audit standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the



activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

**Agreement**

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**

**Response:**

This letter correctly sets forth the understanding of California Pacific Charter Schools.

DO NOT SIGN PDF -  
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IN EMAIL

CLA  
CLA

*Lili Huang*

---

Lili Huang, Principal

SIGNED 2/27/2024, 3:49:45 PM PST

**Client**  
California Pacific Charter Schools

SIGN:

---

Christine Feher, Superintendent

DATE:

---

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IN EMAIL

# Coversheet

## Approval of Sage Intacct 2024-25 Accounting Services Contract (Renewal)

**Section:** XI. Business/Financial Services  
**Item:** C. Approval of Sage Intacct 2024-25 Accounting Services Contract  
(Renewal)  
**Purpose:** Vote  
**Submitted by:** Shannon Green  
**Related Material:** CalPac Sage Intacct Contract Extension 15-Apr-2023 to 30-Jun-2024.pdf  
CalPac 2024 Sage Intacct Renewal Quote DRAFT.pdf

### BACKGROUND:

California Pacific Charter Schools uses Sage Intacct, which is a cloud-based accounting software to keep track of financial activities and prepare tax forms such as 1099s. CalPac staff considers Sage Intacct to be a highly effective accounting platform with advanced functionality. Currently, CalPac has two Business Users who have full access to all applications, depending on their permissions, and two Employee Users who have limited access to view data and run reports.

As a part of this year's contract renewal, the subscription term length is being extended to align with the fiscal year from July 1st to June 30th. This Contract Extension comes at no additional cost.

### Key advantages:

- Integration with other platforms (such as Stampli for processing invoices).
- Allows for the full Standardized Account Code Structure (SACS) accounting string.
- Sage Intacct Project Tracking allows management to track Categorical Revenue (using the SACS Resource code).

### RECOMMENDATION:

It is recommended the Board approve the Sage Intacct 2023-24 Accounting Services Contract for a 12-month period effective 07/01/2024 to 06/30/2025, as presented.

Ryan Cook  
 Sage Intacct, Inc.  
 300 Park Ave, Floor Suite 1400  
 San Jose, CA 95110  
 (408) 878-0900



**Date:** 23-Jan-2024  
**Offer Expires:** 29-Feb-2024  
**Quote #:** Q-532069

### Add-on Order Schedule

**Prepared For:**

**Name:** Christine Feher  
**Company:** CalPac  
**Address:** 940 South Coast Drive, #185  
 Costa Mesa, CA 92646  
**Phone:** (949) 427-6526  
**Email:** cfeher@cal-pacs.org

**Bill To:**

**Name:** Shannon Green  
**Company:** CalPac  
**Address:** 940 South Coast Drive, #185  
 Costa Mesa, CA 92646  
**Phone:** (949) 427-6526 ext. 109  
**Email:** sgreen@cal-pacs.org

**Subscription Term Length:** 15 (months)

**Subscription Period:** 15-Apr-2023 through 30-Jun-2024

**Subscription Invoicing:** Subscription fees are invoiced upon execution of this Order Schedule.

**Subscription Payment Terms:** Net 30 from date of invoice.

### Products

**Sage Intacct Services**

Product Name	Description	Quantity	Net Price Each	Total Price
Contract Extension	Contract Extension	1.00	0.00	0.00
<b>Sage Intacct Services Total:</b>				USD 0.00

**Grand Total:** USD 0.00

**TERMS:**

This Order Schedule is subject to the Agreement between Sage Intacct, Inc. and CalPac with effective date 22-Mar-2023, inclusive of any subsequent modifications. All terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement. Prices shown above do not include any taxes that may apply.

**IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers or representatives, either by signature below or by electronic signature through DocuSign.**

**CalPac**

**Sage Intacct, Inc.**

\_\_\_\_\_  
**(Authorized Signature)**

\_\_\_\_\_  
**(Authorized Signature)**

\_\_\_\_\_  
**(Printed Name and Title)**

\_\_\_\_\_  
**(Printed Name and Title)**

\_\_\_\_\_  
**(Signature Date)**

\_\_\_\_\_  
**(Signature Date)**



Ryan Cook  
 Sage Intacct, Inc.  
 300 Park Ave, Floor Suite 1400  
 San Jose, CA 95110  
 (408) 878-0900



**Date:** 31-Jan-2024  
**Offer Expires:** 30-Apr-2024  
**Quote #:** Q-536993

## Renewal Order Schedule

**Prepared For:**

**Name:** Christine Feher  
**Company:** CalPac  
**Address:** 940 South Coast Drive, #185  
 Costa Mesa, CA 92646  
**Phone:** (949) 427-6526  
**Email:** cfeher@cal-pacs.org

**Bill To:**

**Name:** Shannon Green  
**Company:** CalPac  
**Address:** 940 South Coast Drive, #185  
 Costa Mesa, CA 92646  
**Phone:** (949) 427-6526 ext. 109  
**Email:** sgreen@cal-pacs.org

**Subscription Term Length:** 12 (months)

**Subscription Period:** 01-Jul-2024 through 30-Jun-2025

**Subscription Invoicing:** Annual subscription fees begin on the start date of your paid subscription period, with such fees invoiced annually at the beginning of each paid subscription period.

**Subscription Payment Terms:** Net 30 from date of invoice.

## Products

### Sage Intacct Services

Product Name	Description	Quantity	Term List Price	Unit Disc.	Total Price
Sage Intacct Financial Management (for a Single Business Entity)	Sage Intacct Financial Management includes the following: General Ledger, Cash Management, Purchase Order, Accounts Payable, Order Entry, Accounts Receivable, Standard Reports, Dashboard, and Customization Services.	1.00	6,840.00	0.00	6,840.00
User License - Business User	Users with unlimited access rights to all applications. Can be restricted based on permissions assigned by an Administrator.	2.00	3,480.00	382.80	6,194.40
Sage Intacct Employee User 10 Pack	Ten (10) employee user pack with limited access rights which include: read only access to the Dashboard; ability to enter/approve expense reports, timesheets and/or purchase requisitions. Also includes read only access to any additional applications built on the Sage Intacct Platform.	1.00	1,860.00	0.00	1,860.00

Product Name	Description	Quantity	Term List Price	Unit Disc.	Total Price
Sage Intacct Basic Project Tracking	With Sage Intacct Basic Project Tracking, you get the Project object and dimension, which allow you to create project records with descriptive elements and tag select financial transactions (AP bills, purchasing transactions, AR invoices, order entry transactions, and journal entries) with a valid project ID for later analysis and financial reporting. Also, actuals get accumulated in a summary object that can also be used for reporting.	1.00	3,780.00	0.00	3,780.00
Sage Intacct Buy With Confidence Program	The Sage Intacct Buy With Confidence program includes guaranteed system uptime and disaster recovery for the Sage Intacct Services. Details of the Buy With Confidence program, including the specific Sage Intacct Services in scope and our service level commitments, are available at <a href="http://www.sage.com/us/legal/sage-intacct/sla/">www.sage.com/us/legal/sage-intacct/sla/</a> .	1.00	0.00	0.00	0.00
Sage Intacct Essential Support	Essential Support is included for all direct customers as a part of your Sage Intacct subscription. Support hours are Monday to Friday, 6am to 6pm (Sage local time). For P1 cases, support is available after-hours and during local holidays. Support may be accessed online or by phone for two (2) designated support users; those users will provide first level support to your other users. All submitted cases will receive an acknowledgement through case comments, email notification, or phone call as follows: P1, within 1 business hour; P2, within 4 business hours; and P3, within 8 business hours. Essential Support also gives you direct access to the Sage Intacct Customer Community – a path to submit cases, check the status of cases, and search our comprehensive knowledgebase for answers to questions.	1.00	0.00	0.00	0.00
Sage Intacct Application Hosting, Infrastructure, and Security Services	Hosting of the Sage Intacct Services at a secure top tier data center, and disaster recovery services at a separate secure data center in a different geographic locale, described in our Documentation. Additionally, data is backed up to a secondary data center.	1.00	0.00	0.00	0.00
Each Additional Business Entity	A business entity is an independent balancing set of accounting books with tax reporting capabilities.	2.00	840.00	420.00	840.00
Contract Extension	Contract Extension	1.00	0.00	0.00	0.00



Product Name	Description	Quantity	Term List Price	Unit Disc.	Total Price
Sage Intacct API Performance Tier 1	API transactions for modules of the Sage Intacct Services, FinTech partners that we recommend to you, and Third-Party Services that we resell to you on our Order Schedules are included at no additional cost. Under Performance Tier 1 for Sage Intacct, API transactions for any custom integrations, ETL integrations with our Marketplace Partners, and partners that exit our Marketplace Partner program require a Web Services - Developer License and are also included at no additional cost until the number of API transactions exceed 100,000 API transactions per month. Monthly overage fees will apply if you exceed this use. You may upgrade to a higher tier at any time, but once you upgrade you may not downgrade to a lower tier until the next annual subscription period.	1.00	0.00	0.00	0.00
<b>Sage Intacct Services Total:</b>					USD 19,514.40

**One-Time and Other Charges**

Product Name	Description	Quantity	Term List Price	Unit Disc.	Total Price
Sage Intacct API Overage	If you conduct more monthly API transactions than the amount included in your performance tier, then the following overage fees apply to each API transaction you conduct over those limits. The overage fees for API transactions are calculated here per pack of 10 API transactions and will be billed on a monthly basis.	0.00	0.15		0.00
<b>One-Time and Other Charges Total:</b>					USD 0.00

**Grand Total:** USD 19,514.40

**TERMS:**

This Order Schedule is subject to the Agreement between Sage Intacct, Inc. and CalPac with effective date 22-Mar-2023, inclusive of any subsequent modifications, including as set forth at <https://www.sageintacct.com/customer-terms-us/tos>. All terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement. Prices shown above do not include any taxes that may apply.



**Exhibit A**

**Additional Terms and Conditions**

The following terms are added to, and in the event of a conflict prevail over, the Terms:

- Intacct Financial management includes up to two hundred (200) bank account connections through bank feeds. Bank feeds provide electronic access to thousands of financial institutions for bank reconciliations and matching payments to invoices.

