



California Pacific Charter Schools

California Pacific Charter Schools

Regular Meeting of the Board of Directors

Published on September 6, 2024 at 3:55 PM PDT

Date and Time

Tuesday September 10, 2024 at 5:00 PM PDT

Location

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

Teleconference Locations

1850 Peary Way, Livermore, CA 94550
Hilton Garden Inn, Room: Boardroom, 2540 Venture Oaks Way, Sacramento, CA 95833

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: 940-3050-7405

<https://cal-pacs-org.zoom.us/j/94030507405>

MISSION STATEMENT

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

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

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

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting California Pacific Charter Schools at 949-688-7798.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Call the Meeting to Order		Board President	2 m
B. Record Attendance		Board President	2 m
Roll Call:			
Kelly Wylie, President			
Dr. Shirley Peterson, Vice President			
Tanya Rogers, Clerk			
William Howard, Member			
Jason McFaul, Member			
II. Pledge of Allegiance			5:04 PM
A. Led by Board President or designee.		Board President	2 m
III. Approve Adopt/Agenda			5:06 PM
A. Agenda	Vote	Board President	2 m
It is recommended that the Board of Directors adopt the agenda for the regular Board meeting on September 10, 2024, as presented.			
Roll Call Vote:			
Kelly Wylie			
Dr. Shirley Peterson			

	Purpose	Presenter	Time
Tanya Rogers William Howard Jason McFaul			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

IV. Approve Minutes 5:08 PM

A. Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 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
 William Howard
 Jason McFaul
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

A. Closed Session	Discuss	Board President	30 m
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	Purpose	Presenter	Time
1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION			
(Gov. Code Section 54956.9(d)(1))			
a. YL v. The Collaborative Charter Services Organization, et al.			
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION			
(Gov. Code Section 54956.9(d)(1))			
a. Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9)			
Significant exposure to litigation pursuant to d(2) – 1 matter			
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION			
(Gov. Code Section 54957)			
a. Superintendent, Performance Evaluation and Goals			
VII. Reconvene Regular Meeting			5:40 PM
A. Report out any action taken in closed session.	Discuss	Board President	5 m
VIII. Board Governance			5:45 PM
A. Board Priorities	Discuss	Board President	35 m
The purpose of this agenda item is to continue the Board's discussion around setting strategic priorities for the next three years at our charter school. This ongoing conversation builds on the priorities the Board has already identified, including academic achievement, succession planning, and risk management. Board members will have the opportunity to reflect on these areas, ensuring alignment with the school's vision and future goals. The outcome of this discussion will shape the direction of our initiatives and resource allocation moving forward.			
B. Approval of Annual Board Evaluation	Vote	Christine Feher	5 m
It is recommended the Board approve the Annual Board Evaluation 2023-2024, for California Pacific Charter Schools, Sonoma (#2037), Warner (#1758), and Los Angeles (#1751).			
Roll Call Vote:			
Kelly Wylie			

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

IX. Public Comments/Recognition/Reports

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

X. Correspondence/Proposals/Reports 6:25 PM

- | | | | | |
|-----------|--|---------|-----------------|-----|
| A. | CalPac School Highlights
Presented by C. Feher, Superintendent | Discuss | Christine Feher | 5 m |
| B. | Correspondence from Guerneville School District
California Pacific Charter Schools has received a satisfactory review of the Annual 2024-25 budget review from Guerneville School District. | Discuss | Christine Feher | 3 m |

XI. Consent 6:33 PM

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

- | | | | | |
|-----------|---|------|-----------------|-----|
| A. | Consent - Business/Financial Services | Vote | Board President | 1 m |
| | <ol style="list-style-type: none"> 1. Check Registers - August 2024 2. J.P. Morgan Statement - August 2024 3. San Joaquin County Office of Education SEIS Billing Services Agreement | | | |

	Purpose	Presenter	Time
B. Consent - Education/Student Services	Vote	Board President	1 m
1. Approval of 2024-25 Student/Parent Handbook for California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751)			
C. Consent - Personnel Services	Vote	Board President	1 m
1. Approval of Certificated - Personnel Report 2. Approval of Classified - Personnel Report 3. Quarles & Brady LLP Engagement Letter			

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

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

XII. Business/Financial Services

6:36 PM

A. Approval of the Unaudited Actuals Financial Report 2023-2024	Vote	Christine Feher	12 m
It is recommended the Board approve the Unaudited Actuals Financial Report dated July 1, 2023, to June 30, 2024, for California Pacific Charter Schools, Sonoma (#2037), Warner (#1758), and Los Angeles (#1751).			

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

	Purpose	Presenter	Time
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XIII. Calendar

The next scheduled meeting will be held on October 8, 2024.

XIV. Comments

6:48 PM

- | | | | |
|----------------------------|---------|--------------------|-----|
| A. Board Comments | Discuss | Board of Directors | 5 m |
| B. Superintendent Comments | Discuss | Christine Feher | 5 m |

XV. Closing Items

6:58 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

Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 13, 2024

Section: IV. Approve Minutes
Item: A. Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 13, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Meeting of the Board of Directors on August 13, 2024

APPROVED



California Pacific Charter Schools

California Pacific Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Tuesday August 13, 2024 at 5:00 PM

Location

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

Teleconference Locations

1850 Peary Way, Livermore, CA 94550

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: 976-1296-6177

<https://cal-pacs-org.zoom.us/j/97612966177>

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Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

K. Wylie

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

S. Peterson called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Aug 13, 2024 at 5:05 PM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee.

Pledge of Allegiance was led by S. Peterson.

III. Approve/Adopt Agenda

A. Agenda

T. Rogers made a motion to approve the Agenda for the Regular Meeting of the Board of Directors on August 13, 2024. as presented.

J. McFaul seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Approve Minutes

A. Minutes of the Regular Board meeting that was held on June 18, 2024

W. Howard made a motion to approve the minutes from Regular Meeting of the Board of Directors on 06-18-24.

J. McFaul seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Board Governance

A. Annual Board Evaluation

The Board discussed their evaluation and the items where their opinion differed.
K. Wylie arrived at 5:09 PM.

VI. Adjourn to Closed Session

A. Closed Session

J. McFaul made a motion to Adjourn to Closed Session.
S. Peterson seconded the motion.
Adjourned to Closed Session at 5:34 PM
The board **VOTED** unanimously to approve the motion.

VII. Reconvene Regular Meeting

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

T. Rogers reported that there was no action to report.

Regular session was reconvened at 6:08 P.M.

VIII. Correspondence/Proposals/Reports

A. CalPac School Highlights

C. Feher, Superintendent, presented CalPac's June and July School Highlights.

B. CalPac Financial Update

S. Green, Director of Fiscal Services, presented CalPac's Financial Update.

IX. Consent

A. Consent - Business/Financial Services

1. Check Registers - June 2024 & July 2024
2. J.P. Morgan Statement - June 2024 & July 2024
3. Approval of Hatch & Cesario Agreement (Renewal)
4. Approval of Surplus of Electronic Devices
5. Contract with Key Charter Advisors, LLC (Karl Yoder)
6. Approval of Zoom Contract (Renewal)

B. Consent - Education/Student Services

1. Approval of 2024-25 English Learner Master Plan
2. Approval of 2024-25 Title 1 School- Parent/Guardian Compact

C. Consent - Personnel Services

1. Approval of Certificated - Personnel Report
2. Approval of Classified - Personnel Report
3. Approval of Job Descriptions: GATE Coordinator, School Engagement Liaison
4. Approval of Revised Salary Schedule: Certificated Specialist (Program Specialist increase workdays)
5. Approval of Employee Handbook 2024-2025 Annual Updates
6. Approval of San Diego County Office of Education Contract for Retirement Reporting 2024-2025

D. Consent - Policy Development

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.

1000 Series - Community Relations

1010 - CPCS Civility Policy

6000 Series - Instruction

- 6005 - CPCS Parent and Family Engagement Policy
- 6015 - CPCS Comprehensive Sexual Health Education
- 6035 - CPCS Math Placement Policy
- 6040 - CPCS Local Assessment Policy
- 6055 - CPCS Adequate Progress Policy
- 6095 - CPCS Policy on Repeating Courses
- 6115 - CPCS Attendance and Involuntary Removal Policy

Board Policies: Revised

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

1000 Series - Community Relations

- 1025 - CPCS Uniform Complaint Procedures Policy
- 1030 - CPCS Safe Operation of Schools (Infectious Disease) Policy
- 1035 - CPCS Access to Public Records Policy

5000 Series - Student Services

- 5015 - CPCS Title IX Policy Prohibiting Discrimination on the Basis of Sex
- 5016 - CPCS Harassment, Intimidation, Discrimination, and Bullying Policy
- 5115 - CPCS Pregnant and Parenting Students Policy

6000 Series - Instruction

- 6010 - CPCS Independent Study Policy
- 6020 - CPCS Education for Homeless Youth
- 6025 - CPCS 504 Policy
- 6030 - CPCS Foster and Mobile Youth Policy
- 6050 - CPCS Virtual Proctoring Policy
- 6060 - CPCS SPED Formal Assessment Request
- 6070 - CPCS SPED Independent Educational Evaluation Policy
- 6075 - CPCS SPED Certificate of Completion
- 6125 - CPCS TK - 8 Grade Report Card Policy
- 6210 - CPCS Graduation Policy
- 6215 - CPCS Field Trips and Excursion Policy

Board Policies: 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

- 4060 - CPCS Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy

4130 - CPCS Remote Work Policy

T. Rogers made a motion to approve all items listed in Consent.

J. McFaul seconded the motion.

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

X. Business/Financial Services

A. Approval of Funds for Charter Impact Special Project STRS Review

S. Peterson made a motion to approve the Funds for Charter Impact Special Project STRS Review.

W. Howard seconded the motion.

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

XI. Education/Student Services

A. Approval of Local Control & Accountability Plan (LCAP) 2024-2025 Revision

S. Peterson made a motion to approve the Local Control & Accountability Plan (LCAP) 2024-2025 Revision.

J. McFaul seconded the motion.

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

B. 2022-23 Teaching Assignment Monitoring Outcomes Update

E. Zemmer, Assistant Superintendent, presented 2022-23 Teaching Assignment Monitoring Outcomes Update

C. Approval of HMH Read 180 Contract

J. McFaul made a motion to approve the HMH Read 180 Contract.

T. Rogers seconded the motion.

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

XII. Comments

A. Board Comments

The Board commended the leadership, team members, and fellow board members for their exceptional work and outstanding contributions. They also emphasized the vital role CalPac plays in offering alternative educational pathways for students.

B. Superintendent Comments

C. Feher recognizes the hard work put into preparing the consent agenda. She highlighted the Admin team's efforts in updating policies and expressed gratitude for everyone's involvement. C. Feher is optimistic about the upcoming school year.

XIII. Closing Items

A. Adjourn Meeting

W. Howard made a motion to Adjourn the Regular Meeting.

J. McFaul seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,

K. Wylie

Documents used during the meeting

- CPCS Board Evaluation 2023-24.pdf
- June 23-24 School Highlights - Los Angeles.pdf
- June 23-24 School Highlights - San Diego.pdf
- June 23-24 School Highlights - Sonoma.pdf
- CPCS 24-25 Financial Update - August 2024.pdf
- CalPac-SD Check Register June 2024.pdf
- CalPac-LA Check Register June 2024.pdf
- CalPac-SO Check Register June 2024.pdf
- CalPac-LA Check Register July 2024.pdf
- CalPac-SO Check Register July 2024.pdf
- CalPac-SD Check Register July 2024.pdf
- J.P. Morgan Statement Jun 30 2024.pdf
- J.P. Morgan Statement Jul 31 2024.pdf
- Hatch & Cesario Agreement.pdf
- Surplus of Electronics - August 2024.pdf
- BUS CPCS 2024-2025 Contract with Key Charter Advisors, LLC (Karl Yoder).pdf
- CalPac - Hourly Consulting Agreement (Key Charter Advisors LLC) 2024-25.pdf
- Zoom Renewal Contract 2024-2025.pdf
- California Pacific Charter 2024-2025 English Learner Master Plan.pdf
- California Pacific Charter 2023-2024 English Learner Master Plan_redline_August 13 2024.pdf
- Title 1 School-Parent Guardian Compact 24-25.pdf

- BUS Job Descriptions Aug 2024.docx.pdf
- DRAFT CalPac GATE Coordinator JD Board Approval August 2024.docx.pdf
- DRAFT School Engagement Liaison Board Approval August 2024.docx.pdf
- Certificated Spec SAL 7-24 rev 8-13-24.pdf
- BUS Employee Handbook Revisions August 2024.docx.pdf
- 2024 Employee Handbook Revisions 8.2024.docx.pdf
- Employee Handbook AUGUST 2024.docx.pdf
- San Diego County Office of Education Contract.pdf
- BUS Policy Review 1000, 5000, and 6000 Series - August 2024.pdf
- 1010 - CPCS Civility Policy.pdf
- 1025 - CPCS UCP Policy and Complaint Form.pdf
- 1025 - CPCS UCP Policy and Complaint Form_redline_August 13 2024.pdf
- 1030 - CPCS Safe Operation of Schools (Infectious Disease) Policy.pdf
- 1030 - CPCS Safe Operation of Schools (Infectious Disease) Policy_redline_August 13 2024.pdf
- 1035 - CPCS Access to Public Records Policy.pdf
- 1035 - CPCS Access to Public Records Policy_redline_August 13 2024.pdf
- 4060 - CPCS Unlawful Harassment Discrimination Retaliation Policy and Complaint Form.pdf
- 4130 - CPCS Remote Work Policy.pdf
- 5015 - CPCS Title IX Policy.pdf
- 5015 - CPCS Title IX Harassment Intimidation Discrimination and Bullying Policy_redline_August 13 2024.pdf
- 5016 - CPCS Harassment, Intimidation, Discrimination and Bullying Policy.pdf
- 5115 - CPCS Pregnant and Parenting Students Policy.pdf
- 5115 - CPCS Pregnant and Parenting Students Policy_redline_August 13 2024.pdf
- 6005 - CPCS Parent and Family Engagement Policy.pdf
- 6010 - CPCS Independent Study Policy.pdf
- 6010 - CPCS Independent Study Policy_redline_August 13 2024.pdf
- 6015 - CPCS Comprehensive Sexual Health Education Policy.pdf
- 6020 - CPCS Education for Homeless Children and Youth Policy.pdf
- 6020 - CPCS Education for Homeless Children and Youth Policy_redline_August 13 2024.pdf
- 6025 - CPCS Section 504 Policy.pdf
- 6025 - CPCS Section 504 Policy_redline_August 13 2024.pdf
- 6030 - CPCS Education for Foster and Mobile Youth Policy.pdf

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- 6035 - CPCS Math Placement Policy.pdf
- 6040 - CPCS Local Assessment Policy.pdf
- 6050 - CPCS Virtual Proctoring Policy.pdf
- 6050 - CPCS Virtual Proctoring Policy_redline_August 13 2024.pdf
- 6055 - CPCS Adequate Progress Policy.pdf
- 6060 - CPCS Special Education Assessment Request Policy.pdf
- 6060 - CPCS Special Education Assessment Request Policy_redline_August 13 2024.pdf
- 6070 - CPCS Special Education Independent Educational Evaluation Policy.pdf
- 6070 - CPCS Special Education Independent Educational Evaluation Policy_redline_August 13 2024.pdf
- 6075 - CPCS Special Education Certificate of Completion Policy.pdf
- 6075 - CPCS Special Education Certificate of Completion Policy_redline_August 13 2024.pdf
- 6095 - CPCS Repeated Courses Policy.pdf
- 6115 - CPCS Attendance Policy.pdf
- 6125 - CPCS TK-12th Grade Report Card Policy.pdf
- 6125 - CPCS TK-12th Grade Report Card Policy_redline_August 13 2024.pdf
- 6210 - CPCS Graduation Policy.pdf
- 6210 - CPCS Graduation Policy_redline_August 13 2024.pdf
- 6215 - CPCS Field Trips and Excursions.pdf
- 6215 - CPCS Field Trips and Excursions_redline_August 13 2024.pdf
- 2024 LCAP Combined CPC-Los Angeles.pdf
- 2024 LCAP Combined CPC-San Diego.pdf
- 2024 LCAP Combined CPC-Sonoma.pdf
- HMH Read 180 Contract 24-25.pdf

FOR MORE INFORMATION

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

Coversheet

Approval of Annual Board Evaluation

Section: VIII. Board Governance
Item: B. Approval of Annual Board Evaluation
Purpose: Vote
Submitted by:
Related Material: CPCS Board Evaluation 2023-24 - Updated 9.10.24.pdf



California Pacific Charter Schools

California Pacific Charter Schools Annual Board Evaluation

2023 - 2024

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

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

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

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

August 13, 2024

Board Member Comments on Strengths:

KW: Both the board and the superintendent have made a lot of growth and the leadership is complimentary to one another.

SP: Superintendent Feher maintains a laser focus on the most important needs of California Pacific Charter Schools (CalPac). She has developed a very positive relationship with the board through her excellent communication and leadership skills. She is always open to input, questions, and receives feedback with a growth mindset.

During the 2023-24 school year, she has stayed focused on student achievement through multiple measures and data analysis. Reports to the Board are formatted to ensure clarity of the data for everyone.

The superintendent is excellent at fiscal management. She works effectively with staff assigned to manage the organization's resources. She provides oversight to ensure all resources are properly expended keeping her eye focused on ensuring fiscal sustainability.

TR: The main strengths of this board are the wide span of professional expertise and the level of preparedness each board member continues to display prior to meetings. This last quality is, unfortunately, rare.

BH: Very strong leadership with a highly evaluated superintendent, diverse board, all with the same commitment to doing what's best for Cal-Pac.

JM: California Pacific Charter Schools is an organization that is not only focused on excellence but also reinforced by excellence. It is an honor to be part of such a loyal, ethical, and dedicated team.

Board Member Comments on Areas of Growth and Future Needs:

KW: I would like to see the succession plan finalized.

SP: The development of a succession plan is an area of need which the superintendent is putting in place. It will enable CalPac to maintain its level of excellence and grow, ensuring institutional history is maintained and passed on. Being purposeful in onboarding new members who understand, believe in, and are committed to the vision, mission, and values of the organization is an important responsibility for the superintendent to attend to.

TR: Areas to improve for growth may be continued development on the role of leading. This isn't necessarily a weak area - it is just an opportunity for continued growth and refinement.

This board and organization exhibits a culture of continuous improvement - this would simply be an offshoot of that.

BH: Continue understanding today's students and adapt accordingly to the ever-changing educational environment. Continue with our focus on doing what's right for Cal-Pac and its students.

JM: No comment.

Coversheet

CalPac School Highlights

Section: X. Correspondence/Proposals/Reports
Item: A. CalPac School Highlights
Purpose: Discuss
Submitted by:
Related Material: August 24-25 School Highlights - Los Angeles.pdf
August 24-25 School Highlights - San Diego.pdf
August 24-25 School Highlights - Sonoma.pdf




CPCS Los Angeles School Highlights

AUGUST

BLOSSOMING
Empowering Progress

2024 - 2025

Current Enrollment
439

 **Program Highlights**

This month, CPCS enthusiastically welcomed back returning students and staff, while also extending a warm welcome to new additions to our school community. As the year began, we set the stage for a successful academic journey through engaging professional development sessions for our staff.

These sessions focused on fostering a sense of belonging for our students, leveraging educational tools like Canva and Freckle, and enhancing our teaching practices through data-driven insights from Nearpod and STAR. We're also excited to continue our tradition of beginning-of-the-year goal-setting meetings, where families can connect with their child's teacher to review benchmark data and set ambitious growth goals for the upcoming academic year.





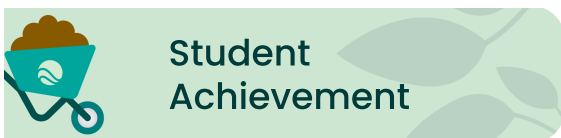
Los Angeles

AUGUST 2024

We would like to express our sincere gratitude to the dedicated staff in our admissions, guidance, and office teams. Their tireless work enrolling students, coordinating schedules, and facilitating master agreement meetings has been instrumental in helping families seamlessly start the new school year.

Additionally, we would like to recognize the outstanding contributions of Dice Nishikawa and Alexis Morfin during our transition to a new Computer Support Technician. Their dedication in preparing and distributing Chromebooks to new students was instrumental in ensuring that our students were equipped and ready for the school year on time.

This month, we welcomed several new members to our CalPac family. We are thrilled to have Ashlynn Del Castillo join us as a Middle School Math teacher, Kristine Kim as a new 2nd-grade teacher, Stephanie Martinez as our Speech and Language Pathologist, and Carlos Virgen-Gomez as our Computer Support Technician. We also extend a warm welcome to our new tutors: Abanob Ayoub, Ashanti Gaither, Julian Otniel, Daniel Blash, Brianna Brewer, and Hanh Nguyen. We are excited to have them join our team and contribute to increased and improved services for our students.



Summer Bridge Program

The Summer Bridge Program was a tremendous success, with high levels of student engagement across all grade levels. Over 120 high school students focused on credit recovery and grade improvement, working diligently toward A-G completion. Students in grades K-8 concentrated on closing gaps in their academic skills. Our dedicated teachers ensured that students consistently engaged with the content and made academic progress, offering crucial support through daily Zoom sessions. This program remains an invaluable resource for CalPac, providing students the opportunity to recover essential academic skills and credits toward graduation.

First Day of School

CalPac started school on August 28, 2024. The year started with an unprecedented enrollment of





Los Angeles

AUGUST 2024

almost 1,000 students across the three schools. Students started with orientation in their homeroom classes on Wednesday and then completed Renaissance STAR testing on Thursday and Friday. Teachers and families report positive energy in the online classrooms, and we look forward to a year of academic growth!



Professional Development

24-25 Staff Kick Off

This year, our professional development events started on August 20th and continued through August 27th. Our staff participated in several PD opportunities, including what's new with Kami, best practices for setting goals and monitoring progress with STAR data, how to use Freckle for enrichment and intervention, best uses of Nearpod to facilitate student engagement, updated Title IX training, utilizing NoRedInk to drive instruction, and the different Canva EDU features that can be used in the classroom.

Staff also participated in an Initiatives meeting, during which our administration team focused on this year's goals and expectations for CalPac as a community. The theme for the 2024-25 school year is Blossoming: Empowering Progress, which is an extension of last year's theme, Rooted: Growing Together.

Corwin Belonging in Schools

On August 22nd, CalPac teachers participated in Corwin's "Belonging in Schools" professional development, which addressed the critical need to foster a sense of belonging among students. Recognizing that belonging is a fundamental human need that impacts students' academic and personal well-being, the series offered practical solutions to ensure every student feels valued, respected, and part of the school community. By exploring the eleven dimensions that contribute to a student's sense of belonging, our staff gained insights into how to continue to create a welcoming, supportive, and inclusive learning environment where all of our students can continue to thrive.





Los Angeles

AUGUST 2024



Smart Goals

For the 2024-25 school year, CalPac's SMART goals focus on 1) increasing the percentage of students who graduate college and are career-prepared, 2) increasing student achievement on state assessments, specifically, surpassing the state in ELA performance for student groups to achieve charter renewal and 3) strengthening student retention as a means of improving the school's stability rate.



Pictures & Videos

First Day of School



Future Projects





Los Angeles

AUGUST 2024

- NorCal Park Day
- SoCal Beach Day
- K-5 Virtual Fun Friday
- Virtual Learning Hub 24-25
- Goal Setting Meetings
- Back-to-School Night
- Club Rush






CPCS San Diego School Highlights

AUGUST

BLOSSOMING
Empowering Progress

2024 - 2025

Current Enrollment
330

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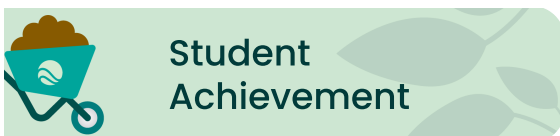
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San Diego

AUGUST 2024



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Pictures & Videos

First Day of School



Future Projects





San Diego

AUGUST 2024

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- SoCal Beach Day
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- Goal Setting Meetings
- Back-to-School Night
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CPCS Sonoma School Highlights

AUGUST

BLOSSOMING
Empowering Progress

2024 - 2025

Current Enrollment

214



Program Highlights

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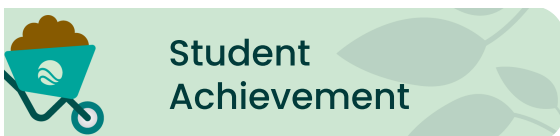
Sonoma

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Sonoma

AUGUST 2024

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Pictures & Videos

First Day of School



Future Projects





Sonoma

AUGUST 2024

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- SoCal Beach Day
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- Virtual Learning Hub 24-25
- Goal Setting Meetings
- Back-to-School Night
- Club Rush



Coversheet

Correspondence from Guerneville School District

Section: X. Correspondence/Proposals/Reports
Item: B. Correspondence from Guerneville School District
Purpose: Discuss
Submitted by:
Related Material: Guerneville SD Annual Budget Review 8.14.24.pdf



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

8/14/2024

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

Re: Budget Review

Dear Christine:

In accordance with Education Code Section 47604.32, as the authorizing district, the Guerneville School District has the responsibility to monitor the fiscal condition of California Pacific Charter School Sonoma. We have received and examined California Pacific Charter Sonoma's 2024-25 Budget as well as the provided backup data.

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

The budget has been created reflecting the Governor's May Revise as presented in May. The budget reflects an increase in ADA from 150.49 to 165. The same projection of 165 is included in all 3 years. The budget reflects changes in staffing to address enrollment changes as well as normal step increases for both classified and certificated staff. A detail position breakdown was provided and is greatly appreciated.

The Multi-year projection provided assumes 165 ADA in each year. The charter estimates a positive ending balance and reserve estimates from 36.96% in 2024-2025 to 38.99% in 2025-2026 and 43.20% in 2026-2027. Cash flow estimates a positive cash balance at the end of the fiscal year. The charter is being conservative in its projections, and since the budget was prepared based on the Governor's budget and it was approved accordingly, a 45-day revise report is not required to be submitted.

LCAP Review: The district has reviewed the 2024-2025 LCAP and provided initial feedback to the administration team. Once the review process is final, a separate LCAP approval letter will be provided to the Charter.

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

Sincerely,

Cherie Cahn

Cherie Cahn
Chief Business Official
Guerneville School District

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

Coversheet

Consent - Business/Financial Services

Section: XI. Consent
Item: A. Consent - Business/Financial Services
Purpose: Vote
Submitted by:
Related Material: 08.2024 55 CAL-PAC-LA Check Register.pdf
08.2024 44 CAL-PAC-SD Check Register.pdf
08.2024 95 CAL-PAC-SO Check Register.pdf
JP Morgan Statement August 2024.pdf
BUS CPCS Business Consent Item 11.A - 9.10.24.pdf
San Joaquin COE SEIS Billing Services Agreement.pdf

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 9/3/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	8/1/2024	STAP001--Staples Technology Solutior	20137003043	15,911.81	60 Lenovo 100E Chromebook G4 for Students	55--California Pacific Charter - Los Angeles
	8/1/2024	SCHO000--School Pathways, LLC	20137003045	22,345.99	Annual Subscriptions 24/25 School Year	55--California Pacific Charter - Los Angeles
	8/1/2024	STAP001--Staples Technology Solutior	20137003042	1,920.00	Google Chrome OS Management for 60 Chromebooks	55--California Pacific Charter - Los Angeles
	8/1/2024	RING000--RingCentral	20137003049	1,297.32	Phone Bill Monthly - July 2024	55--California Pacific Charter - Los Angeles
	8/1/2024	HOLI002--Holiday Inn	20137003050	159.90	Board Meeting Room Rental October 2024	55--California Pacific Charter - Los Angeles
	8/1/2024	DEPT000--Department of Justice	101371460	64.00	Fingerprint Processing- June 2024	55--California Pacific Charter - Los Angeles
	8/1/2024	SHAN000--Shannon Green	20137003047	17.40	GREEN, SHANNON - Sacramento Capital Travel	55--California Pacific Charter - Los Angeles
	8/1/2024	STAP000--Staples	20137003048	16.33	Office Supplies for Office	55--California Pacific Charter - Los Angeles
	8/6/2024	ARNE001--A&R Parcel Three	2198986273TC	2,610.24	Office Space Rent - Auqust 2024	55--California Pacific Charter - Los Angeles
		ARNE001--A&R Parcel Three	2198986273TC	58.71	Office Space DOE - Auqust 2024	55--California Pacific Charter - Los Angeles
	8/6/2024	ALLS001--All Systems Go!	101371461	1,540.52	Marketing Monthly - Auqust 2024	55--California Pacific Charter - Los Angeles
	8/6/2024	CULL001--Culligan	101371462	31.20	Water Cooler Rental Monthly - August 2024	55--California Pacific Charter - Los Angeles
	8/7/2024	ECCI000--ECC Imaging LLC.	101371463	9.24	Freight for Toner Cartridges	55--California Pacific Charter - Los Angeles
	8/7/2024	AVID001--AVID	20137003053	2,507.52	Yearly Membership for 24/25 SY	55--California Pacific Charter - Los Angeles
	8/7/2024	PHIL000--Philadelphia Insurance Com	20137003052	2,341.46	August Insurance Premiums FY 24/25	55--California Pacific Charter - Los Angeles
	8/8/2024	NYSI000--NYSIF Disability Benefits	2212617728TC	5.00	NYSIF Disability Policy DB 734192-9	55--California Pacific Charter - Los Angeles
	8/8/2024	CTCC002--Commission on Teacher Cre	10264	48.00	GELAP Emergency Permit - Nancy McKenna	55--California Pacific Charter - Los Angeles
	8/8/2024	DAIS001--Daisuke Nishikawa	101371464	7.66	CPR/Team Building Mileage and parking	55--California Pacific Charter - Los Angeles
	8/8/2024	DAIS001--Daisuke Nishikawa	Voided - 10137132	-7.66	CPR/Team Building Mileage and parking	55--California Pacific Charter - Los Angeles
	8/8/2024	IMA0001--IMA, Inc.	20137003054	4,416.95	Yearly Cyber Liability Insurance 24/25	55--California Pacific Charter - Los Angeles
	8/13/2024	MICR000--MicroAqe	101371466	197.47	Monthly Subscription - Auqust 2024	55--California Pacific Charter - Los Angeles
	8/13/2024	WORL000--Worldwide Express	101371467	130.23	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/13/2024	WORL000--Worldwide Express	101371468	115.96	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/13/2024	MICR000--MicroAqe	101371469	17.50	9 JAMF Education Licenses	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 9/3/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	8/14/2024	YMCL000--Law Offices of Young, Minne	101371473	1,671.60	Legal Services for July 2024	55--California Pacific Charter - Los Angeles
	8/14/2024	CALE001--Calendly	20137003059	2,897.86	Subscriptions for 24/25 SY	55--California Pacific Charter - Los Angeles
	8/14/2024	PROC000--Procopio, Cory, Hargreaves	20137003058	1,949.76	Legal Services for June 2024	55--California Pacific Charter - Los Angeles
	8/14/2024	CCSA001--California Charter Schools /	20137003057	1,193.50	Balance of Membership for the 24/25 SY	55--California Pacific Charter - Los Angeles
	8/14/2024	ANCH000--Anchor Counseling & Educa	101371474	708.33	ESY July 2024	55--California Pacific Charter - Los Angeles
	8/14/2024	ALPH000--Alpha Vision, Inc.	101371472	181.92	Google Drive Backup Monthly - August 2024	55--California Pacific Charter - Los Angeles
	8/14/2024	AMAZ000--Amazon	20137003060	215.48	Desk Purchase for Kelly Rocha	55--California Pacific Charter - Los Angeles
	8/14/2024	SPEC000--Specialized Therapy Service	101371470	130.00	Behavior Tech Services May 2024	55--California Pacific Charter - Los Angeles
	8/14/2024	AMAZ000--Amazon	20137003061	37.50	Office Supplies for Board Member	55--California Pacific Charter - Los Angeles
	8/14/2024	AMAZ000--Amazon	20137003062	23.40	Supplies for Office	55--California Pacific Charter - Los Angeles
	8/14/2024	CRES001--Crescendo Music Program, I	20137003055	2,400.00	Piano Classes 24/25 SY	55--California Pacific Charter - Los Angeles
	8/14/2024	USD0001--USD Prof-Cont Education	20137003056	113.76	USD TK Pathway Cohort 5 Course 5 Registrations for Holly Hess	55--California Pacific Charter - Los Angeles
		USD0001--USD Prof-Cont Education	20137003056	113.76	USD TK Pathway Cohort 5 Course 5 Registrations for Courtney Young	55--California Pacific Charter - Los Angeles
		USD0001--USD Prof-Cont Education	20137003056	113.76	USD TK Pathway Cohort 4 Course 8 Registrations for Patrice Aquilar	55--California Pacific Charter - Los Angeles
		USD0001--USD Prof-Cont Education	20137003056	113.76	USD TK Pathway Cohort 5 Course 5 Registrations for Jill Stubbs	55--California Pacific Charter - Los Angeles
		USD0001--USD Prof-Cont Education	20137003056	113.76	USD TK Pathway Cohort 5 Course 5 Registrations for Mychal Garcia	55--California Pacific Charter - Los Angeles
	8/16/2024	PITN000--Pitney Bowes Global Financi	20137003063	95.14	Postage Machine Lease - Quarterly Sept-Dec 2024	55--California Pacific Charter - Los Angeles
	8/22/2024	JASO000--Jason D. McFaul	1139110195	200.00	August 2024 Board Stipends - JM	55--California Pacific Charter - Los Angeles
	8/22/2024	WILL000--William J Howard Jr.	1139110175	200.00	August 2024 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	8/22/2024	TANY001--Tanya Rogers	1139110169	200.00	August 2024 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	8/22/2024	KELL000--Kelly Wylie	1139110197	200.00	August 2024 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	8/22/2024	SHIR000--Shirley Peterson	1139110206	200.00	August 2024 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	8/22/2024	EXTR001--Extra Storage Newport Mes	101371475	252.00	Offsite Storage Fees Monthly - September 2024	55--California Pacific Charter - Los Angeles
	8/22/2024	MELI001--Melissa Bearup	101371477	35.52	Livescan Fees - Bearup, Melissa	55--California Pacific Charter - Los Angeles
	8/23/2024	ECCI000--ECC Imaging LLC.	101371478	48.06	Copier Overages Monthly - August 2024	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 9/3/2024
Location: 55--California Pacific Charter - Los Angeles

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	8/26/2024	STAP000--Staples	20137003066	28.96	Office Supplies for Office	55--California Pacific Charter - Los Angeles
	8/26/2024	UKG0001--UKG	20137003065	26.40	Off Cycle Payroll July 2024	55--California Pacific Charter - Los Angeles
	8/27/2024	EVER000--Evergreen Educational Grou	101371481	480.00	Contract for 24/25 SY (DLC - Digital Learning)	55--California Pacific Charter - Los Angeles
	8/28/2024	APPL001--Apple, Inc.	20137003070	8,821.19	Macbook Pros for Teachers	55--California Pacific Charter - Los Angeles
	8/28/2024	EDGE001--Imagine Learning LLC	20137003069	480.00	Curriculum for 2024-2025 SY	55--California Pacific Charter - Los Angeles
	8/28/2024	DELA000--De Lage Landen Financial S	20137003068	205.33	Copier Lease Monthly - September 2024	55--California Pacific Charter - Los Angeles
	8/28/2024	DDWK001--Dunn DeSantis Walt & Ken	20137003067	65.52	Legal Services for June 2024 and July 2024	55--California Pacific Charter - Los Angeles
	8/29/2024	CHAR001--Charter Impact	101371483	1,260.00	Payroll & Retirement Services Monthly - August 2024	55--California Pacific Charter - Los Angeles
	8/29/2024	WORL000--Worldwide Express	101371482	535.32	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/29/2024	WORL000--Worldwide Express	101371484	182.54	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/30/2024	NEAR001--Nearpod Inc.	20137003083	6,108.00	Contract for 24/25 SY Online Curriculum	55--California Pacific Charter - Los Angeles
	8/30/2024	HOU000--Houghton Mifflin Harcourt I	20137003071	3,067.20	Curriculum for 24/25	55--California Pacific Charter - Los Angeles
	8/30/2024	PARC000--Parchment LLC	20137003082	992.64	Annual Diploma Subscription for 24/25 SY	55--California Pacific Charter - Los Angeles
	8/30/2024	SCHO000--School Pathways, LLC	20137003084	990.81	Various Annual Subscription Enrollment True Ups 04/01/24-06/30/24	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003073	101.73	Office supplies- labels	55--California Pacific Charter - Los Angeles
	8/30/2024	SHAN000--Shannon Green	20137003072	22.50	GREEN, SHANNON - Meals Working Lunches	55--California Pacific Charter - Los Angeles
		SHAN000--Shannon Green	20137003072	129.29	Hard Drive	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003086	76.15	Office supplies- shipping materials	55--California Pacific Charter - Los Angeles
	8/30/2024	WILL000--William J Howard Jr.	20137003087	51.82	Mileage for Board Meeting 08/13/24 for William Howard	55--California Pacific Charter - Los Angeles
	8/30/2024	SHIR000--Shirley Peterson	20137003077	47.36	Mileage for Board Meeting 08/13/24 for Shirley Peterson	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003088	61.93	Supplies for Office	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003091	125.47	Tech purchase for Stephanie Martinez	55--California Pacific Charter - Los Angeles
	8/30/2024	JILLT001--Jill Tanner	20137003074	12.12	TANNER, JILL - Y/E close meal for working lunch	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 9/3/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
		JILLT001--Jill Tanner	20137003074	42.45	TANNER, JILL - RT mileage to SDCOE for STRS seminar	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003081	44.07	TK student materials	55--California Pacific Charter - Los Angeles
	8/30/2024	TANY001--Tanya Rogers	20137003090	27.25	MIleage for Board Meeting 08/13/24 for Tanva Rogers	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003076	28.62	Office supplies- shipping materials	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003078	26.54	Supplies for Office	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003089	21.46	Office supplies- shipping materials	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003075	17.81	TK student materials	55--California Pacific Charter - Los Angeles
	8/30/2024	JASO000--Jason D. McFaul	20137003080	6.10	MIleage for Board Meeting 08/13/24 for Jason McFaul	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003079	8.20	Supplies for Office	55--California Pacific Charter - Los Angeles
	8/30/2024	AMAZ000--Amazon	20137003092	3.61	Supplies for Office	55--California Pacific Charter - Los Angeles
Total for CHASE 1781				\$ 93,270.01		

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 9/3/2024
Location: 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main		Account no: 505911781				
	8/1/2024	STAP001--Staples Technology Solutior	20137003043	23,867.72	90 Lenovo 100E Chromebook G4 for Students	44--California Pacific Charter - San Diego
	8/1/2024	SCHO000--School Pathways, LLC	20137003044	18,539.93	Annual Subscriptions 24/25 School Year	44--California Pacific Charter - San Diego
	8/1/2024	STAP001--Staples Technology Solutior	20137003042	2,880.00	Google Chrome OS Management for 90 Chromebooks	44--California Pacific Charter - San Diego
	8/1/2024	RING000--RinqCentral	20137003049	864.89	Phone Bill Monthly - July 2024	44--California Pacific Charter - San Diego
	8/1/2024	HOLI002--Holiday Inn	20137003050	159.85	Board Meeting Room Rental October 2024	44--California Pacific Charter - San Diego
	8/1/2024	DEPT000--Department of Justice	101371460	40.96	Fingerprint Processing- June 2024	44--California Pacific Charter - San Diego
	8/1/2024	SHAN000--Shannon Green	20137003047	11.59	GREEN, SHANNON - Sacramento Capital Travel	44--California Pacific Charter - San Diego
	8/1/2024	STAP000--Staples	20137003048	10.89	Office Supplies for Office	44--California Pacific Charter - San Diego
	8/5/2024	ANTH001--Anthem		60,879.84	Medical Premiums Monthly - August 2024	44--California Pacific Charter - San Diego
		ANTH001--Anthem		63,568.35	Medical Premiums Monthly - September 2024	44--California Pacific Charter - San Diego
	8/6/2024	ARNE001--A&R Parcel Three	2198986273TC	1,740.16	Office Space Rent - August 2024	44--California Pacific Charter - San Diego
		ARNE001--A&R Parcel Three	2198986273TC	39.15	Office Space DOE - August 2024	44--California Pacific Charter - San Diego
	8/6/2024	ALLS001--All Systems Go!	101371461	1,027.01	Marketing Monthly - August 2024	44--California Pacific Charter - San Diego
	8/6/2024	CULL001--Culligan	101371462	20.80	Water Cooler Rental Monthly - August 2024	44--California Pacific Charter - San Diego
	8/7/2024	ECCI000--ECC Imaging LLC.	101371463	6.17	Freight for Toner Cartridges	44--California Pacific Charter - San Diego
	8/7/2024	AVID001--AVID	20137003053	1,671.68	Yearly Membership for 24/25 SY	44--California Pacific Charter - San Diego
	8/7/2024	PHIL000--Philadelphia Insurance Com	20137003052	1,560.98	August Insurance Premiums FY 24/25	44--California Pacific Charter - San Diego
	8/8/2024	NYSI000--NYSIF Disability Benefits	2212617728TC	3.20	NYSIF Disability Policy DB 734192-9	44--California Pacific Charter - San Diego
	8/8/2024	CTCC002--Commission on Teacher Cre	10264	32.00	GELAP Emergency Permit - Nancy McKenna	44--California Pacific Charter - San Diego
	8/8/2024	DAIS001--Daisuke Nishikawa	101371464	4.90	CPR/Team Building Mileage and parking	44--California Pacific Charter - San Diego
	8/8/2024	DAIS001--Daisuke Nishikawa	Voided - 10137	-4.90	CPR/Team Building Mileage and parking	44--California Pacific Charter - San Diego

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 9/3/2024
Location: 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main		Account no: 505911781				
	8/8/2024	IMA0001--IMA, Inc.	20137003054	2,944.63	Yearly Cyber Liability Insurance 24/25	44--California Pacific Charter - San Diego
	8/13/2024	MICR000--MicroAge	101371466	131.65	Monthly Subscription - August 2024	44--California Pacific Charter - San Diego
	8/13/2024	WORL000--Worldwide Express	101371467	130.32	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/13/2024	WORL000--Worldwide Express	101371468	64.87	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/13/2024	MICR000--MicroAge	101371469	11.66	9 JAMF Education Licenses	44--California Pacific Charter - San Diego
	8/14/2024	YMCL000--Law Offices of Young, Minn	101371473	1,114.40	Legal Services for July 2024	44--California Pacific Charter - San Diego
		YMCL000--Law Offices of Young, Minn	101371473	3,965.00	Legal Services for July 2024	44--California Pacific Charter - San Diego
	8/14/2024	CALE001--Calendly	20137003059	1,931.90	Subscriptions for 24/25 SY	44--California Pacific Charter - San Diego
	8/14/2024	PROC000--Procopio, Cory, Harreaves	20137003058	1,299.84	Legal Services for June 2024	44--California Pacific Charter - San Diego
	8/14/2024	CCSA001--California Charter Schools A	20137003057	542.50	Balance of Membership for the 24/25 SY	44--California Pacific Charter - San Diego
	8/14/2024	ALPH000--Alpha Vision, Inc.	101371472	121.28	Google Drive Backup Monthly - August 2024	44--California Pacific Charter - San Diego
	8/14/2024	AMAZ000--Amazon	20137003061	37.48	Office Supplies for Board Member	44--California Pacific Charter - San Diego
	8/14/2024	AMAZ000--Amazon	20137003062	15.61	Supplies for Office	44--California Pacific Charter - San Diego
	8/14/2024	CRES001--Crescendo Music Program, I	20137003055	1,600.00	Piano Classes 24/25 SY	44--California Pacific Charter - San Diego
	8/14/2024	USD0001--USD Prof-Cont Education	20137003056	75.84	USD TK Pathway Cohort 4 Course 8	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	Registration for Patrice Aquilar	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	USD TK Pathway Cohort 5 Course 5	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	Registrations for Courtney Young	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	USD TK Pathway Cohort 5 Course 5	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	Registrations for Jill Stubbs	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	USD TK Pathway Cohort 5 Course 5	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	Registrations for Mychal Garcia	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	USD TK Pathway Cohort 5 Course 5	44--California Pacific Charter - San Diego
		USD0001--USD Prof-Cont Education	20137003056	75.84	Registrations for Holly Hess	44--California Pacific Charter - San Diego
	8/15/2024	BERK000--Berkshire Hathaway	2283237361TC	1,560.28	Worker's Comp July 2024	44--California Pacific Charter - San Diego
	8/16/2024	PITN000--Pitney Bowes Global Financi	20137003063	63.43	Postage Machine Lease - Quarterly Sept-Dec 2024	44--California Pacific Charter - San Diego
	8/22/2024	JASO000--Jason D. McFaul	1139110195	200.00	August 2024 Board Stipends - JM	44--California Pacific Charter - San Diego
	8/22/2024	WILL000--William J Howard Jr.	1139110175	200.00	August 2024 Board Stipends - WH	44--California Pacific Charter - San Diego
	8/22/2024	TANY001--Tanya Rogers	1139110169	200.00	August 2024 Board Stipends - TR	44--California Pacific Charter - San Diego
	8/22/2024	KELL000--Kelly Wylie	1139110197	200.00	August 2024 Board Stipends - KW	44--California Pacific Charter - San Diego

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 9/3/2024
Location: 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main		Account no: 505911781				
	8/22/2024	SHIR000--Shirley Peterson	1139110206	200.00	August 2024 Board Stipends - SP	44--California Pacific Charter - San Diego
	8/22/2024	EXTR001--Extra Storage Newport Mes	101371475	168.00	Offsite Storage Fees Monthly - September 2024	44--California Pacific Charter - San Diego
	8/22/2024	MELI001--Melissa Bearup	101371477	23.68	Livescan Fees - Bearup, Melissa	44--California Pacific Charter - San Diego
	8/23/2024	KAIS001--Kaiser		24,569.08	Medical Premiums Monthly - September 2024	44--California Pacific Charter - San Diego
	8/23/2024	ECCI000--ECC Imaging LLC.	101371478	32.04	Copier Overages Monthly - August 2024	44--California Pacific Charter - San Diego
	8/26/2024	METL001--MetLife Small Business Cenl	20137003064	7,670.50	September 2024 Medical Benefits	44--California Pacific Charter - San Diego
	8/26/2024	STAP000--Staples	20137003066	19.30	Office Supplies for Office	44--California Pacific Charter - San Diego
	8/26/2024	UKG0001--UKG	20137003065	17.60	Off Cycle Payroll July 2024	44--California Pacific Charter - San Diego
	8/27/2024	EVER000--Evergreen Educational Grou	101371481	320.00	Contract for 24/25 SY (DLC - Digital Learning)	44--California Pacific Charter - San Diego
	8/28/2024	EDGE001--Imagine Learning LLC	20137003069	320.00	Curriculum for 2024-2025 SY	44--California Pacific Charter - San Diego
	8/28/2024	DELA000--De Lage Landen Financial S	20137003068	136.89	Copier Lease Monthly - September 2024	44--California Pacific Charter - San Diego
	8/28/2024	DDWK001--Dunn DeSantis Walt & Ken	20137003067	43.68	Legal Services for June 2024 and July 2024	44--California Pacific Charter - San Diego
	8/29/2024	CHAR001--Charter Impact	101371483	840.00	Payroll & Retirement Services Monthly - August 2024	44--California Pacific Charter - San Diego
	8/29/2024	WORL000--Worldwide Express	101371482	478.71	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/29/2024	WORL000--Worldwide Express	101371484	118.20	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/30/2024	NEAR001--Nearpod Inc.	20137003083	4,072.00	Contract for 24/25 SY Online Curriculum	44--California Pacific Charter - San Diego
	8/30/2024	HOU000--Houghton Mifflin Harcourt I	20137003071	2,044.80	Curriculum for 24/25	44--California Pacific Charter - San Diego
	8/30/2024	PARC000--Parchment LLC	20137003082	661.76	Annual Diploma Subscription for 24/25 SY	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003073	67.82	Office supplies- labels	44--California Pacific Charter - San Diego
	8/30/2024	SHAN000--Shannon Green	20137003072	15.00	GREEN, SHANNON - Meals Working Lunches	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003086	50.77	Office supplies- shipping materials	44--California Pacific Charter - San Diego

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 9/3/2024
Location: 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	8/30/2024	WILL000--William J Howard Jr.	20137003087	51.81	MIleage for Board Meeting 08/13/24 for William Howard	44--California Pacific Charter - San Diego
	8/30/2024	SHIR000--Shirley Peterson	20137003077	47.34	MIleage for Board Meeting 08/13/24 for Shirley Peterson	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003088	41.29	Supplies for Office	44--California Pacific Charter - San Diego
	8/30/2024	JILLT001--Jill Tanner	20137003074	28.30	TANNER, JILL - RT mileage to SDCOE for STRS seminar	44--California Pacific Charter - San Diego
		JILLT001--Jill Tanner	20137003074	8.09	TANNER, JILL - Y/E close meal for working lunch	44--California Pacific Charter - San Diego
	8/30/2024	SCHO000--School Pathways, LLC	20137003093	112.91	Various Annual Subscription Enrollment True Ups 04/01/24-06/30/24	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003081	29.39	TK student materials	44--California Pacific Charter - San Diego
	8/30/2024	TANY001--Tanya Rogers	20137003090	27.25	MIleage for Board Meeting 08/13/24 for Tanva Rogers	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003076	19.08	Office supplies- shipping materials	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003078	17.69	Supplies for Office	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003089	14.30	Office supplies- shipping materials	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003075	11.88	TK student materials	44--California Pacific Charter - San Diego
	8/30/2024	JASO000--Jason D. McFaul	20137003080	6.09	MIleage for Board Meeting 08/13/24 for Jason McFaul	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003079	5.46	Supplies for Office	44--California Pacific Charter - San Diego
	8/30/2024	AMAZ000--Amazon	20137003092	2.41	Supplies for Office	44--California Pacific Charter - San Diego
Total for CHASE 1781				\$235,932.34		

Company name: California Pacific Charter - Sonoma
Report name: Check register
Created on: 9/3/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	8/1/2024	STAP001--Staples Technology Solutior	20137003043	13,259.84	50 Lenovo 100E Chromebook G4 for Students	95--California Pacific Charter - Sonoma
	8/1/2024	SCHO000--School Pathways, LLC	20137003046	11,164.32	Annual Subscription for the 24/25 SY	95--California Pacific Charter - Sonoma
	8/1/2024	STAP001--Staples Technology Solutior	20137003042	1,600.00	Google Chrome OS Management for 50 Chromebooks	95--California Pacific Charter - Sonoma
	8/1/2024	RING000--RingCentral	20137003049	540.55	Phone Bill Monthly - July 2024	95--California Pacific Charter - Sonoma
	8/1/2024	HOLI002--Holiday Inn	20137003050	159.85	Board Meeting Room Rental October 2024	95--California Pacific Charter - Sonoma
	8/1/2024	DEPT000--Department of Justice	101371460	23.04	Fingerprint Processing- June 2024	95--California Pacific Charter - Sonoma
	8/1/2024	SHAN000--Shannon Green	20137003047	7.25	GREEN, SHANNON - Sacramento Capital Travel	95--California Pacific Charter - Sonoma
	8/1/2024	STAP000--Staples	20137003048	6.80	Office Supplies for Office	95--California Pacific Charter - Sonoma
	8/6/2024	ARNE001--A&R Parcel Three	2198986273TC	1,087.60	Office Space Rent - August 2024	95--California Pacific Charter - Sonoma
		ARNE001--A&R Parcel Three	2198986273TC	24.46	Office Space DOE - August 2024	95--California Pacific Charter - Sonoma
	8/6/2024	ALLS001--All Systems Go!	101371461	641.88	Marketing Monthly - August 2024	95--California Pacific Charter - Sonoma
	8/6/2024	CULL001--Culligan	101371462	13.00	Water Cooler Rental Monthly - August 2024	95--California Pacific Charter - Sonoma
	8/7/2024	ECCI000--ECC Imaging LLC.	101371463	3.85	Freight for Toner Cartridges	95--California Pacific Charter - Sonoma
	8/7/2024	AVID001--AVID	20137003053	1,044.80	Yearly Membership for 24/25 SY	95--California Pacific Charter - Sonoma
	8/7/2024	PHIL000--Philadelphia Insurance Com	20137003052	975.61	August Insurance Premiums FY 24/25	95--California Pacific Charter - Sonoma
	8/7/2024	UNPL001--Unplug Studio LLC	20137003051	65.00	Hosting and Maintenance Website Monthly - August 2024	95--California Pacific Charter - Sonoma
	8/8/2024	NYSI000--NYSIF Disability Benefits	2212617728TC	1.80	NYSIF Disability Policy DB 734192-9	95--California Pacific Charter - Sonoma
	8/8/2024	CTCC002--Commission on Teacher Cre	10264	20.00	GELAP Emergency Permit - Nancy McKenna	95--California Pacific Charter - Sonoma
	8/8/2024	MYCH001--Mychal Garcia	101371465	200.92	DLAC Conference Austin 2/26-2/28 Meals for Mychal Garcia	95--California Pacific Charter - Sonoma
		MYCH001--Mychal Garcia	101371465	46.64	DLAC Conference Austin 2/26-2/28 RideShare for Mychal Garcia	95--California Pacific Charter - Sonoma
	8/8/2024	DAIS001--Daisuke Nishikawa	101371464	2.76	CPR/Team Building Mileage and parking	95--California Pacific Charter - Sonoma
	8/8/2024	MYCH001--Mychal Garcia	Voided - 10137	-200.92	DLAC Conference Austin 2/26-2/28 Meals for Mychal Garcia	95--California Pacific Charter - Sonoma

Company name: California Pacific Charter - Sonoma
Report name: Check register
Created on: 9/3/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main		Account no: 505911781				
		MYCH001--Mychal Garcia	Voided - 10137	-46.64	DLAC Conference Austin 2/26-2/28 RideShare for Mychal Garcia	95--California Pacific Charter - Sonoma
	8/8/2024	DAIS001--Daisuke Nishikawa	Voided - 10137	-2.76	CPR/Team Building Mileage and parking	95--California Pacific Charter - Sonoma
	8/8/2024	IMA0001--IMA, Inc.	20137003054	1,840.40	Yearly Cyber Liability Insurance 24/25	95--California Pacific Charter - Sonoma
	8/13/2024	MICR000--MicroAqe	101371466	82.28	Monthly Subscription - August 2024	95--California Pacific Charter - Sonoma
	8/13/2024	WORL000--Worldwide Express	101371467	65.83	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/13/2024	WORL000--Worldwide Express	101371468	56.15	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/13/2024	MICR000--MicroAqe	101371469	7.29	9 JAMF Education Licenses	95--California Pacific Charter - Sonoma
	8/14/2024	YMCL000--Law Offices of Young, Minn	101371473	696.50	Legal Services for July 2024	95--California Pacific Charter - Sonoma
	8/14/2024	CALE001--Calendly	20137003059	1,207.44	Subscriptions for 24/25 SY	95--California Pacific Charter - Sonoma
	8/14/2024	PROC000--Procopio, Cory, Harqreaves	20137003058	812.40	Legal Services for June 2024	95--California Pacific Charter - Sonoma
	8/14/2024	CCSA001--California Charter Schools /	20137003057	372.00	Balance of Membership for the 24/25 SY	95--California Pacific Charter - Sonoma
	8/14/2024	SPEC000--Specialized Therapy Service	101371471	918.00	Behavior Intervention Services May 2024	95--California Pacific Charter - Sonoma
	8/14/2024	ALPH000--Alpha Vision, Inc.	101371472	75.80	Google Drive Backup Monthly - August 2024	95--California Pacific Charter - Sonoma
	8/14/2024	AMAZ000--Amazon	20137003061	37.49	Office Supplies for Board Member	95--California Pacific Charter - Sonoma
	8/14/2024	AMAZ000--Amazon	20137003062	9.75	Supplies for Office	95--California Pacific Charter - Sonoma
	8/14/2024	CRES001--Crescendo Music Program, I	20137003055	1,000.00	Piano Classes 24/25 SY	95--California Pacific Charter - Sonoma
	8/14/2024	USD0001--USD Prof-Cont Education	20137003056	47.40	USD TK Pathway Cohort 5 Course 5 Registrations for Mychal Garcia	95--California Pacific Charter - Sonoma
		USD0001--USD Prof-Cont Education	20137003056	47.40	USD TK Pathway Cohort 5 Course 5 Registrations for Jill Stubbs	95--California Pacific Charter - Sonoma
		USD0001--USD Prof-Cont Education	20137003056	47.40	USD TK Pathway Cohort 5 Course 5 Registrations for Courtney Young	95--California Pacific Charter - Sonoma
		USD0001--USD Prof-Cont Education	20137003056	47.40	USD TK Pathway Cohort 5 Course 5 Registrations for Holly Hess	95--California Pacific Charter - Sonoma
		USD0001--USD Prof-Cont Education	20137003056	47.40	USD TK Pathway Cohort 4 Course 8 Registration for Patrice Aquilar	95--California Pacific Charter - Sonoma
	8/16/2024	PITN000--Pitney Bowes Global Financi	20137003063	39.64	Postage Machine Lease - Quarterly Sept-Dec 2024	95--California Pacific Charter - Sonoma
	8/22/2024	JASO000--Jason D. McFaul	1139110195	200.00	August 2024 Board Stipends - JM	95--California Pacific Charter - Sonoma
	8/22/2024	WILL000--William J Howard Jr.	1139110175	200.00	August 2024 Board Stipends - WH	95--California Pacific Charter - Sonoma

Company name: California Pacific Charter - Sonoma
Report name: Check register
Created on: 9/3/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main		Account no: 505911781				
	8/22/2024	TANY001--Tanya Rogers	1139110169	200.00	August 2024 Board Stipends - TR	95--California Pacific Charter - Sonoma
	8/22/2024	KELL000--Kelly Wylie	1139110197	200.00	August 2024 Board Stipends - KW	95--California Pacific Charter - Sonoma
	8/22/2024	SHIR000--Shirley Peterson	1139110206	200.00	August 2024 Board Stipends - SP	95--California Pacific Charter - Sonoma
	8/22/2024	EXTR001--Extra Storage Newport Mes	101371475	105.00	Offsite Storage Fees Monthly - September 2024	95--California Pacific Charter - Sonoma
	8/22/2024	MELI001--Melissa Bearup	101371477	14.80	Livescan Fees - Bearup, Melissa	95--California Pacific Charter - Sonoma
	8/23/2024	ECCI000--ECC Imaging LLC.	101371478	20.02	Copier Overages Monthly - August 2024	95--California Pacific Charter - Sonoma
	8/26/2024	STAP000--Staples	20137003066	12.07	Office Supplies for Office	95--California Pacific Charter - Sonoma
	8/26/2024	UKG0001--UKG	20137003065	11.00	Off Cycle Payroll July 2024	95--California Pacific Charter - Sonoma
	8/27/2024	EVER000--Evergreen Educational Gro	101371481	200.00	Contract for 24/25 SY (DLC - Digital Learning)	95--California Pacific Charter - Sonoma
	8/28/2024	EDGE001--Imagine Learning LLC	20137003069	200.00	Curriculum for 2024-2025 SY	95--California Pacific Charter - Sonoma
	8/28/2024	DELA000--De Lage Landen Financial S	20137003068	85.56	Copier Lease Monthly - September 2024	95--California Pacific Charter - Sonoma
	8/28/2024	DDWK001--Dunn DeSantis Walt & Ken	20137003067	27.30	Legal Services for June 2024 and July 2024	95--California Pacific Charter - Sonoma
	8/29/2024	CHAR001--Charter Impact	101371483	525.00	Payroll & Retirement Services Monthly - August 2024	95--California Pacific Charter - Sonoma
	8/29/2024	WORL000--Worldwide Express	101371482	248.41	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/29/2024	WORL000--Worldwide Express	101371484	63.23	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/30/2024	NEAR001--Nearpod Inc.	20137003083	2,545.00	Contract for 24/25 SY Online Curriculum	95--California Pacific Charter - Sonoma
	8/30/2024	HOU000--Houghton Mifflin Harcourt I	20137003071	1,278.00	Curriculum for 24/25	95--California Pacific Charter - Sonoma
	8/30/2024	PARC000--Parchment LLC	20137003082	413.60	Annual Diploma Subscription for 24/25 SY	95--California Pacific Charter - Sonoma
	8/30/2024	SCHO000--School Pathways, LLC	20137003085	357.55	Various Annual Subscription Enrollment True Ups 04/01/24-06/30/24	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003073	42.39	Office supplies- labels	95--California Pacific Charter - Sonoma
	8/30/2024	SHAN000--Shannon Green	20137003072	9.37	GREEN, SHANNON - Meals Working Lunches	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003086	31.73	Office supplies- shipping materials	95--California Pacific Charter - Sonoma

Company name: California Pacific Charter - Sonoma
Report name: Check register
Created on: 9/3/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	8/30/2024	WILL000--William J Howard Jr.	20137003087	51.81	MIleage for Board Meeting 08/13/24 for William Howard	95--California Pacific Charter - Sonoma
	8/30/2024	SHIR000--Shirley Peterson	20137003077	47.34	MIleage for Board Meeting 08/13/24 for Shirley Peterson	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003088	25.80	Supplies for Office	95--California Pacific Charter - Sonoma
	8/30/2024	JILLT001--Jill Tanner	20137003074	17.69	TANNER, JILL - RT mileage to SDCOE for STRS seminar	95--California Pacific Charter - Sonoma
		JILLT001--Jill Tanner	20137003074	5.05	TANNER, JILL - Y/E close meal for working lunch	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003081	18.36	TK student materials	95--California Pacific Charter - Sonoma
	8/30/2024	TANY001--Tanya Rogers	20137003090	27.24	MIleage for Board Meeting 08/13/24 for Tanya Rogers	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003076	11.92	Office supplies- shipping materials	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003078	11.06	Supplies for Office	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003089	8.94	Office supplies- shipping materials	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003075	7.42	TK student materials	95--California Pacific Charter - Sonoma
	8/30/2024	JASO000--Jason D. McFaul	20137003080	6.10	MIleage for Board Meeting 08/13/24 for Jason McFaul	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003079	3.42	Supplies for Office	95--California Pacific Charter - Sonoma
	8/30/2024	AMAZ000--Amazon	20137003092	1.51	Supplies for Office	95--California Pacific Charter - Sonoma
Total for CHASE 1781				\$ 45,531.31		



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

ACCOUNT NUMBER	5563 7579 0010 0937
PAYMENT DUE DATE	09/24/2024
AMOUNT DUE	\$70,504.55
CURRENT BALANCE	\$70,504.55

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

AMOUNT ENCLOSED \$

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

** 0000000

556375790010093707050455070504550

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: CALIFORNIA PACIFIC
 ACCOUNT NUMBER: 5563757900100937

CLOSING DATE 08-30-24
 CREDIT LIMIT 100,000
 AVAILABLE CREDIT 29,495

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	59,742.10
PURCHASES AND OTHER CHARGES	107,602.55
CASH ADVANCES	.00
CREDITS	1,098.00
PAYMENTS	95,742.10-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
NEW BALANCE	70,504.55
TOTAL PAYMENT DUE	70,504.55
DISPUTED AMOUNT	.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

COMMERCIAL ACCOUNT ACTIVITY

CALIFORNIA PACIFIC
5563-7579-0010-0937

TOTAL COMMERCIAL ACTIVITY
\$95,742.10CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-05	08-05	75405014218000000000309	PAYMENT RECEIVED -- THANK YOU	47,742.10 PY
08-15	08-15	75405014228000000000307	PAYMENT RECEIVED -- THANK YOU	48,000.00 PY

INDIVIDUAL CARDHOLDER ACTIVITY

DAISY CARLOS
5563-7500-0267-7217

CREDITS \$1,098.00 **PURCHASES** \$11,437.54 **CASH ADV** \$0.00 **TOTAL ACTIVITY** \$10,339.54

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-08	08-07	55457024220012260008793	LEARNING WITHOUT TEARS CABIN JOHN MD	631.64
08-13	08-12	55417344225272254599662	SCHOOL SERVICES OF CAL SACRAMENTO CA P.O.S.: 1077751 SALES TAX: 0.00	195.00
08-13	08-12	75418234225206628588472	DNH*GODADDY#3238463039 TEMPE AZ P.O.S.: 3238463039 SALES TAX: 0.00	50.17
08-14	08-13	82711164226000016170987	BANKAROO SUBSCRIPTION ALEXANDRIA VA	20.00
08-16	08-15	05410194228069223589552	FEDEX OFFICE 800000836 PLANO TX P.O.S.: 27171723751468001 SALES TAX: 138.29	1,922.69
08-16	08-15	05410194228069223589693	FEDEX OFFICE 800000836 PLANO TX P.O.S.: 38681723751791501 SALES TAX: 98.86	1,374.46
08-19	08-17	55457024230014520004768	LEARNING WITHOUT TEARS CABIN JOHN MD	1,171.64
08-20	08-19	55432864232200445709261	MYFAX SERVICE 866-563-9212 CA	12.00
08-20	08-19	55432864232200445795724	MYFAX SERVICE 866-563-9212 CA	25.00
08-20	08-19	55432864232200568253766	MYFAX SERVICE 866-563-9212 CA	10.00
08-21	08-20	25247704234045757873724	WESTERN PSYCHOLOGICAL TORRANCE CA P.O.S.: 000228951 SALES TAX: 16.54	229.94
08-21	08-20	52708084234028359082269	SCRIPPS NATIONAL SPELL CINCINNATI OH	185.00
08-21	08-20	55432864233200884071313	MYFAX SERVICE 866-563-9212 CA	10.00
08-21	08-20	55432864233200884071339	MYFAX SERVICE 866-563-9212 CA	10.00
08-21	08-20	82711164234000003552270	YOUNG, MINNEY & CORR SACRAMENTO CA	75.00
08-23	08-22	55432864235201525387520	MYFAX SERVICE 866-563-9212 CA	10.00
08-23	08-23	55432864236201635294292	AWL*PEARSON EDUCATION PRSONCS.COM NJ	561.59
08-26	08-23	55432864236201855229960	MYFAX SERVICE 866-563-9212 CA	10.00
08-27	08-26	55432864239202817071059	MYFAX SERVICE 866-563-9212 CA	10.00
08-27	08-26	55432864239202817071067	MYFAX SERVICE 866-563-9212 CA	10.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-28	08-27	52708084241031366989865	SCRIPPS NATIONAL SPELL CINCINNATI OH	370.00
08-28	08-27	55436874240272400075512	CALIFORNIA STATE UNIVE LONG BEACH CA P.O.S.: 342816 SALES TAX: 0.00	574.00
08-29	08-28	82711164242000002829646	YOUNG, MINNEY & CORR SACRAMENTO CA	75.00
Total Purchasing Activity				\$7,543.13

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-02	07-31	85191164214900015849752	BOUDIN SF 877-9881849 CA	229.09
08-05	08-04	05410194217741665509412	FEDEX52745652 800-4633339 TN P.O.S.: 52745652 SALES TAX: 0.00	44.45
08-06	08-05	55436874219162195069605	OMNI HOTELS RANCHO MIRAGE CA 2408060303 ARRIVAL: 00-00-00	2,635.20
08-08	08-07	52880344221071941858161	PP*DOORDASH SAVORVIET 4029357733 CA	31.38
08-08	08-07	55429504220715218082365	DD DOORDASH JERSEYMIK 8559731040 CA	24.14
08-08	08-07	55429504220717280238347	UBER EATS 8005928996 CA	23.07
08-08	08-07	55429504220717287070321	UBER EATS 8005928996 CA	3.79
08-08	08-07	55429504220719211728248	DD DOORDASH THECHEESE 8559731040 CA	24.86
08-08	08-07	55429504220743285665946	UBER EATS 8005928996 CA	4.69
08-08	08-07	55429504220745278906021	UBER EATS 8005928996 CA	28.09
08-08	08-08	55429504221745342618973	DD DOORDASH ROLHANDRO 8559731040 CA	21.35
08-09	08-08	55429504221715356301782	DD DOORDASH MENDOCINO 8559731040 CA	20.23
08-09	08-08	55429504221745360174958	DD DOORDASH ALOHAHAWA 8559731040 CA	31.22
08-14	08-05	55436874226172194311255	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA 13703216 ARRIVAL: 08-05-24	219.60 CR
08-14	08-05	55436874226172194311263	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA 13703229 ARRIVAL: 08-05-24	219.60 CR
08-14	08-05	55436874226172194311842	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA 13703450 ARRIVAL: 08-05-24	219.60 CR
08-14	08-05	55436874226172194312378	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA 13703439 ARRIVAL: 08-05-24	219.60 CR
08-14	08-05	55436874226172194312386	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA 13703228 ARRIVAL: 08-05-24	219.60 CR
08-21	08-20	12302024233001006073073	2024 PERSONNEL WORKSHO SACRAMENTO CA	525.00
08-26	08-25	05410194238741665525512	FEDEX52905815 800-4633339 TN P.O.S.: 52905815 SALES TAX: 0.00	37.80
08-30	08-29	55432864242203744835793	SQ *SGT. PEPPERONI'S P GOSQ.COM CA P.O.S.: 00023058430204875 SALES TAX: 10.64	172.60
Total Travel Activity				\$2,758.96

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

INDIVIDUAL CARDHOLDER ACTIVITY

Miscellaneous Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-16	08-15	8230509422800036981669	ULTIMATE SLP FARMINGTON CT	12.95
08-22	08-22	12302024234001306863024	JOTFORM INC SAN FRANCISCO CA P.O.S.: 46553916781-1724277879 SALES TAX: 0.00	24.50
Total Miscellaneous Activity				\$37.45

CHRISTINE FEHER 5563-7500-1511-9595	CREDITS \$0.00	PURCHASES \$76,285.14	CASH ADV \$0.00	TOTAL ACTIVITY \$76,285.14
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-02	08-01	55432864214207412465852	GOOGLE *ADS3267517799 650-253-0000 CA P.O.S.: P13SSrcm SALES TAX: 0.00	4,285.14
08-06	08-05	55432864218208827648989	GOOGLE *ADS3267517799 650-253-0000 CA P.O.S.: P1403hGV SALES TAX: 0.00	12,000.00
08-09	08-09	55432864222209957209893	GOOGLE *ADS3267517799 650-253-0000 CA P.O.S.: P145Fvk8 SALES TAX: 0.00	12,000.00
08-12	08-11	55432864224200921708837	GOOGLE *ADS3267517799 650-253-0000 CA P.O.S.: P14auxff SALES TAX: 0.00	12,000.00
08-14	08-14	15270214227001046647080	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	12,000.00
08-20	08-19	15270214232002710606082	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	12,000.00
08-28	08-28	1527021424100008806090	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	12,000.00
Total Purchasing Activity				\$76,285.14

CHRISTINE FEHER 5563-7580-2042-1526	CREDITS \$0.00	PURCHASES \$19,879.87	CASH ADV \$0.00	TOTAL ACTIVITY \$19,879.87
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-01	07-31	82305094214000006909456	STAMPLI FOR 7-2024 MOUNTAIN VIEW CA	1,316.80
08-05	08-02	55480774215014011007254	ONTIMETEL DIALMYCALLS JUPITER FL	12.47
08-05	08-02	55480774215014011007262	ONTIMETEL DIALMYCALLS JUPITER FL	15.23
08-08	08-06	55546504220051811094203	RUSH IMPRINT MONROEVILLE PA P.O.S.: DPO-12003069 SALES TAX: 76.87	1,037.75
08-08	08-07	82305094220000029230759	CALSPRA* CA SACRAMENTO CA	950.00
08-12	08-09	55480774222016073005762	ONTIMETEL DIALMYCALLS JUPITER FL	14.69
08-12	08-09	55480774222016073007248	ONTIMETEL DIALMYCALLS JUPITER FL	12.37
08-13	08-12	55480774225016909005728	ONTIMETEL DIALMYCALLS JUPITER FL	44.99
08-15	08-14	55432864227201868915390	ABB*BOUDIN CATERING 415-283-1230 CA	118.24
08-16	08-16	15270214229001000398058	MSFT * E0800T8S0Z MSBILL.INFO WA	833.25
08-16	08-15	52653844228067227316368	SPDY BUTTON 8884900263 MN P.O.S.: 22731636 SALES TAX: 240.57	2,841.31

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-19	08-17	55480774230018405004638	ONTIMETEL DIALMYCALLS JUPITER FL	18.63
08-19	08-18	55480774231018689005961	ONTIMETEL DIALMYCALLS JUPITER FL	15.66
08-22	08-21	82711164234000013556147	IMSE SOUTHFIELD MI	11,443.90
08-23	08-22	55480774235019886005842	ONTIMETEL DIALMYCALLS JUPITER FL	21.33
Total Purchasing Activity				\$18,696.62

Telecommunication Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-19	08-17	55432864230202881888460	ATT*BILL PAYMENT 800-288-2020 TX P.O.S.: 323923130 SALES TAX: 0.00	203.30
Total Activity				\$203.30

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-29	08-28	55432864241203313937336	SOFI STADIUM TOURS 424-396-6800 CA P.O.S.: MIC3555600-dd8td SALES TAX: 0.00	450.00
08-30	08-28	55432864242203736270231	SOUTHWES 5262554981304 800-435-9792 TX BERRY/KATHERINE DEPART: 09-05-24 P.O.S.: SALES TAX: \$0.00 CMH WN N PHX WN N LGB WN T PHX WN T CMH	478.95
Total Travel Activity				\$928.95

Miscellaneous Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-19	08-17	12302024230000102589076	MAILCHIMP ATLANTA GA	51.00
Total Miscellaneous Activity				\$51.00

CALIFORNIA PACIFIC CHARTER SCHOOLS

Agenda Item: 11 - A

Date: September 10, 2024

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

Item Requires Board Action: X

Item is for Information Only:

- 3. **Item:** Approval of San Joaquin County Office of Education SEIS Billing Services Agreement

Background: As CalPac has experienced an increase in SPED-related services, we are interested in Medi-Cal reimbursement. This contract is with Special Education Information System (SEIS) to assist with the documentation necessary to receive reimbursement.

Recommendation: It is recommended the Board approve the San Joaquin County Office of Education SEIS Billing Services Agreement for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).



SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

SAN JOAQUIN COUNTY OFFICE OF EDUCATION SEIS BILLING SERVICES AGREEMENT

This Agreement made and entered this **August 13, 2024** between **California Pacific Charter a California Public Charter** hereinafter referred to as “**CLIENT**”, having an address at 940 South Coast Dr. #185, Costa Mesa, California 92626 and **San Joaquin County Office of Education, a California County Office of Education**, hereinafter referred to as “**SJCOE**” having an address at 2922 Transworld Drive, Stockton, California 95206.

The parties hereto agree that **SJCOE** will provide Local Education Agency (LEA) Medi-Cal Billing Option Claiming Services outlined in the California State Plan under Title XIX of the Social Security Act. If **CLIENT** enters into subcontract agreements with other organizations for the purpose of incorporating their claiming with that of **CLIENT**, all terms and conditions of this Agreement will be binding for **CLIENT** and **CLIENT** shall hold **SJCOE** harmless from claims by its subcontracting organizations. **CLIENT** shall inform **SJCOE** within fourteen (14) days after **CLIENT** has entered into or terminated a contract with another organization.

1. COMMENCEMENT, DURATION, EVERGREEN CLAUSE AND TERMINATION OF SERVICES

This Agreement shall be effective for twelve (12) consecutive months commencing on **August 13, 2024**, for preparing LEA Medi-Cal Billing Option claims for **CLIENT**. Claims will be submitted on a monthly basis for such claims **SJCOE** receives from **CLIENT**.

This Agreement shall automatically renew for additional periods of twelve (12) months each unless one party has provided written notice of cancellation to the other party not less than ninety (90) days prior to the renewal date.

CLIENT may terminate this Agreement, with or without cause, upon ninety (90) days written notice to **SJCOE**, provided that **CLIENT** agrees to pay **SJCOE** all fees for services provided by **SJCOE** through the date of termination.

2. SEIS BILLING INPUT DATA

CLIENT shall be responsible for the input of all electronic entries into the Special Education Information System (SEIS) (IEP & Non-IEP) Billing, including electronic entries for the Multi-Payer Fee Schedule under the Children and Youth Behavioral Health Initiative (CYBHI), which **SJCOE** will process claims. Accurate, complete, and correct data necessary for **SJCOE** to perform its services hereunder shall be the sole responsibility of **CLIENT**. **SJCOE** will however make every reasonable effort to verify the completeness and accuracy of information underlying the claims it submits on the **CLIENT**'s behalf. **SJCOE** shall not be responsible for any delays or failure to prepare a claim because of incomplete, inaccurate, or incorrect data provided by **CLIENT**. Any errors, mistakes or liability in connection with the failure of **CLIENT** to electronically enter such data, shall be the sole responsibility of **CLIENT** and every reasonable effort shall be made to correct such data by **CLIENT**. **CLIENT** shall notify

SJCOE of any incorrect data and in the event **CLIENT** requests **SJCOE** to complete the necessary Claim Inquiry Form (CIF) to retract and resubmit such claims **SJCOE** will charge **CLIENT** a processing fee of \$45.00 per hour. Claim Submission for the LEA BOP must be received by the Department of Health Care Services (DHCS) Fiscal Intermediary (FI) by the Twelve-Month Billing Limit; within (12) months following the month in which services were delivered. As such, for the LEA BOP, **SJCOE** must receive claims by or within twelve months of the service being rendered. For the Multi-Payer Fee Schedule, **SJCOE** must receive claims by or within one hundred (100) days after a service is rendered. Please note: claims submitted after the required time may become non-reimbursable or reimbursed at a significantly less amount. **SJCOE** will make every reasonable effort to submit each Medi-Cal claim within forty-five (45) days of the claim input by **CLIENT**. **SJCOE** will also make every reasonable effort to bill any necessary retroactive claims in order to minimize revenue lost due to Medi-Cal's one (1) year billing limit or the one hundred eighty (180) day billing limit established by the Third-Party Administrator for services billed under the Multi-Payer Fee Schedule. **CLIENT** acknowledges that in the event Medi-Cal denies reimbursement of a claim, such denials are common and **SJCOE** will randomly monitor these denials and make every attempt to re-bill for reconsideration of reimbursement by Medi-Cal.

3. **COST AND REIMBURSEMENT COMPARISON SCHEDULE SERVICES**

The Cost and Reimbursement Comparison Schedule (CRCS) is a mandatory requirement for participation in the LEA Medi-Cal Billing Option Program (LEA Program). The LEA Program requires that LEAs annually certify that the public funds expended for LEA services provided are eligible for federal financial participation, in accordance with 42 CFR 433.51 **CLIENT** ensures that only employees and/or contractors providing direct health services (mental health, speech, nursing, occupational, physical therapy, etc.) whom are listed on the Time Study Participant (TSP) cost pool 1 in a given quarter, may be included on the CRCS for that quarter. **SJCOE** will prepare the required bridging document template required by DHCS to include the eligible participants per quarter and provide to **CLIENT** for fiscal data completion. Upon receiving the fiscal information from **CLIENT**, **SJCOE** will prepare the CRCS report on behalf of **CLIENT**. **CLIENT** will certify the CRCS for accuracy prior to **SJCOE**'s submission to DHCS. The submission of the CRCS is ultimately the responsibility of the **CLIENT**. Under DHCS' guidelines, failure to submit the CRCS may put the LEA at risk of future withholds of reimbursement and/or termination in the LEA BOP Program.

4. **OPERATING PROCEDURES**

SJCOE shall be responsible for the processing of all claims for services rendered by **CLIENT** and its employees, which have been electronically submitted to **SJCOE** for processing. **SJCOE** will obtain and store pupil's Medi-Cal beneficiary eligibility in accordance with a signed Department of Health Care Services, Agreement for Disclosure and Use of Medi-Cal Data (hereinafter "Data Use Agreement" or "DUA") between the **CLIENT**, **SJCOE** and DHCS, attached hereto as Exhibit "A" and hereby incorporated by reference.

SJCOE agrees to:

- a. Provide training and forms required by **CLIENT** staff for the preparation of data required for the submission of the claims for interim reimbursement.
- b. Maintain knowledge of current billing procedures, rules, and laws for California's Medi-Cal LEA Billing Option claiming program, School-Based Medi-Cal Administrative Activities and the Random Moment Time Survey Process. Maintain knowledge of the Centers of Medicare and Medicaid Services (CMS) guidelines as they pertain to the provision of services under this Agreement.
- c. Establish and maintain procedures for the timely preparation of claims to the DHCS Fiscal Intermediary. This includes setting time schedules that must be adhered to by **CLIENT**'s staff.
- d. Provide monthly management reports to **CLIENT** as support for the claims submitted to Medi-Cal. Prepare and submit monthly claims to the DHCS Fiscal Intermediary for payment.
- e. **SJCOE** will provide technical assistance to **CLIENT** with gathering and maintaining data required for claiming. **SJCOE** will provide program support to **CLIENT** and will direct other resources to **CLIENT** as required. **SJCOE** will coordinate training and on-site support activities with the **CLIENT**.
- f. The Department of Health Care Services Audits and Investigations unit (A&I) conducts multiple audits ranging from random claims audits, CRCS audits (most common) to field audits. In the event of any of these audits, **SJCOE** will act as the liaison between the **CLIENT** and the auditor via email, phone, and virtual meetings to support the **CLIENT** in the audit process. Upon receiving an audit entrance letter from the DHCS, **SJCOE** will provide in a timely manner to the **CLIENT** the requested documentation to include production logs showing all processed claims for the audit year. Potential fees owed by, or returned, to the district will be based upon the specific final audit findings and circumstances.

CLIENT agrees to:

- a. Ensure that all Medi-Cal covered services are furnished by qualified practitioners acting within their scope of practice, in accordance with CCR Title 22; Business and Professions Code, Division 2, Sections 500 through 4998; and Education Code Section 44000. **CLIENT** will ensure that all qualified practitioners' licensure and credentials are current and in good standing with the respective licensing agent. **CLIENT** will notify **SJCOE** in writing of any changes in staffing both of employed and contracted practitioners.

- b. As of July 1, 2021 in order to be eligible to receive interim reimbursement under the LEA Medi-Cal Billing Option Program, **CLIENT** shall follow all guidelines set forth by CMS and DHCS in participation and cooperation in School-Based Medi-Cal Administrative Activities (SMAA) Random Moment Time Study (RMTS) unless otherwise acting as a model 2 SJCOE contracting out for ALL direct health service practitioners. **CLIENT** agrees to ensure that claims and costs are necessary for the proper and efficient administration of LEA Medi-Cal Billing Option Services. **CLIENT** agrees to ensure that individuals submitting claims for LEA Medi-Cal Billing Option Program are also included on the quarterly SMAA Cost Pool as a direct service provider (Cost Pool 1) and participates in the SMAA program in accordance with DHCS and CMS guidelines.
- c. **SJCOE** recommends **CLIENT** implement a compliance plan in accordance with the Centers for Medicaid Services (CMS) and the Affordable Care Act. The Compliance plan is intended to assist Local Education Agencies (LEA) in developing and implementing effective compliance programs that promote, adherence to, and allow for, the efficient monitoring of compliance with all applicable statutory, regulatory and Medicaid program requirements. An effective compliance plan should both articulate and demonstrate the LEAs commitment to ethical and legal business conduct and create a culture of compliance Federal Register / Vol. 63, No. 243 /. **CLIENT** agrees to adhere to all Policy and Procedure letters (PPL) relating to the LEA Medi-Cal Billing Option Program, School-Based Medi-Cal Administrative Activities and Targeted Case Management. **CLIENT** agrees to share the SMAA Quarterly Time Survey Participant lists with **SJCOE** Compliance staff to ensure accurate billing claims.
- d. Provide a contact person(s) who shall serve as coordinator(s) for all **CLIENT** activities (LEA BOP and SMAA). These person(s) will work directly with **SJCOE**'s management and support staff to ensure program compliance and authenticity.
- e. Arrange for **CLIENT** staff to attend training sessions related to the electronic data input of SEIS billing and form/documentation completion. **CLIENT** will assume the responsibility of overseeing the participation of electronic entries and/or paper forms submitted to **SJCOE**.
- f. In accordance with Title 42 of the Code of Federal Regulations (CFR), Sections 455.410 & 455.440, **CLIENT** agrees to include the National Provider Identifier (NPI) number of the Ordering Referring and Prescribing (ORP) practitioner on claims for treatment health care services. **CLIENT** also agrees that all practitioners who order, refer or prescribe treatment services must be individually enrolled as a Medi-Cal ORP provider.

5. **FEE SCHEDULE**

CLIENT shall pay **SJCOE** by the number of processing and administrative hours worked. In accordance with regulations 42 CFR §447.10 and 22 CCR § 51502.1, **SJCOE** will validate the number of hours worked on the project by assuming approximately 20% of the LEA Coordinator’s time at \$84.00/hour and 80% of the LEA Project Liaison’s time at \$51/hour. For **CLIENT** convenience, this typically amounts in and around to 12.0 percent charged to the LEA, however a percentage charge is prohibited by Federal regulations.

SJCOE anticipates receiving periodic reports from Medi-Cal regarding which **CLIENT’S** claims, submitted by **SJCOE**, were paid by Medi-Cal. Based on such reports, **SJCOE** shall submit invoices to **CLIENT**, which shows the amount **CLIENT** must pay **SJCOE** for claims submitted by **SJCOE** and paid to **CLIENT**. **CLIENT** must remit payment to **SJCOE** for the claims paid, as reflected on **SJCOE’S** invoice to **CLIENT**, within sixty (60) days of the date of invoice. A \$75 late fee will be applied to each monthly invoice where **SJCOE** has not received payment within the ninety (90) days of the date of invoice.

6. **OWNERSHIP OF PROGRAMS AND CONFIDENTIALITY OF DATA**

All computer hardware, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals and similar material utilized and/or developed by **SJCOE** in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between **SJCOE** and **CLIENT**, the sole and exclusive property of **SJCOE**. **CLIENT** agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession.

CLIENT will abide by all Recitals as set forth in **CLIENT’S** (SEIS) Technology Agreement specific to AB 1584.

WHEREAS, SJCOE provides digital education software that is authorized to access, store and use Pupil Records and/or provides services, including cloud-based services, for the digital storage, management and/or retrieval of Pupil Records;

WHEREAS, CLIENT is a “local educational agency” under California Education Code Section 49073.1(3), which defines “local educational agency” as including “school districts, county offices of education, and charter schools;”

WHEREAS, SJCOE is a “third party” under California Education Code Section 49073.1(6), which defines “third party” as a **SJCOE** of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Pupil Records;

WHEREAS, California Education Code Section 49073.1 requires that any contract for the provision of services entered into between **SJCOE** and **CLIENT** contain provisions specified in sections (b)(1) through (b)(9) of California Education Code Section 49073.1;

WHEREAS, **SJCOE** and **CLIENT** desire to amend the terms of the Agreement to satisfy the requirements of California Education Code section 49073.1; and now therefore, **SJCOE** and **CLIENT** agree to the terms in compliance with California Education Code Section 49073.1:

- I. Definitions: As used herein the following terms are defined as follows:
 - a. “Adult Pupil” means a Pupil who has reached 18 years of age.
 - b. “De-identified Information” means information that cannot be used to identify an individual pupil.
 - c. “Parent” means a natural parent, an adopted parent or legal guardian of a Pupil.
 - d. “Pupil” or “Pupils” means a student or students of **CLIENT**.
 - e. “Personally Identifiable Information” includes: 1) the Pupil’s name, 2) the name of the Pupil’s parent or other family members, 3) the address of the Pupil or Pupil’s family, 4) a personal identifier, such as a Pupil’s social security number, Pupil’s number, or biometric record, 5) other indirect identifiers, such as the Pupil’s date of birth, place of birth, and mother’s maiden name, 6) other information that, alone or in combination, is linked or linkable to a specific Pupil that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the Pupil with reasonable certainty, or 7) information requested by a person who the educational agency or institution reasonably believes knows the identity of the Pupil to whom the Pupil Record relates.
 - f. “Pupil Records” means both of the following: 1) any information directly related to a Pupil that is maintained by **SJCOE**, including Personally Identifiable Information, and 2) any information acquired directly from the Pupil through the use of instructional software or applications assigned to the Pupil by a teacher or other **CLIENT** employee. “Pupil Records” does not mean aggregated de-identified Information used by **SJCOE** for the following purposes: to improve educational products for adaptive learning purposes and for customizing Pupil learning; to demonstrate the effectiveness of **SJCOE**’s products in the marketing of those products; or for the development and improvement of educational sites, services, or applications.

- II. Ownership and Control of Client Data, Including Pupil Records. At all times during the term of this Agreement and after termination of this Agreement, all Pupil Records remain the exclusive property of **CLIENT** and **CLIENT** retains exclusive rights, ownership and control thereto.
- III. Use of Pupil Records. **SJCOE** shall not use any Pupil Records to which it has access by way of this Agreement for any purpose other than those required or specifically permitted by this Agreement.
- IV. Review and Correction of Pupil Records. A Parent or Adult Pupil may review his/her Pupil Records that are retained, stored, hosted, accessed or used by **SJCOE** by making a request in writing to **CLIENT** for access to the subject Pupil Records. Subject to **CLIENT** verification of identity, approval of disclosure and redaction of any Personally Identifiable Information of a Pupil other than the Pupil of the Parent or Adult Pupil, who is making the request, **CLIENT** will direct **SJCOE** to provide access to any/all requested Pupil Records within five (5) business days or as otherwise required by law, by issuing the Parent or Adult Pupil a temporary user name and password to log on to the **SJCOE**'s software/information system to review the requested Pupil Records. This time frame may be extended by written consent of the Parent or Adult Pupil. A Parent or Adult Pupil may submit written corrections to Pupil Records retained, stored, hosted, accessed or used by **SJCOE** to **CLIENT**. **CLIENT** shall have exclusive authority over **SJCOE** with respect to authorizing disclosure of Pupil Records pursuant to this Agreement.
- V. A Parent or Adult Pupil may correct erroneous information identified upon review of Pupil Records by making a written request to **CLIENT**. Subject to **CLIENT**'s verification of identity and approval of such a request to correct the erroneous information, **CLIENT** shall notify **SJCOE** of the approved request and direct **SJCOE** to correct the erroneous information. **SJCOE** will not make any modification to Pupil Records unless specifically directed to do so by **CLIENT**. **SJCOE** shall direct all requests to review and/or correct erroneous information to **CLIENT**.
- VI. Targeted Advertising Prohibited. **SJCOE** shall not use any **CLIENT** Data, including Pupil Records, to engage in targeted advertising during the term of this Agreement, and this provision survives the termination of this Agreement.
- VII. Security and Confidentiality of Pupil Records. **SJCOE** will do the following to ensure the security and confidentiality of Pupil Records:
 - a. Designate an employee responsible for the training and compliance of all **SJCOE** employees, agents, and assigns on compliance with security and confidentiality provisions detailed in this Agreement.

- b. **SJCOE** will protect the confidentiality of Pupil Records and take all reasonably necessary measures consistent with industry standards to protect **CLIENT** Data from any and all unauthorized access and disclosures.
- c. **SJCOE** has designated an individual responsible for training **SJCOE** employees, agents and assigns on reasonable protection measures and the confidentiality of Pupil Records consistent with state and federal law.
- d. **SJCOE** shall not disclose Pupil Records, except as specified under the terms of this Agreement or as required by law.
- e. **SJCOE** shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all stored, managed, retained, accessed or used Pupil Records received from or on behalf of **CLIENT** and/or Pupils.
- f. **SJCOE** warrants that all confidentiality and security measures identified in this Agreement will be extended by contract to any and all subcontractors used by **SJCOE**, if any, to execute the terms of this Agreement.
- g. **SJCOE** warrants that all Pupil Records will be encrypted in transmission and storage.
- h. **SJCOE** will use appropriate and reliable storage media, which shall include weekly backup of all input provided by **CLIENT** and offsite storage of backup material for a 30-day period.

VIII. Unauthorized Disclosure Notifications. In the event of an unauthorized disclosure of Pupil Records, the following process will be followed:

- a. Immediately upon becoming aware of a compromise of Pupil Records, or of circumstances that could have resulted in an unauthorized access to or disclosure of Pupil Records, **CLIENT** and **SJCOE** agree to notify the other Party, fully investigate the incident and fully cooperate with the other Party's investigation of the incident, implement remedial measures and respond in a timely manner.
- b. Parent or Adult Pupil will be immediately notified of:
 - i. The nature of the unauthorized use or disclosure (e.g., security breach, nonconsensual re-disclosure, etc.);
 - ii. The specific Pupil Records that were used or disclosed without authorization;

- iii. What **SJCOE** and **CLIENT** have done or will do to mitigate any effects of the unauthorized use or disclosure; and
- iv. What corrective action **SJCOE** and **CLIENT** have taken or will take to prevent future occurrences.

Except as otherwise required by law, **SJCOE** will not provide notice of the incident directly to the Parent or Adult Pupil whose Pupil Records were involved, regulatory agencies, or other entities, without prior written permission from **CLIENT**.

IX. Compliance with Applicable Laws. **CLIENT** Data includes Pupil Records subject to the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g). **SJCOE** recognizes that as a county office of education and public entity, **SJCOE** is considered a “School Official” (as the term is used in FERPA and its implementing regulations) for any and all software, hosting and services provided to **CLIENT** through this Agreement. The Parties agree that the services provided to **CLIENT** through this Agreement serve a “legitimate educational interest,” as defined and used in FERPA and its implementing regulations. The Parties agree to jointly ensure compliance with FERPA, its implementing regulations and Pupil privacy and confidentiality requirements of California law, including but not limited to California Education Code Section 49060 et. seq. The Parties shall comply with the following process for compliance with FERPA and California law:

- a. **SJCOE** and **CLIENT** warrant that they are familiar with the confidentiality, security and disclosure requirements of FERPA, its implementing regulations and Pupil privacy and confidentiality requirements of California law, including but not limited to Education Code Section 49060 et. seq., and have designated an individual responsible for ensuring compliance therewith.
- b. **SJCOE** and **CLIENT** shall abide by the disclosure, security, breach notification, retention/destruction and use provisions contained in this Agreement and as required by law.

By the signature of its authorized representative or agent below, **SJCOE** hereby acknowledges that **CLIENT** has provided notice under California Education Code Section 49075(a) and 34 C.F.R. section 99.33(d) that **SJCOE** is strictly prohibited from disclosing Pupil Records from **CLIENT** to any third party without the prior written consent and direction to authorize disclosure by **CLIENT**.

X. Within thirty (30) days of the Effective Date of termination of this Agreement, or within thirty (30) days from completion of this Agreement, **SJCOE** warrants that it will securely transmit all **CLIENT** Data, including Pupil Records, to

CLIENT in ASCII delimited file format or other mutually agreed format, without retaining any copies of **CLIENT** Data. In the alternative, and subject to a written request from **CLIENT**, **SJCOE** will securely destroy all **CLIENT** Data, including Pupil Records, upon termination of this Agreement. **SJCOE** will then provide verification to **CLIENT** that the **CLIENT** Data not otherwise returned to **CLIENT** was destroyed subject to **CLIENT**'s written request, the date of destruction and the method of destruction.

The parties agree that, because of the sensitive nature of data and in view of the proprietary nature of business information, it is essential that all information, data and materials, whether transmitted in hard copy or in electronic media form, be maintained in each party's confidence. Each party agrees for itself, its employees, agents and independent contractors, that all information and/or data and/or materials received from the other party shall be held in confidence and each part agrees not to reproduce, disclose, or relinquish any data, information or materials to any party other than an authorized representative of the other party. Both parties agree to utilize a SFTP secure network to exchange all sensitive information.

The parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted that money damages for breach of the foregoing provision shall be wholly inadequate to fully compensate the aggrieved party and therefore the aggrieved party shall be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

7. **HIPAA OBLIGATIONS:**

The parties agree that some of the data specified in this Agreement may constitute Protected Health Information (PHI), including protected health information in electronic media (ePHI), under federal law, and personal information (PI) under state law. The parties agree to comply with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (HITECH Act) and their implementing privacy and security regulations, which include the Final Omnibus Rule, at 45 CFR Parts 160 and 164 (HIPAA regulations), the provisions of the California Information Practices Act (IPA) at Civil Code section 1798 et. seq., Confidentiality of Substance Use Disorder Patient Records at 42 CFR Part 2, and the provisions of other applicable federal and state laws as required by the Data Use Agreement.

8 **LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES**

SJCOE SHALL NOT BE LIABLE OR DEEMED TO BE IN DEFAULT FOR ANY DELAYS OR FAILURES IN PERFORMANCE OR NON-PERFORMANCE OR INTERRUPTION OF SERVICE UNDER THIS AGREEMENT RESULTING FROM ANY CAUSE BEYOND THE REASONABLE CONTROL OF SJCOE.

SJCOE’S LIABILITY, UNDER THIS AGREEMENT, IS LIMITED TO THE AMOUNT PAID BY CLIENT FOR THE SERVICES. SJCOE SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF THIS AGREEMENT.

9. **GENERAL**

- a. **ENTIRE AGREEMENT** – This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.
- b. **SUCCESSORS** – This Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective parties hereto. Each party agrees that there are no third-party beneficiaries to this Agreement. Neither party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning party except in connection with the sale of all or substantially all of its assets or outstanding capital stock.
- c. **ATTORNEYS** – In the event that either **SJCOE** or **CLIENT** commences a legal proceeding, each party shall pay their own attorney’s fees.
- d. **SEVERABILITY** – In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of any federal, state or local government, such term or provision shall be deemed severed from this Agreement and the remaining terms and provisions shall remain unaffected thereby.
- e. **NOTICES** – Any notice sent pursuant to this Agreement shall be sent by certified mail or via docu-sign to the parties at their respective addresses.
- f. **STATE LAW** – This Agreement shall be governed by and construed in accordance with the laws of California.
- g. **SURVIVAL OF NON-DISCLOSURE OBLIGATION** - The obligation of non-disclosure and confidentiality recited in this Agreement shall survive the termination of this Agreement and shall be in full force and effect notwithstanding such expiration or termination.
- h. **ANTI-FRAUD AND ABUSE** – Notwithstanding anything to the contrary herein this Agreement shall be subject to all applicable federal, state and local laws, regulations and directives concerning the Medicare/Medicaid and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly herein or actually violates or is challenged as violating any of the above laws, statutes,

regulations or interpretations, then the provision in question or this entire Agreement, if necessary, shall be automatically void and of no effect whatsoever.

- i. **DESCRIPTIVE HEADINGS** - The descriptive headings in the Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

10. **EQUAL EMPLOYMENT OPPORTUNITY**

It is and has been the policy of **SJCOE** to provide equal employment and individual opportunity to all job applicants and employees without regard to race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, age, ethnicity, nationality, national origin, ancestry, medical condition, marital status, veteran or disability status. It is **SJCOE's** policy not to violate Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, or any other local, state or federal law, regulation or ordinance prohibiting discrimination in employment.

SJCOE MAKES NO REPRESENTATION OR WARRANTIES EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARISING BY OPERATION OF LAW OR OTHERWISE, EXCEPT AS EXPRESSLY STATED HEREIN.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date. Further, client's signature below affirms he/she is an authorized representative for the **CLIENT**.

San Joaquin County Office of Education

California Pacific Charter Schools

BY: Warren Sun

BY: Christine Feher

NAME: Warren Sun

NAME: Christine Feher

TITLE: Division Director, Operations

TITLE: Superintendent

08/13/2024

08/16/2024

DATE: _____

DATE: _____

KN

Coversheet

Consent - Education/Student Services

Section: XI. Consent
Item: B. Consent - Education/Student Services
Purpose: Vote
Submitted by:
Related Material: CalPac Student Parent Handbook - Revised 09.2024.pdf
CalPac Student Parent Handbook_redline_9.10.24.pdf



California Pacific Charter Schools

Student/Parent Handbook

Revised September 2024

California Pacific Charter Schools
940 South Coast Drive #185, Costa Mesa, CA 92646
www.cal-pacs.org

Dear CalPac Families,

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

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

Sincerely,

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

Christine Feher

Superintendent

California Pacific Charter Schools

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General Information

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

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

CalPac Mission Statement

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

CalPac Vision Statement

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

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

CalPac Core Values

CALPAC CARES

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

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

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

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

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

Student Learning Outcomes (SLOs)

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

Creative and Complex Thinkers

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

Effective Communicators

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

Community/Global Participant

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

Empowered and Independent Learners

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

Charter Authorizers

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

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

California Pacific Charter - Sonoma, authorized by Guerneville School District

Terminology

The following is a list of commonly used terms:

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

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

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

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

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

WASC Accreditation

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

School accreditation:

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

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

School Site Council

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

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

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

McKinney Vento Information

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

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

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

Student Freedom of Speech/Expression

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

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

1. the use of bulletin boards

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

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

Family Educational Rights and Privacy Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples include:

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

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

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

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

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

Zoom Recording

California Pacific Charter Schools allows teachers to record Zoom meetings for educational purposes. Instructors may record sessions to help students who miss class or for other internal use such as reviewing teaching methods. Recordings comply with student privacy laws (FERPA) and will not be shared outside of the organization without permission. The school securely stores recordings and deletes them after a set time

California College Guidance Initiative Data Sharing

The California College Guidance Initiative (CCGI) is a state-authorized program that aims to streamline the college-going process for California students (EC Section 60900.5). It provides various resources, including CaliforniaColleges.edu, to help students explore and apply to California public colleges and universities.

Data Sharing and Student Privacy

The California Department of Education (CDE) shares enrollment data, including California Pupil Achievement Data System (CALPADS) data for public school students in grades 6-12 with the CCGI. This data sharing is mandated by law (EC Section 60900.5(a)).

How is the Data Used?

The data enables the CCGI to provide your child with:

- **Direct access to online tools and resources** for college planning and exploration.
- The ability to **securely transmit their information to colleges and universities** for admissions and academic placement considerations.
- **Eligibility checks for student financial aid** through the California Student Aid Commission.

Title IX Notice of Nondiscrimination

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

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

Pregnant or Parenting Students

When a student or their parent/guardian informs any school employee of the student's pregnancy or related conditions, unless the employee believes that the Title IX Coordinator has already been notified, the employee must promptly provide the student or their

parent/guardian with the Title IX Coordinator's contact information and inform the student or parent/guardian that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity. For more information on pregnant or parenting students, please refer to board adopted policy 5115 found on the school's website.

Annual Notice of Uniform Complaint Procedures

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

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

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

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

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

A pupil fee complaint must be filed with the Charter School's Human Resources no later than

one year from the date the alleged violation occurred. A complaint of noncompliance should be filed first with the Superintendent or designee under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the program lead/director may appeal the decision and shall receive a written appeal decision within 60 days of receipt of the complaint.

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

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

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

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

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

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

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

Parent Liability for Student Conduct

The law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school

or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

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

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

Alcohol, Tobacco, and Drugs

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

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

Proper Storage of Firearms

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

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

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

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

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

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

Bullying Policy

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

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

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

academic performance.

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

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

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

Child Abuse Reporting

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

Suicide Prevention Policy

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

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

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

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

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

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

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

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

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

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

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

Student Admissions and Enrollment

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

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

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

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

Student Enrollment

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

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

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

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

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

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

Enrollment Requirements

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

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

Grade Level Placement

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

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

[CalPac Grade Level Placement Chart](#)

Transitional Kindergarten (TK)/Kinder Placement

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

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

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

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

Adult Student Enrollment

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

Previous Expulsion

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

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

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

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

Enrollment/Application Timeline

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

Concurrent K-12 Enrollment

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

Private Schools and Concurrent K-12 Enrollment

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

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

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

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

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

Attendance

Master Agreement

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

Policies

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

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

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

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

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

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

Adequate Progress Policy

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

Notice of Comprehensive Health Education

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

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

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

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

Academics

Curriculum

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

Course Catalog (High School Only)

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

Prerequisites (High School Only)

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

How to Clear a Prerequisite

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

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

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

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

CalPac Course Policies

Adding a Course

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

Transfer Between Two Courses

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

Dropping a Course

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

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

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

Credit Recovery Program (High School Only)

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

Foundations Program (High School Only)

Students enrolled in CalPac's Foundation Program will complete the coursework for the 16-20 week courses at their own pace. Foundation classes are accelerated through prescriptive testing allowing students to complete courses at a much faster pace than in the traditional program. The courses in the Foundations Program are not a-g approved. Students must be deficient in credits to participate. All students and their parent/guardian must meet with a counselor or administrator prior to enrollment and have parent/guardian written approval.

Graduation Requirements

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

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

A-G Requirements

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

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

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

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

California Pacific Charter School - Sonoma

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

California Pacific Charter School - San Diego

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

California Pacific Charter School - Los Angeles

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

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

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

Grades and Credit

Report Cards

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

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

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

Letter Grade	Percent Grade	4.0 Scale
A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3

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

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

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

Grade Revision Policy

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

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

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

Incomplete Grades Policy

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

The following provisions for Incomplete grades apply:

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

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

Grade Appeal Policy

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

Transfer Credits

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

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

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

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

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

Homeschool Credit Transfer

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

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

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

Transcripts

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

Repeated Courses

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

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

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

High School Credit for Middle School Coursework

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

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

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

Community College Concurrent Enrollment

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

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

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

Promotion, Retention, and Acceleration

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

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

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

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

English Learners (EL)

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

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

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

The following criteria are used in tandem to determine reclassification:

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

Academic Integrity

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

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

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

Plagiarism/Cheating

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

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

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

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

CalPac Disciplinary Action for Plagiarism/Cheating

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

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

School Policies/Procedures/Regulations

School Honor Code

The honor code dictates that students exhibit four key values:

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

Harassment and Cyberbullying

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

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

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

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

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

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

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

Steps for Students to Follow

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

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

Administrative Action Plan

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

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

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

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

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

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

Disciplinary Action for Students Engaging in Harassment or Cyberbullying

Students who are found engaging in harassing or bullying behavior

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

Staff Member Responsibilities for the Harassment or Cyberbullying Policy:

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

The School Administrator initiates administrative expulsions as described above.

Civility Policy

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

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

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

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

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

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

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

Code of Conduct Policy

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

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

Dress Code

Students are required to follow the dress code while participating in online classes, ensuring a respectful and focused learning environment. The following guidelines outline specific expectations for appropriate attire during virtual school sessions:

- **Clothing Requirement:** Students must be fully dressed in appropriate clothing at all times while on camera. Sleepwear or pajamas are not allowed.
- **Respectful and Clean Attire:** Students should wear clean, neat, and respectful clothing. Excessively revealing clothing is not permitted.
- **No Disruptive Clothing:** Attire should not include offensive language, vulgar imagery, or symbols that promote hate speech, violence, or harmful stereotypes.
- **No Visible Undergarments:** Students' undergarments should not be visible on camera.
- **Camera and Background Expectations:**
 - **Appearance on Camera:** Students are expected to be mindful of their appearance while participating in online classes.
 - **Backgrounds:** Virtual backgrounds are provided by the school and encouraged to be utilized to keep the online classroom free from distractions to maintain a professional online environment.
- **Consequences for Dress Code Violations:** Violations may result in warnings, removal from the virtual class, or other disciplinary actions.
- **Accommodations:** The school will consider cultural, religious, and individual circumstances when enforcing the dress code.

This policy is designed to foster a positive and inclusive online learning atmosphere and will be reviewed as needed to ensure alignment with school values.

Suicide Prevention Policy

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

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

2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and are in need of referrals to the appropriate resources for support.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
 - The Trevor Lifeline – 1.866.488.7386, The Trevor Project
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. Please refer specifically to board approved policy 5020 - Comprehensive Self-Harm and Suicide Prevention policy on the CalPac website for the complete policy.

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

Acceptable Use Policy

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

The purpose of this policy is to ensure that student internet access and use on school-owned devices and school-issued accounts computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school. Students are required to use school issued devices to support learning, academic integrity, and promote internet safety. Furthermore, CalPac issued devices have secure browser programming necessary to administer standardized testing.

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

Substance Abuse

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

Synthetic Drug Use

At California Pacific Charter Schools, our foremost commitment is to safeguard the safety and well-being of our students. Recognizing the increasing prevalence of synthetic drug use among teenagers, which poses substantial risks to their health and overall development, we find it imperative to furnish resources and information addressing this issue. Pursuant to EDC 48985.5, CalPac will provide parents and students with information on the dangers of synthetic drugs in our annual notifications as well as on the website. <https://www.cal-pacs.org/wp-content/uploads/2024/01/Synthetic-Drug-Info.pdf>

Suspension/Expulsion Procedures

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

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

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

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

Grounds for Suspension or Expulsion

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

Suspension/Expulsion Procedures

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

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

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

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

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

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

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

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

Student Privacy (FERPA)

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

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

Anti-Discrimination

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

Testing

Local Assessments

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

Final Exams

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

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

Standardized Testing

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child’s learning. You can use the results to identify where your child is doing well and where they might need more support.

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

Pursuant to California *Education Code* Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

English Language Proficiency Assessments for California (ELPAC):

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

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

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

Alternate ELPAC:

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

California Science Test (CAST):

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

California Alternate Assessment (CAA) for Science

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

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

The SBAC utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do in English and math. The Summative Assessments are

comprehensive end of year assessments aligned with the Common Core State Standards that measure progress toward college and career readiness. This assessment is administered annually to students in grades 3-8 and 11. Parents have the right to opt to exempt their student from participation in the California Assessment of Student Performance and Progress (CAASPP).

California Alternate Assessments (CAAs) for ELA and Math:

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

Physical Fitness Testing (PFT):

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

Assessment Schedule

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

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

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

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

Contact Information and Communication Policy

Email Accounts

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

To support access to the school provided Chromebook, CalPac supplies a monitored student email account upon enrollment to all students. This email account is required to sign in to the school provided computer and other required school apps and programs. CalPac staff will communicate with students at this school provided email address, and students are expected to check this email and use it for all communications with their teacher. Personal email accounts will not be accessible through the school provided Chromebook.

All students are expected to:

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

Tone of Contact

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

Authorized Contacts

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

School Communication Responsibilities

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

day. Teachers will post their individual office hours on their course announcement pages and in their email signatures.

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

Students who submit large quantities of assignments to a single instructor in a given day should not expect feedback within seventy-two (72) hours for more than one week's worth of work. Assignments will be returned in the order that they are scheduled for completion, not necessarily in the order that they were submitted.

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

School Issued Technology

Student Computers

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

This Chromebook provides the secure browser for state and local testing, and other school needed applications. Since the secure browser features are a required component, a student/guardian can not refuse the Chromebook and is responsible for the Chromebook's care, including retaining all cords, power supply, and packaging box/materials, until returned to the

school at the end of enrollment. If a student chooses to use a personal device to complete general school work, they are still responsible for safely storing the school provided Chromebook so that it is ready for use for any required state or local testing, or other uses requiring a secure browser. Any loss or damage to the Chromebook is subject to replacement fees. Please refer to board approved policies 5045 - Acceptable Use Policy and 5130 - Damaged or Lost Instructional Materials, and the complete [Technology Use Agreement](#) for all expectations on appropriate use of school provided devices, including the care and handling of the Chromebook.

In accordance with the Acceptable Use Policy, CalPac utilizes GoGuardian to securely monitor and protect students while logged into their school provided Chromebook or while they are logged into their school email accounts on a personal device. This monitoring limits access to non school related sites, social media, entertainment, and personal accounts. Parents have the option to implement additional safeguards using the GoGuardian Parent App, but can not undo school safeguard policies. Students will receive a warning if they visit a blocked site. Continued misuse will enact disciplinary consequences as outlined in the Acceptable Use Policy and under Cyber Bullying expectations in this handbook.

Technical Assistance

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

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

Extra-Curricular Activities and Organizations

Clubs

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

Field Trips

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

School Site Council

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



California Pacific Charter Schools

Student Handbook Acknowledgement Form

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

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

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

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

PARENT/GUARDIAN NAME (Please Print)

STUDENT NAME (Please Print)

SIGNATURE

SIGNATURE

DATE

DATE



California Pacific Charter Schools

Student/Parent Handbook

Revised ~~February 2024~~ **September 2024**

California Pacific Charter Schools
940 South Coast Drive #185, Costa Mesa, CA 92646
www.cal-pacs.org

Dear CalPac Families,

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

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

Sincerely,

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

Christine Feher

Superintendent

California Pacific Charter Schools

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General Information

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

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

CalPac Mission Statement

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

CalPac Vision Statement

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

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

CalPac Core Values

CALPAC CARES

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

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

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

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

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

Student Learning Outcomes (SLOs)

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

Creative and Complex Thinkers

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

Effective Communicators

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

Community/Global Participant

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

Empowered and Independent Learners

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

Charter Authorizers

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

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

California Pacific Charter - Sonoma, authorized by Guerneville School District

Terminology

The following is a list of commonly used terms:

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

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

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

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

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

WASC Accreditation

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

School accreditation:

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

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

School Site Council

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

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

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

McKinney Vento Information

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

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

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

Student Freedom of Speech/Expression

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

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

1. the use of bulletin boards

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

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

Family Educational Rights and Privacy Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples include:

- A playbill, showing your student's role in a drama production
- An annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs
- **Video (Zoom Class Recordings)**

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

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

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

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

Zoom Recording

California Pacific Charter Schools allows teachers to record Zoom meetings for educational purposes. Instructors may record sessions to help students who miss class or for other internal use such as reviewing teaching methods. Recordings comply with student privacy laws (FERPA) and will not be shared outside of the organization without permission. The school securely stores recordings and deletes them after a set time

California College Guidance Initiative Data Sharing

The California College Guidance Initiative (CCGI) is a state-authorized program that aims to streamline the college-going process for California students (EC Section 60900.5). It provides various resources, including CaliforniaColleges.edu, to help students explore and apply to California public colleges and universities.

Data Sharing and Student Privacy

The California Department of Education (CDE) shares enrollment data, including California Pupil Achievement Data System (CALPADS) data for public school students in grades 6-12 with the CCGI. This data sharing is mandated by law (EC Section 60900.5(a)).

How is the Data Used?

The data enables the CCGI to provide your child with:

- **Direct access to online tools and resources** for college planning and exploration.
- The ability to **securely transmit their information to colleges and universities** for admissions and academic placement considerations.
- **Eligibility checks for student financial aid** through the California Student Aid Commission.

Title IX Notice of Nondiscrimination

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

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

Pregnant or Parenting Students

When a student or their parent/guardian informs any school employee of the student's pregnancy or related conditions, unless the employee believes that the Title IX Coordinator has already been notified, the employee must promptly provide the student or their

parent/guardian with the Title IX Coordinator's contact information and inform the student or parent/guardian that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity. For more information on pregnant or parenting students, please refer to board adopted policy 5115 found on the school's website.

Annual Notice of Uniform Complaint Procedures

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

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

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

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

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

A pupil fee complaint must be filed with the Charter School's Human Resources no later than

one year from the date the alleged violation occurred. A complaint of noncompliance should be filed first with the Superintendent or designee under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the program lead/director may appeal the decision and shall receive a written appeal decision within 60 days of receipt of the complaint.

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

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

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

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

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

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

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

Parent Liability for Student Conduct

The law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school

or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

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

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

Alcohol, Tobacco, and Drugs

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

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

Proper Storage of Firearms

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

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

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

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

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

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

Bullying Policy

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

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

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

academic performance.

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

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

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

Child Abuse Reporting

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

Suicide Prevention Policy

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

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

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

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

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

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

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

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

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

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

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

Student Admissions and Enrollment

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

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

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

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

Student Enrollment

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

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

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

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

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

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

Enrollment Requirements

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

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

Grade Level Placement

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

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

[CalPac Grade Level Placement Chart](#)

Transitional Kindergarten (TK)/Kinder Placement

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

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

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

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

Adult Student Enrollment

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

Previous Expulsion

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

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

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

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

Enrollment/Application Timeline

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

Concurrent K-12 Enrollment

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

Private Schools and Concurrent K-12 Enrollment

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

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

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

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

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

Attendance

Master Agreement

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

Policies

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

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

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

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

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

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

Special Education Students ¶

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

Adequate Progress Policy

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

Notice of Comprehensive Health Education

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

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

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

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

Academics

Curriculum

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

Course Catalog (High School Only)

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

Prerequisites (High School Only)

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

How to Clear a Prerequisite

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

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

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

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

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

CalPac Course Policies

Adding a Course

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

Transfer Between Two Courses

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

Dropping a Course

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

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

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

Credit Recovery Program (High School Only)

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

Foundations Program (High School Only)

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

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

Graduation Requirements

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

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

A-G Requirements

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

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

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

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

California Pacific Charter School - Sonoma

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

California Pacific Charter School - San Diego

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

California Pacific Charter School - Los Angeles

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

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

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

Grades and Credit

Report Cards

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

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

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

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

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

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

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

Grade Revision Policy

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

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

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

Incomplete Grades Policy

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

The following provisions for Incomplete grades apply:

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

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

Grade Appeal Policy

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

Transfer Credits

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

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

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

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

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

Homeschool Credit Transfer

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

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

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

Transcripts

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

Repeated Courses

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

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

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

High School Credit for Middle School Coursework

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

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

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

Community College Concurrent Enrollment

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

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

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

Promotion, Retention, and Acceleration

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

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

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

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

English Learners (EL)

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

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

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

The following criteria are used in tandem to determine reclassification:

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

Academic Integrity

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

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

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

Plagiarism/Cheating

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

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

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

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

CalPac Disciplinary Action for Plagiarism/Cheating

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

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

School Policies/Procedures/Regulations

School Honor Code

The honor code dictates that students exhibit four key values:

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

Harassment and Cyberbullying

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

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

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

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

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

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

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

Steps for Students to Follow

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

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

Administrative Action Plan

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

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

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

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

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

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

Disciplinary Action for Students Engaging in Harassment or Cyberbullying

Students who are found engaging in harassing or bullying behavior

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

Staff Member Responsibilities for the Harassment or Cyberbullying Policy:

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

The School Administrator initiates administrative expulsions as described above.

Civility Policy

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

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

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

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

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

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

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

Code of Conduct Policy

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

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

Dress Code

Students are required to follow the dress code while participating in online classes, ensuring a respectful and focused learning environment. The following guidelines outline specific expectations for appropriate attire during virtual school sessions:

- **Clothing Requirement:** Students must be fully dressed in appropriate clothing at all times while on camera. Sleepwear or pajamas are not allowed.
- **Respectful and Clean Attire:** Students should wear clean, neat, and respectful clothing. Excessively revealing clothing is not permitted.
- **No Disruptive Clothing:** Attire should not include offensive language, vulgar imagery, or symbols that promote hate speech, violence, or harmful stereotypes.
- **No Visible Undergarments:** Students' undergarments should not be visible on camera.
- **Camera and Background Expectations:**
 - **Appearance on Camera:** Students are expected to be mindful of their appearance while participating in online classes.
 - **Backgrounds:** Virtual backgrounds are provided by the school and encouraged to be utilized to keep the online classroom free from distractions to maintain a professional online environment.
- **Consequences for Dress Code Violations:** Violations may result in warnings, removal from the virtual class, or other disciplinary actions.
- **Accommodations:** The school will consider cultural, religious, and individual circumstances when enforcing the dress code.

This policy is designed to foster a positive and inclusive online learning atmosphere and will be reviewed as needed to ensure alignment with school values.

Suicide Prevention Policy

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

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

2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and are in need of referrals to the appropriate resources for support.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
 - The Trevor Lifeline – 1.866.488.7386, The Trevor Project
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. Please refer specifically to board approved policy 5020 - Comprehensive Self-Harm and Suicide Prevention policy on the CalPac website for the complete policy.

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

Acceptable Use Policy

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

The purpose of this policy is to ensure that student internet access and use on school-owned devices and school-issued accounts computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school. **Students are required to use school issued devices to support learning, academic integrity, and promote internet safety. Furthermore, CalPac issued devices have secure browser programming necessary to administer standardized testing.**

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

Substance Abuse

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

Synthetic Drug Use

At California Pacific Charter Schools, our foremost commitment is to safeguard the safety and well-being of our students. Recognizing the increasing prevalence of synthetic drug use among teenagers, which poses substantial risks to their health and overall development, we find it imperative to furnish resources and information addressing this issue. Pursuant to EDC 48985.5, CalPac will provide parents and students with information on the dangers of synthetic drugs in our annual notifications as well as on the website. <https://www.cal-pacs.org/wp-content/uploads/2024/01/Synthetic-Drug-Info.pdf>

Suspension/Expulsion Procedures

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

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

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

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

Grounds for Suspension or Expulsion

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

Suspension/Expulsion Procedures

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

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

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

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

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

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

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

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

Student Privacy (FERPA)

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

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

Anti-Discrimination

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

Testing

Local Assessments

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

Final Exams

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

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

Standardized Testing

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child’s learning. You can use the results to identify where your child is doing well and where they might need more support.

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

Pursuant to California *Education Code* Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

English Language Proficiency Assessments for California (ELPAC):

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

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

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

Alternate ELPAC:

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

California Science Test (CAST):

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

California Alternate Assessment (CAA) for Science

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

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

The SBAC utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do in English and math. The Summative Assessments are

comprehensive end of year assessments aligned with the Common Core State Standards that measure progress toward college and career readiness. This assessment is administered annually to students in grades 3-8 and 11. Parents have the right to opt to exempt their student from participation in the California Assessment of Student Performance and Progress (CAASPP).

California Alternate Assessments (CAAs) for ELA and Math:

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

Physical Fitness Testing (PFT):

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

Assessment Schedule

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

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

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

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

Contact Information and Communication Policy

Email Accounts

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

To support access to the school provided Chromebook, CalPac supplies a monitored student email account upon enrollment to all students. This email account is required to sign in to the school provided computer and other required school apps and programs. CalPac staff will communicate with students at this school provided email address, and students are expected to check this email and use it for all communications with their teacher. Personal email accounts will not be accessible through the school provided Chromebook.

All students are expected to:

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

Tone of Contact

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

Authorized Contacts

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

School Communication Responsibilities

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

day. Teachers will post their individual office hours on their course announcement pages and in their email signatures.

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

Students who submit large quantities of assignments to a single instructor in a given day should not expect feedback within seventy-two (72) hours for more than one week's worth of work. Assignments will be returned in the order that they are scheduled for completion, not necessarily in the order that they were submitted.

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

School Issued Technology

Student Computers

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

This Chromebook provides the secure browser for state and local testing, and other school needed applications. Since the secure browser features are a required component, a student/guardian can not refuse the Chromebook and is responsible for the Chromebook's care, including retaining all cords, power supply, and packaging box/materials, until returned to the

school at the end of enrollment. If a student chooses to use a personal device to complete general school work, they are still responsible for safely storing the school provided Chromebook so that it is ready for use for any required state or local testing, or other uses requiring a secure browser. Any loss or damage to the Chromebook is subject to replacement fees. Please refer to board approved policies 5045 - Acceptable Use Policy and 5130 - Damaged or Lost Instructional Materials, and the complete [Technology Use Agreement](#) for all expectations on appropriate use of school provided devices, including the care and handling of the Chromebook.

In accordance with the Acceptable Use Policy, CalPac utilizes GoGuardian to securely monitor and protect students while logged into their school provided Chromebook or while they are logged into their school email accounts on a personal device. This monitoring limits access to non school related sites, social media, entertainment, and personal accounts. Parents have the option to implement additional safeguards using the GoGuardian Parent App, but can not undo school safeguard policies. Students will receive a warning if they visit a blocked site. Continued misuse will enact disciplinary consequences as outlined in the Acceptable Use Policy and under Cyber Bullying expectations in this handbook.

Technical Assistance

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

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

Extra-Curricular Activities and Organizations

Clubs

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

Field Trips

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

School Site Council

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



California Pacific Charter Schools

Student Handbook Acknowledgement Form

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

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

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

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

PARENT/GUARDIAN NAME (Please Print)

STUDENT NAME (Please Print)

SIGNATURE

SIGNATURE

DATE

DATE

Coversheet

Consent - Personnel Services

Section: XI. Consent
Item: C. Consent - Personnel Services
Purpose: Vote
Submitted by:
Related Material: Tutor Board Approval September 2024.docx.pdf
Quarles & Brady LLP Engagement Letter.pdf



Tutor

Job Description

Reports To:	Assistant Director of High School Engagement
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Grade 5
Work Schedule:	175 work days to follow the school year calendar
Location:	Remote Office

Position Summary

The Tutor is a part-time position providing individual and small group instruction to help students complete homework assignments and advance their literacy and math skills as part of a high-quality, personalized tutoring program. The Tutor may work with students independently or under the direction of the Lead Tutor or a teacher. The Tutor is responsible for delivering high-quality instructional support, upholding the mission and values of California Pacific Charter Schools, and working with other members of the leadership team to track students' academic progress and support students' social and emotional development.

Minimum Qualifications

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

1. Paid or volunteer experience working with students in an academic setting.
2. Associate's degree or successful completion of the CBEST is required.
3. Depending on assignment, bilingual language skills may be required.
4. State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
5. Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General skills

1. Team player
2. Love of learning – a lifelong learner
3. Flexible and adaptable
4. Open to differing views and objectives
5. Conflict resolution skills
6. Uphold the school's vision and mission by acting with integrity

Essential Duties and Responsibilities

1. Provides small group and individualized academic instruction and homework support; differentiates instruction to meet individual student needs.
2. Maintains a safe and effective learning environment.
3. Provides academic support within the assigned area of focus (i.e. essay support, math, performance tasks, etc.).
4. With training, utilizes assigned software and online programs to conduct tutoring sessions; within video conference software, maximizes use of program features such as whiteboards and screen sharing.
5. Utilizes cybersecurity programs and protocols (i.e. Go Guardian Teacher) when working with students in the virtual learning hub to monitor student progress in courses as well as being on task while in tutoring sessions.
6. Effectively manages student behavior to ensure students are fully engaged in learning; monitors student behavior and interactions in online platforms
7. Assist the instructional team in proctoring student examinations to ensure adherence with school policies.
8. Creates an environment of high expectations for learning, student behavior and staff professionalism.
9. Demonstrates knowledge of, and supports, CalPac's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.
10. Collaborates with instructional team members to share best practices and improve instructional skills, including actively participating in professional development, training and coaching opportunities.
11. Performs other related duties as required and assigned.

Bilingual

In addition to the above duties, bilingual positions also interpret orally and translate in writing between English and a designated language; interprets for student, parent, or teacher, as required; and may serve as interpreter and/or translator for staff in parent conferences or other meetings.

Other Duties

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

Knowledge and Abilities

Tutor Job Description
Board Approved: May 2021
Revised: September 2024

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

Knowledge of

1. Principles and practices related to assisting students with academic instruction and behavior management.
2. Basic principles of child behavior and development.
3. Proficient knowledge of subjects taught including arithmetic, reading, writing, grammar, and spelling.
4. Basic instructional methods and techniques.
5. Record-keeping techniques.

Ability to

6. Read, write and speak English proficiently.
7. Assist in instructing readiness for reading, writing, and mathematics in a learning environment.
8. Demonstrate effective interpersonal skills.
9. Communicate effectively in a timely manner, both orally and in writing.
10. Use technology in an effective manner for communicating and reporting.
11. Meet schedules and timelines; plan and organize work.
12. Work at a high level of independence.
13. Maintain professional, cordial relationships with students, parents, and staff.
14. Use professional judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership.
15. Communicate in a respectful, professional, and courteous manner.
16. Maintain confidentiality.
17. Follow directions and uphold program policies and practices.
18. Establish rapport and maintain positive, meaningful relationships with students to assist in improving their behavior, educational performance, and social relationships.
19. Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.
20. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Use of Computer Technology

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

Tutor Job Description
Board Approved: May 2021
Revised: September 2024

Physical Demands

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

1. Hearing and speaking to exchange information
2. Clarity of speech to explain instructional concepts to students and discussion with adults
3. Dexterity of hands and fingers to demonstrate activities, operate a variety of office equipment, write and grasp, push and pull various light objects and equipment
4. Operate a computer and other office productivity machinery
5. Seeing to read a variety of materials and monitor students
6. Close vision and ability to adjust focus
7. Bending at the waist, kneeling, or crouching
8. Kneel, squat, crawl, twist and reach to perform various activities with students
9. Sitting or standing for extended periods of time
10. Mobility sufficient to visit learning environments and other educational locations
11. Lifting objects up to 25 pounds with or without assistance

Work Environment

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

1. Noise level is generally moderate
2. Meetings conducted in public and private settings
3. Indoor in varying temperatures

Hazards

1. Potential physical hazards involved in intervening in altercations and antisocial behavior.
2. Contact with dissatisfied individuals.

Employee Acknowledgement

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

Employee Signature

Printed Name

Date

Tutor Job Description
Board Approved: May 2021
Revised: September 2024



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September 6, 2024

VIA E-MAIL

Corrie Amador
California Pacific Charter Schools
P.O. Box 300298
Escondido, CA 92030
E-Mail: camador@cal-pacs.org

Re: California Pacific Charter Schools
General Employment Advice - Engagement Letter

Dear Corrie:

INTRODUCTION

On behalf of Quarles & Brady LLP, let me welcome California Pacific Charter Schools ("Cal-Pac") as a client of the firm. This letter will confirm our engagement by Cal-Pac and will set forth the terms of our engagement. Experience has shown that a letter such as this is useful both to the client and to the Firm to express our respective expectations and undertakings.

SCOPE OF ENGAGEMENT

We understand the scope of our engagement to be to provide general employment advice to Cal-Pac upon your request. In general, our services may include research and analysis of legal and factual issues, analysis of applicable law, drafting and preparation of documents, and written and oral communications with other parties and with you. We understand that you will

Corrie Amador
September 6, 2024
Page 2

provide us with factual information and documents as we require to perform these services, will make decisions as are necessary or appropriate to facilitate the rendering of our services, will be available to assist us in the progress of our representation, and will remit payment of our invoices in accordance with the terms set forth below.

Although we will be pleased to perform additional or other services at your request, unless otherwise instructed we are not being engaged to advise you with respect to any other matters. Should you ask us to perform additional or other services, this fee agreement will apply to those services unless a new agreement is made.

INITIAL STEPS AND STAFFING

I will be the attorney primarily responsible for this engagement. Where it is to your advantage to do so, we may also utilize the services of other lawyers, paralegals, analysts and law clerks in the Firm. I will attempt to make work assignments in a way that maximizes legal effectiveness and time efficiency and minimizes your legal expenses. Our goal is to provide to you cost effective, high quality legal services.

PROGRESS AND REPORTING

We will report regularly on the status of matters we are handling and on significant developments as they occur. It is also our practice to provide you with copies of all significant documents, and to inform you of all significant communications in any pending matter.

We ask that you remain in close contact with us and that you be available to consult with us as developments occur. If you have any questions or concerns, we ask that you raise them with us immediately so that they can be promptly and effectively addressed and resolved.

BASIS FOR FEES AND COSTS

Quarles & Brady LLP has established an hourly rate for each attorney, paralegal, analyst and law clerk in the Firm. These hourly rates are based on a variety of factors including the experience and expertise of each individual. At present, my hourly rate is \$615. Other lawyers who render services on this matter may have different hourly rates depending on their level of experience and expertise. We typically review our rates at year-end and if we make adjustments to our rates, we will advise you of those changes with our invoice for January services.

We send monthly bills, shortly after the end of each month. Our bills will describe the services we provided, the dates of those services, and the identities and billing rates of the people who

Corrie Amador
September 6, 2024
Page 3

worked on your matter. We ask that our bills be paid upon receipt. Any amounts not paid within 30 days will accrue simple interest at the rate of 1 ½ % per month.

EXPENSES AND DISBURSEMENTS

In the handling of your matter, we may be required to incur expenses on your behalf. If so, you will be charged as follows:

- Conference calls, postage, express or overnight mail, messenger services, on-line computer research, travel, meals and hotel expenses – actual cost
- Long distance and faxes – no charge
- Copies –18 cents per page
- Mileage – rate set pursuant to IRS Standard Mileage Reimbursement Rate

Expenses and disbursements incurred on your behalf will generally be reflected in the bill sent in the month after the expenses are incurred. Some expenses will take an additional month to appear on the bill. For expenses in excess of \$250, we will forward invoices to you for direct payment to the vendor. Examples of such expenses may include mediation fees, deposition costs, design and production of demonstrative trial materials, and large copying jobs. We consider our clients to be directly responsible to the vendor for these expenses. We use vendors for these services on an ongoing basis and believe we have negotiated competitive rates. We ask that these invoices be paid to these vendors promptly.

DOCUMENT RETENTION

It is our policy and practice to destroy our files six (6) years after closure of a matter or completion of a specific project unless Cal-Pac requests a shorter or longer retention period in writing. Your signature below will constitute Cal-Pac's agreement to this policy. If you would like to extend the document retention period or you would like us to send any files to Cal-Pac in lieu of disposing of them, please let me know.

CONCLUSION

Thank you for your careful review of this letter. If it meets with your approval and understanding of our respective responsibilities, please sign it and return it to us. If you have any questions about this engagement, feel free to call me.

Corrie Amador
September 6, 2024
Page 4

Thank you for the opportunity to be of service.

Sincerely,

QUARLES & BRADY LLP



Michael C. Sullivan

UNDERSTOOD AND AGREED:

California Pacific Charter Schools

Dated: _____

By: _____

Corrie Amador
Director of Human Resources

Coversheet

Approval of the Unaudited Actuals Financial Report 2023-2024

Section: XII. Business/Financial Services
Item: A. Approval of the Unaudited Actuals Financial Report 2023-2024
Purpose: Vote
Submitted by:
Related Material: 23-24 CPCS Unaudited Actuals.pdf



California Pacific Charter Schools

2023-24 Unaudited Actuals

1758 California Pacific Charter School-San Diego

1751 California Pacific Charter School-Los Angeles

2037 California Pacific Charter School-Sonoma



California Pacific Charter Schools

2023-24 UNAUDITED ACTUALS NARRATIVE

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

The Unaudited Actuals for California Pacific Charter Schools summarize the financial activities and position of the Schools as of June 30, 2024. These statements compare the Estimated Actuals with the Unaudited Actuals, offering transparency and insight into variances. As directly funded charter schools, each School will submit a copy of this financial report to its respective authorizing district.

CliftonLarsonAllen LLP (CLA), California Pacific Charter Schools' independent auditors, will conduct a formal audit of these financial statements. Audit fieldwork is scheduled for November 2024, and the final audited financial statements are expected by December 15, 2024.

Financial Highlights for 2023-24:

The financial performance of all three CPCS schools—San Diego (CPC-SD), Los Angeles (CPC-LA), and Sonoma (CPC-SO)—remains strong, with healthy reserves and cash flows.

- **CPC-SD:** With a surplus of \$26,272, CPC-SD will have an ending balance of \$1,902,844, representing about 45.88% of annual expenditures.
- **CPC-LA:** With a surplus of \$369,807, CPC-LA will have an ending balance of \$3,084,907, representing about 49.05% of annual expenditures.
- **CPC-SO:** With a surplus of \$46,345, CPC-SO will have an ending balance of \$876,499, representing about 36.31% of annual expenditures.

Enrollment and ADA Assumptions

Average Daily Attendance (ADA) is the base factor used in determining the single largest source of income (Local Control Funding Formula “LCFF” apportionment).

	CPC-SD	CPC-LA	CPC-SO
Enrollment	280	428	152
Grades TK-3	41.21	89.87	20.50
Grades 4-6	27.97	66.13	25.68
Grades 7-8	37.03	55.27	27.44
Grades 9-12	145.96	194.24	76.87
Total ADA	252.17	405.51	150.49



California Pacific Charter Schools

2023-24 UNAUDITED ACTUALS NARRATIVE

Revenues

General Purpose Revenue – LCFF revenues included in the 2023-24 Unaudited Actuals are based on the P-2 Funded ADA as certified by the California Department of Education (CDE).

Prior Year Unrestricted Revenue – These revenues could occur due to adjustments, late payments, or other reconciliation processes that span multiple fiscal years.

Federal Revenue –

- *Federal Special Education Revenue* – All Federal Special Education Revenues have been updated per the most recent funding schedules.
- *Title Funds (Title I, Title II, and Title IV)* revenue has been updated based on the most recent allocation schedules. Included in CPC-SO’s Title I is carryover revenue from the prior year 2022-23, which CPC-SO fully expended in addition to the 2023-24 allocation. There are no carryover revenue for any of the three Schools.
- *Elementary and Secondary School Emergency Relief (ESSER)* revenues (3213 ESSER III and 3214 ESSER III – Learning Loss) reflect reported expenditures. The remaining ESSER III and ESSER III – Learning Loss funds will be fully expended by September 30, 2024.

Federal Revenue – Unaudited Actuals as of June 30, 2024:

	<u>CPC-SD</u>	<u>CPC-LA</u>	<u>CPC-SO</u>
Federal Special Education	\$ 45,727	\$ 58,001	\$ 29,170
Title I	52,832	80,011	41,442
Title II	7,345	11,523	3,882
Title IV	10,000	10,000	10,000
ESSER III	64,000	75,095	38,702
ESSER III - LL	29,017	39,378	18,934

Other State Revenue –

- *State Special Education Revenue* – State Special Education Revenues have been updated per the most recent funding schedules.
- *Mandated Block Grant (MBG) revenues have been funded at \$19.85 per ADA for grades K-8 and \$55.17 per ADA for grades 9-12.*
- *State Lottery* – funding rates of \$211.24/ADA for Non-Proposition 20 and \$101.98/ADA for Proposition 20 were used. Included in 2023-24 are some adjustments to the prior period recognized in the current period.



California Pacific Charter Schools

2023-24 UNAUDITED ACTUALS NARRATIVE

- *The Universal Prekindergarten Planning & Implementation (UPK) Grant* (resource 6053) revenues have been recorded. Some amounts have been deferred to subsequent fiscal years. These funds are available until June 30, 2026, and the remaining funds are on target to be fully spent by the given due date.
- *Educator Effectiveness Funds (EEF)* (resource 6266) revenues have been recorded. Some amounts have been deferred to subsequent fiscal years. These funds are available until June 30, 2026, and remaining funds are on target to be fully spent by the given due date.
- *Career Technical Education Incentive Grant (CTEIG)* (resource 6387) funds have been fully expended in 2023-24. This includes the 1:2 match requirement (\$2 local to \$1 state match).
- *Arts, Music & Instructional Materials Block Grant (AMIM)* (resource 6762) have been recorded. Some amounts have been deferred to subsequent fiscal years, which is in line with spending plans. These funds are available until June 30, 2026, and remaining funds are on target to be fully spent by the given due date.
- *A-G Access Grants* (resources 7412 and 7413) revenues are in line with expectations. Some amounts have been deferred to a subsequent year. These funds are available until June 30, 2026, and remaining funds are on target to be fully spent by the given due date.
- *Learning Recovery Emergency Block Grant (LREBG)* (resource 7435) revenues have been recorded. Some amounts have been deferred to subsequent fiscal years. These funds are available until June 30, 2028, and remaining funds are on target to be fully spent by the given due date.

Other State Revenue – Unaudited Actuals as of June 30, 2024:

	<u>CPC-SD</u>	<u>CPC-LA</u>	<u>CPC-SO</u>
State Special Education	\$ 240,050	\$ 388,999	\$ 138,629
Mandated Cost Reimbursements	9,930	14,139	5,015
Lottery - Non-Prop 20	65,272	115,819	21,724
Lottery - Prop 20	38,300	64,272	11,703
UPK	19,110	16,522	17,171
Educator Effectiveness	23,713	23,738	46,670
CTEIG	74,190	112,275	41,008
Arts & Music Block Grant	35,094	44,229	20,176
Prop 28 (AMS)	29,242	45,691	16,449
A-G Access Grant	3,284	3,312	1,472
A-G Learning Loss Mitigation Grant	1,231	1,242	552
Learning Recovery Block Grant	20,670	31,981	9,545



California Pacific Charter Schools

2023-24 UNAUDITED ACTUALS NARRATIVE

Expenditures

In general, 2023-24 Unaudited Actuals expenditures are in line with expectations from 2023-24 Estimated Actuals.

In Staffing for Estimated Actuals for 2023-24 includes several one-time expenses, including:

- Professional Training Pay Hours for the Institute of Multi-Sensory Education's Comprehensive Orton Gillingham Plus Training.
- Professional Development TK Credential Authorization Pay Hours.
- Additional Professional Training Pay Hours for AVID training.

In Books and Supplies, Non-Capitalized Equipment are higher in 2023-24 due to a one-time large purchase of computers. This was a special circumstance where the Schools took advantage of a deep discount on a computer model that will no longer be produced. Also, some vendors in 2023-24 will not be continued in subsequent years.

In Other Services and Operating Expenditures, travel and conference expenses are higher in 2023-24 due to additional professional development opportunities for staff offered this year. Future years are expected to see a shift toward virtual conferences to manage costs.

Per-pupil spending rates for the 2023-24 fiscal year are as follows:

- CPC-SD: \$14,811 per pupil
- CPC-LA: \$14,694 per pupil
- CPC-SO: \$15,881 per pupil

Cash as of June 30, 2024

Cash flow continues to be strong for all three Schools, with positive monthly cash balances throughout the 2023-24 fiscal year. Cash is always closely monitored to ensure each school is liquid to satisfy obligations.

CPC-SD's ending cash balance is \$2,564,851, which represents approximately 226 days of cash on hand. CPC-LA's ending cash balance is \$3,044,260, which represents approximately 177 days of cash on hand. CPC-SO's ending cash balance is \$1,087,808, which represents approximately 164 days of cash on hand.

Debt – Revolving Loan Fund Program



California Pacific Charter Schools

2023-24 UNAUDITED ACTUALS NARRATIVE

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

<u>Fiscal Year</u>	<u>2023-24</u>	<u>2024-25</u>
Principal Balance	<u>\$ 92,392</u>	<u>\$ 46,198</u>
Principal Payment	\$ 46,194	\$ 46,198
Interest Payment	<u>1,681</u>	<u>737</u>
Total Repayment	\$ 47,875	\$ 46,935
Ending Principal Balance	<u>\$ 46,198</u>	<u>\$ 0.00</u>

Lease Commitments – Operating Lease

California Pacific Charter Schools leases an office building in Costa Mesa with a lease term of 60 months. In accordance with ASU 842, the Schools recognize lease assets and lease liabilities for the rights and obligations created by leases that extend more than 12 months.

	<u>CPC-SD</u>	<u>CPC-LA</u>	<u>CPC-SO</u>
Lease Asset as of June 30, 2024	\$ 65,865	\$ 99,183	\$ 32,331
Lease Liability as of June 30, 2024	\$ 69,714	\$ 104,978	\$ 34,220

Reserves

Reserves play a critical role in ensuring each of the Schools' financial stability. These reserves are allocated to cover potential expenses related to Special Education, legal matters, economic uncertainties, and cash flow needs.

Summary of Ending Fund Balance

	<u>CPC-SD</u>	<u>CPC-LA</u>	<u>CPC-SO</u>
Ending Fund Balance (EFB)	\$ 1,902,844	\$ 3,084,907	\$ 876,499
Components of EFB			
<i>Assigned for Special Education (4%)</i>	165,886	251,557	96,559
<i>Assigned for Legal (4%)</i>	165,886	251,557	96,559
<i>Assigned for Economic Uncertainty (5%)</i>	207,358	314,446	120,699
<i>Cashflow Reserve</i>	1,363,714	2,267,347	562,682



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**CHARTER SCHOOL UNAUDITED ACTUALS
 FINANCIAL REPORT -- ALTERNATIVE FORM
 July 1, 2023 to June 30, 2024**

CHARTER SCHOOL CERTIFICATION

Charter School Name: California Pacific Charter - San Diego
CDS #: 37-75416-0132472
Charter Approving Entity: Warner Unified
County: San Diego County
Charter #: 1758

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Roxanna Travers	Andrea Sissons	Shannon Green
Name	Name	Name
Financial Accounting & Data Support Manager	Superintendent & Chief Business Officer	Director of Fiscal Services
Title	Title	Title
(858) 295-6700	(760) 782-3517 ext 305	949-427-6526
Telephone	Telephone	Telephone
roxanna.travers@sdcoe.net	andrea.sissons@warnerusd.net	sgreen@cal-pacs.org
Email address	Email address	Email address

To the entity that approved the charter school:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)
 Printed Name: _____ Title: _____

To the County Superintendent of Schools:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)
 Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
 County Superintendent/Designee
 (Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS
 FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2023 to June 30, 2024

Charter School Name: California Pacific Charter - San Diego
CDS #: 37-75416-0132472
Charter Approving Entity: Warner Unified
County: San Diego County
Charter #: 1758

This charter school uses the following basis of accounting:
 (Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	3,078,549.00		3,078,549.00
Education Protection Account State Aid - Current Year	8012	50,434.00		50,434.00
State Aid - Prior Years	8019	(2,109.00)		(2,109.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	193,566.00		193,566.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,320,440.00	0.00	3,320,440.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		70,177.00	70,177.00
Special Education - Federal	8181, 8182		45,727.00	45,727.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		93,016.74	93,016.74
Total, Federal Revenues		0.00	208,920.74	208,920.74
3. Other State Revenues				
Special Education - State	StateRev SE		219,851.00	219,851.00
All Other State Revenues	StateRev AO	75,970.81	265,033.45	341,004.26
Total, Other State Revenues		75,970.81	484,884.45	560,855.26
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	83,210.01		83,210.01
Total, Local Revenues		83,210.01	0.00	83,210.01
5. TOTAL REVENUES				
		3,479,620.82	693,805.19	4,173,426.01
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	950,643.97	480,415.37	1,431,059.34
Certificated Pupil Support Salaries	1200	70,316.15	147,595.85	217,912.00
Certificated Supervisors' and Administrators' Salaries	1300	228,350.39	51,823.79	280,174.18
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,249,310.51	679,835.01	1,929,145.52
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	16,569.52	181,601.85	198,171.37
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	120,345.14		120,345.14
Clerical, Technical and Office Salaries	2400	255,208.44		255,208.44
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		392,123.10	181,601.85	573,724.95
3. Employee Benefits				
STRS	3101-3102	199,216.77	154,293.37	353,510.14
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	48,793.85	23,777.16	72,571.01

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Health and Welfare Benefits	3401-3402	167,466.09	94,350.04	261,816.13
Unemployment Insurance	3501-3502	4,767.90	4,311.20	9,079.10
Workers' Compensation Insurance	3601-3602	14,849.87	5,778.97	20,628.84
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	25,190.27	5,794.37	30,984.64
Total, Employee Benefits		460,284.75	288,305.11	748,589.86
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	87,955.29	76,960.02	164,915.31
Books and Other Reference Materials	4200			0.00
Materials and Supplies	4300	24,929.00	15,027.95	39,956.95
Noncapitalized Equipment	4400	73,378.87	17,640.03	91,018.90
Food	4700			0.00
Total, Books and Supplies		186,263.16	109,628.00	295,891.16
5. Services and Other Operating Expenditures				
Subagreements for Services	5100		68,282.44	68,282.44
Travel and Conferences	5200	50,520.97	28,082.21	78,603.18
Dues and Memberships	5300	16,389.69		16,389.69
Insurance	5400	14,106.08		14,106.08
Operations and Housekeeping Services	5500			0.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	29,510.35		29,510.35
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	336,859.64	8,041.21	344,900.85
Communications	5900	41,277.55	6,732.18	48,009.73
Total, Services and Other Operating Expenditures		488,664.28	111,138.04	599,802.32
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Subscription Assets	6700			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Amortization Expense - Subscription Assets	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399	(3,950.89)	3,950.89	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		(3,950.89)	3,950.89	0.00
8. TOTAL EXPENDITURES		2,772,694.91	1,374,458.90	4,147,153.81
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		706,925.91	(680,653.71)	26,272.20
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00
	Less:				
2.	Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(680,653.71)	680,653.71	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(680,653.71)	680,653.71	0.00
E.	NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		26,272.20	0.00	26,272.20
F.	FUND BALANCE / NET POSITION				
1.	Beginning Fund Balance/Net Position				
a.	As of July 1	9791	1,876,240.18		1,876,240.18
b.	Adjustments/Restatements	9793, 9795	331.50		331.50
c.	Adjusted Beginning Fund Balance /Net Position		1,876,571.68	0.00	1,876,571.68
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		1,902,843.88	0.00	1,902,843.88
	Components of Ending Fund Balance (Modified Accrual Basis only)				
a.	Nonspendable				
1.	Revolving Cash (equals Object 9130)	9711			0.00
2.	Stores (equals Object 9320)	9712			0.00
3.	Prepaid Expenditures (equals Object 9330)	9713			0.00
4.	All Others	9719			0.00
b.	Restricted	9740			0.00
c.	Committed				
1.	Stabilization Arrangements	9750			0.00
2.	Other Commitments	9760			0.00
d.	Assigned	9780			0.00
e.	Unassigned/Unappropriated				
1.	Reserve for Economic Uncertainties	9789			0.00
2.	Unassigned/Unappropriated Amount	9790M			0.00
3.	Components of Ending Net Position (Accrual Basis only)				
a.	Net Investment in Capital Assets	9796	0.00	0.00	0.00
b.	Restricted Net Position	9797			0.00
c.	Unrestricted Net Position	9790A	1,902,843.88	0.00	1,902,843.88
	Description	Object Code	Unrestricted	Restricted	Total
G.	ASSETS				
1.	Cash				
	In County Treasury	9110			0.00
	Fair Value Adjustment to Cash in County Treasury	9111			0.00
	In Banks	9120	1,981,502.05	580,795.45	2,562,297.50
	In Revolving Fund	9130			0.00
	With Fiscal Agent/Trustee	9135	2,553.55		2,553.55
	Collections Awaiting Deposit	9140			0.00
2.	Investments	9150			0.00
3.	Accounts Receivable	9200	58,877.79	77,102.64	135,980.43
4.	Due from Grantor Governments	9290			0.00
5.	Stores	9320			0.00
6.	Prepaid Expenditures (Expenses)	9330	118,585.57	7,324.58	125,910.15
7.	Other Current Assets	9340			0.00
8.	Lease Receivable	9380			0.00
9.	Capital Assets (accrual basis only)	9400-9489	65,865.19		65,865.19
10.	TOTAL ASSETS		2,227,384.15	665,222.67	2,892,606.82
H.	DEFERRED OUTFLOWS OF RESOURCES				
1.	Deferred Outflows of Resources	9490			0.00
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I.	LIABILITIES				
1.	Accounts Payable	9500	182,708.29	0.00	182,708.29
2.	Due to Grantor Governments	9590	72,118.00	104,032.50	176,150.50
3.	Current Loans	9640			0.00

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4. Unearned Revenue	9650		561,190.17	561,190.17
5. Long-Term Liabilities (accrual basis only)	9660-9669	69,713.98		69,713.98
6. TOTAL LIABILITIES		324,540.27	665,222.67	989,762.94
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		1,902,843.88	0.00	1,902,843.88

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$		0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits 3000-3999	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentialy Declared Disaster

Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.	None	0.00
b.		
c.		
d.		
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2022-23 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2025-26.

a. Total Expenditures (B8)	4,147,153.81
b. Less Federal Expenditures (Total A2)	
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	208,920.74
c. Subtotal of State & Local Expenditures [a minus b]	3,938,233.07
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	0.00
f. Less Supplemental Expenditures made as the result of a Presidentialy	0.00

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Declared Disaster

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

[c minus d minus e minus f]

\$ 3,938,233.07



California Pacific Charter-Los Angeles

2023-24 Unaudited Actuals

California Pacific Charter- Los Angeles
 Acton-Agua Dulce Unified
 Los Angeles County

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**CHARTER SCHOOL UNAUDITED ACTUALS
 FINANCIAL REPORT -- ALTERNATIVE FORM
 July 1, 2023 to June 30, 2024**

CHARTER SCHOOL CERTIFICATION

Charter School Name: California Pacific Charter- Los Angeles
CDS #: 19-75309-0132654
Charter Approving Entity: Acton-Agua Dulce Unified
County: Los Angeles County
Charter #: 1751

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Janelle de Leon	Khai Nguyen	Shannon Green
Name	Name	Name
Manager Business Advisor Services	Assistant Superintendent of Business Services	Director of Fiscal Services
Title	Title	Title
(562) 940-1645	(661) 269-0750	(949) 427-6526
Telephone	Telephone	Telephone
deleon_janelle@lacoed.edu	knguyen@aadusd.k12.ca.us	sgreen@cal-pacs.org
Email address	Email address	Email address

To the entity that approved the charter school:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)
 Printed Name: _____ Title: _____

To the County Superintendent of Schools:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)
 Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
 County Superintendent/Designee
 (Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS
 FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2023 to June 30, 2024

Charter School Name: California Pacific Charter- Los Angeles
CDS #: 19-75309-0132654
Charter Approving Entity: Acton-Agua Dulce Unified
County: Los Angeles County
Charter #: 1751

This charter school uses the following basis of accounting:
 (Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	5,286,490.00		5,286,490.00
Education Protection Account State Aid - Current Year	8012	81,102.00		81,102.00
State Aid - Prior Years	8019	(39,194.00)		(39,194.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	191,875.00		191,875.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		5,520,273.00	0.00	5,520,273.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		101,534.00	101,534.00
Special Education - Federal	8181, 8182		58,001.00	58,001.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		114,473.33	114,473.33
Total, Federal Revenues		0.00	274,008.33	274,008.33
3. Other State Revenues				
Special Education - State	StateRev SE		356,517.00	356,517.00
All Other State Revenues	StateRev AO	130,923.46	375,742.99	506,666.45
Total, Other State Revenues		130,923.46	732,259.99	863,183.45
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	1,270.16		1,270.16
Total, Local Revenues		1,270.16	0.00	1,270.16
5. TOTAL REVENUES				
		5,652,466.62	1,006,268.32	6,658,734.94
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,471,064.11	736,595.26	2,207,659.37
Certificated Pupil Support Salaries	1200	107,830.05	230,619.12	338,449.17
Certificated Supervisors' and Administrators' Salaries	1300	314,286.23	80,974.75	395,260.98
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,893,180.39	1,048,189.13	2,941,369.52
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	20,526.96	284,570.99	305,097.95
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	187,195.84		187,195.84
Clerical, Technical and Office Salaries	2400	383,745.79		383,745.79
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		591,468.59	284,570.99	876,039.58
3. Employee Benefits				
STRS	3101-3102	302,184.96	229,902.11	532,087.07
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	73,805.08	37,080.74	110,885.82

**California Pacific Charter- Los Angeles
Acton-Agua Dulce Unified
Los Angeles County**

**2023-24 Unaudited Actuals
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Health and Welfare Benefits	3401-3402	256,399.51	147,421.24	403,820.75
Unemployment Insurance	3501-3502	7,437.68	6,737.38	14,175.06
Workers' Compensation Insurance	3601-3602	22,848.45	9,029.99	31,878.44
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	38,409.17	9,053.64	47,462.81
Total, Employee Benefits		701,084.85	439,225.10	1,140,309.95
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	133,027.05	125,094.52	258,121.57
Books and Other Reference Materials	4200			0.00
Materials and Supplies	4300	37,997.49	22,619.69	60,617.18
Noncapitalized Equipment	4400	124,422.80	18,026.44	142,449.24
Food	4700			0.00
Total, Books and Supplies		295,447.34	165,740.65	461,187.99
5. Services and Other Operating Expenditures				
Subagreements for Services	5100		91,175.73	91,175.73
Travel and Conferences	5200	77,870.50	37,736.37	115,606.87
Dues and Memberships	5300	24,196.77		24,196.77
Insurance	5400	22,047.01		22,047.01
Operations and Housekeeping Services	5500			0.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	43,196.22		43,196.22
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	491,041.01	11,026.65	502,067.66
Communications	5900	61,544.43	10,185.79	71,730.22
Total, Services and Other Operating Expenditures		719,895.94	150,124.54	870,020.48
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Subscription Assets	6700			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Amortization Expense - Subscription Assets	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399	(6,098.09)	6,098.09	0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		(6,098.09)	6,098.09	0.00
8. TOTAL EXPENDITURES		4,194,979.02	2,093,948.50	6,288,927.52
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,457,487.60	(1,087,680.18)	369,807.42
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00	
	Less:					
2.	Other Uses	7630-7699			0.00	
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(1,087,680.18)	1,087,680.18	0.00	
4.	TOTAL OTHER FINANCING SOURCES / USES		(1,087,680.18)	1,087,680.18	0.00	
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)			369,807.42	0.00	369,807.42	
F. FUND BALANCE / NET POSITION						
1.	Beginning Fund Balance/Net Position					
a.	As of July 1	9791	2,715,001.16		2,715,001.16	
b.	Adjustments/Restatements	9793, 9795	98.77		98.77	
c.	Adjusted Beginning Fund Balance /Net Position		2,715,099.93	0.00	2,715,099.93	
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		3,084,907.35	0.00	3,084,907.35	
Components of Ending Fund Balance (Modified Accrual Basis only)						
a.	Nonspendable					
1.	Revolving Cash (equals Object 9130)	9711			0.00	
2.	Stores (equals Object 9320)	9712			0.00	
3.	Prepaid Expenditures (equals Object 9330)	9713			0.00	
4.	All Others	9719			0.00	
b.	Restricted	9740			0.00	
c.	Committed					
1.	Stabilization Arrangements	9750			0.00	
2.	Other Commitments	9760			0.00	
d.	Assigned	9780			0.00	
e.	Unassigned/Unappropriated					
1.	Reserve for Economic Uncertainties	9789			0.00	
2.	Unassigned/Unappropriated Amount	9790M			0.00	
3.	Components of Ending Net Position (Accrual Basis only)					
a.	Net Investment in Capital Assets	9796	0.00	0.00	0.00	
b.	Restricted Net Position	9797		0.00	0.00	
c.	Unrestricted Net Position	9790A	3,084,907.35	0.00	3,084,907.35	
Description			Object Code	Unrestricted	Restricted	Total
G. ASSETS						
1.	Cash					
	In County Treasury	9110			0.00	
	Fair Value Adjustment to Cash in County Treasury	9111			0.00	
	In Banks	9120	2,405,184.33	635,922.83	3,041,107.16	
	In Revolving Fund	9130			0.00	
	With Fiscal Agent/Trustee	9135	3,152.36		3,152.36	
	Collections Awaiting Deposit	9140			0.00	
2.	Investments	9150			0.00	
3.	Accounts Receivable	9200	642,531.25	155,784.49	798,315.74	
4.	Due from Grantor Governments	9290			0.00	
5.	Stores	9320			0.00	
6.	Prepaid Expenditures (Expenses)	9330	178,987.30	8,324.62	187,311.92	
7.	Other Current Assets	9340			0.00	
8.	Lease Receivable	9380			0.00	
9.	Capital Assets (accrual basis only)	9400-9489	99,182.66		99,182.66	
10.	TOTAL ASSETS		3,329,037.90	800,031.94	4,129,069.84	
H. DEFERRED OUTFLOWS OF RESOURCES						
1.	Deferred Outflows of Resources	9490			0.00	
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00	
I. LIABILITIES						
1.	Accounts Payable	9500	139,152.20		139,152.20	
2.	Due to Grantor Governments	9590		113,819.00	113,819.00	
3.	Current Loans	9640			0.00	

California Pacific Charter- Los Angeles
 Acton-Agua Dulce Unified
 Los Angeles County

2023-24 Unaudited Actuals
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4. Unearned Revenue	9650		686,212.94	686,212.94
5. Long-Term Liabilities (accrual basis only)	9660-9669	104,978.35		104,978.35
6. TOTAL LIABILITIES		244,130.55	800,031.94	1,044,162.49
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		3,084,907.35	0.00	3,084,907.35

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$		0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits 3000-3999	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidential Declared Disaster

Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a. _____	None	
b. _____		
c. _____		
d. _____		
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2022-23 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2025-26.

a. Total Expenditures (B8)	6,288,927.52
b. Less Federal Expenditures (Total A2)	
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	274,008.33
c. Subtotal of State & Local Expenditures [a minus b]	6,014,919.19
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	0.00
f. Less Supplemental Expenditures made as the result of a Presidentially	0.00

California Pacific Charter- Los Angeles
Acton-Agua Dulce Unified
Los Angeles County

2023-24 Unaudited Actuals
Charter School Alternative Form

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Form ALT
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Declared Disaster

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

[c minus d minus e minus f]

\$ 6,014,919.19



California Pacific Charter-Sonoma

2023-24 Unaudited Actuals

California Pacific Charter - Sonoma
 Guerneville Elementary
 Sonoma County

2023-24 Unaudited Actuals
 Charter School Alternative Form
 Certification

49 70722 0139048
 Form ALT
 E8AM8BDRPW(2023-24)

**CHARTER SCHOOL UNAUDITED ACTUALS
 FINANCIAL REPORT -- ALTERNATIVE FORM
 July 1, 2023 to June 30, 2024**

CHARTER SCHOOL CERTIFICATION

Charter School Name: California Pacific Charter - Sonoma
CDS #: 49-70722-0139048
Charter Approving Entity: Guerneville Elementary
County: Sonoma County
Charter #: 2037

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Michelle Panizzera	Cherie Cahn	Shannon Green
Name	Name	Name
District Fiscal Management Advisor	Chief Business Official	Director of Fiscal Services
Title	Title	Title
(707) 524-2849	(707) 869-2864 ext 5	(949)-427-6526
Telephone	Telephone	Telephone
mpanizzera@scoe.org	ccahn@guernevilleschool.org	sgreen@cal-pacs.org
Email address	Email address	Email address

To the entity that approved the charter school:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)
 Printed Name: _____ Title: _____

To the County Superintendent of Schools:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)
 Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
 County Superintendent/Designee
 (Original signature required)

California Pacific Charter - Sonoma
 Guerneville Elementary
 Sonoma County

2023-24 Unaudited Actuals
 Charter School Alternative Form

49 70722 0139048
 Form ALT
 E8AM8BDRPW(2023-24)

CHARTER SCHOOL UNAUDITED ACTUALS
 FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2023 to June 30, 2024

Charter School Name: California Pacific Charter - Sonoma
CDS #: 49-70722-0139048
Charter Approving Entity: Guerneville Elementary
County: Sonoma County
Charter #: 2037

This charter school uses the following basis of accounting:
 (Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,163,454.00		1,163,454.00
Education Protection Account State Aid - Current Year	8012	30,098.00		30,098.00
State Aid - Prior Years	8019	99,384.50		99,384.50
Transfers to Charter Schools in Lieu of Property Taxes	8096	685,721.00		685,721.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		1,978,657.50	0.00	1,978,657.50
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		55,324.04	55,324.04
Special Education - Federal	8181, 8182		29,170.00	29,170.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		57,635.91	57,635.91
Total, Federal Revenues		0.00	142,129.95	142,129.95
3. Other State Revenues				
Special Education - State	StateRev SE		126,574.00	126,574.00
All Other State Revenues	StateRev AO	27,176.30	176,799.77	203,976.07
Total, Other State Revenues		27,176.30	303,373.77	330,550.07
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	8,985.68		8,985.68
Total, Local Revenues		8,985.68	0.00	8,985.68
5. TOTAL REVENUES				
		2,014,819.48	445,503.72	2,460,323.20
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	520,648.49	281,218.57	801,867.06
Certificated Pupil Support Salaries	1200	37,513.43	83,021.79	120,535.22
Certificated Supervisors' and Administrators' Salaries	1300	112,062.72	29,150.71	141,213.43
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		670,224.64	393,391.07	1,063,615.71
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	4,585.82	102,472.47	107,058.29
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	66,850.11		66,850.11
Clerical, Technical and Office Salaries	2400	136,138.47		136,138.47
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		207,574.40	102,472.47	310,046.87
3. Employee Benefits				
STRS	3101-3102	111,054.82	87,266.51	198,321.33
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	25,990.63	13,363.73	39,354.36

California Pacific Charter - Sonoma
 Guerneville Elementary
 Sonoma County

2023-24 Unaudited Actuals
 Charter School Alternative Form

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Health and Welfare Benefits	3401-3402	92,303.30	53,071.59	145,374.89
Unemployment Insurance	3501-3502	2,668.61	2,427.04	5,095.65
Workers' Compensation Insurance	3601-3602	8,198.53	3,250.68	11,449.21
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	13,827.27	3,259.31	17,086.58
Total, Employee Benefits		254,043.16	162,638.86	416,682.02
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	60,002.64	33,593.01	93,595.65
Books and Other Reference Materials	4200			0.00
Materials and Supplies	4300	13,330.00	10,548.41	23,878.41
Noncapitalized Equipment	4400	60,617.73	16,925.86	77,543.59
Food	4700			0.00
Total, Books and Supplies		133,950.37	61,067.28	195,017.65
5. Services and Other Operating Expenditures				
Subagreements for Services	5100		45,801.64	45,801.64
Travel and Conferences	5200	34,150.27	42,063.52	76,213.79
Dues and Memberships	5300	9,576.31		9,576.31
Insurance	5400	7,941.99		7,941.99
Operations and Housekeeping Services	5500			0.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	16,345.32		16,345.32
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	237,274.73	3,685.14	240,959.87
Communications	5900	26,429.38	3,666.88	30,096.26
Total, Services and Other Operating Expenditures		331,718.00	95,217.18	426,935.18
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Subscription Assets	6700			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Amortization Expense - Subscription Assets	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399	(2,178.25)	2,178.25	0.00
Debt Service:				
Interest	7438	1,681.00		1,681.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		1,681.00	0.00	1,681.00
Total, Other Outgo		(497.25)	2,178.25	1,681.00
8. TOTAL EXPENDITURES		1,597,013.32	816,965.11	2,413,978.43
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		417,806.16	(371,461.39)	46,344.77
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00
	Less:				
2.	Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(371,461.39)	371,461.39	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(371,461.39)	371,461.39	0.00
E.	NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		46,344.77	0.00	46,344.77
F.	FUND BALANCE / NET POSITION				
1.	Beginning Fund Balance/Net Position				
a.	As of July 1	9791	829,915.31		829,915.31
b.	Adjustments/Restatements	9793, 9795	239.33		239.33
c.	Adjusted Beginning Fund Balance /Net Position		830,154.64	0.00	830,154.64
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		876,499.41	0.00	876,499.41
	Components of Ending Fund Balance (Modified Accrual Basis only)				
a.	Nonspendable				
1.	Revolving Cash (equals Object 9130)	9711			0.00
2.	Stores (equals Object 9320)	9712			0.00
3.	Prepaid Expenditures (equals Object 9330)	9713			0.00
4.	All Others	9719			0.00
b.	Restricted	9740			0.00
c.	Committed				
1.	Stabilization Arrangements	9750			0.00
2.	Other Commitments	9760			0.00
d.	Assigned	9780			0.00
e.	Unassigned/Unappropriated				
1.	Reserve for Economic Uncertainties	9789			0.00
2.	Unassigned/Unappropriated Amount	9790M			0.00
3.	Components of Ending Net Position (Accrual Basis only)				
a.	Net Investment in Capital Assets	9796	0.00	0.00	0.00
b.	Restricted Net Position	9797			0.00
c.	Unrestricted Net Position	9790A	876,499.41	0.00	876,499.41
	Description	Object Code	Unrestricted	Restricted	Total
G.	ASSETS				
1.	Cash				
	In County Treasury	9110			0.00
	Fair Value Adjustment to Cash in County Treasury	9111			0.00
	In Banks	9120	713,720.50	373,169.49	1,086,889.99
	In Revolving Fund	9130			0.00
	With Fiscal Agent/Trustee	9135	918.09		918.09
	Collections Awaiting Deposit	9140			0.00
2.	Investments	9150			0.00
3.	Accounts Receivable	9200	221,061.59	52,935.07	273,996.66
4.	Due from Grantor Governments	9290			0.00
5.	Stores	9320			0.00
6.	Prepaid Expenditures (Expenses)	9330	72,964.41	6,575.80	79,540.21
7.	Other Current Assets	9340			0.00
8.	Lease Receivable	9380			0.00
9.	Capital Assets (accrual basis only)	9400-9489	32,330.59		32,330.59
10.	TOTAL ASSETS		1,040,995.18	432,680.36	1,473,675.54
H.	DEFERRED OUTFLOWS OF RESOURCES				
1.	Deferred Outflows of Resources	9490			0.00
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I.	LIABILITIES				
1.	Accounts Payable	9500	75,375.96		75,375.96
2.	Due to Grantor Governments	9590	8,702.00	80,904.00	89,606.00
3.	Current Loans	9640	46,198.00		46,198.00

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4. Unearned Revenue	9650		351,776.36	351,776.36
5. Long-Term Liabilities (accrual basis only)	9660-9669	34,219.81		34,219.81
6. TOTAL LIABILITIES		164,495.77	432,680.36	597,176.13
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		876,499.41	0.00	876,499.41

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$		0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits 3000-3999	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidential Declared Disaster

Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a. _____	None	
b. _____		
c. _____		
d. _____		
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2022-23 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2025-26.

a. Total Expenditures (B8)	2,413,978.43
b. Less Federal Expenditures (Total A2)	
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	142,129.95
c. Subtotal of State & Local Expenditures [a minus b]	2,271,848.48
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	1,681.00
f. Less Supplemental Expenditures made as the result of a Presidential	0.00

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Declared Disaster

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

[c minus d minus e minus f]

\$ 2,270,167.48