



California Pacific Charter Schools

California Pacific Charter Schools

Regular Meeting of the Board of Directors

Published on October 10, 2025 at 2:45 PM PDT

Date and Time

Tuesday October 14, 2025 at 6:00 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
32706 Spun Cotton Drive, Winchester, CA 92596
Hilton Garden Inn, Room: Conservatory, 4200 Taylor St, San Diego, CA 92110

Join by telephone or via Zoom conferencing link below:

Dial by your location

(213) 338 8477 (Los Angeles)

(669) 900 6833 (San Jose)

Meeting ID: 980-9143-2034

<https://cal-pacs-org.zoom.us/j/98091432034>

MISSION STATEMENT

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

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

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REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

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Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Board Chairperson	2 m
B. Record Attendance		Board Chairperson	2 m
Roll Call:			
Kelly Wylie, Chairperson			
Dr. Shirley Peterson, Vice Chairperson			
Tanya Rogers, Clerk			
Bill Howard, Member			
Jason McFaul, Member			
II. Pledge of Allegiance			6:04 PM
A. Led by Board Chairperson or designee.		Board Chairperson	2 m
III. Approve Adopt/Agenda			6:06 PM
A. Agenda	Vote	Board Chairperson	2 m
It is recommended that the Board of Directors adopt the agenda for the Regular Board Meeting of October 14, 2025, as presented.			
Roll Call Vote:			
Kelly Wylie			

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

IV. Approve Minutes**6:08 PM**

- | | | | | |
|-----------|--|-----------------|-------------------|-----|
| A. | Minutes of the Regular Board Meeting held on September 9, 2025 | Approve Minutes | Board Chairperson | 2 m |
|-----------|--|-----------------|-------------------|-----|

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

- | | | | | |
|-----------|---|-----------------|-------------------|-----|
| B. | Minutes of the Special Board Meeting held on September 25, 2025 | Approve Minutes | Board Chairperson | 2 m |
|-----------|---|-----------------|-------------------|-----|

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

V. 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 Chairperson. 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

	Purpose	Presenter	Time
questions for the Board, please provide the Board Chairperson with a written statement and an administrator will provide answers at a later date.			

VI.	Correspondence/Proposals/Reports	6:12 PM
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A.	CalPac School Highlights	Discuss	Christine Feher	5 m
	Presented by C. Feher, Superintendent			

B.	Correspondence from Acton-Agua Dulce Unified School District	Vote	Christine Feher	2 m
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California Pacific Charter Schools has received a positive review of the 2024-25 Unaudited Actuals from Acton-Agua Dulce Unified School District.

C.	Local Performance Data and Intervention	Discuss	Gretchen Chamberlain	15 m
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This presentation will review the 25-26 Fall administration of CPCS local performance data, including Renaissance STAR reading and math results. This data supports the administration in making informed decisions about instructional adjustments to meet the needs of all students. The presentation will also review planned interventions to support struggling learners and improve academic outcomes for all students. By diligently reporting and analyzing this data, the school ensures its commitment to delivering a high-quality online education.

VII.	Consent	6:34 PM
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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		Board Chairperson	2 m
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1. Check Registers - September 2025
2. J.P. Morgan Statement - September 2025
3. Approval of Surplus of Electronic Devices

B.	Consent - Education/Student Services		Board Chairperson	2 m
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	Purpose	Presenter	Time
1. IVC Dual Enrollment Agreement			
C. Consent - Personnel Services		Board Chairperson	2 m
1. Approval of Certificated - Personnel Report			
2. Approval of Classified - Personnel Report			
D. Consent - Policy Development	Vote	Board Chairperson	2 m
Approval of existing board policies revised, reviewed, and eliminated by staff for the 2025-2026 school year.			

Board Policies: Reviewed

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

5000 Series - Student Services

5000 - CPCS Concepts and Roles Policy

5020 - CPCS Comprehensive Self-Harm/Suicide Policy

5030 - CPCS Immunization Policy

5035 - CPCS Student Freedom of Speech and Expression Policy

5055 - CPCS Self-Administration of Medication Policy

5060 - CPCS Grade Promotion Policy

5070 - CPCS Transgender and Gender Nonconforming Policy

5085 - CPCS Communicable, Contagious, or Infectious Diseases Policy

5095 - CPCS Grade Retention Policy

5110 - CPCS Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy

5125 - CPCS Investigation of Residency Policy

5130 - CPCS Damaged or Lost Instructional Materials Policy

Board Policies: Revised

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

5000 Series - Student Services

Purpose	Presenter	Time
5010 - CPCS Educational Records and Student Information Policy		
5065 - CPCS Lottery Policy		
5075 - CPCS Transcripts from Non-Accredited School Policy		

6000 Series - Instruction

6040 - CPCS Local Assessment Policy

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

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

VIII. Business/Financial Services**6:42 PM**

A.	Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2025 - California Pacific Charter Schools (Draft)	Vote	Lili Huang, CLA Principal	7 m
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Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2025 - California Pacific Charter Schools (Draft)

It is recommended the Board approve the Draft of the Annual Audit Report - Year Ended June 30, 2025, for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

	Purpose	Presenter	Time
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
B. Approval of Chase Ink Business Premier Credit Card	Vote	Shannon Green	7 m

It is recommended that the Board approve staff to complete the application for a Chase Ink Business Premier credit card with a \$75,000 limit for use by California Pacific Charter Schools – Los Angeles (#1751), San Diego (#1758), and Sonoma (#2037).

Fiscal Impact:

- \$195 Annual Fee
- \$1,200 Initial Bonus Cash Back (after spending \$10,000 on purchases in the first three months)
- Unlimited 2% Cash Back

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

IX. Calendar

The next scheduled meeting will be held on December 9, 2025.

X. Comments 6:56 PM

A. Board Comments	Discuss	Board Chairperson	5 m
B. Superintendent Comments	Discuss	Christine Feher	5 m

XI. Closing Items 7:06 PM

A. Adjourn Meeting	Vote	Board Chairperson	2 m
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Roll Call Vote:

Kelly Wylie

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

FOR MORE INFORMATION

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

Coversheet

Minutes of the Regular Board Meeting held on September 9, 2025

Section: IV. Approve Minutes
Item: A. Minutes of the Regular Board Meeting held on September 9, 2025
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Meeting of the Board of Directors on September 9, 2025

APPROVED



California Pacific Charter Schools

California Pacific Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Tuesday September 9, 2025 at 5:00 PM

Location

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

Teleconference Locations

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19 Las Flores Dr, Chula Vista, CA 91910

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Meeting ID: 918-7297-6362

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Directors Present

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

Directors Absent

T. Rogers

Guests Present

C. Amador (remote), C. Feher, Cherie Cahn (remote), D. Carlos, G. Chamberlain (remote), Joeline Morasch (remote), S. Green (remote)

I. Opening Items

A. Call the Meeting to Order

K. Wylie called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Sep 9, 2025 at 5:02 PM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board Chairperson or designee.

Pledge of Allegiance led by K. Wylie, Board Chairperson

III. Approve Adopt/Agenda

A. Agenda

S. Peterson made a motion to adopt the agenda, as presented.

J. McFaul seconded the motion.

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

Roll Call

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

IV. Approve Minutes

A. Approval of the Minutes of the Board of Directors Study Session held on August 13, 2025

J. McFaul made a motion to approve the minutes from Board of Directors Study Session on 08-13-25.

S. Peterson seconded the motion.

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

Roll Call

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

B. Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 13, 2025

S. Peterson made a motion to approve the minutes from Regular Meeting of the Board of Directors on 08-13-25.

J. McFaul seconded the motion.

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

Roll Call

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

V. Public Comment - Closed Session

A. Public Comments

No Public Comments were Submitted.

VI. Adjourn to Closed Session

A.

Closed Session

S. Peterson made a motion to adjourn to closed session.

J. McFaul seconded the motion.

The meeting was adjourned to Closed Session at 5:05 P.M.

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

Roll Call

K. Wylie Aye

T. Rogers Absent

S. Peterson Aye

W. Howard Aye

J. McFaul Aye

VII. Reconvene Regular Meeting

A. Report out any action taken in closed session.

The Regular Meeting of the Board was reconvened at 5:37 P.M.

S. Peterson, Board Vice Chairperson, reported that no action was taken during the closed session.

VIII. Board Governance

A. Approval of Annual Board Evaluation

S. Peterson made a motion to approve the Annual Board Evaluation.

J. McFaul seconded the motion.

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

Roll Call

T. Rogers Absent

S. Peterson Aye

W. Howard Aye

K. Wylie Aye

J. McFaul Aye

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

S. Peterson made a motion to approve the reappointment of Member to Board of Directors: Kelly Wylie.

J. McFaul seconded the motion.

The Board considered the reappointment of Kelly Wylie to a three-year term commencing 09/09/2025 and ending 09/08/2028.

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

Roll Call

S. Peterson Aye

Roll Call

J. McFaul Aye
W. Howard Aye
T. Rogers Absent
K. Wylie Abstain
Oath of Office – Kelly Wylie

The Oath of Office was administered to Kelly Wylie by Christine Feher, Superintendent, on 09/09/2025. The signed oath will be retained with the Board records.

C. Approval to Amend Board Meeting Schedule 2025-26

S. Peterson made a motion to approve the Amended Board Meeting Schedule 2025-26.
J. McFaul seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IX. Public Comments/Recognition/Reports

A. Public Comments

No Public Comments were Submitted

X. Correspondence/Proposals/Reports

A. CalPac School Highlights

Presented by C. Feher, Superintendent

B. Correspondence from Guerneville School District

Presented by C. Feher, Superintendent

C. Correspondence from Acton-Agua Dulce Unified School District

Presented by C. Feher, Superintendent

XI. Consent

A. Consent - Business/Financial Services

1. Check Registers - August 2025

2. J.P. Morgan Statement - August 2025

B. Consent - Personnel Services

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

J. McFaul made a motion to approve all consent items listed.

S. Peterson seconded the motion.

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

Roll Call

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

XII. Business/Financial Services

A. Approval of the Unaudited Actuals Financial Report 2024-2025

W. Howard made a motion to approve the Unaudited Actuals Financial Report 2024-2025.

J. McFaul seconded the motion.

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

Roll Call

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

XIII. Calendar

A. Next Scheduled Meeting

The next scheduled regular meeting of the Board of Directors will be held on October 14, 2025.

XIV. Comments

A. Board Comments

The Board expressed pride in CalPac's progress and dedication, highlighting the staff's care and commitment to students. Members emphasized the importance of continuing momentum, expanding Career Technical Education, and maintaining the school's strong

leadership and collaboration. They collectively described CalPac's work as a "work of art" that drives student success and a thriving school culture.

B. Superintendent Comments

C. Feher credited CalPac's success to the collective efforts of all departments, emphasizing the strong sense of community, dedicated staff, and collaborative spirit that define the school. She highlighted a successful start to the year with new staff and growing enrollment, describing the progress as a true labor of love shared by the entire organization.

XV. Closing Items

A. Adjourn Meeting

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

S. Peterson seconded the motion.

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

Roll Call

T. Rogers Absent

J. McFaul Aye

S. Peterson Aye

W. Howard Aye

K. Wylie Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:15 PM.

Respectfully Submitted,

K. Wylie

Documents used during the meeting

- Compiled - CPCS Board Evaluation 2024-25.pdf
- July & August 25-26 School Highlights - Los Angeles.pdf
- July & August 25-26 School Highlights - San Diego.pdf
- July & August 25-26 School Highlights - Sonoma.pdf
- 2025-26 Guerneville SD Annual Budget Review.pdf
- 2025-26 Guerneville SD LCAP Approval Letter.pdf
- 2025-26 Acton-Agua Dulce USD Annual Budget Review.pdf
- CalPac-LA Check Register August 2025.pdf
- CalPac-SD Check Register August 2025.pdf
- CalPac-SO Check Register August 2025.pdf

- J.P. Morgan Statement August 31 2025.pdf
- 2024-25 Unaudited Actuals Presentation.pdf
- 2024-25 Unaudited Actuals - California Pacific Charter-Los Angeles.pdf
- 2024-25 Unaudited Actuals - California Pacific Charter-San Diego.pdf
- 2024-25 Unaudited Actuals - California Pacific Charter-Sonoma.pdf

FOR MORE INFORMATION

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Coversheet

Minutes of the Special Board Meeting held on September 25, 2025

Section: IV. Approve Minutes
Item: B. Minutes of the Special Board Meeting held on September 25, 2025
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Meeting of the Board of Directors on September 25, 2025

APPROVED



California Pacific Charter Schools

California Pacific Charter Schools

Minutes

Special Meeting of the Board of Directors

Date and Time

Thursday September 25, 2025 at 11:30 AM

Location

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

Teleconference Locations

155 N 3rd St, Campbell, CA 95008
32706 Spun Cotton Drive, Winchester, CA 92596
16774 Carob Ave, Chino Hills, CA 91709
Hilton Garden Inn, Room: Conservatory, 4200 Taylor St, San Diego, CA 92110

Join by telephone or via Zoom conferencing link below:

Dial by your location
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(669) 900 6833 (San Jose)
Meeting ID: 940-2860-4783

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Directors Present

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

Directors Absent

None

Guests Present

C. Feher (remote), D. Carlos

I. Opening Items

A. Call the Meeting to Order

K. Wylie called a meeting of the board of directors of California Pacific Charter Schools to order on Thursday Sep 25, 2025 at 11:31 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board Chairperson or designee.

The Pledge of Allegiance was led by K. Wylie, Board Chairperson

III. Approve Adopt/Agenda

A. Agenda

T. Rogers made a motion to approve the Agenda, as presented.

J. McFaul seconded the motion.

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

IV. Public Comment - Closed Session

A. Public Comment

No Public Comments were Submitted.

V. Adjourn to Closed Session

A. Closed Session Agenda

S. Peterson made a motion to adjourn to closed session.

J. McFaul seconded the motion.

The meeting was adjourned to Closed Session at 11:32 A.M.

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

VI. Reconvene Special Meeting

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

The Board reconvened to open session at 11:49 A.M.

Board Member T. Rogers provided the following report:

1. Litigation – OAH Case Nos. 2025070693 & 2025061052 (Consolidated)

Government Code Section 54956.9(d)(1)

The Board took action to approve the legal settlement related to the consolidated litigation.

Vote: 5-0

– Ayes: Howard, McFaul, Peterson, Rogers, Wylie

– Abstain: None

– Absent: None

VII. Closing Items

A. Adjourn Meeting

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

S. Peterson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:49 AM.

Respectfully Submitted,

K. Wylie

FOR MORE INFORMATION

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Coversheet

CalPac School Highlights

Section:	VI. Correspondence/Proposals/Reports
Item:	A. CalPac School Highlights
Purpose:	Discuss
Submitted by:	
Related Material:	September 25-26 School Highlights - Los Angeles.pdf September 25-26 School Highlights - San Diego.pdf September 25-26 School Highlights - Sonoma.pdf



CPCS Los Angeles School Highlights

SEPTEMBER

IN FULL BLOOM
Reaching New Heights

2025 – 2026

Current Enrollment

466



Program Highlights

CalPac has launched the 2025–26 school year with enthusiasm and focus. With enrollment now closed, students are fully engaged in live classes, virtual programs, and a variety of school events. Teachers and families collaborated during initial goal-setting meetings, utilizing STAR benchmark data to establish clear academic goals for the upcoming year.

On September 10th and 17th, we welcomed TK–8 and high school families for Back-to-School Night. The events were well attended and provided valuable time to connect, share program updates, and strengthen school-home partnerships. Middle and high school students also participated in Fall Club Rush, where they learned about the wide range of clubs available this semester.





Los Angeles

SEPTEMBER 2025

All staff have completed their annual reviews of board policies, the employee handbook, and state and federal notices. We remain on track to complete all mandatory trainings by the October 25 deadline.



K-8 and Parent Virtual Assemblies

On September 5, CalPac welcomed Dr. Blake Brandes for a day of inspiration and connection. During two engaging assemblies, K-8 students explored goal setting, kindness, and empathy through music, storytelling, and interactive activities. In the afternoon, families joined a virtual Parent Assembly focused on Growth Mindset strategies to support students at home. These events set a positive tone for the year and strengthened the partnership between school and home.

Back to School Night

CalPac kicked off the 2025-26 school year with two engaging back-to-school nights on September 10 and 17, welcoming TK-8 and high school families. These well-attended events gave teachers and administrators the opportunity to introduce staff, share schoolwide programs, and answer parent questions. It was a strong start to the year, reinforcing our commitment to family partnership and student success.

SoCal Beginning of the Year Celebration

Southern California families launched the school year with a joyful gathering at Citrus Park, where more than 100 attendees enjoyed sunshine, splash pads, and playground fun. CalPac staff greeted both new and returning families, helping build a welcoming and connected community. It was a wonderful chance to meet future students, catch up with familiar faces, and beat the inland heat together. We're excited to continue growing these connections as the year unfolds.

Goal Setting Conferences

At the beginning of the year, students took the Renaissance STAR reading and math assessments to help launch their academic journey. Teachers reviewed the results in one-on-one meetings with





Los Angeles

SEPTEMBER 2025

students and families, using the data to set individual growth goals and identify areas where support might be needed. These assessments also provide an early benchmark for tracking progress toward state standards, including CAASPP, ensuring each student is set up for a successful year.

Club Rush

This year's Club Rush was a big success, with students joining the virtual session to explore CalPac's fall club offerings. Mr. Phipps kicked off the event with a presentation on what makes a CalPac club thrive, featuring tips and insights from current and former student leaders. We're excited to offer nine staff-supported clubs this semester, providing students with fun and meaningful ways to connect, lead, and grow outside the classroom.



Professional Development

2025 YM&C Legal Academy

Corrie Amador, Director of Human Resources, and Erika Stevens, Assistant Director of Special Education, attended the 2025 YM&C Legal Academy, a two-day training focused on the latest in special education and human resources law for charter schools. Day one provided a comprehensive overview of special education topics, including compliant IEP practices, parent collaboration, and legal discipline procedures. Day two centered on HR essentials, including employee classifications, leave policies, and effective staff management. This professional development opportunity equipped our team with timely legal insights to support strong, compliant practices across CalPac.

School Pathways Fall User Academy

Danielle Carbonetta, Assistant Director of Admissions, Records, and Guidance, and Jane Willson, Admissions Specialist, attended the 2025 Fall School Pathways User Academy in Anaheim. The two-day event offered in-depth training on optimizing the School Pathways platform to enhance data accuracy, compliance, and personalized learning support. Through hands-on sessions and collaboration with other charter schools, they gained practical strategies to streamline operations and strengthen systems that directly impact student success.





Los Angeles

SEPTEMBER 2025



Smart Goals

For the 2025–2026 school year, CalPac’s SMART goals center on student growth, stability, and innovation. We will focus on raising student achievement on CAASPP and College & Career Indicators, with special attention to accelerating outcomes for underserved groups. Teachers will play a key role in reducing chronic absenteeism and ensuring every student has the support to succeed. Strengthening re-enrollment and welcoming new students through engaging instruction will also help sustain our school’s fiscal health. Finally, we are committed to innovation and leadership development—expanding CTE and dual enrollment opportunities while building pathways for teacher leadership and organizational resilience.



Pictures & Videos

SoCal Beginning of the Year Celebration





Los Angeles

SEPTEMBER 2025





Los Angeles

SEPTEMBER 2025



Future Projects

- Great Shakeout Earthquake Drill
- SoFi Stadium Field Trip
- Digital Citizenship Week
- Peltzer Pumpkin Patch Field Trip
- School Site Council Meeting
- College Week





CPCS San Diego School Highlights

SEPTEMBER

IN FULL BLOOM
Reaching New Heights

2025 – 2026

Current Enrollment

346



Program Highlights

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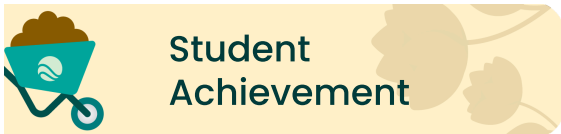




San Diego

SEPTEMBER 2025

All staff have completed their annual reviews of board policies, the employee handbook, and state and federal notices. We remain on track to complete all mandatory trainings by the October 25 deadline.



K-8 and Parent Virtual Assemblies

On September 5, CalPac welcomed Dr. Blake Brandes for a day of inspiration and connection. During two engaging assemblies, K-8 students explored goal setting, kindness, and empathy through music, storytelling, and interactive activities. In the afternoon, families joined a virtual Parent Assembly focused on Growth Mindset strategies to support students at home. These events set a positive tone for the year and strengthened the partnership between school and home.

Back to School Night

CalPac kicked off the 2025-26 school year with two engaging back-to-school nights on September 10 and 17, welcoming TK-8 and high school families. These well-attended events gave teachers and administrators the opportunity to introduce staff, share schoolwide programs, and answer parent questions. It was a strong start to the year, reinforcing our commitment to family partnership and student success.

SoCal Beginning of the Year Celebration

Southern California families launched the school year with a joyful gathering at Citrus Park, where more than 100 attendees enjoyed sunshine, splash pads, and playground fun. CalPac staff greeted both new and returning families, helping build a welcoming and connected community. It was a wonderful chance to meet future students, catch up with familiar faces, and beat the inland heat together. We're excited to continue growing these connections as the year unfolds.

Goal Setting Conferences

At the beginning of the year, students took the Renaissance STAR reading and math assessments to help launch their academic journey. Teachers reviewed the results in one-on-one meetings with





San Diego

SEPTEMBER 2025

students and families, using the data to set individual growth goals and identify areas where support might be needed. These assessments also provide an early benchmark for tracking progress toward state standards, including CAASPP, ensuring each student is set up for a successful year.

Club Rush

This year's Club Rush was a big success, with students joining the virtual session to explore CalPac's fall club offerings. Mr. Phipps kicked off the event with a presentation on what makes a CalPac club thrive, featuring tips and insights from current and former student leaders. We're excited to offer nine staff-supported clubs this semester, providing students with fun and meaningful ways to connect, lead, and grow outside the classroom.



Professional Development

2025 YM&C Legal Academy

Corrie Amador, Director of Human Resources, and Erika Stevens, Assistant Director of Special Education, attended the 2025 YM&C Legal Academy, a two-day training focused on the latest in special education and human resources law for charter schools. Day one provided a comprehensive overview of special education topics, including compliant IEP practices, parent collaboration, and legal discipline procedures. Day two centered on HR essentials, including employee classifications, leave policies, and effective staff management. This professional development opportunity equipped our team with timely legal insights to support strong, compliant practices across CalPac.

School Pathways Fall User Academy

Danielle Carbonetta, Assistant Director of Admissions, Records, and Guidance, and Jane Willson, Admissions Specialist, attended the 2025 Fall School Pathways User Academy in Anaheim. The two-day event offered in-depth training on optimizing the School Pathways platform to enhance data accuracy, compliance, and personalized learning support. Through hands-on sessions and collaboration with other charter schools, they gained practical strategies to streamline operations and strengthen systems that directly impact student success.





San Diego

SEPTEMBER 2025



Smart Goals

For the 2025–2026 school year, CalPac’s SMART goals center on student growth, stability, and innovation. We will focus on raising student achievement on CAASPP and College & Career Indicators, with special attention to accelerating outcomes for underserved groups. Teachers will play a key role in reducing chronic absenteeism and ensuring every student has the support to succeed. Strengthening re-enrollment and welcoming new students through engaging instruction will also help sustain our school’s fiscal health. Finally, we are committed to innovation and leadership development—expanding CTE and dual enrollment opportunities while building pathways for teacher leadership and organizational resilience.



Pictures & Videos

SoCal Beginning of the Year Celebration





San Diego

SEPTEMBER 2025





San Diego

SEPTEMBER 2025



Future Projects

- Great Shakeout Earthquake Drill
- SoFi Stadium Field Trip
- Digital Citizenship Week
- Peltzer Pumpkin Patch Field Trip
- School Site Council Meeting
- College Week





CPCS Sonoma School Highlights

SEPTEMBER

IN FULL BLOOM
Reaching New Heights

2025 – 2026

Current Enrollment

240



Program Highlights

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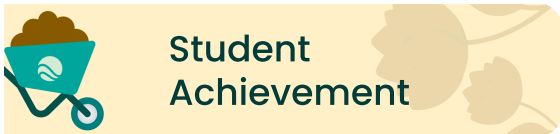




Sonoma

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NorCal Beginning of the School Year Celebration

CalPac students and families gathered at Howarth Park in Santa Rosa to kick off the school year with connection and fun. It was the perfect setting for students of all grade levels to meet new friends, enjoy the playgrounds, and explore the scenic trails and open spaces. The event created a relaxed, welcoming environment for building community and celebrating the start of a new year together.

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Sonoma

SEPTEMBER 2025

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Sonoma

SEPTEMBER 2025



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Pictures & Videos

NorCal Beginning of the School Year Celebration





Sonoma

SEPTEMBER 2025





Sonoma

SEPTEMBER 2025



Future Projects

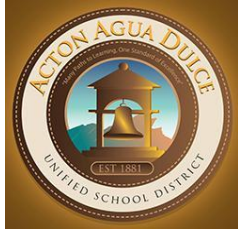
Great Shakeout Earthquake Drill
SoFi Stadium Field Trip
Digital Citizenship Week
Peltzer Pumpkin Patch Field Trip
School Site Council Meeting
College Week



Coversheet

Correspondence from Acton-Agua Dulce Unified School District

Section:	VI. Correspondence/Proposals/Reports
Item:	B. Correspondence from Acton-Agua Dulce Unified School District
Purpose:	Vote
Submitted by:	
Related Material:	2024-25 UA Review Letter.pdf



ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT

32248 Crown Valley Rd.

Acton, CA 93510

661-269-0750

October 1, 2025

Board President, California Pacific Charter
4101 Birch Street. Ste. 150
Newport Beach, CA 92660-2236

Dear Board President:

In accordance with the provisions of Education Code (EC) Section 47604.32, a review of the California Pacific Charter 2024-25 Unaudited Actuals has been completed by the Acton-Agua Dulce Unified School District. Please see the enclosed Summary Analysis that provides the details of our review.

We wish to thank the Charter School's staff for their cooperation during the review. Should you have any questions or concerns, please contact the District Office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nesha Pattison".

Nesha Pattison
Director of Charter Schools
Acton-Agua Dulce Unified School District

Cc: Ms. Christine Feher, Superintendent, California Pacific Charter
Dr. Eric Sahakian, Superintendent, AADUSD
Mr. Khai Nguyen, Assistant Superintendent of Business Services, AADUSD

Charter School Summary Analysis

Reporting Period: 2024-25 Unaudited Actuals

Charter Name: California Pacific Charter

CDS: 19-75309-0132654

<u>Reporting Period</u>	<u>ADA</u>
2025-26 Preliminary Budget	404.10
2024-25 P-2	383.15
2023-24 P-2	405.51
2022-23 P-2	369.98
2021-22 P-2	332.01
2020-21 P-2	282.24
2019-20 P2	282.24
2018-19 P2	898.09
2017-18 P2	2,143.34
2016-17 P2	1,900.00
 Total Revenue:	 \$6,465,173
 Total Expenditures:	 \$6,347,246
 Excess/(Deficiency):	 \$117,927
 Beginning Fund Balance:	 \$3,084,907
 Ending Fund Balance:	 \$3,202,833

Reserve Requirement: For ADA between 301 to and 1,000, the reserve requirement is the greater of 4% or \$88,000. California Pacific Charter's 2024-25 P-2 ADA is 383.15.

Reserves: The Charter School's reserve requirement is \$253,890. Its ending fund balance of \$3,202,833 demonstrates that the Charter is able to meet its required reserve for economic uncertainty.

Analysis/Comments: Local Control Funding Formula revenue is calculated based on P-2 ADA of 383.15. Total LCFF is \$5.3 million, a \$96K decrease over 24-25 Estimated Actuals. Federal revenue is \$230K, a \$1K increase as compared to 24-25 Estimated Actuals. Other State Revenues total \$864K, a \$52K increase over 24-25 Estimated Actuals. Other Local Revenue is \$14K, a \$10K increase as compared to 24-25 Estimated Actuals. **Total revenue is \$6,465,173; a decrease of \$31,811 as compared to 24-25 Estimated Actuals.**

Personnel expenditures represent 78 percent of total expenditures. The Charter School participates in STRS. Expense increased in Total Salaries and Benefits by \$8K and total \$5 million. Books and Supplies were recorded at \$425K, a decrease of \$31K over 24-25 Estimated Actuals. Services and Other Operating expense are recorded at \$954K, a decrease of 28K. **Total expense is \$6,347,246; a \$51,221 decrease as compared to 24-25 Estimated Actuals.**

The Charter reports \$113,389 in long-term liabilities at 2024-25 Unaudited Actuals submission.

The Charter's 2024-25 June 30th ending cash is \$3,249,519.

Assessment:

The Charter School reports a **positive** ending fund balance for **FY 2024-25**.

- The Charter's projected LCFF funding is based on its P-2 ADA of 383.15, a **-5.84%** decrease over prior year P-2 ADA.
- The Charter did not deficit spend in 2024-25.
- The Charter reports \$113K in long-term liabilities in 24-25.
- The Charter's ending fund balance has grown by \$117,926 over prior year.

First Interim Requirements: Provide the District with the following on or before **December 8, 2025:**

- 2025-26 First Interim Alternative Form **or** a PDF file of the Charter's officially exported SACS Form 62 and/or MYP. The District will provide the required Alternative Form and MYP file. This file must be completed and returned in Excel format. Charters may not use their own version of this form.
- Original signed Form Certification.
- A Multi-Year Projection (MYP) with the base year 2025-26 and two out years, 2026-27, and 2027-28, using the District-provided Excel file. Charters utilizing SACS software may use either the MYP template included with the software or use the District-provided Excel MYP template. Charters may not use their own version of this form.
- Written narrative of planning assumptions which includes a specific overview of enrollment/ADA, revenue, expense, deficit spending, fund balance, reserves, debt, and cash. This narrative should address and explain any changes between the Charter's Adopted Budget and First Interim projection.
- Excel file copy of the 2025-26 First Interim FCMAT Calculator.
- Cash flow projection with actuals through October 31, 2025 and projected cash from November through June 30, 2026. The District will provide the Cash Flow template. Charters may not use their own version of this form. Charters using the SACS software may use the template within the software or the District's Excel file. Cash flow reports should include applicable balance sheet object codes.
- Bank statement(s) or County Treasury cash report(s) for October 31, 2025 to support your ending cash through October 31, 2025 that is recorded on the cash flow projection.
- FORM Debt for all charters with current or projected debt.

Coversheet

Local Performance Data and Intervention

Section:	VI. Correspondence/Proposals/Reports
Item:	C. Local Performance Data and Intervention
Purpose:	Discuss
Submitted by:	
Related Material:	Local Performance Data and Intervention Presentation - October 2025.pdf



Local Performance Data & Intervention



California Pacific
Charter Schools



Agenda



Assessment Timeline



25/26 STAR and Amira Results



Freckle and Amira Usage



Know Your Score & Grow



Interventions

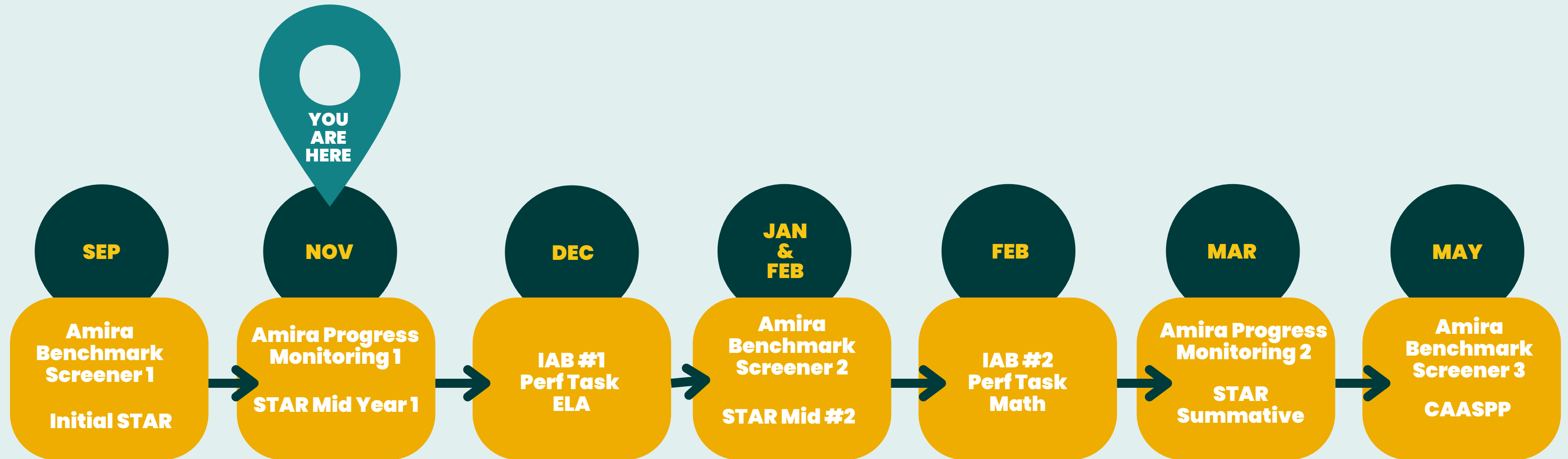


Celebrations





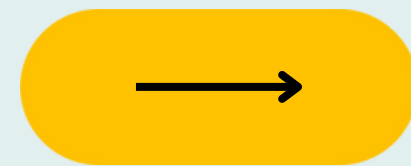
25/26 Assessment Timeline



*Teachers may opt to do additional Interim assessments throughout the year



25/26 Renaissance STAR Results



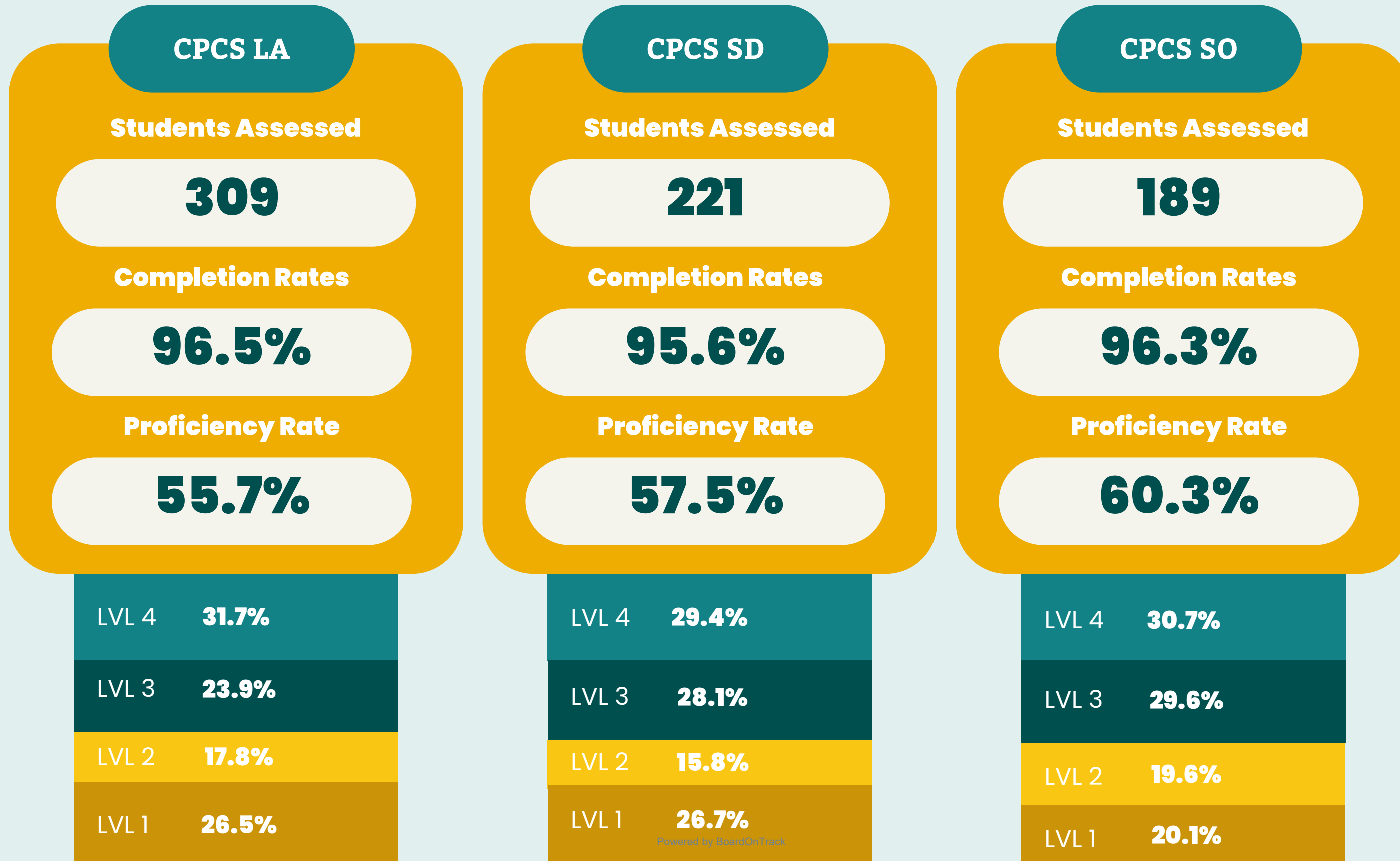


STAR Reading



STAR Reading Proficiency Rate (State Benchmark) is the percent of students estimated to score at or above the state benchmark on the Star Reading assessment

**The schoolwide initial proficiency rate results last year was very similar*



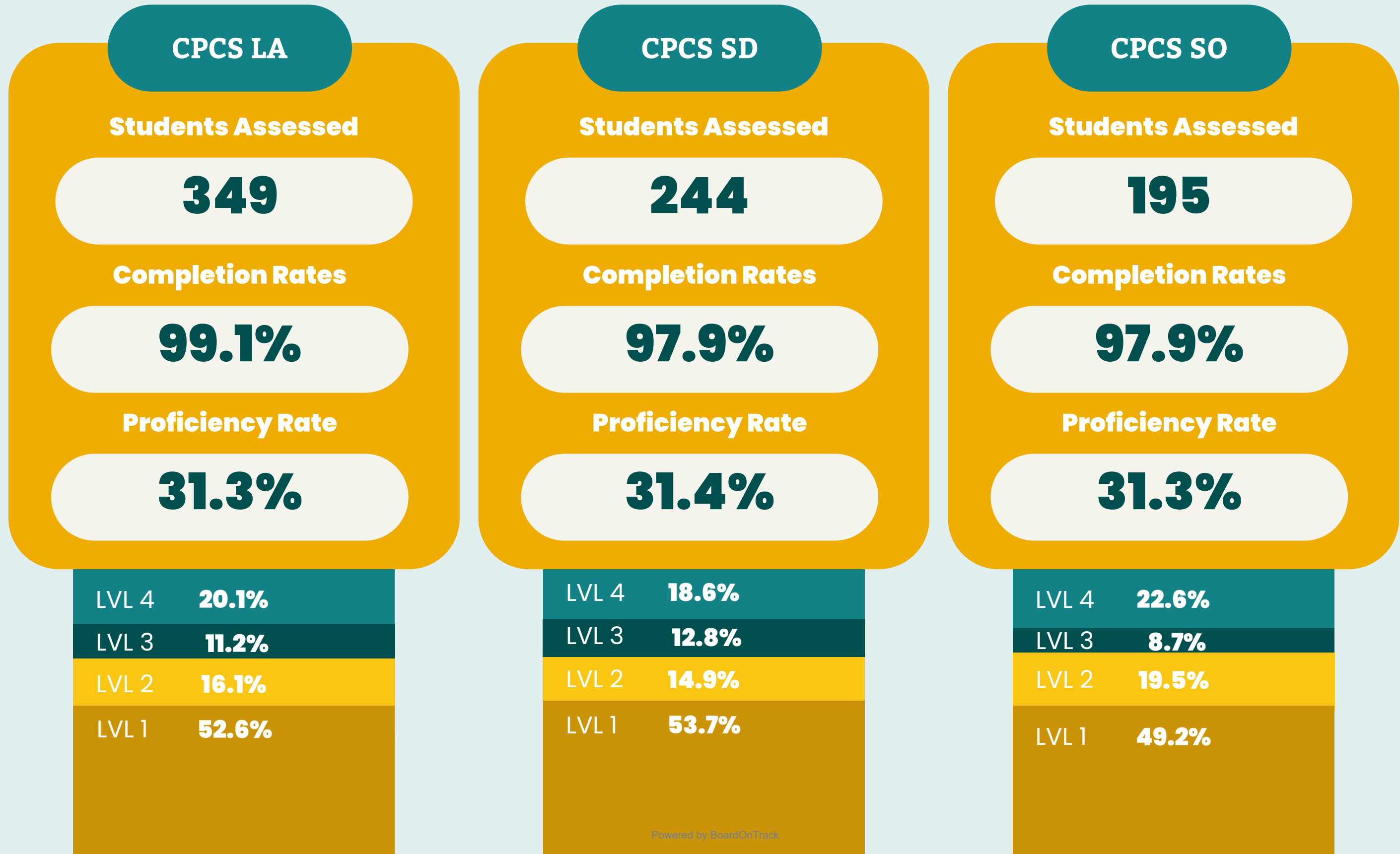


STAR Math



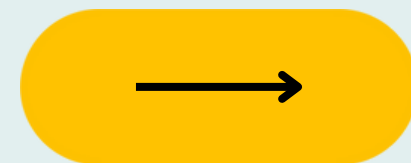
STAR Math Proficiency Rate (State Benchmark) is the percent of students estimated to score at or above the state benchmark on the Star Math assessment

**The schoolwide proficiency rate last year was closer to 27% so this is a higher starting point*





Freckle Usage From 2024–2025





Freckle Usage ELA



Active Students

678



AVG Accuracy

70%

Total Sessions

90,000

AVG Sessions per Student By Scope

LA: 64.64

SD: 68.18

SO: 54

Total Minutes

500,000

AVG Minutes per Student By Scope

LA: 402.38

SD: 473.82

SO: 387.92



Freckle Usage Math



Active Students

543



AVG Accuracy

73%

Total Sessions

92,000

AVG Sessions per Student By Scope

LA: 66.57

SD: 80.4

SO: 47.3

Total Minutes

610,000

AVG Minutes per Student By Scope

LA: 468.14

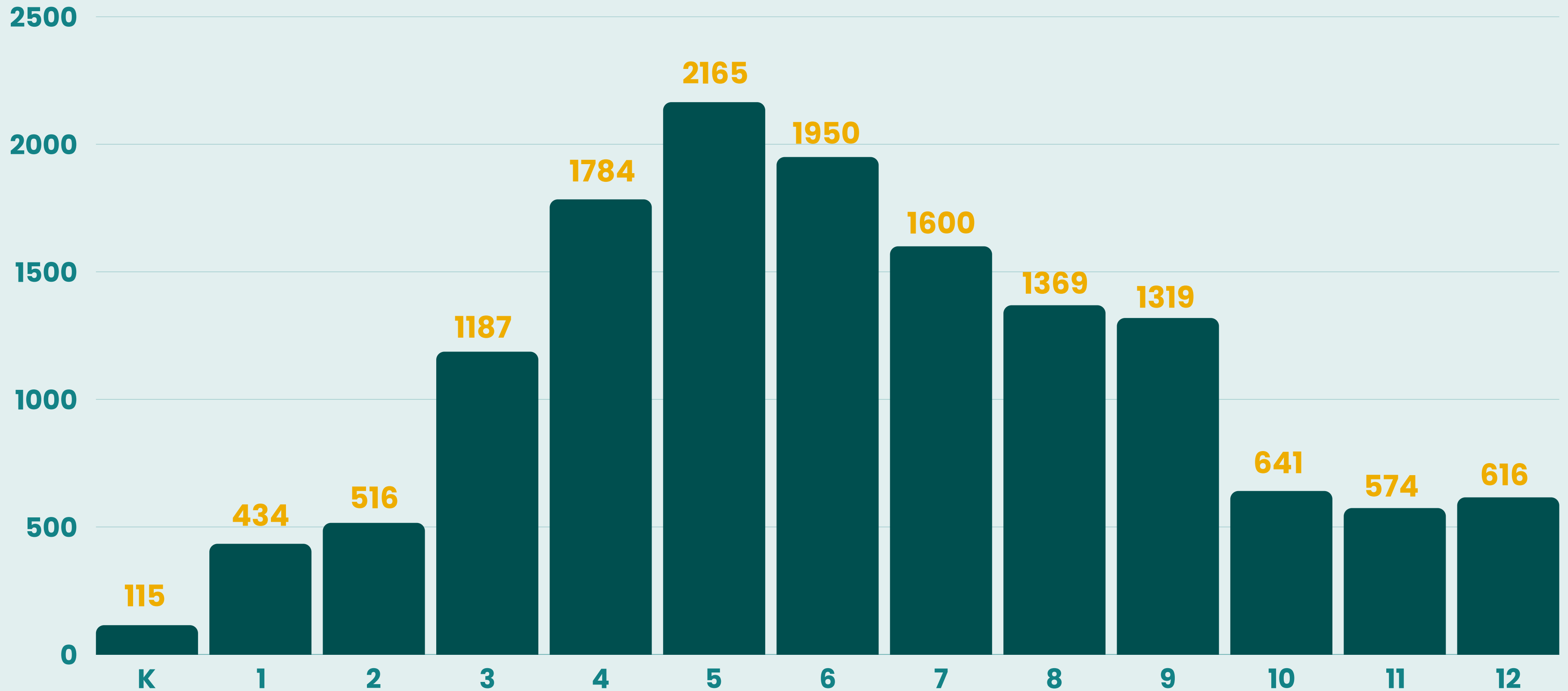
SD: 493.62

SO: 315.16



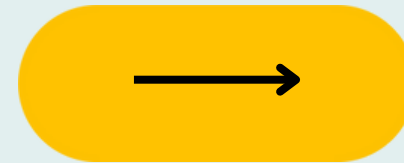
24-25 Average Freckle Usage

Avg Total Min per Student Spent By Grade





Amira Reading Screenener





Amira Assessment

Students Assessed

178

PERCENTAGE BY GRADE:

KINDER

89%

1ST

100%

2ND

92%

Assesment Classification

ABOVE

24%

ON TRACK

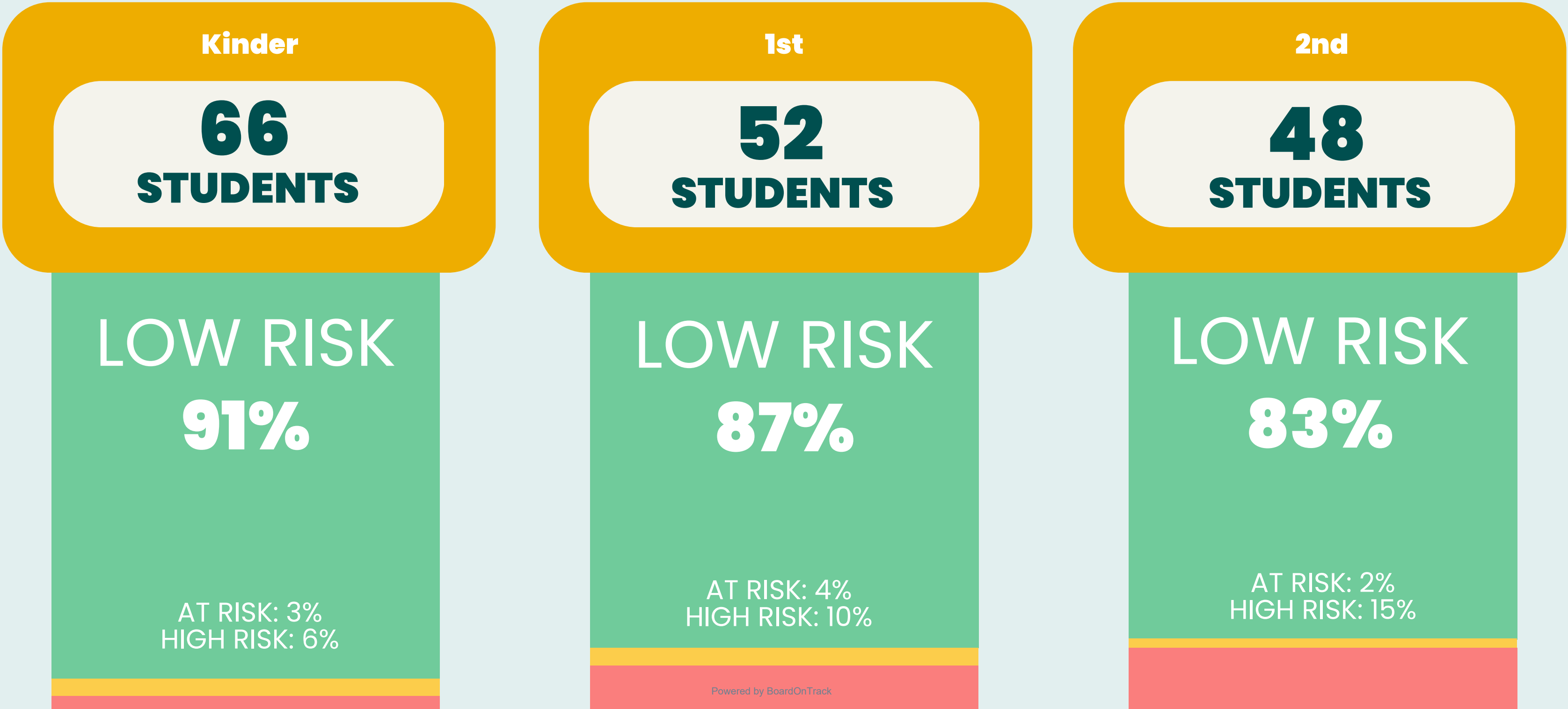
48%

CATCH UP

28%

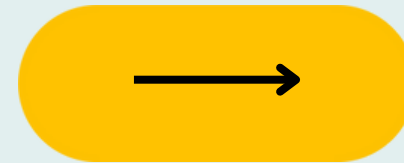
Reading Risk Report

AT RISK/HIGH RISK STUDENTS ARE RECEIVING INTERVENTION AND WILL BE REASSESSED REGULARLY





Freckle and Amira Usage Starting LP 2





Freckle Usage First 2 Weeks of LP 2

WEEK 1

 **TOTAL USERS: 769**

 **SESSIONS**

TOTAL SESSIONS: 4,580

ELA
2,189

MATH
2,391

 **MINUTES**

TOTAL MINUTES: 24K

ELA
9,712

MATH
14,371

WEEK 2

 **TOTAL USERS: 754**

 **SESSIONS**

TOTAL SESSIONS: 4,455

ELA
1,980

MATH
2,475

 **MINUTES**

TOTAL MINUTES: 25.3K

ELA
10,473

MATH
14,845



Amira Usage First 2 Weeks of LP 2

WEEK 1

 **TOTAL USERS: 18**

STORIES READ

TOTAL: 81

HIGH QUALITY MINUTES

TOTAL MINUTES: 354

WEEK 2

 **TOTAL USERS: 117**

STORIES READ

TOTAL: 337

HIGH QUALITY MINUTES

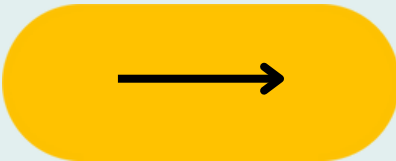
TOTAL MINUTES: 1839



Our students have hit the ground running in Freckle & Amira – we're off to a great start and plan to continue this momentum throughout the school year!



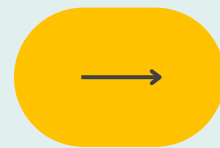
Interventions





Continuing Interventions

Academic Support & Individualized Practice



Know Your Score

At the start of the school year, students and teachers work together to analyze STAR results in reading and math, identifying strengths and areas for growth. Using this diagnostic data, students set clear academic goals designed to help them achieve a full year's worth of progress by spring. This collaborative process fosters engagement and ownership, as students gain motivation and accountability from understanding their own scores. Frequent check-ins and consistent progress monitoring through STAR data help track academic growth, guide instruction, and keep momentum strong. Along the way, celebrating small wins boosts morale and reinforces a positive learning journey where students feel invested in their success.





MULTIPLE MEASURES
STUDENT REPORT



BOY - 2025-2026 Overview



9th Grade at California Pacific Charter - San Diego

- Renaissance Star Reading
- State ELA Test 2024-2025
- Renaissance Star Math
- State Math Test 2024-2025
- ELPAC Test 2024-2025
- CAST Test 2024-2025

4-Excellent 3-Good 2-Fair 1-Intervention



1.8

Your
Average
Score

METRIC

PERFORMANCE

SCORE



Renaissance Star Reading
Overall Reading Score

Standard Not Met
Standard Placement

1



State ELA Test 2024-2025
Overall English Language Arts Score

Standard Nearly Met
Standard Placement

2



Renaissance Star Math
Overall Math Score

Standard Not Met
Standard Placement

1



State Math Test 2024-2025
Overall Math Score

Standard Nearly Met
Standard Placement

2



ELPAC Test 2024-2025
Overall English Language Score

Standard Met
Standard Placement

3



CAST Test 2024-2025
Overall Science Score

Standard Nearly Met
Standard Placement

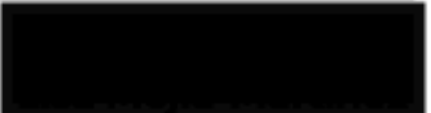
2



Your Renaissance Star Test Results



Relative Placement Levels Key



9th Grade at California Pacific
Charter - San Diego

- District
- Needs Urgent Intervention
- Needs Intervention
- On Watch
- At Above Benchmark
- Standard Not Met
- Standard Nearly Met
- Standard Met
- Standard Exceeded
- No Score



**Renaissance Star
Reading**

1

Standard Not Met



902



900



893



912



914



910



EOY

03/27/24



BOY

08/30/24



MOY

11/05/24



MOY

01/30/25



EOY

03/20/25



BOY

09/03/25



**Renaissance Star
Math**

1

Standard Not Met



1006



1004



1021



1042



1074



1078



EOY

03/20/24



BOY

08/29/24



MOY

11/04/24



MOY

01/29/25



EOY

03/18/25



BOY

09/02/25

Know Your Score & Grow!



Purpose of Meeting

- Review start of year Renaissance STAR results in reading and math
- Identify areas of strengths and areas of growth based on these results
- Work as a team to set goals to support improvement in growth areas in order to make one year's worth of academic growth by the end of year STAR tests in March.



Continuing Interventions

Academic Support & Individualized Practice

→ **Focusing on Literacy with Orton Gillingham**

Teachers are integrating Orton Gillingham techniques to boost student phonemic awareness and fluency. We are excited to utilize the Orton Gillingham materials sent to students for hands on literacy practice this year.

→ **Small Group Learning**

In addition to daily class instruction students will participate in small groups throughout the year to target skills in reading and math.





Continuing Interventions

Academic Support & Individualized Practice

→ **Focusing on Power Standards**

Teachers have identified the most important math and language arts standards to target for test success. Students will complete activities and assignments during live sessions that build up their skills in these target power standards to support test readiness success.

→ **GATE Explorers**

We are excited to offer a GATE option this year. This is a special opportunity for students who are passionate about learning and eager to challenge themselves on a deeper intellectual level. We'll dive into project-based learning, engage in rich discussions, and collaborate on a group project. Plus, we'll explore the traditional depth and complexity concepts that are the heart of GATE programs. Students are selected to join from teacher nomination and academic performance.





New Interventions

Academic Support & Individualized Practice



Amira

Amira listens as students read aloud, capturing the critical cognitive and linguistic markers of dyslexia. Informed by decades of neuroscience research, Amira provides validated, state-approved risk indicators and next steps to guide timely instruction and intervention.



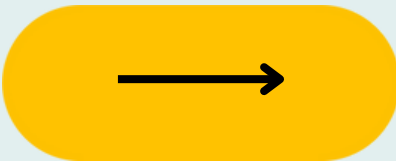
Math Facts Practice

The Fact Practice component of Freckle allows students to do just that: practice their math facts. Students build math fact fluency by testing their ability to recall the basic facts in all four operations, accurately and quickly. Think of Freckle Fact Practice as computerized, adaptive flash cards. Grades 3-5 are adopting this as part of their daily in-class routine.





Celebrations



Celebrating Student Success

→ Earn Badges!

For the 25–26 school year, we’re continuing our student recognition and engagement initiative with the button collection system! This program highlights and celebrates student success and growth, giving every student the chance to earn and proudly display buttons on their CalPac lanyards as a symbol of their achievements.





Thank You

cal-pacs.org

Coversheet

Consent - Business/Financial Services

Section:	VII. Consent
Item:	A. Consent - Business/Financial Services
Purpose:	
Submitted by:	
Related Material:	CalPac-LA Check Register September 2025.pdf CalPac-SD Check Register September 2025.pdf CalPac-SO Check Register September 2025.pdf J.P. Morgan Statement September 30 2025.pdf Surplus of Electronics - October 2025.pdf

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 10/1/2025
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/3/2025	DELA000--De Lage Landen Financial Services Inc.	20137003985	193.95	Copier Lease Monthly - September 2025	55--California Pacific Charter - Los Angeles
	9/4/2025	ARNE001--A&R Parcel Three	2472994450TC	3,600.90	Office Space Rent - September 2025	55--California Pacific Charter - Los Angeles
		ARNE001--A&R Parcel Three	2472994450TC	107.58	Office Space DOE - September 2025	55--California Pacific Charter - Los Angeles
	9/5/2025	WORL000--Worldwide Express	101371851	12,318.92	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	9/5/2025	CHAR003--Charter Tech Services	20137003988	4,500.00	Monthly Technology Services for September 2025	55--California Pacific Charter - Los Angeles
	9/5/2025	CHAR003--Charter Tech Services	20137003987	529.37	Shipping Supplies for IT	55--California Pacific Charter - Los Angeles
	9/5/2025	CHAR003--Charter Tech Services	20137003986	351.27	Asset Tags for Student Devices - LA	55--California Pacific Charter - Los Angeles
	9/5/2025	WORL000--Worldwide Express	101371852	247.34	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	9/5/2025	EECS000--Effectual Educational Consulting Services	20137003989	175.50	APE Services - July 2025 ESY	55--California Pacific Charter - Los Angeles
		EECS000--Effectual Educational Consulting Services	20137003989	550.00	Vision Services - May 2025	55--California Pacific Charter - Los Angeles
		EECS000--Effectual Educational Consulting Services	20137003989	65.00	OT Services - July 2025 ESY	55--California Pacific Charter - Los Angeles
	9/5/2025	ALPH000--Alpha Vision, Inc.	101371853	170.55	Google Drive Back-Up Monthly - September 2025	55--California Pacific Charter - Los Angeles
	9/9/2025	ASHL001--Ashley Trujillo	101371866	37.53	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	ASHL000--Ashlynn Del Castillo	101371868	29.87	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	KATI001--Katherine Johnson	101371867	25.44	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	KRIS001--Kristi Dodson	101371865	34.41	Summer In-Person PD - Mileage/Tolls	55--California Pacific Charter - Los Angeles
	9/9/2025	CULL001--Culligan	101371864	30.13	Water Cooler Rental Monthly - September 2025	55--California Pacific Charter - Los Angeles
	9/9/2025	SHEL001--Shelby Sullivan	101371863	31.16	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	WORL000--Worldwide Express	101371862	2,776.69	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	9/9/2025	CARY001--Caryn Masters	101371861	5.37	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
		CARY001--Caryn Masters	101371861	62.34	Summer In-Person PD - Goldbach, Heather Room Expense	55--California Pacific Charter - Los Angeles
	9/9/2025	ELIZ001--Elizabeth DelConte	101371859	41.37	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
		ELIZ001--Elizabeth DelConte	101371859	24.42	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
	9/9/2025	NICO002--Nicole Bella	101371860	12.51	Summer In-Person PD Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	ALYS001--Alyssa Ginn	101371858	3.11	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
		ALYS001--Alyssa Ginn	101371858	32.30	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	LIZP001--Liz Palermo	101371857	20.00	Summer In-Person PD - Parking	55--California Pacific Charter - Los Angeles
		LIZP001--Liz Palermo	101371857	5.36	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
		LIZP001--Liz Palermo	101371857	162.15	Summer In-Person PD - Travel	55--California Pacific Charter - Los Angeles
	9/9/2025	JENN001--Jennifer Byus	101371856	18.25	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/9/2025	MARY001--Maryel Kindem	20137003996	82.05	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	AMAZ000--Amazon	20137003998	43.93	Summer In-Person PD Supplies	55--California Pacific Charter - Los Angeles
	9/9/2025	JILLT001--Jill Tanner	20137003999	53.38	Mileage/Tolls Office Visit	55--California Pacific Charter - Los Angeles
	9/9/2025	JILL001--Jill Stubbs	20137003997	36.97	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	ERIN001--Erin Speakman	101371855	35.47	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	PATR001--Patrice Aquilar	20137003995	35.45	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	GOGU000--GoGuardian	20137003994	7,355.48	Contract for 25/26 SY Educational Technology	55--California Pacific Charter - Los Angeles
	9/9/2025	TAMA001--Tamara Hicks	101371854	28.94	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/9/2025	AMAZ000--Amazon	20137003993	10.77	Summer In-Person PD Supplies	55--California Pacific Charter - Los Angeles
	9/9/2025	AMAZ000--Amazon	20137003992	7.09	Summer In-Person PD Supplies	55--California Pacific Charter - Los Angeles
	9/10/2025	BERK000--Berkshire Hathaway	24/25 WC Audit	37.45	Worker's Comp - Final Audit 24/25	55--California Pacific Charter - Los Angeles
	9/10/2025	SARA002--Sarah Alewine	101371879	25.49	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	HOLL001--Holly Hess	101371877	67.22	Summer In-Person PD - Mileage/Parking/Rideshare	55--California Pacific Charter - Los Angeles
	9/10/2025	ELEN001--Elena Hoffman	101371875	26.14	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	JENN005--Jennifer Davis	101371876	5.83	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	737.48	BOD Ethics Trainings	55--California Pacific Charter - Los Angeles
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	870.98	Legal Services for August 2025	55--California Pacific Charter - Los Angeles
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	794.19	SPED Presentation for In-Person PD	55--California Pacific Charter - Los Angeles
	9/10/2025	KATH001--Kathryn Sutton	101371874	29.45	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	NICO001--Nicole Hemmingner	101371871	34.17	Summer In-Person PD - Rideshare	55--California Pacific Charter - Los Angeles
		NICO001--Nicole Hemmingner	101371871	86.35	Summer In-Person PD - Airfare	55--California Pacific Charter - Los Angeles
	9/10/2025	MICH004--Michelle Garcia	101371872	18.81	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	TIFF001--Tiffany Cozzi	101371870	14.68	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	JOYN001--Joy Nehr	20137004025	156.15	Summer In-Person PD - Travel/Rental Car	55--California Pacific Charter - Los Angeles
	9/10/2025	MYCH001--Mychal Garcia	101371869	58.20	Summer In-Person PD - Rideshare	55--California Pacific Charter - Los Angeles
	9/10/2025	ALIS001--Alisa Sheveland	20137004024	31.51	Summer In-Person PD - Mileage/Parking	55--California Pacific Charter - Los Angeles
	9/10/2025	ERIK001--Erika Stevens	20137004021	36.68	Travel to Sacramento July 2025 Meals for Erika Stevens	55--California Pacific Charter - Los Angeles
		ERIK001--Erika Stevens	20137004021	64.83	Travel to Sacramento July 2025 Mileage, Parking & Rideshare for Erika Stevens	55--California Pacific Charter - Los Angeles

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
		ERIK001--Erika Stevens	20137004021	292.93	Travel to Sacramento July 2025 Flights for Erika Stevens	55--California Pacific Charter - Los Angeles
		ERIK001--Erika Stevens	20137004021	21.56	LA Parent Meeting July 2025 Mileage for Erika Stevens	55--California Pacific Charter - Los Angeles
		ERIK001--Erika Stevens	20137004021	17.32	Summer In-Person PD Mileage for Erika Stevens	55--California Pacific Charter - Los Angeles
	9/10/2025	GARR001--Garrett Carrington	20137004023	125.84	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	ROMY001--Romy Fay-Mason	20137004022	26.59	Medi-Cal Meeting Mileage	55--California Pacific Charter - Los Angeles
		ROMY001--Romy Fay-Mason	20137004022	36.23	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	GRET000--Gretchen Chamberlain	20137004020	18.39	BOD 8/13/25 Mileage for Gretchen Chamberlain	55--California Pacific Charter - Los Angeles
		GRET000--Gretchen Chamberlain	20137004020	18.79	Summer In-Person PD Mileage for Gretchen Chamberlain	55--California Pacific Charter - Los Angeles
	9/10/2025	AMYE001--Amy Robinson	20137004019	41.17	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	KRIS000--Kristine Kim	20137004018	39.91	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	YENI001--Yeni Sandoval	20137004017	17.95	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	PHIL000--Philadelphia Insurance Companies	20137004016	2,475.11	September Installment Insurance Premiums FY 25/26	55--California Pacific Charter - Los Angeles
	9/10/2025	CARL002--Carly Berry	20137004015	9.84	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
		CARL002--Carly Berry	20137004015	19.63	Summer In-Person PD - Rideshare	55--California Pacific Charter - Los Angeles
	9/10/2025	COUR001--Courtney Young	20137004013	11.80	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
		COUR001--Courtney Young	20137004013	15.42	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
	9/10/2025	JOCE001--Jocelin Jones	20137004012	26.42	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	LISA002--Lisa Mejia Martinez	20137004014	17.08	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	ERIC001--Ericka Zemmer	20137004010	36.17	Summer In-Person PD Mileage for Ericka Zemmer	55--California Pacific Charter - Los Angeles
	9/10/2025	AVIV001--Aviva Ebner	20137004011	31.74	Summer In-Person PD Mileage for Aviva Ebner	55--California Pacific Charter - Los Angeles
	9/10/2025	CORR001--Corrie Amador	20137004008	37.81	Summer In-Person PD Mileage for Corrie Amador	55--California Pacific Charter - Los Angeles
		CORR001--Corrie Amador	20137004008	37.81	Mileage for BOD Meeting 8/13/25 for Corrie Amador	55--California Pacific Charter - Los Angeles
	9/10/2025	STEP003--Stephen Warnock	20137004007	24.74	Summer In-Person PD Mileage for Stephen Warnock	55--California Pacific Charter - Los Angeles
	9/10/2025	AMYN001--Amy Nguyen	20137004005	10.41	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	NANC001--Nancy McKenna	20137004006	4.06	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	DEBI001--Debi Huber	20137004004	6.44	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
		DEBI001--Debi Huber	20137004004	70.20	Summer In-Person PD - Rental Car/Fuel	55--California Pacific Charter - Los Angeles
	9/10/2025	CARL001--Carly Caprio	20137004003	68.88	Summer In-Person PD - Travel	55--California Pacific Charter - Los Angeles

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	9/10/2025	MARL000--Marla Malfavon	20137004001	65.35	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/10/2025	LAUR001--Laurel Colton	20137004002	46.19	Credential Reimbursement	55--California Pacific Charter - Los Angeles
	9/10/2025	MARI003--Marissa Probst	20137004000	34.73	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	JOFF000--Joffe Emergency Services	20137004045	262.50	Joffe Emergency Service Membership 26/27 SY	55--California Pacific Charter - Los Angeles
		JOFF000--Joffe Emergency Services	20137004045	1,312.50	Joffe Emergency Service Membership 25/26 SY	55--California Pacific Charter - Los Angeles
	9/11/2025	APLU000--APLUS+	20137004044	323.60	APLUS+ Conference October 2025 Registration for Aviva Ebner	55--California Pacific Charter - Los Angeles
		APLU000--APLUS+	20137004044	359.55	APLUS+ Conference October 2025 Registration for Tyler Phipps	55--California Pacific Charter - Los Angeles
		APLU000--APLUS+	20137004044	359.55	APLUS+ Conference October 2025 Registration for Christine Feher	55--California Pacific Charter - Los Angeles
	9/11/2025	LESL001--Leslee Bayer	20137004043	57.44	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
		LESL001--Leslee Bayer	20137004043	1.88	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
	9/11/2025	HEAT001--Heather Goldbach	20137004041	35.22	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	VICT000--Victoria Law	20137004040	14.75	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	AMAZ000--Amazon	20137004042	12.46	Supplies for Office	55--California Pacific Charter - Los Angeles
	9/11/2025	PRES000--PresenceLearning, Inc.	20137004039	756.00	Kanka License for 25/26 SY	55--California Pacific Charter - Los Angeles
	9/11/2025	LESL002--Leslie Robertson	20137004037	29.41	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	ARIT001--Ari Tavakoulia	20137004038	17.08	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	KATI002--Katie Hawck	20137004036	28.68	Summer In-Person PD - PD Supplies	55--California Pacific Charter - Los Angeles
		KATI002--Katie Hawck	20137004036	100.89	Summer In-Person PD - Rideshare/Rental Car	55--California Pacific Charter - Los Angeles
		KATI002--Katie Hawck	20137004036	27.75	Summer In-Person PD - Meals	55--California Pacific Charter - Los Angeles
		KATI002--Katie Hawck	20137004036	2.67	Summer In-Person PD - Flight Internet	55--California Pacific Charter - Los Angeles
	9/11/2025	EDGE001--Imagine Learning LLC	20137004032	1,125.00	Edgenuity Exceptional Students Course Suite 25/26 SY	55--California Pacific Charter - Los Angeles
		EDGE001--Imagine Learning LLC	20137004032	2,004.75	eDynamic Electives Courses 25/26 SY	55--California Pacific Charter - Los Angeles
	9/11/2025	KELLY01--Kelly Spinos	20137004033	26.96	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	DENY001--Denya Ciuffo Rose	20137004034	9.62	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/11/2025	COUR001--Courtney Young	20137004035	7.70	Postage Reimbursement	55--California Pacific Charter - Los Angeles
	9/11/2025	RING000--RingCentral	20137004031	1,524.58	Phone Bill Monthly - August 2025	55--California Pacific Charter - Los Angeles
	9/11/2025	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004029	708.75	Legal Services for July 2025	55--California Pacific Charter - Los Angeles
	9/11/2025	AMAZ000--Amazon	20137004027	65.78	Teacher Workshop Books for Summer In-Person PD	55--California Pacific Charter - Los Angeles
	9/11/2025	AMAZ000--Amazon	20137004026	26.64	Books for Admins	55--California Pacific Charter - Los Angeles

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/11/2025	AMAZ000--Amazon	20137004030	9.68	Office supplies- shipping labels	55--California Pacific Charter - Los Angeles
	9/12/2025	EVER000--Evergreen Educational Group	101371880	449.55	Contract for 25/26 SY (DLC - Digital Learning)	55--California Pacific Charter - Los Angeles
	9/15/2025	ZOOM000--Zoom	20137004048	1,525.50	Zoom Workplace Subscription for 26/27 SY	55--California Pacific Charter - Los Angeles
		ZOOM000--Zoom	20137004048	4,126.10	Zoom Phone Subscription for 25/26 SY	55--California Pacific Charter - Los Angeles
		ZOOM000--Zoom	20137004048	825.22	Zoom Phone Subscription for 26/27 SY	55--California Pacific Charter - Los Angeles
		ZOOM000--Zoom	20137004048	7,627.50	Zoom Workplace Subscription for 25/26 SY	55--California Pacific Charter - Los Angeles
	9/15/2025	CLIF000--Clifton Larson Allen LLP	20137004047	7,103.09	Audit of 06/30/2025 Fiscal Year Final Audit Billing	55--California Pacific Charter - Los Angeles
	9/15/2025	SHAN000--Shannon Green	20137004046	37.62	Parking/Mileage to/from August 2025 BOD	55--California Pacific Charter - Los Angeles
		SHAN000--Shannon Green	20137004046	13.36	Meals August 2025 BOD Travel	55--California Pacific Charter - Los Angeles
	9/16/2025	AMAZ000--Amazon	20137004052	150.75	SpEd Supplies for student in CPC-LA	55--California Pacific Charter - Los Angeles
	9/16/2025	DELA000--De Lage Landen Financial Services Inc.	20137004049	55.39	Copier Lease - Property Tax 2025	55--California Pacific Charter - Los Angeles
	9/16/2025	AMAZ000--Amazon	20137004056	22.78	Office supplies- copy paper	55--California Pacific Charter - Los Angeles
	9/16/2025	AMAZ000--Amazon	20137004051	3.06	Teacher book for student curriculum	55--California Pacific Charter - Los Angeles
	9/17/2025	CORW001--Corwin Press, Inc.	20137004057	2,663.87	Teacher Clarity Workshop Summer In-Person PD	55--California Pacific Charter - Los Angeles
	9/18/2025	CHAR003--Charter Tech Services	20137004058	9,627.69	4 MacBooks for Staff	55--California Pacific Charter - Los Angeles
		CHAR003--Charter Tech Services	20137004058	13.08	Cleaning Supplies for IT	55--California Pacific Charter - Los Angeles
	9/19/2025	ALLS001--All Systems Go Veterinary Solutions	101371882	2,006.58	Marketing Monthly - September 2025	55--California Pacific Charter - Los Angeles
	9/19/2025	SHIR000--Shirley Peterson	20137004060	49.01	BOD Meeting 09/09/25 Mileage for Shirley Peterson	55--California Pacific Charter - Los Angeles
	9/19/2025	SANJ001--San Joaquin County Office of Education - LEA BOP	101371883	9.90	LEA Medi-Cal Billing Services Fee Monthly August 2025	55--California Pacific Charter - Los Angeles
	9/19/2025	JASO000--Jason D. McFaul	20137004059	6.37	BOD Meeting 09/09/25 Mileage for Jason McFaul	55--California Pacific Charter - Los Angeles
	9/19/2025	ECCI000--ECC Imaging LLC	101371881	8.55	Black Toner Cartridges - September 2025	55--California Pacific Charter - Los Angeles
	9/22/2025	UKG0001--UKG	20137004065	2,813.39	Payroll Processing Fees Qtrly Oct-Dec 2025	55--California Pacific Charter - Los Angeles
	9/22/2025	CHRI001--Christine Feher	20137004062	18.81	BOD Meeting Milage (8/13 & 9/9)	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137004062	7.75	Summer In-Person PD Mileage	55--California Pacific Charter - Los Angeles
	9/22/2025	ERIN000--Erin Rineberg	20137004061	5.04	Summer In-Person PD Mileage	55--California Pacific Charter - Los Angeles
		ERIN000--Erin Rineberg	20137004061	175.57	Summer In-Person PD Flights & Luqqage	55--California Pacific Charter - Los Angeles
		ERIN000--Erin Rineberg	20137004061	65.88	Sacramento Capital July 2025 Mileage and Parking	55--California Pacific Charter - Los Angeles
	9/22/2025	VICT002--Victoria Campbell	20137004064	19.80	Summer In-Person PD - Mileage/Rideshare	55--California Pacific Charter - Los Angeles

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		VICT002--Victoria Campbell	20137004064	26.67	Summer In-Person PD - Travel	55--California Pacific Charter - Los Angeles
	9/22/2025	DANI001--Danielle Carbonetta	20137004063	11.69	Summer In-Person PD Mileage and Parking	55--California Pacific Charter - Los Angeles
		DANI001--Danielle Carbonetta	20137004063	35.06	Breakfast for Office Meeting	55--California Pacific Charter - Los Angeles
	9/24/2025	JASO000--Jason D. McFaul	1184974087	200.00	September 2025 Board Stipends - JM	55--California Pacific Charter - Los Angeles
	9/24/2025	WILL000--William J Howard Jr.	1184974073	200.00	September 2025 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	9/24/2025	TANY001--Tanya Rogers	1184974070	200.00	September 2025 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	9/24/2025	KELL000--Kelly Wylie	1184974091	200.00	September 2025 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	9/24/2025	SHIR000--Shirley Peterson	1184974105	200.00	September 2025 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	9/30/2025	CHAR001--Charter Impact	20137004079	1,240.31	Payroll & Retirement Services Monthly - September 2025	55--California Pacific Charter - Los Angeles
	9/30/2025	PATR001--Patrice Aquilar	20137004078	32.55	SoCal Park Day Reimbursement - Mileage	55--California Pacific Charter - Los Angeles
	9/30/2025	ALIS001--Alisa Sheveland	20137004075	21.00	SoCal Park Day Reimbursement	55--California Pacific Charter - Los Angeles
	9/30/2025	AMAZ000--Amazon	20137004077	41.12	CTE Art Kit for student in CPC-LA	55--California Pacific Charter - Los Angeles
	9/30/2025	WEND001--Wendy Waters Barton	20137004076	18.00	TB Test Reimbursement	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371887	760.75	ACSA Membership 25/26 for Christine Feher	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371885	732.34	ACSA Membership 25/26 for Ericka Zemmer	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371888	703.30	ACSA Membership 25/26 for Erin Rineberg	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371890	633.69	ACSA Membership 25/26 for Gretchen Chamberlain	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371886	586.75	ACSA Membership 25/26 for Tyler Phipps	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371889	465.39	ACSA Membership 25/26 for Erika Stevens	55--California Pacific Charter - Los Angeles
	9/30/2025	ASSO000--Association of California School Administrators	101371884	438.75	ACSA Membership 25/26 for Stephen Warnock	55--California Pacific Charter - Los Angeles
	9/30/2025	AMAZ000--Amazon	20137004073	41.98	CTE Art Kit for student in CPC-LA	55--California Pacific Charter - Los Angeles
	9/30/2025	DONA001--Donald McLeish	101371891	13.63	Summer In-Person PD - Mileage	55--California Pacific Charter - Los Angeles
	9/30/2025	AMAZ000--Amazon	20137004072	40.74	CTE Art Kit for student in CPC-LA	55--California Pacific Charter - Los Angeles
	9/30/2025	CHAR003--Charter Tech Services	20137004070	34,232.00	100 Chromebooks for Students	55--California Pacific Charter - Los Angeles
	9/30/2025	CHAR003--Charter Tech Services	20137004067	351.26	Anodized Aluminum Asset Tag -LA	55--California Pacific Charter - Los Angeles
		CHAR003--Charter Tech Services	20137004067	1,211.65	50 Replacement Chromebook Charger	55--California Pacific Charter - Los Angeles
		CHAR003--Charter Tech Services	20137004067	693.00	7 Windows 11 Pro Upgrade License for Teachers	55--California Pacific Charter - Los Angeles

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/30/2025	CHAR003--Charter Tech Services	20137004068	347.26	Supplies for IT	55--California Pacific Charter - Los Angeles
	9/30/2025	DELA000--De Lage Landen Financial Services Inc.	20137004071	193.95	Copier Lease Monthly - October 2025	55--California Pacific Charter - Los Angeles
	9/30/2025	MICR000--MicroAqe	20137004066	4.59	Annual Subscription 25/26 SY	55--California Pacific Charter - Los Angeles
Total for CHASE 1781				\$ 133,174.47		

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 10/01/25
Location: 44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	09/02/25	KAIS001--Kaiser	2457595767TC	27,244.69	Medical Premiums Monthly - September 2025	44--California Pacific Charter - San Diego
	09/03/25	ANTH001--Anthem	2466164660TC	67,434.81	Medical Premiums Monthly - September 2025	44--California Pacific Charter - San Diego
	09/03/25	DELA000--De Lage Landen Financial Services Inc.	20137003985	142.24	Copier Lease Monthly - September 2025	44--California Pacific Charter - San Diego
	09/04/25	ARNE001--A&R Parcel Three	2472994450TC	2,640.66	Office Space Rent - September 2025	44--California Pacific Charter - San Diego
		ARNE001--A&R Parcel Three	2472994450TC	78.89	Office Space DOE - September 2025	44--California Pacific Charter - San Diego
	09/05/25	WORL000--Worldwide Express	101371851	9,887.31	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	09/05/25	CHAR003--Charter Tech Services	20137003988	3,300.00	Monthly Technology Services for September 2025	44--California Pacific Charter - San Diego
	09/05/25	EECS000--Effectual Educational Consulting Services	20137003990	1,235.00	OT Assessment - May 2025	44--California Pacific Charter - San Diego
	09/05/25	CHAR003--Charter Tech Services	20137003987	388.20	Shipping Supplies for IT	44--California Pacific Charter - San Diego
	09/05/25	CHAR003--Charter Tech Services	20137003986	351.26	Asset Tags for Student Devices - SD	44--California Pacific Charter - San Diego
	09/05/25	WORL000--Worldwide Express	101371852	556.95	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	09/05/25	ALPH000--Alpha Vision, Inc.	101371853	125.07	Google Drive Back-Up Monthly - September 2025	44--California Pacific Charter - San Diego
	09/09/25	ASHL001--Ashley Trujillo	101371866	37.51	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	ASHL000--Ashlynn Del Castillo	101371868	29.87	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	KATI001--Katherine Johnson	101371867	25.43	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	KRIS001--Kristi Dodson	101371865	34.39	Summer In-Person PD - Mileage/Tolls	44--California Pacific Charter - San Diego
	09/09/25	CULL001--Culligan	101371864	22.09	Water Cooler Rental Monthly - September 2025	44--California Pacific Charter - San Diego
	09/09/25	SHEL001--Shelby Sullivan	101371863	31.14	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	WORL000--Worldwide Express	101371862	2,365.69	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	09/09/25	CARY001--Caryn Masters	101371861	5.36	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
		CARY001--Caryn Masters	101371861	62.32	Summer In-Person PD - Goldbach, Heather Room Expense	44--California Pacific Charter - San Diego
	09/09/25	ELIZ001--Elizabeth DelConte	101371859	41.35	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
		ELIZ001--Elizabeth DelConte	101371859	24.42	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
	09/09/25	NICO002--Nicole Bella	101371860	12.50	Summer In-Person PD Mileage	44--California Pacific Charter - San Diego
	09/09/25	ALYS001--Alyssa Ginn	101371858	32.29	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
		ALYS001--Alyssa Ginn	101371858	3.10	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	09/09/25	LIZP001--Liz Palermo	101371857	5.36	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
		LIZP001--Liz Palermo	101371857	162.11	Summer In-Person PD - Travel	44--California Pacific Charter - San Diego
		LIZP001--Liz Palermo	101371857	20.00	Summer In-Person PD - Parking	44--California Pacific Charter - San Diego
	09/09/25	JENN001--Jennifer Byus	101371856	18.25	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	MARY001--Maryel Kindem	20137003996	82.02	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	AMAZ000--Amazon	20137003998	43.91	Summer In-Person PD Supplies	44--California Pacific Charter - San Diego
	09/09/25	JILLT001--Jill Tanner	20137003999	39.15	Mileage/Tolls Office Visit	44--California Pacific Charter - San Diego
	09/09/25	JILL001--Jill Stubbs	20137003997	36.95	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	ERIN001--Erin Speakman	101371855	35.47	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	PATR001--Patrice Aquilar	20137003995	35.44	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	GOGU000--GoGuardian	20137003994	5,394.01	Contract for 25/26 SY Educational Technology	44--California Pacific Charter - San Diego
	09/09/25	TAMA001--Tamara Hicks	101371854	28.93	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/09/25	AMAZ000--Amazon	20137003993	10.76	Summer In-Person PD Supplies	44--California Pacific Charter - San Diego
	09/09/25	AMAZ000--Amazon	20137003992	7.10	Summer In-Person PD Supplies	44--California Pacific Charter - San Diego
	09/10/25	BERK000--Berkshire Hathaway	24/25 WC Audit	27.46	Worker's Comp - Final Audit 24/25	44--California Pacific Charter - San Diego
	09/10/25	MAXW001--James Maxwell	101371878	70.03	NPS Meals July 2025	44--California Pacific Charter - San Diego
		MAXW001--James Maxwell	101371878	101.31	NPS Mileage and Rental Car July 2025	44--California Pacific Charter - San Diego
	09/10/25	SARA002--Sarah Alewine	101371879	25.47	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	HOLL001--Holly Hess	101371877	67.20	Summer In-Person PD - Mileage/Parking/Rideshare	44--California Pacific Charter - San Diego
	09/10/25	ELEN001--Elena Hoffman	101371875	26.13	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	JENN005--Jennifer Davis	101371876	5.84	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	638.71	Legal Services for August 2025	44--California Pacific Charter - San Diego
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	737.26	BOD Ethics Trainings	44--California Pacific Charter - San Diego
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	793.96	SPED Presentation for In-Person PD	44--California Pacific Charter - San Diego
	09/10/25	KATH001--Kathryn Sutton	101371874	29.44	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	NICO001--Nicole Hemminger	101371871	86.33	Summer In-Person PD - Airfare	44--California Pacific Charter - San Diego
		NICO001--Nicole Hemminger	101371871	34.16	Summer In-Person PD - Rideshare	44--California Pacific Charter - San Diego
	09/10/25	MICH004--Michelle Garcia	101371872	18.80	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	09/10/25	TIFF001--Tiffany Cozzi	101371870	14.67	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	JOYN001--Joy Nehr	20137004025	156.11	Summer In-Person PD - Travel/Rental Car	44--California Pacific Charter - San Diego
	09/10/25	MYCH001--Mychal Garcia	101371869	58.18	Summer In-Person PD - Rideshare	44--California Pacific Charter - San Diego
	09/10/25	ALIS001--Alisa Sheveland	20137004024	31.49	Summer In-Person PD - Mileage/Parking	44--California Pacific Charter - San Diego
	09/10/25	ERIK001--Erika Stevens	20137004021	214.82	Travel to Sacramento July 2025 Flights for Erika Stevens	44--California Pacific Charter - San Diego
		ERIK001--Erika Stevens	20137004021	47.54	Travel to Sacramento July 2025 Mileage, Parking & Rideshare for Erika Stevens	44--California Pacific Charter - San Diego
		ERIK001--Erika Stevens	20137004021	26.90	Travel to Sacramento July 2025 Meals for Erika Stevens	44--California Pacific Charter - San Diego
		ERIK001--Erika Stevens	20137004021	17.31	Summer In-Person PD Mileage for Erika Stevens	44--California Pacific Charter - San Diego
	09/10/25	GARR001--Garrett Carrington	20137004023	125.80	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	ROMY001--Romy Fay-Mason	20137004022	36.23	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
		ROMY001--Romy Fay-Mason	20137004022	19.49	Medi-Cal Meeting Mileage	44--California Pacific Charter - San Diego
	09/10/25	GRET000--Gretchen Chamberlain	20137004020	18.39	BOD 8/13/25 Mileage for Gretchen Chamberlain	44--California Pacific Charter - San Diego
		GRET000--Gretchen Chamberlain	20137004020	18.78	Summer In-Person PD Mileage for Gretchen Chamberlain	44--California Pacific Charter - San Diego
	09/10/25	AMYE001--Amy Robinson	20137004019	41.15	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	KRIS000--Kristine Kim	20137004018	39.89	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	YENI001--Yeni Sandoval	20137004017	17.94	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	PHIL000--Philadelphia Insurance Companies	20137004016	1,815.08	September Installment Insurance Premiums FY 25/26	44--California Pacific Charter - San Diego
	09/10/25	CARL002--Carly Berry	20137004015	19.63	Summer In-Person PD - Rideshare	44--California Pacific Charter - San Diego
		CARL002--Carly Berry	20137004015	9.84	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
	09/10/25	COUR001--Courtney Young	20137004013	15.41	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
		COUR001--Courtney Young	20137004013	11.80	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	JOCE001--Jocelin Jones	20137004012	26.41	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	LISA002--Lisa Mejia Martinez	20137004014	17.08	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	ERIC001--Ericka Zemmer	20137004010	36.17	Summer In-Person PD Mileage for Ericka Zemmer	44--California Pacific Charter - San Diego
	09/10/25	AVIV001--Aviva Ebner	20137004011	31.73	Summer In-Person PD Mileage for Aviva Ebner	44--California Pacific Charter - San Diego
	09/10/25	CORR001--Corrie Amador	20137004008	37.79	Mileage for BOD Meeting 8/13/25 for Corrie Amador	44--California Pacific Charter - San Diego
		CORR001--Corrie Amador	20137004008	37.79	Summer In-Person PD Mileage for Corrie Amador	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	09/10/25	STEP003--Stephen Warnock	20137004007	24.73	Summer In-Person PD Mileage for Stephen Warnock	44--California Pacific Charter - San Diego
	09/10/25	AMYN001--Amy Nguyen	20137004005	10.40	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	NANC001--Nancy McKenna	20137004006	4.06	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	DEBI001--Debi Huber	20137004004	6.43	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
		DEBI001--Debi Huber	20137004004	70.17	Summer In-Person PD - Rental Car/Fuel	44--California Pacific Charter - San Diego
	09/10/25	CARL001--Carly Caprio	20137004003	68.86	Summer In-Person PD - Travel	44--California Pacific Charter - San Diego
	09/10/25	MARL000--Marla Malfavon	20137004001	65.32	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/10/25	LAUR001--Laurel Colton	20137004002	33.88	Credential Reimbursement	44--California Pacific Charter - San Diego
	09/10/25	MARI003--Marissa Probst	20137004000	34.71	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	JOFF000--Joffe Emergency Services	20137004045	192.50	Joffe Emergency Service Membership 26/27 SY	44--California Pacific Charter - San Diego
		JOFF000--Joffe Emergency Services	20137004045	962.50	Joffe Emergency Service Membership 25/26 SY	44--California Pacific Charter - San Diego
	09/11/25	APLU000--APLUS+	20137004044	237.30	APLUS+ Conference October 2025 Registration for Aviva Ebner	44--California Pacific Charter - San Diego
		APLU000--APLUS+	20137004044	263.67	APLUS+ Conference October 2025 Registration for Christine Feher	44--California Pacific Charter - San Diego
		APLU000--APLUS+	20137004044	263.67	APLUS+ Conference October 2025 Registration for Tyler Phipps	44--California Pacific Charter - San Diego
	09/11/25	LESL001--Leslee Bayer	20137004043	1.89	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
		LESL001--Leslee Bayer	20137004043	57.42	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	HEAT001--Heather Goldbach	20137004041	35.21	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	VICT000--Victoria Law	20137004040	14.74	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	AMAZ000--Amazon	20137004042	9.14	Supplies for Office	44--California Pacific Charter - San Diego
	09/11/25	PRES000--PresenceLearning, Inc.	20137004039	554.40	Kanga License for 25/26 SY	44--California Pacific Charter - San Diego
	09/11/25	LESL002--Leslie Robertson	20137004037	29.39	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	ARIT001--Ari Tavakoulnia	20137004038	17.08	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	KATI002--Katie Hawck	20137004036	2.66	Summer In-Person PD - Flight Internet	44--California Pacific Charter - San Diego
		KATI002--Katie Hawck	20137004036	28.66	Summer In-Person PD - PD Supplies	44--California Pacific Charter - San Diego
		KATI002--Katie Hawck	20137004036	27.74	Summer In-Person PD - Meals	44--California Pacific Charter - San Diego
		KATI002--Katie Hawck	20137004036	100.86	Summer In-Person PD - Rideshare/Rental Car	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	09/11/25	EDGE001--Imagine Learning LLC	20137004032	1,470.15	eDynamic Electives Courses 25/26 SY	44--California Pacific Charter - San Diego
		EDGE001--Imagine Learning LLC	20137004032	825.00	Edgenuity Exceptional Students Course Suite 25/26 SY	44--California Pacific Charter - San Diego
	09/11/25	KELLY01--Kelly Spinos	20137004033	26.94	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	DENY001--Denya Ciuffo Rose	20137004034	9.61	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/11/25	COUR001--Courtney Young	20137004035	5.65	Postage Reimbursement	44--California Pacific Charter - San Diego
	09/11/25	RING000--RingCentral	20137004031	1,118.02	Phone Bill Monthly - August 2025	44--California Pacific Charter - San Diego
	09/11/25	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004029	519.75	Legal Services for July 2025	44--California Pacific Charter - San Diego
	09/11/25	AMAZ000--Amazon	20137004027	65.76	Teacher Workshop Books for Summer In-Person PD	44--California Pacific Charter - San Diego
	09/11/25	AMAZ000--Amazon	20137004026	19.54	Books for Admins	44--California Pacific Charter - San Diego
	09/11/25	AMAZ000--Amazon	20137004030	7.09	Office supplies- shipping labels	44--California Pacific Charter - San Diego
	09/12/25	EVER000--Evergreen Educational Group	101371880	329.67	Contract for 25/26 SY (DLC - Digital Learning)	44--California Pacific Charter - San Diego
	09/15/25	BERK000--Berkshire Hathaway	2584071082TC	6,297.21	Worker's Comp August 2025	44--California Pacific Charter - San Diego
	09/15/25	ZOOM000--Zoom	20137004048	5,593.50	Zoom Workplace Subscription for 25/26 SY	44--California Pacific Charter - San Diego
		ZOOM000--Zoom	20137004048	605.16	Zoom Phone Subscription for 26/27 SY	44--California Pacific Charter - San Diego
		ZOOM000--Zoom	20137004048	1,118.70	Zoom Workplace Subscription for 26/27 SY	44--California Pacific Charter - San Diego
		ZOOM000--Zoom	20137004048	3,025.80	Zoom Phone Subscription for 25/26 SY	44--California Pacific Charter - San Diego
	09/15/25	CLIF000--Clifton Larson Allen LLP	20137004047	5,208.94	Audit of 06/30/2025 Fiscal Year Final Audit Billing	44--California Pacific Charter - San Diego
	09/15/25	SHAN000--Shannon Green	20137004046	13.35	Meals August 2025 BOD Travel	44--California Pacific Charter - San Diego
		SHAN000--Shannon Green	20137004046	37.60	Parking/Mileage to/from August 2025 BOD	44--California Pacific Charter - San Diego
	09/16/25	SUMM001--Summitview Child & Family Services, Inc.	20137004050	29,483.54	NPS Placement - August 2025	44--California Pacific Charter - San Diego
	09/16/25	AMAZ000--Amazon	20137004054	139.09	Farmhouse Desk Elizabeth Palermo	44--California Pacific Charter - San Diego
	09/16/25	DELA000--De Lage Landen Financial Services Inc.	20137004049	40.62	Copier Lease - Property Tax 2025	44--California Pacific Charter - San Diego
	09/16/25	AMAZ000--Amazon	20137004056	16.71	Office supplies- copy paper	44--California Pacific Charter - San Diego
	09/16/25	AMAZ000--Amazon	20137004051	2.24	Teacher book for student curriculum	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	09/17/25	CORW001--Corwin Press, Inc.	20137004057	2,663.06	Teacher Clarity Workshop Summer In-Person PD	44--California Pacific Charter - San Diego
	09/18/25	CHAR003--Charter Tech Services	20137004058	9.59	Cleaning Supplies for IT	44--California Pacific Charter - San Diego
		CHAR003--Charter Tech Services	20137004058	2,406.92	1 MacBook for Staff	44--California Pacific Charter - San Diego
		CHAR003--Charter Tech Services	20137004058	1,562.38	1 HP Laptop for Staff	44--California Pacific Charter - San Diego
	09/19/25	ALLS001--All Systems Go Veterinary Solutions	101371882	1,471.49	Marketing Monthly - September 2025	44--California Pacific Charter - San Diego
	09/19/25	SHIR000--Shirley Peterson	20137004060	48.99	BOD Meeting 09/09/25 Mileage for Shirley Peterson	44--California Pacific Charter - San Diego
	09/19/25	SANJ001--San Joaquin County Office of Education - LEA BOP	101371883	7.26	LEA Medi-Cal Billing Services Fee Monthly August 2025	44--California Pacific Charter - San Diego
	09/19/25	JASO000--Jason D. McFaul	20137004059	6.37	BOD Meeting 09/09/25 Mileage for Jason McFaul	44--California Pacific Charter - San Diego
	09/19/25	ECCI000--ECC Imaging LLC	101371881	6.27	Black Toner Cartridges - September 2025	44--California Pacific Charter - San Diego
	09/22/25	UKG0001--UKG	20137004065	2,063.15	Payroll Processing Fees Qtrly Oct-Dec 2025	44--California Pacific Charter - San Diego
	09/22/25	CHRI001--Christine Feher	20137004062	187.60	LVLUP Academy Visits	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137004062	7.74	Summer In-Person PD Mileage	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137004062	18.81	BOD Meeting Milage (8/13 & 9/9)	44--California Pacific Charter - San Diego
	09/22/25	ERIN000--Erin Rineberg	20137004061	48.31	Sacramento Capital July 2025 Mileage and Parking	44--California Pacific Charter - San Diego
		ERIN000--Erin Rineberg	20137004061	5.04	Summer In-Person PD Mileage	44--California Pacific Charter - San Diego
		ERIN000--Erin Rineberg	20137004061	175.51	Summer In-Person PD Flights & Luggage	44--California Pacific Charter - San Diego
	09/22/25	VICTO02--Victoria Campbell	20137004064	19.79	Summer In-Person PD - Mileage/Rideshare	44--California Pacific Charter - San Diego
		VICTO02--Victoria Campbell	20137004064	26.67	Summer In-Person PD - Travel	44--California Pacific Charter - San Diego
	09/22/25	DANI001--Danielle Carbonetta	20137004063	25.70	Breakfast for Office Meeting	44--California Pacific Charter - San Diego
		DANI001--Danielle Carbonetta	20137004063	11.69	Summer In-Person PD Mileage and Parking	44--California Pacific Charter - San Diego
	09/24/25	JASO000--Jason D. McFaul	1184974087	200.00	September 2025 Board Stipends - JM	44--California Pacific Charter - San Diego
	09/24/25	WILL000--William J Howard Jr.	1184974073	200.00	September 2025 Board Stipends - WH	44--California Pacific Charter - San Diego
	09/24/25	TANY001--Tanya Rogers	1184974070	200.00	September 2025 Board Stipends - TR	44--California Pacific Charter - San Diego
	09/24/25	KELL000--Kelly Wylie	1184974091	200.00	September 2025 Board Stipends - KW	44--California Pacific Charter - San Diego
	09/24/25	SHIR000--Shirley Peterson	1184974105	200.00	September 2025 Board Stipends - SP	44--California Pacific Charter - San Diego
	09/30/25	CHAR001--Charter Impact	20137004079	909.56	Payroll & Retirement Services Monthly - September 2025	44--California Pacific Charter - San Diego
	09/30/25	PATR001--Patrice Aguilar	20137004078	32.55	SoCal Park Day Reimbursement - Mileage	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase Bank - Main		Account no: 505911781				
	09/30/25	ALIS001--Alisa Sheveland	20137004075	21.00	SoCal Park Day Reimbursement	44--California Pacific Charter - San Diego
	09/30/25	WEND001--Wendy Waters Barton	20137004076	13.20	TB Test Reimbursement	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371887	557.89	ACSA Membership 25/26 for Christine Feher	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371885	537.06	ACSA Membership 25/26 for Ericka Zemmer	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371888	515.75	ACSA Membership 25/26 for Erin Rineberg	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371890	464.70	ACSA Membership 25/26 for Gretchen Chamberlain	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371886	430.28	ACSA Membership 25/26 for Tyler Phipps	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371889	341.29	ACSA Membership 25/26 for Erika Stevens	44--California Pacific Charter - San Diego
	09/30/25	ASSO000--Association of California School Administrators	101371884	321.75	ACSA Membership 25/26 for Stephen Warnock	44--California Pacific Charter - San Diego
	09/30/25	MAXW001--James Maxwell	101371892	38.45	NPS Meals August 2025	44--California Pacific Charter - San Diego
		MAXW001--James Maxwell	101371892	63.90	NPS Mileage & Parking August 2025	44--California Pacific Charter - San Diego
	09/30/25	DONA001--Donald McLeish	101371891	13.62	Summer In-Person PD - Mileage	44--California Pacific Charter - San Diego
	09/30/25	CHAR003--Charter Tech Services	20137004070	17,116.00	50 Chromebooks for Students	44--California Pacific Charter - San Diego
	09/30/25	METL001--MetLife Small Business Center	20137004069	9,195.60	October 2025 Insurance Premiums	44--California Pacific Charter - San Diego
	09/30/25	CHAR003--Charter Tech Services	20137004067	693.00	7 Windows 11 Pro Upgrade License for Teachers	44--California Pacific Charter - San Diego
		CHAR003--Charter Tech Services	20137004067	1,211.65	50 Replacement Chromebook Charger	44--California Pacific Charter - San Diego
	09/30/25	CHAR003--Charter Tech Services	20137004068	254.66	Supplies for IT	44--California Pacific Charter - San Diego
	09/30/25	DELA000--De Lage Landen Financial Services Inc.	20137004071	142.24	Copier Lease Monthly - October 2025	44--California Pacific Charter - San Diego
	09/30/25	MICR000--MicroAge	20137004066	3.37	Annual Subscription 25/26 SY	44--California Pacific Charter - San Diego
Total for CHASE 1781				\$ 231,384.41		

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/3/2025	DELA000--De Lage Landen Financial Services Inc.	20137003985	94.82	Copier Lease Monthly - September 2025	95--California Pacific Charter - Sonoma
	9/4/2025	ARNE001--A&R Parcel Three	2472994450TC	1,760.44	Office Space Rent - September 2025	95--California Pacific Charter - Sonoma
		ARNE001--A&R Parcel Three	2472994450TC	52.60	Office Space DOE - September 2025	95--California Pacific Charter - Sonoma
	9/5/2025	WORL000--Worldwide Express	101371851	6,278.74	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	9/5/2025	CHAR003--Charter Tech Services	20137003988	2,200.00	Monthly Technology Services for September 2025	95--California Pacific Charter - Sonoma
	9/5/2025	CHAR003--Charter Tech Services	20137003987	258.80	Shipping Supplies for IT	95--California Pacific Charter - Sonoma
	9/5/2025	CHAR003--Charter Tech Services	20137003986	351.27	Asset Tags for Student Devices - SO	95--California Pacific Charter - Sonoma
	9/5/2025	WORL000--Worldwide Express	101371852	166.09	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	9/5/2025	ALPH000--Alpha Vision, Inc.	101371853	83.38	Google Drive Back-Up Monthly - September 2025	95--California Pacific Charter - Sonoma
	9/9/2025	ASHL001--Ashley Trujillo	101371866	37.52	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	ASHL000--Ashlynn Del Castillo	101371868	29.86	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	KATI001--Katherine Johnson	101371867	25.43	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	KRIS001--Kristi Dodson	101371865	34.40	Summer In-Person PD - Mileage/Tolls	95--California Pacific Charter - Sonoma
	9/9/2025	CULL001--Culligan	101371864	14.73	Water Cooler Rental Monthly - September 2025	95--California Pacific Charter - Sonoma
	9/9/2025	SHEL001--Shelby Sullivan	101371863	31.15	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	WORL000--Worldwide Express	101371862	1,600.07	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	9/9/2025	CARY001--Caryn Masters	101371861	62.32	Summer In-Person PD - Goldbach, Heather Room Expense	95--California Pacific Charter - Sonoma
		CARY001--Caryn Masters	101371861	5.37	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	ELIZ001--Elizabeth DelConte	101371859	41.36	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
		ELIZ001--Elizabeth DelConte	101371859	24.41	Summer In-Person PD - Meals	95--California Pacific Charter - Sonoma
	9/9/2025	NICO002--Nicole Bella	101371860	12.51	Summer In-Person PD Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	ALYS001--Alyssa Ginn	101371858	3.11	Summer In-Person PD - Meals	95--California Pacific Charter - Sonoma
		ALYS001--Alyssa Ginn	101371858	32.29	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	LIZP001--Liz Palermo	101371857	20.00	Summer In-Person PD - Parking	95--California Pacific Charter - Sonoma
		LIZP001--Liz Palermo	101371857	5.36	Summer In-Person PD - Meals	95--California Pacific Charter - Sonoma
		LIZP001--Liz Palermo	101371857	162.10	Summer In-Person PD - Travel	95--California Pacific Charter - Sonoma
	9/9/2025	JENN001--Jennifer Byus	101371856	18.24	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	MARY001--Maryel Kindem	20137003996	82.03	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	AMAZ000--Amazon	20137003998	43.92	Summer In-Person PD Supplies	95--California Pacific Charter - Sonoma
	9/9/2025	JILLT001--Jill Tanner	20137003999	26.10	Mileage/Tolls Office Visit	95--California Pacific Charter - Sonoma

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	9/9/2025	JILL001--Jill Stubbs	20137003997	36.96	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	ERIN001--Erin Speakman	101371855	35.46	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	PATR001--Patrice Aquilar	20137003995	35.44	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	GOGU000--GoGuardian	20137003994	3,596.01	Contract for 25/26 SY Educational Technology	95--California Pacific Charter - Sonoma
	9/9/2025	TAMA001--Tamara Hicks	101371854	28.93	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/9/2025	AMAZ000--Amazon	20137003993	10.76	Summer In-Person PD Supplies	95--California Pacific Charter - Sonoma
	9/9/2025	AMAZ000--Amazon	20137003992	7.09	Summer In-Person PD Supplies	95--California Pacific Charter - Sonoma
	9/10/2025	BERK000--Berkshire Hathaway	24/25 WC Audit	18.31	Worker's Comp - Final Audit 24/25	95--California Pacific Charter - Sonoma
	9/10/2025	SARA002--Sarah Alewine	101371879	25.48	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/10/2025	HOLL001--Holly Hess	101371877	67.20	Summer In-Person PD - Mileage/Parking/Rideshare	95--California Pacific Charter - Sonoma
	9/10/2025	ELEN001--Elena Hoffman	101371875	26.13	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/10/2025	JENN005--Jennifer Davis	101371876	5.83	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/10/2025	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	118.50	Legal Services for August 2025	95--California Pacific Charter - Sonoma
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	425.81	Legal Services for August 2025	95--California Pacific Charter - Sonoma
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	737.26	BOD Ethics Trainings	95--California Pacific Charter - Sonoma
		YMCL000--Law Offices of Young, Minney & Corr. LLP	101371873	793.95	SPED Presentation for In-Person PD	95--California Pacific Charter - Sonoma
	9/10/2025	KATH001--Kathryn Sutton	101371874	29.44	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/10/2025	NICO001--Nicole Hemminger	101371871	86.32	Summer In-Person PD - Airfare	95--California Pacific Charter - Sonoma
		NICO001--Nicole Hemminger	101371871	34.16	Summer In-Person PD - Rideshare	95--California Pacific Charter - Sonoma
	9/10/2025	MICH004--Michelle Garcia	101371872	18.80	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/10/2025	TIFF001--Tiffany Cozzi	101371870	14.68	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/10/2025	JOYN001--Joy Nehr	20137004025	156.10	Summer In-Person PD - Travel/Rental Car	95--California Pacific Charter - Sonoma
	9/10/2025	MYCH001--Mychal Garcia	101371869	58.18	Summer In-Person PD - Rideshare	95--California Pacific Charter - Sonoma
	9/10/2025	ALIS001--Alisa Sheveland	20137004024	31.50	Summer In-Person PD - Mileage/Parking	95--California Pacific Charter - Sonoma
	9/10/2025	ERIK001--Erika Stevens	20137004021	17.31	Summer In-Person PD Mileage for Erika Stevens	95--California Pacific Charter - Sonoma
		ERIK001--Erika Stevens	20137004021	17.93	Travel to Sacramento July 2025 Meals for Erika Stevens	95--California Pacific Charter - Sonoma
		ERIK001--Erika Stevens	20137004021	31.70	Travel to Sacramento July 2025 Mileage, Parking & Rideshare for Erika Stevens	95--California Pacific Charter - Sonoma
		ERIK001--Erika Stevens	20137004021	143.21	Travel to Sacramento July 2025 Flights for Erika Stevens	95--California Pacific Charter - Sonoma

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/10/2025	GARR001--Garrett Carrington	20137004023	125.80	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	ROMY001--Romy Fay-Mason	20137004022	13.00	Medi-Cal Meeting Mileage 95--California Pacific Charter - Sonoma	
		ROMY001--Romy Fay-Mason	20137004022	36.22	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	GRET000--Gretchen Chamberlain	20137004020	18.78	Summer In-Person PD Mileage for Gretchen Chamberlain 95--California Pacific Charter - Sonoma	
		GRET000--Gretchen Chamberlain	20137004020	18.38	BOD 8/13/25 Mileage for Gretchen Chamberlain 95--California Pacific Charter - Sonoma	
	9/10/2025	AMYE001--Amy Robinson	20137004019	41.16	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	KRIS000--Kristine Kim	20137004018	39.90	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	YENI001--Yeni Sandoval	20137004017	17.94	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	PHIL000--Philadelphia Insurance Companies	20137004016	1,210.06	September Installment Insurance Premiums FY 95--California Pacific Charter - Sonoma 25/26	
	9/10/2025	CARL002--Carly Berry	20137004015	9.84	Summer In-Person PD - Meals 95--California Pacific Charter - Sonoma	
		CARL002--Carly Berry	20137004015	19.62	Summer In-Person PD - Rideshare 95--California Pacific Charter - Sonoma	
	9/10/2025	COUR001--Courtney Young	20137004013	11.80	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
		COUR001--Courtney Young	20137004013	15.41	Summer In-Person PD - Meals 95--California Pacific Charter - Sonoma	
	9/10/2025	JOCE001--Jocelin Jones	20137004012	26.41	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	LISA002--Lisa Mejia Martinez	20137004014	17.08	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	ERIC001--Ericka Zemmer	20137004010	36.16	Summer In-Person PD Mileage for Ericka Zemmer 95--California Pacific Charter - Sonoma	
	9/10/2025	AVIV001--Aviva Ebner	20137004011	31.73	Summer In-Person PD Mileage for Aviva Ebner 95--California Pacific Charter - Sonoma	
	9/10/2025	CORR001--Corrie Amador	20137004008	37.80	Mileage for BOD Meeting 8/13/25 for Corrie Amador 95--California Pacific Charter - Sonoma	
		CORR001--Corrie Amador	20137004008	37.80	Summer In-Person PD Mileage for Corrie Amador 95--California Pacific Charter - Sonoma	
	9/10/2025	STEP003--Stephen Warnock	20137004007	24.73	Summer In-Person PD Mileage for Stephen Warnock 95--California Pacific Charter - Sonoma	
	9/10/2025	UNPL001--Unplug Studio LLC	20137004009	65.00	Website Hosting & Maintenance Monthly - September 2025 95--California Pacific Charter - Sonoma	
	9/10/2025	AMYN001--Amy Nguyen	20137004005	10.41	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	NANC001--Nancy McKenna	20137004006	4.06	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	DEBI001--Debi Huber	20137004004	70.18	Summer In-Person PD - Rental Car/Fuel 95--California Pacific Charter - Sonoma	
		DEBI001--Debi Huber	20137004004	6.44	Summer In-Person PD - Meals 95--California Pacific Charter - Sonoma	
	9/10/2025	CARL001--Carly Caprio	20137004003	68.86	Summer In-Person PD - Travel 95--California Pacific Charter - Sonoma	
	9/10/2025	MARL000--Marla Malfavon	20137004001	65.33	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	
	9/10/2025	LAUR001--Laurel Colton	20137004002	22.58	Credential Reimbursement 95--California Pacific Charter - Sonoma	
	9/10/2025	MARI003--Marissa Probst	20137004000	34.72	Summer In-Person PD - Mileage 95--California Pacific Charter - Sonoma	

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/11/2025	JOFF000--Joffe Emergency Services	20137004045	128.33	Joffe Emergency Service Membership 26/27 SY	95--California Pacific Charter - Sonoma
		JOFF000--Joffe Emergency Services	20137004045	641.67	Joffe Emergency Service Membership 25/26 SY	95--California Pacific Charter - Sonoma
	9/11/2025	APLU000--APLUS+	20137004044	175.78	APLus+ Conference October 2025 Registration for Christine Feher	95--California Pacific Charter - Sonoma
		APLU000--APLUS+	20137004044	175.78	APLus+ Conference October 2025 Registration for Tyler Phipps	95--California Pacific Charter - Sonoma
		APLU000--APLUS+	20137004044	158.20	APLus+ Conference October 2025 Registration for Aviva Ebner	95--California Pacific Charter - Sonoma
	9/11/2025	LESL001--Leslee Bayer	20137004043	57.42	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
		LESL001--Leslee Bayer	20137004043	1.88	Summer In-Person PD - Meals	95--California Pacific Charter - Sonoma
	9/11/2025	HEAT001--Heather Goldbach	20137004041	35.21	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/11/2025	VICT000--Victoria Law	20137004040	14.75	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/11/2025	AMAZ000--Amazon	20137004042	6.09	Supplies for Office	95--California Pacific Charter - Sonoma
	9/11/2025	PRES000--PresenceLearning, Inc.	20137004039	369.60	Kanqa License for 25/26 SY	95--California Pacific Charter - Sonoma
	9/11/2025	LESL002--Leslie Robertson	20137004037	29.40	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/11/2025	ARIT001--Ari Tavakoulia	20137004038	17.08	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/11/2025	KATI002--Katie Hawck	20137004036	2.67	Summer In-Person PD - Flight Internet	95--California Pacific Charter - Sonoma
		KATI002--Katie Hawck	20137004036	28.67	Summer In-Person PD - PD Supplies	95--California Pacific Charter - Sonoma
		KATI002--Katie Hawck	20137004036	27.74	Summer In-Person PD - Meals	95--California Pacific Charter - Sonoma
		KATI002--Katie Hawck	20137004036	100.86	Summer In-Person PD - Rideshare/Rental Car	95--California Pacific Charter - Sonoma
	9/11/2025	EDGE001--Imagine Learning LLC	20137004032	980.10	eDynamic Electives Courses 25/26 SY	95--California Pacific Charter - Sonoma
		EDGE001--Imagine Learning LLC	20137004032	550.00	Edgenuity Exceptional Students Course Suite 25/26 SY	95--California Pacific Charter - Sonoma
	9/11/2025	KELLY01--Kelly Spinos	20137004033	26.95	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/11/2025	DENY001--Denya Ciuffo Rose	20137004034	9.61	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/11/2025	COUR001--Courtney Young	20137004035	3.76	Postage Reimbursement	95--California Pacific Charter - Sonoma
	9/11/2025	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004028	13,477.50	Legal Services for July 2025	95--California Pacific Charter - Sonoma
	9/11/2025	RING000--RingCentral	20137004031	745.35	Phone Bill Monthly - August 2025	95--California Pacific Charter - Sonoma
	9/11/2025	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004029	346.50	Legal Services for July 2025	95--California Pacific Charter - Sonoma
	9/11/2025	AMAZ000--Amazon	20137004027	65.76	Teacher Workshop Books for Summer In-Person PD	95--California Pacific Charter - Sonoma
	9/11/2025	AMAZ000--Amazon	20137004026	13.02	Books for Admins	95--California Pacific Charter - Sonoma
	9/11/2025	AMAZ000--Amazon	20137004030	4.73	Office supplies- shipping labels	95--California Pacific Charter - Sonoma

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CHASE 1781 - Chase Bank - Main	Account no: 505911781					
	9/12/2025	EVER000--Evergreen Educational Group	101371880	219.78	Contract for 25/26 SY (DLC - Digital Learning)	95--California Pacific Charter - Sonoma
	9/15/2025	ZOOM000--Zoom	20137004048	745.80	Zoom Workplace Subscription for 26/27 SY	95--California Pacific Charter - Sonoma
		ZOOM000--Zoom	20137004048	2,017.20	Zoom Phone Subscription for 25/26 SY	95--California Pacific Charter - Sonoma
		ZOOM000--Zoom	20137004048	403.44	Zoom Phone Subscription for 26/27 SY	95--California Pacific Charter - Sonoma
		ZOOM000--Zoom	20137004048	3,729.00	Zoom Workplace Subscription for 25/26 SY	95--California Pacific Charter - Sonoma
	9/15/2025	CLIF000--Clifton Larson Allen LLP	20137004047	3,472.62	Audit of 06/30/2025 Fiscal Year Final Audit Billing	95--California Pacific Charter - Sonoma
	9/15/2025	SHAN000--Shannon Green	20137004046	37.61	Parking/Mileage to/from August 2025 BOD	95--California Pacific Charter - Sonoma
		SHAN000--Shannon Green	20137004046	13.35	Meals August 2025 BOD Travel	95--California Pacific Charter - Sonoma
	9/16/2025	DELA000--De Lage Landen Financial Services Inc.	20137004049	27.08	Copier Lease - Property Tax 2025	95--California Pacific Charter - Sonoma
	9/16/2025	AMAZ000--Amazon	20137004056	11.14	Office supplies- copy paper	95--California Pacific Charter - Sonoma
	9/16/2025	AMAZ000--Amazon	20137004055	28.07	SpEd Supplies for student in CPC-SO	95--California Pacific Charter - Sonoma
	9/16/2025	AMAZ000--Amazon	20137004053	9.24	SpEd Supplies for student in CPC-SO	95--California Pacific Charter - Sonoma
	9/16/2025	AMAZ000--Amazon	20137004051	1.50	Teacher book for student curriculum	95--California Pacific Charter - Sonoma
	9/17/2025	CORW001--Corwin Press, Inc.	20137004057	2,663.07	Teacher Clarity Workshop Summer In-Person PD	95--California Pacific Charter - Sonoma
	9/18/2025	CHAR003--Charter Tech Services	20137004058	6.40	Cleaning Supplies for IT	95--California Pacific Charter - Sonoma
	9/19/2025	ALLS001--All Systems Go Veterinary Solutions	101371882	981.00	Marketing Monthly - September 2025	95--California Pacific Charter - Sonoma
	9/19/2025	SHIR000--Shirley Peterson	20137004060	49.00	BOD Meeting 09/09/25 Mileage for Shirley Peterson	95--California Pacific Charter - Sonoma
	9/19/2025	SANJ001--San Joaquin County Office of Education - LEA BOP	101371883	4.84	LEA Medi-Cal Billing Services Fee Monthly August 2025	95--California Pacific Charter - Sonoma
	9/19/2025	JASO000--Jason D. McFaul	20137004059	6.37	BOD Meeting 09/09/25 Mileage for Jason McFaul	95--California Pacific Charter - Sonoma
	9/19/2025	ECCI000--ECC Imaging LLC	101371881	4.18	Black Toner Cartridges - September 2025	95--California Pacific Charter - Sonoma
	9/22/2025	UKG0001--UKG	20137004065	1,375.44	Payroll Processing Fees Qtrly Oct-Dec 2025	95--California Pacific Charter - Sonoma
	9/22/2025	CHRI001--Christine Feher	20137004062	7.75	Summer In-Person PD Mileage	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137004062	683.85	Guerneville Board Meeting August 2025 Hotel, Flight, WiFi	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137004062	14.51	Guerneville Board Meeting August 2025 Meals	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137004062	18.80	BOD Meeting Mileage (8/13 & 9/9)	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137004062	178.15	Guerneville Board Meeting August 2025 Rental Car, Gas, Mileage, Parking	95--California Pacific Charter - Sonoma
	9/22/2025	ERIN000--Erin Rineberg	20137004061	126.93	NorCal Park Day September 2025 Supplies	95--California Pacific Charter - Sonoma
		ERIN000--Erin Rineberg	20137004061	175.52	Summer In-Person PD Flights & Luggage	95--California Pacific Charter - Sonoma
		ERIN000--Erin Rineberg	20137004061	5.04	Summer In-Person PD Mileage	95--California Pacific Charter - Sonoma
		ERIN000--Erin Rineberg	20137004061	9.38	NorCal Park Day September 2025 Mileage	95--California Pacific Charter - Sonoma
		ERIN000--Erin Rineberg	20137004061	19.32	NorCal Park Day September 2025 Meals	95--California Pacific Charter - Sonoma

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		ERIN000--Erin Rineberg	20137004061	32.21	Sacramento Capital July 2025 Mileage and Parking	95--California Pacific Charter - Sonoma
	9/22/2025	VICT002--Victoria Campbell	20137004064	19.79	Summer In-Person PD - Mileage/Rideshare	95--California Pacific Charter - Sonoma
		VICT002--Victoria Campbell	20137004064	26.66	Summer In-Person PD - Travel	95--California Pacific Charter - Sonoma
	9/22/2025	DANI001--Danielle Carbonetta	20137004063	17.14	Breakfast for Office Meeting	95--California Pacific Charter - Sonoma
		DANI001--Danielle Carbonetta	20137004063	11.69	Summer In-Person PD Mileage and Parking	95--California Pacific Charter - Sonoma
	9/24/2025	JASO000--Jason D. McFaul	1184974087	200.00	September 2025 Board Stipends - JM	95--California Pacific Charter - Sonoma
	9/24/2025	WILL000--William J Howard Jr.	1184974073	200.00	September 2025 Board Stipends - WH	95--California Pacific Charter - Sonoma
	9/24/2025	TANY001--Tanya Roqers	1184974070	200.00	September 2025 Board Stipends - TR	95--California Pacific Charter - Sonoma
	9/24/2025	KELL000--Kelly Wylie	1184974091	200.00	September 2025 Board Stipends - KW	95--California Pacific Charter - Sonoma
	9/24/2025	SHIR000--Shirley Peterson	1184974105	200.00	September 2025 Board Stipends - SP	95--California Pacific Charter - Sonoma
	9/30/2025	CHAR001--Charter Impact	20137004079	606.38	Payroll & Retirement Services Monthly - September 2025	95--California Pacific Charter - Sonoma
	9/30/2025	WEND001--Wendy Waters Barton	20137004076	8.80	TB Test Reimbursement	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371887	371.92	ACSA Membership 25/26 for Christine Feher	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371885	358.03	ACSA Membership 25/26 for Ericka Zemmer	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371888	343.83	ACSA Membership 25/26 for Erin Rineberg	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371890	309.80	ACSA Membership 25/26 for Gretchen Chamberlain	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371886	286.85	ACSA Membership 25/26 for Tyler Phipps	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371889	227.52	ACSA Membership 25/26 for Erika Stevens	95--California Pacific Charter - Sonoma
	9/30/2025	ASSO000--Association of California School Administrators	101371884	214.50	ACSA Membership 25/26 for Stephen Warnock	95--California Pacific Charter - Sonoma
	9/30/2025	AMAZ000--Amazon	20137004074	41.08	CTE Art Kit for student in CPC-SO	95--California Pacific Charter - Sonoma
	9/30/2025	DONA001--Donald McLeish	101371891	13.63	Summer In-Person PD - Mileage	95--California Pacific Charter - Sonoma
	9/30/2025	CHAR003--Charter Tech Services	20137004070	17,116.00	50 Chromebooks for Students	95--California Pacific Charter - Sonoma
	9/30/2025	CHAR003--Charter Tech Services	20137004068	169.77	Supplies for IT	95--California Pacific Charter - Sonoma
	9/30/2025	DELA000--De Lage Landen Financial Services Inc.	20137004071	94.82	Copier Lease Monthly - October 2025	95--California Pacific Charter - Sonoma
	9/30/2025	MICR000--MicroAqe	20137004066	2.24	Annual Subscription 25/26 SY	95--California Pacific Charter - Sonoma
Total for CHASE 1781				\$ 78,816.52		



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

ACCOUNT NUMBER	5563 7579 0010 0937
PAYMENT DUE DATE	10/25/2025
AMOUNT DUE	\$50,712.12
CURRENT BALANCE	\$50,712.12

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

AMOUNT
ENCLOSED \$

CALIFORNIA PACIFIC
SHANNON GREEN
940 S COAST DR STE 185
COSTA MESA CA 92626-1780

** 0000000

556375790010093705071212050712128

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY
ORGANIZATION NAME: CALIFORNIA PACIFIC
ACCOUNT NUMBER: 5563757900100937

CLOSING DATE	09-30-25	PREVIOUS BALANCE	31,299.46
CREDIT LIMIT	100,000	PURCHASES AND OTHER CHARGES	50,712.12
AVAILABLE CREDIT	49,288	CASH ADVANCES	.00
		CREDITS	.00
FOR CUSTOMER SERVICE CALL: 1-800-316-6056		PAYMENTS	31,299.46-
FOR TTY/TDD SERVICE CALL: 1-800-955-8060		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
		FINANCE CHARGES	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		NEW BALANCE	50,712.12
		TOTAL PAYMENT DUE	50,712.12
		DISPUTED AMOUNT	.00

ACCT. NUMBER: 5563 7579 0010 0937	CALIFORNIA PACIFIC
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COMMERCIAL ACCOUNT ACTIVITY				
CALIFORNIA PACIFIC 5563-7579-0010-0937			TOTAL COMMERCIAL ACTIVITY \$31,299.46CR	
ACCOUNTING CODE:				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-23	09-23		AUTO PAYMENT DEDUCTION	31,299.46 CR

INDIVIDUAL CARDHOLDER ACTIVITY					
CHRISTINE FEHER 5563-7500-1511-9595		CREDITS \$0.00	PURCHASES \$9,700.59	CASH ADV \$0.00	TOTAL ACTIVITY \$9,700.59
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
09-02	09-01	15270215244001135381092	GOOGLE ADS3267517799 MOUNTAIN VIEW CA		9,700.59
Total Purchasing Activity					\$9,700.59
DAISY CARLOS 5563-7581-1531-6581		CREDITS \$0.00	PURCHASES \$40,185.85	CASH ADV \$0.00	TOTAL ACTIVITY \$40,185.85
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
09-01	08-29	02305375242000663448704	USPS PO 0569620115 SANTA ANA CA P.O.S.: None SALES TAX: 0.00		70.52
09-01	08-30	88971455242500096040095	TYPEFORM, S.L. BARCELONA B		22.50
09-02	08-31	82305095244500140343133	STAMPLI FOR 8-2025 MOUNTAIN VIEW CA		1,261.25
09-08	09-06	65127005249000000537069	IMSE HUNTINGTON WO MI		600.00
09-08	09-06	65127005249000000537127	IMSE HUNTINGTON WO MI		1,350.00
09-08	09-05	82711165248500050333178	HEGGERTY.ORG OAK PARK IL		108.79
09-08	09-05	82711165248500050778521	HEGGERTY.ORG OAK PARK IL		107.90
09-10	09-09	55432865252201568764531	MYFAX SERVICE 866-563-9212 CA		10.00
09-10	09-09	55432865252201568764549	MYFAX SERVICE 866-563-9212 CA		10.00
09-10	09-09	55432865252201568764564	MYFAX SERVICE 866-563-9212 CA		10.00
09-10	09-10	55432865253201771128697	AWL*PEARSON EDUCATION PRSONCS.COM NJ		127.15
09-10	09-10	65127005253000000412100	IMSE HUNTINGTON WO MI		354.19
09-11	09-10	55432865253202013513407	ABB*BOUDIN CATERING 415-283-1230 CA		81.78
09-11	09-10	55432865254202141396831	APPLE STORE #R004 COSTA MESA CA		1,996.30
09-11	09-10	55432865254202141396849	APPLE STORE #R004 COSTA MESA CA		1,996.30
09-12	09-10	85504995254900010894738	ASHA ROCKVILLE MD P.O.S.: 40205 SALES TAX: 0.00		179.00

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

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-15	09-13	05436845256200083000040	4TE*FACILITRON LOS GATOS CA	392.79
09-15	09-12	55480775255146614003633	ONTIMETEL DIALMYCALLS JUPITER FL	44.99
09-15	09-12	55483825257014405251480	SAMSClub.COM 888-746-7726 AR	36.75
09-15	09-14	82711165258500003033807	OPENAI *CHATGPT SUBSCR SAN FRANCISCO CA	20.00
09-17	09-16	55432865259204058053715	ATT*BILL PAYMENT 800-288-2020 TX P.O.S.: 323923130 SALES TAX: 0.00	203.30
09-17	09-16	82117555259500096782550	CALIFORNIA SCHOLARSHIP LAGUNA NIGUEL CA P.O.S.: 16408 SALES TAX: 0.00	225.00
09-18	09-17	82305095261500033462030	JOTFORM INC SAN FRANCISCO CA	468.00
09-22	09-19	55432865262204916012064	MYFAX SERVICE 866-563-9212 CA	12.00
09-24	09-23	55457025266106053005123	LEARNING WITHOUT TEARS CABIN JOHN MD	21.56
09-26	09-25	55457025268106618004791	LEARNING WITHOUT TEARS CABIN JOHN MD	78.00
Total Purchasing Activity				\$9,788.07

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-01	08-29	55436875242282425302333	EMBASSY SUITES SANTA ANA CA 00026079 ARRIVAL: 08-08-25	10,000.00
09-02	09-01	55436875245162455782926	EMBASSY SUITES SANTA ANA CA 00026079 ARRIVAL: 08-08-25	15,511.89
09-05	09-03	55432865247202793126312	SOUTHWES 5262383446451 800-435-9792 TX MAXWELL/JAMES PATRIC DEPART: 09-12-25 P.O.S.: SALES TAX: \$0.00 SAN WN P SMF WN P SAN	523.00
09-05	09-03	55432865247202793126320	SOUTHWES 5262383447118 800-435-9792 TX MAXWELL/IRELAND MARI DEPART: 09-12-25 P.O.S.: SALES TAX: \$0.00 SMF WN P SAN	264.30
09-08	09-05	55432865249200569664951	SOUTHWES 5262384125790 800-435-9792 TX EBNER/AVIVA RASHI DEPART: 10-22-25 P.O.S.: SALES TAX: \$0.00 BUR WN V SMF WN E BUR	377.93
09-15	09-11	55432865255202619904917	SOUTHWES 5262386065932 800-435-9792 TX GREEN/SHANNON STEVEN DEPART: 10-05-25 P.O.S.: SALES TAX: \$0.00 SMF WN F LAS WN F PSP WN J LAS WN J SMF	410.44
09-22	09-19	55432865263205371879698	SOUTHWES 5262388438498 800-435-9792 TX PHIPPS/TYLER ERIC DEPART: 10-22-25 P.O.S.: SALES TAX: \$0.00 ONT WN J SMF WN P ONT	399.61
09-22	09-19	55436875263262630781640	HILTON GARDEN INN SAN DIEGO CA 00121399 ARRIVAL: 09-18-25	300.00
09-22	09-19	55436875263262630782242	HILTON GARDEN INN SAN DIEGO CA 00121405 ARRIVAL: 09-18-25	300.00
09-22	09-19	55436875263262630782721	HILTON GARDEN INN SAN DIEGO CA 00121422 ARRIVAL: 09-18-25	300.00

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

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-23	09-22	05410195265741665406955	FEDEX56205234 MEMPHIS TN P.O.S.: 56205234 SALES TAX: 0.00	140.25
Total Travel Activity				\$28,527.42

Miscellaneous Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-01	08-29	57540245241744531088029	TEACHERSPAYTEACHERS.CO 6465880910 CA	28.67
09-04	09-03	82117555246500097855369	THE OT TOOLBOX PITTSBURGH PA	66.00
09-08	09-07	12302025250000209015043	SEMRUSH BOSTON MA P.O.S.: 25926352 SALES TAX: 0.00	139.95
09-08	09-06	55432865249200332085484	APPLE.COM/BILL 866-712-7753 CA	299.99
09-10	09-10	55432865253201684866672	APPLE.COM/BILL 866-712-7753 CA	249.99
09-11	09-11	55432865254202043885378	APPLE.COM/BILL 866-712-7753 CA	89.99
09-11	09-11	55432865254202043905812	APPLE.COM/BILL 866-712-7753 CA	89.99
09-12	09-12	55432865255202385909884	APPLE.COM/BILL 866-712-7753 CA	119.99
09-16	09-15	87021305258500059963424	ULTIMATE SLP FARMINGTON CT	12.95
09-17	09-17	12302025260000303049078	MAILCHIMP ATLANTA GA	82.87
09-17	09-17	55432865260204106893788	APPLE.COM/BILL 866-712-7753 CA	499.98
09-17	09-17	55432865260204106905715	APPLE.COM/BILL 866-712-7753 CA	189.99
Total Miscellaneous Activity				\$1,870.36

CHRISTINE FEHER 5563-7581-6708-3774	CREDITS \$0.00	PURCHASES \$825.68	CASH ADV \$0.00	TOTAL ACTIVITY \$825.68
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ACCOUNTING CODE:

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-29	09-25	52704875269295428108481	HOLIDAY INN DIAMOND BA DIAMOND BAR CA 2208791 ARRIVAL: 09-25-25	334.74
09-29	09-26	55310205270296203183042	ALASKA A 0272118469923 SEATTLE WA IGNACIO/MICHELLE DEPART: 10-15-25 P.O.S.: SALES TAX: \$0.00 LAX AS N STS AS N LAX	416.59
09-29	09-25	55436875269262698742801	HILTON GARDEN INN SAN DIEGO CA 00121422 ARRIVAL: 09-24-25	74.35
Total Travel Activity				\$825.68

Date	Serial Number	Model	Asset Tag
8/21/2025	PF4RBKFD	Samsung Chromebook 4	SD-20210901
9/11/2025	PF4ZQGEM	Lenovo 100e Chromebook Gen 4 (Intel)	LA-20211235
9/23/2025	4K9V9FDW600077M	Samsung Chromebook 4	SD-20210597
9/25/2025	NXKRMAA0023501760B7600	Acer Chromebook 315	SD-20210782
8/6/2025	4K9V9FDR329749W	Samsung Chromebook 4	SD-20210332
8/6/2025	4K9V9FCR102284T	Samsung Chromebook 4	SO-20210154
8/25/2025	PF4Z76M1	Lenovo 100e Chromebook Gen 4 (Intel)	LA-20211171
8/29/2025	4K9V9FDW600015A	Samsung Chromebook 4	SO-20210350
8/29/2025	PF4Z9ZMV	Lenovo 100e Chromebook Gen 4 (Intel)	SO-20210450
9/2/2025	4K9V9FFNB08128L	Samsung Chromebook 4	SO-20210039
9/3/2025	4WQR9FDW702055R	Samsung Chromebook 4	SO-20210358
9/3/2025	4WQR9FDW704132J	Samsung Chromebook 4	SD-20210668
9/11/2025	4WQR9FAWB00432Y	Samsung Chromebook 4	SD-20210738
9/15/2025	PF4RBQ3A	Lenovo 100e Chromebook Gen 4 (Intel)	SD-20210882
9/15/2025	PF4RF9FN	Lenovo 100e Chromebook Gen 4 (Intel)	SD-20210880
9/15/2025	4K9V9FDR304164R	Lenovo 100e Chromebook Gen 4 (Intel)	LA-20210703
9/25/2025	4WQR9FDW702066T	Samsung Chromebook 4	LA-20210965
9/25/2025	PF4R866B	Lenovo 100e Chromebook Gen 4 (Intel)	LA-20211297
9/25/2025	M5NXCVC18T67721D	ASUS Chromebook C523	LA-20210473
9/26/2025	NXAZ1AA00231215C647600	Acer Chromebook 315	SO-20210380
9/26/2025	4WQR9FAWB00272L	Samsung Chromebook 4	LA-20211088
9/26/2025	4K9V9FDR206440Z	Samsung Chromebook 4	LA-20210724
9/26/2025	4WQR9FCW802070T	Samsung Chromebook 4	LA-20211029
9/26/2025	4K9V9FFR121223M	Samsung Chromebook 4	LA-20210112
9/26/2025	4K9V9FER216578F	Samsung Chromebook 4	SD-20210357
10/2/2025	PF4411W5	HP Chromebook x360 11MK G3 EE	LA-20210952
10/2/2025	4K9V9FDNC19455W	Samsung Chromebook 4	LA-20210777
10/7/2025	PF4Z724Q	Lenovo 100e Chromebook Gen 4 (Intel)	SO-20210464
10/8/2025	4WQR9FFW800430V	Samsung Chromebook 4	LA-20211033

Coversheet

Consent - Education/Student Services

Section: VII. Consent
Item: B. Consent - Education/Student Services
Purpose:
Submitted by: Christine Feher
Related Material: IVC Dual Enrollment Agreement.pdf

BACKGROUND:

California Pacific Charter Schools (CalPac) partners with local community colleges to provide dual enrollment opportunities that allow high school students to earn both high school and college credit concurrently. This agreement continues CalPac's partnership with the South Orange County Community College District (SOCCCD), on behalf of Irvine Valley College, for the period of August 18, 2025 – August 17, 2030.

The partnership aligns with Education Codes §76001–76002 and supports CalPac's mission to expand access to college and career readiness pathways for students in grades 9–12.

Fiscal Impact:

No direct fiscal impact to CalPac. The college may claim state apportionment for enrolled students.

RECOMMENDATION:

Staff recommends approval of the Dual Enrollment Agreement with South Orange County Community College District / Irvine Valley College for the term August 18, 2025 – August 17, 2030 to continue providing concurrent enrollment opportunities for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DUAL ENROLLMENT AGREEMENT

California Pacific Charter Schools

August 18, 2025 - August 17, 2030

This Dual Enrollment Agreement ("Agreement") is between South Orange County District ("District"), on behalf of Irvine Valley College ("College") and California Pacific Charter Schools ("School"). College and School are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, the mission of the District includes providing educational programs and services that are responsive to the needs of the students and communities within the South Orange County District; and

WHEREAS, students who are concurrently enrolled during high school in community college courses are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees or certificates in those institutions than students without these experiences; and

WHEREAS, participation in this Agreement is pursuant to Education Codes 76001 and 76002; and

WHEREAS, School is and/or an Education Institution serving students in grades 9-12 in the state of California; and

WHEREAS, District and School desire to enter into this Agreement for the purpose of continuing to offer and/or expand concurrent enrollment opportunities with goals of developing seamless pathways from high school to community college, and assisting students in high school to achieve college and career readiness; and

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law or regulation, the California Community College Chancellor's Office, and District;

NOW THEREFORE, District and School agree as follows:

1. **Term.** This Agreement shall commence on August 18, 2025 , and shall continue in full force and effect thereafter until and including August 17, 2030 ("Term"), unless earlier terminated during the Term pursuant to this Agreement. The Term shall not exceed five (5) years.
2. **Definitions.**
 - 2.1 **Dual Enrollment Course ("DuE Course").** Community college credit or non-credit course acceptable towards an associate degree, certificate, or transfer, and can be transferred to the high school transcript for credit.
 - 2.2 **Special Admit Part-time Student.** A student seeking advanced academic or vocational coursework not available at a School site, and School principal or designee recommends student to participate in DuE Course(s).
3. **Admissions, Enrollment, and Registration.**
 - 3.1 The conditions and requirement for enrollment in a DuE Course shall be established by the District and shall be in compliance with the enrollment guidelines set forth in applicable law and District policy, including Administrative Regulation 5011 Admission of Concurrently Enrolled K-12 Students, and California Code of Regulations, Title 5, Section 58106.
 - 3.2 Enrollment shall be open to any student who has been admitted to the College and meets all applicable prerequisites. Applicable prerequisite courses, training, or experience, and standards required for DuE Courses will be determined by the College and shall be in compliance with applicable law and District standards and policies.
 - 3.3 Admissions and registration procedures for a DuE Course(s) shall be governed by the College and shall be in compliance with admissions and registration guidelines set forth in applicable law and District policy.
 - 3.4 A special part-time student may not enroll beyond the maximum units per term for high school students, as specified by the District's Administrative Regulation 5011 Admission of Concurrently Enrolled K-12 Students.

4. Dual Enrollment Courses.

- 4.1 DuE Courses include those identified in one of the designated career pathways or any associate degree applicable course approved by the Office of Instruction at the College and as identified in Attachment A.
- 4.2 Courses offered at the School shall be reviewed and approved by the School through an approval process. The School through its designee shall review and approve the course and submit a Course Request Form to the College for review and consideration.
- 4.3 Approval by the College will be dependent upon the availability of adequate staffing to meet the demand.
- 4.4 Requests for DuE Courses for the next academic year must be received by the College no later than March 1st of the spring term prior to the next academic year.
- 4.5 DuE Courses offered at the School shall be of the same quality and rigor as those offered on the College campus and shall be in compliance with District academic standards.
- 4.6 DuE Courses offered at the School shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the College.
- 4.7 School site visits by one (1) or more representatives of the District shall be permitted by the School to ensure that courses offered in the School are the same as the courses offered on the College campus and are in compliance with District academic policies.
- 4.8 A student's withdrawal prior to completion of a course shall be in accordance with District guidelines, policies, pertinent statutes, and regulations.
- 4.9 Supervision and evaluation of students shall be in accordance with District guidelines, policies, pertinent statutes, regulations, and course syllabus.
- 4.10 Students enrolled in DuE Courses must comply with School policies while on any School site.
- 4.11 DuE Courses are subject to the same minimum section enrollment standards as courses offered at the College. The College may cancel courses up until the first week of each course if the section enrollment does not meet the minimum standards.
- 4.12 DuE Courses may be closed to the public if permitted by state regulation and/or local policy (Administrative Regulation 4260 Prerequisites, Corequisites, Advisories, and Limitations on Enrollment). Otherwise, DuE Courses will be open to the public. DuE Courses that are closed to the public and do not meet minimum section enrollment standards may be open to the public as a justification for not cancelling them.

5. Dual Enrollment Faculty.

- 5.1 All Dual Enrollment faculty ("DuE Faculty") teaching DuE Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 CCR sections 53410 and 58060 or as amended.
- 5.2 All DuE Faculty who teach DuE Courses must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 5.3 The District will make every effort to ensure that no School teacher is being displaced or terminated as a result of a DuE Courses being offered at a School site.
- 5.4 DuE Faculty performance shall be evaluated by the District using the adopted evaluation process and standards for faculty of the District.
- 5.5 DuE Faculty are responsible for notifying the College liaison of class cancellations. The College liaison (primary contact) will coordinate with the School liaison(s).

6. Liaison and Coordination of Responsibilities.

- 6.1 The District shall appoint an educational administrator who will serve as the liaison between the District and the School. The liaison will facilitate coordination and cooperation between District and School.

- 6.2 The School will appoint an administrator who will serve as the liaison between the School and the District. Responsibilities will include recruitment of students for DuE Courses in a timely manner for the District to make DuE Course cancellation decisions in a reasonable time frame that minimizes adverse implications to DuE Faculty (by June 1 for the fall term; by December 1 for the spring term; and by May 1 for the summer term).
- 6.3 The School will appoint a site representative at each School site to coordinate and communicate with DuE Faculty and the District liaison. This shall include but not be limited to classroom access and keys, annual academic calendar including School holidays, and School campus site policies.

7. Students.

- 7.1 Students must meet all the District prerequisite requirements as established by the District and stated in the District's enrollment catalog before enrolling in a DuE Course.
- 7.2 Grades earned by students enrolled in DuE Courses will be posted on official College transcripts. In order to receive concurrent enrollment credit, students must request from District's Admissions and Records department, a copy of their College transcript be sent to their high school of attendance.
- 7.3 Students enrolled in DuE Courses will be directed to the College's official enrollment catalog for information regarding applicable policies and procedures.
- 7.4 Students who withdraw from DuE Courses will not receive any College credit for work completed and must withdraw through approved processes by published deadlines. The student's official College transcript will be noted with any applicable course notation, i.e. W grade.
- 7.5 Required student fees for College DuE Courses are determined by applicable District Board policies.
- 7.6 The total cost of books and instructional materials for students who enroll in a College course offered as part of this Agreement will not be the responsibility of the District.
- 7.7 Students with Individualized Education Plans (IEPs) and/or 504 Plans are expected to contact the College's Disability Support Programs for Students (DSPS) office before beginning the program. The College's DSPS office will guide students through the eligibility process and if eligible, provide detailed information about support services, specialized instruction, and accommodations that can be provided to support their college experience. Accommodations provided to high school students by the high school may not be the same as those provided by the College. For more information, students should visit the DSPS webpage for Irvine Valley College at <https://www.ivc.edu/dsps> and scroll down to the information provided under Resources for Students Transitioning from High School, or for Saddleback College at www.saddleback.edu/dsps.

8. Assessment of Learning and Conduct.

- 8.1 Students enrolled in DuE Courses at the School shall be held to the same standards of achievement as student in courses taught on the College campus.
- 8.2 Students enrolled in DuE Courses at the School shall be held to the same grading standards as those expected of students in courses taught on the College campus.
- 8.3 Students enrolled in DuE Courses at the School shall be assessed using the same methods (e.g., papers, portfolios, quizzes, skill demonstration, labs, etc.) a student in courses taught on the College campus.
- 8.4 Students enrolled in DuE Courses at the School shall be held to the same behavioral standards as those expected of student in courses taught on the College campus and for the School.

9. Evaluation.

- 9.1 The College and the School may conduct end-term student evaluations for each DuE Course offered at the School in accordance with established guidelines.
- 9.2 The College and the School may annually conduct surveys of participating School instructors, principals, and guidance counselors.

- 9.3 The College and the School shall share survey data for the purposes of informing practice, making adjustments, and improving the quality of DuE Course delivery.

10. Facilities and Resources.

- 10.1 School will provide adequate classroom space at its facilities to conduct the contemplated instruction and do so without charging the District or students any fees.
- 10.2 Individual facility request forms will not need to be completed for each School site. The District liaison will instead provide the site representative with the schedule of classes for the School site. The site representative will notify the appropriate site individual of the dates, time, and location of the DuE Course.
- 10.3 DuE Course Students are responsible for purchasing all course materials, specialized equipment, books, and other necessary equipment needed for learning the course content. The School could choose to furnish these materials at its own expense. The instructor shall determine the type, make, and model of all equipment, books, and materials to be used during each course offered as part of this Agreement.

11. Apportionment.

- 11.1 District shall include the students enrolled in the DuE Courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments, so long as the DuE Courses comply with current requirements for concurrent enrollment under applicable California law.
- 11.2 District shall not receive a state allowance or apportionment for an instructional activity for which the partnering school has been, or shall be, paid an allowance or apportionment.
- 11.3 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

12. Certifications.

- 12.1 School certifies that the direct education costs of the DuE Courses are not being fully funded through other sources.
- 12.2 District certifies that it has not received full compensation for the direct education costs for the conduct of the course from other sources (i.e. grant funds).

13. Privacy Of Student Records.

- 13.1 The District and the School understand and agree that education records of students enrolled in a DuE Course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30) and state law as set forth in Education Code sections 49064 and 49076. The District and the School agree to hold all student education records generated pursuant to this Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the participating student's parent or legal guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b); Ed. Code, §§ 49064 & 49076.)
- 13.2 Limitation on Use. The District and the School shall use each student education record that it may receive pursuant to this Agreement solely for a purpose(s) consistent with its authority to access such information pursuant to federal and state law, as may be applicable. (34 C.F.R. §§ 99.31, 99.34; Ed. Code, § 49076.)
- 13.3 Recordkeeping Requirements. The District and the School shall comply with the requirements governing maintenance of records for each request for access to and each disclosure of student education records set forth under 34 C.F.R. § 99.32 and under Education Code section 49064, as applicable.
- 13.4 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, the District and the School hereby acknowledge that it has been provided with the notice required under Title 34 of the Code of Federal Regulations section 99.33, subdivision (d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the participating student's parent or legal guardian's prior written consent.

14. Records.

- 14.1 Permanent records of student attendance, grades and achievement will be maintained by the School for School students who enroll in a course(s) offered as part of this Agreement. Permanent records of student enrollment, grades and achievement for College students shall be maintained by College.
- 14.2 College shall provide the School with transcripts of participants and their final grades.
- 14.3 Each party shall maintain records pertaining to this Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.
- 14.4 Data Sharing. The District and the School may share student information between the organizations (e.g., personally identifiable information, registration status, grades, performance, and outcome). The information may be used in program evaluation and/or providing individual student support services.
- 14.5 College shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. Indemnification.

- 15.1 School agrees to defend, hold harmless and indemnify District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by School, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.
- 15.2 District agrees to defend, hold harmless and indemnify School, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by District, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by School. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

16. Insurance.

- 16.1 School agrees to maintain, in full force and effect, at School's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury (including, but not limited to, injuries sustained as a result of an offense directly or indirectly related to School employee or School third-party representative including assault or abuse, sexual or otherwise), broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).
- 16.2 School agrees to name District, District's Board of Trustees, its officers, agents, employees and volunteers as Additional Insured under its policy(ies). School shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate of Insurance shall provide thirty (30) days prior written notice of cancellation.

- 16.3 Certificate(s) and Endorsement(s) evidencing the required coverages and limits set forth herein shall be provided to District upon execution of this Agreement. No Services shall commence by any Party to this Agreement until the required certificate(s) of insurance/coverage and endorsement(s) have been furnished to each of the Parties.
- 16.4 College's receipt of documents that do not comply with the requirements stated herein, or School's failure to provide documents that comply with the requirements stated herein, shall not limit or relieve School of the duties and responsibility of maintaining insurance in compliance with the requirements in this Section and shall not constitute a waiver of any of the requirements in this Section.

17. **Trademark/Logo Use.** School must obtain written approval from the District's Public Information Office ("PIO") to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish School with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on School's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. School shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

18. **Termination.**

- 18.1 **Termination Without Cause.** Either Party may terminate this Agreement without cause by giving the other Party 30 days advance written notice of its intent to terminate. The students then enrolled in a DuE Course shall be entitled to complete the full semester prior to the termination of the Agreement.
- 18.2 **Termination with Cause.** Either Party may terminate this Agreement at any time for cause upon delivery of a written notice to the other Party if the other Party materially defaults in the performance of any provision of this Agreement and such default continues for a period of thirty (30) days after delivery of a written notice to the other Party stating the specific default.

19. **General Terms and Conditions.**

- 19.1 **Compliance with Applicable Laws.** Both Parties shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to this Agreement.
- 19.2 **Assignment.** Neither Party shall assign or transfer any of its rights or obligations under this Agreement, including by operation of law or change of control or merger, without the other Party's prior written consent.
- 19.3 **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.
- 19.4 **Successors and Assigns.** This Agreement shall be binding upon and be to the benefit of the Parties and their respective successors and permitted assigns.
- 19.5 **Permits/Licenses.** Both Parties shall secure and maintain in force such permits and licenses as are required by law in connection with this Agreement.
- 19.6 **Non-Assumption of Liabilities.** Neither Party shall be liable for the prior, existing or future obligations, liabilities or debts of the other Party.
- 19.7 **Non-Discrimination.** Both Parties agree not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation, or compensation of students who participate in programs sponsored or arranged by either Party, on the basis of race, color, religion, genetic information, nationality, national origin, ancestry, pregnancy, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation, military or Vietnam-era veteran status, or any other characteristic protected by law.
- 19.8 **Non-Waiver.** The failure of either Party to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

- 19.9 **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- 19.10 **Governing Law and Venue.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.
- 19.11 **Notices.** All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed as follows:

COLLEGE

Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
Attn: Vinh Nguyen

SOCCCD

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Priya Jerome, Exec. Dir.-Procurement, Central Srvs. & RM

SCHOOL

California Pacific Charter Schools
940 South Coast Drive # 185
Costa Mesa, California, 92626
Attn: Shannon Green, Director of Fiscal Services

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

- 19.12 **Interpretation.** In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against College on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.
- 19.13 **Authority to Execute.** The individual(s) executing this Agreement on behalf of the School is/are duly and fully authorized to execute this Agreement on behalf of School and to bind the School to each and every term, condition and covenant of this Agreement.

19.14 **Approval by College's Board of Trustees.** Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against College unless and until College's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

IN WITNESS WHEREOF, Parties hereby agree.

SCHOOL	SOUTH ORANGE COUNTY DISTRICT
BY: _____	BY: _____
Signature of Authorized Representative	Signature of Authorized Representative
Print Name	Print Name
Christine Feher	
Print Title	Print Title
Superintendent	
Date	Date

Coversheet

Consent - Policy Development

Section: VII. Consent
Item: D. Consent - Policy Development
Purpose: Vote

Submitted by:

Related Material:

BUS Policy Review - October 2025.pdf
5000 - CPCS Student Services Concepts and Roles.pdf
5010 - CPCS Educational Records and Student Information Policy.pdf
5010 - CPCS Educational Records and Student Information Policy_redline_10.14.25.pdf
5020 - CPCS Suicide Prevention Policy.pdf
5030 - CPCS Immunization Policy.pdf
5035 - CPCS Student Freedom of Speech and Expression Policy.pdf
5055 - CPCS Self-Administration of Medication Policy.pdf
5060 - CPCS Grade Acceleration Policy.pdf
5065 - CPCS Lottery Policy.pdf
5065 - CPCS Lottery Policy_redline_10.14.25.pdf
5070 - CPCS Transgender and Gender Nonconforming Student Nondiscrimination Policy.pdf
5075 - CPCS Transcripts from Non-Accredited Schools Policy.pdf
5075 - CPCS Transcripts from Non-Accredited Schools Policy_redline_10.14.25.pdf
5085 - CPCS Communicable Contagious or Infectious Disease Prevention Policy.pdf
5095 - CPCS Grade Retention Policy.pdf
5110 - CPCS Cell Phones Smartphones Pagers Other Electronic Signaling Devices Policy.pdf
5125 - CPCS Investigation of Residency Policy.pdf
5130 - CPCS Damaged or Lost Instructional Materials Policy.pdf
6040 - Local Assessment Policy.pdf
6040 - Local Assessment Policy_redline_10.14.25.pdf

CALIFORNIA PACIFIC CHARTER SCHOOLS**Agenda Item: 7.D****Date:** October 14, 2025

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

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

Item: Approval of existing board policies reviewed and revised by staff for the 2025-2026 School Year.

Background:

It is recommended that the board approve the following policy as presented to ensure adherence to State and Federal laws related to business and non-instructional services.

REVIEWED

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

5000 Series - Student Services

5000 - CPCS Concepts and Roles Policy

5020 - CPCS Comprehensive Self-Harm/Suicide Policy

5030 - CPCS Immunization Policy

5035 - CPCS Student Freedom of Speech and Expression Policy

5055 - CPCS Self-Administration of Medication Policy

5060 - CPCS Grade Promotion Policy

5070 - CPCS Transgender and Gender Nonconforming Policy

5085 - CPCS Communicable, Contagious, or Infectious Diseases Policy

5095 - CPCS Grade Retention Policy

5110 - CPCS Cell Phones, Smartphones, Pagers, & Other Electronic Signaling Devices Policy

5125 - CPCS Investigation of Residency Policy

5130 - CPCS Damaged or Lost Instructional Materials Policy

REVISED

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

5000 Series - Student Services

5010 - CPCS Educational Records and Student Information Policy

- Updated contact information for the administrators of FERPA

5065 - CPCS Lottery Policy

- Updates include deadline changes and the third-party lottery system used
- Re-enrollment process deadlines clarified

5075 - CPCS Transcripts from Non-Accredited School Policy

- Updated policy to reflect that credit transfers from non-accredited schools will no longer be accepted. Policy has been updated to align with current needs

6000 Series - Instruction

6040 - CPCS Local Assessment Policy

- Required grade levels for the local assessment changed from second grade to third to eleventh grade to be aligned with CAASPP testing grade levels for comparison performance data and predictability.

Fiscal Impact: None.

STUDENT SERVICES

5000-CPCS

CONCEPTS AND ROLES

The goal of the Board of Directors of California Pacific Charter Schools is to provide students with a personalized and supportive educational experience. As such, the Board is committed to maintaining a safe, positive school environment for all students as well as providing student services that promote student welfare and high academic achievement. Students enrolled in the schools and affiliated programs operating under the non-profit California Pacific Charter Schools benefit from an individualized instructional model that has flexible pacing and scheduling. The Board expects students to make good use of this learning opportunity by demonstrating regular attendance, appropriate conduct, and respect for others.

The Board of Directors is committed to providing equal educational opportunities and keeping its schools free from any discriminatory practices. The Board of Directors prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. Any complaint of misconduct will be promptly and thoroughly investigated and appropriate corrective action taken if warranted.

The CEO, School Director(s), or designees shall keep parents/guardians and students well informed about school and district rules and regulations related to Students Services. This includes, but is not limited to attendance, physical and mental health, immunizations, records, academics, protected programs, and student conduct. When conducting hearings related to discipline, attendance and other student matters, all students will be afforded their due process in accordance with the law and the policies of California Pacific Charter Schools.

Consistent with Education Code requirements, schools operating under the non-profit California Pacific Charter Schools will annually notify students, parents, and guardians of their legal rights and responsibilities. Families will also receive a copy of legally mandated student services policies and the student handbook on an annual basis.

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) adopts this Educational Records and Student Information Policy to apply to all educational records and student information maintained by the Charter School.

Definitions

1. **Education Record:** An education record is any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche that directly relates to a student and is maintained by the Charter School or by a party acting for the Charter School. Such information includes, but is not limited to:
 - a. Date and place of birth; parent and/or guardian’s address, mother’s maiden name and where the parties may be contacted for emergency purposes, grades, test scores, courses taken, academic specializations and school activities;
 - b. Special education records;
 - c. Disciplinary records;
 - d. Medical and health records;
 - e. Attendance records and records of past schools attended; and/or
 - f. Personal information such as, but not limited to, a student’s name, the name of a student’s parent/guardian or other family members, student identification numbers, social security numbers, photographs, biometric records, or any other type of information that aids in the identification of a student.
 - g. An education record does not include any of the following:
 - i. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - ii. Records maintained by a law enforcement unit of the Charter School that were created by that law enforcement unit for the purpose of law enforcement;
 - iii. In the case of a person who is employed by the Charter School but not in attendance at the Charter School, records made and maintained in the normal course of business relate exclusively to the individual in that individual’s capacity as an employee and are not available for any other purpose;
 - iv. Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with the treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the Charter School;

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

- v. Records that only contain information about an individual after the individual is no longer a student at the Charter School; or
 - vi. Grades on peer-graded papers before they are collected and recorded by a teacher.
- 2. **Personally Identifiable Information:** Personally identifiable information (“PII”) is information about a student that is contained in the student’s education records that cannot be disclosed without compliance with the requirements of the Family Educational Rights and Privacy Act of 2001 (FERPA). PII includes, but is not limited to: a student’s name; the name of a student’s parent/guardian or other family members; the address of a student or student’s family; a personal identifier, such as the student’s Social Security number, student number or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.
- 3. **Directory Information:** The Charter School may disclose the PII that it has designated as directory information, consistent with the terms of the annual notice provided by the Charter School pursuant to the FERPA (20 U.S.C. § 1232g). The Charter School has designated the following information as directory information:
 - a. Student’s name
 - b. Student’s address
 - c. Parent/guardian’s address
 - d. Telephone listing
 - e. Student’s electronic mail address
 - f. Parent/guardian’s electronic mail address
 - g. Photograph
 - h. Date and place of birth
 - i. Dates of attendance
 - j. Grade level
 - k. Participation in officially recognized activities and sports
 - l. Weight and height of members of athletic teams
 - m. Degrees, honors, and awards received
 - n. The most recent educational agency or institution attended
 - o. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)
- 4. **Parent/Guardian:** Parent/guardian means a parent/guardian of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- 5. **Eligible Student:** Eligible student means a student who has reached eighteen (18) years of age.

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

6. **School Official:** A school official is a person employed by the Charter 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 Board of Directors of the Charter School. A school official may also include a volunteer for the Charter School, an independent contractor of the Charter School, or another party who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the Charter School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing the school official's tasks.
7. **Legitimate Educational Interest:** A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the school official's professional responsibility.

Disclosure of Directory Information

At the beginning of each school year, the Charter School shall provide parents/guardians and eligible students with a notice containing the following information: 1) The type of personally identifiable information it designates as directory information; 2) The parent/guardian's or eligible student's right to require that the Charter School not release "directory information" without obtaining prior written consent from the parent/guardian or eligible student; and 3) The period of time within which a parent/guardian or eligible student must notify the Charter School in writing of the categories of "directory information" that it may not disclose without the parent/guardian's or eligible student's prior written consent. The Charter School will continue to honor a valid request to opt-out of the disclosure of a former student's directory information made while the former student was in attendance unless the student rescinds the opt-out request.

Annual Notification to Parents and Eligible Students

At the beginning of each school year, in addition to the notice required for directory information, the Charter School shall provide eligible students currently in attendance and parents/guardians of students currently in attendance with a notice of their rights under the FERPA. The notice shall inform the parents/guardians and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of PII contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA;

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

4. File with the U.S. Department of Education a complaint concerning alleged failures by the Charter School to comply with the requirements of FERPA and its promulgated regulations; and
5. Request that the Charter School not release student names, addresses, and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
2. The procedure for requesting amendment of records;
3. A statement that the Charter School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; and
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Parental and Eligible Student Rights Relating to Education Records

Parents/guardians and eligible students have the right to review the student's education records. In order to do so, parents/guardians and eligible students shall submit a request to review education records in writing to the registrar/admissions office. Within five (5) business days, the Charter School shall comply with the request.

Copies of Education Records

The Charter School will provide copies of requested documents within five (5) business days of a written request for copies. The Charter School may charge reasonable fees for copies it provides to parents/guardians or eligible students. However, no charge shall be made for furnishing (1) up to two transcripts of former students' records or (2) up to two verifications of various records of former students. The charge will not include a fee to search for or to retrieve the education records.

Request for Amendment to Education Records

Following the inspection and review of a student's education record, a parent/guardian or eligible student may file a written request with the registrar/admissions office to correct or remove any information in the student's education record that is any of the following:

- a. Inaccurate
- b. Misleading
- c. In violation of the privacy rights of the student

The Charter School will respond within thirty (30) days of the receipt of the request to amend. The Charter School's response will be in writing, and if the request for amendment is denied, the

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

Charter School will set forth the reason for the denial and inform the parent/guardian or eligible student of their right to a hearing challenging the content of the education record.

If the Superintendent or designee sustains any or all of the allegations, the Superintendent or designee must order the correction or the removal and destruction of the information. The Superintendent or designee must then inform the parent/guardian or eligible student of the amendment in writing.

Hearing to Challenge Education Record

If the Charter School denies a parent/guardian or eligible student's request to amend an education record, the parent/guardian or eligible student may, within thirty (30) days of the denial, request in writing that the parent/guardian or eligible student be given the opportunity for a hearing to challenge the content of the student's education record on the grounds that the information contained in the education record is: inaccurate, misleading, or in violation of the privacy rights of the student.

The Superintendent or designee may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent/guardian has given written consent to release information from the student's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- a. The Superintendent or designee of a public school other than the public school at which the record is on file;
- b. A certificated Charter School employee; and
- c. A parent/guardian appointed by the Superintendent or by the Board of Directors, depending upon who convenes the panel.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing. Notice of the date, time, and place of the hearing will be sent by the Charter School to the parent/guardian or eligible student no later than twenty (20) days before the hearing.

The Superintendent or designee of a public school will serve as the chairman and shall not be required to use formal rules of evidence or procedure. The parent/guardian or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent/guardian or eligible student may also, at the parent/guardian or eligible student's own expense, be assisted or represented by one or more individuals of the parent/guardian's or eligible student's choice, including an attorney. The decision of the Superintendent or designee will be based solely on the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, the Charter School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading, or in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent/guardian or eligible student of the amendment in writing.

If, as a result of the hearing, the Charter School decides that the information in the education record is not inaccurate, misleading, or in violation of the privacy rights of the student, it shall inform the parent/guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why the parent/guardian or eligible student disagrees with the decision of the Charter School, or both. If the Charter School places a statement by the parent/guardian or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Disclosure of Education Records and Directory Information

The Charter School must have a signed and dated written consent from the parent/guardian or eligible student before releasing any non-directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent/guardian or eligible student may request a copy of the disclosed records and the Charter School shall provide the parent/guardian or eligible student with a copy of the records disclosed upon request. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

The Charter School will only disclose PII on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent/guardian or eligible student and that the receiving party uses the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. The Charter School must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a warrant, judicial order or lawfully issued subpoena, or directory information or to parents/guardians or eligible students, the Charter School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent/guardian or eligible student and that the receiving party uses it for the purpose for which the disclosure was made. Note specifically that the Charter School will not release information to third parties for immigration-enforcement purposes except as required by law or court order.

The Charter School will disclose education records, without the prior written consent of the parent/guardian or eligible student, to the following parties:

1. School officials who have a legitimate educational interest as defined by 34 Code of Federal Regulations ("C.F.R.") Part 99;

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2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. The Charter School will make a reasonable attempt to notify the parent/guardian or eligible student of the request for records at the parent/guardian or eligible student's last known address, unless the disclosure is initiated by the parent/guardian or eligible student. Additionally, the Charter School will give the parent/guardian or eligible student, upon request, a copy of the record that was disclosed and give the parent/guardian or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid, or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents/guardians of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance, so that the parent/guardian or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and/or a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the Charter School for student and parents/guardians, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by the Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School may disclose the final results of the disciplinary proceeding, regardless of whether the Charter School concluded a violation was committed.

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Record Keeping Requirements

The Charter School will maintain a record of each request for access to and each disclosure of PII from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of PII to institutions that make disclosures of the information on behalf of the Charter School in accordance with 34 C.F.R. § 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of the Charter School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents/guardians or eligible students, the Charter School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent/guardian or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of PII may be inspected by parents/guardians and eligible students, the Charter School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the Charter School.

Student cumulative records may not be removed from the premises of the Charter School, unless the individual removing the record has a legitimate educational interest, and is authorized by the Superintendent or by a majority of a quorum of the Board of Directors at a duly agendized meeting. Employees who remove student cumulative records or other student records from the Charter School premises without a legitimate educational interest and authorization may be subject to discipline. Employees are permitted to take student work product, or other appropriate student records, off premises without authorization for legitimate academic purposes (e.g., grading work product, assigning credit, reviewing materials for classroom discussion, etc.)

Complaints

Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office (SPPO)
U.S. Department of Education
400 Maryland Avenue, S.W.

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Washington, D.C. 20202-5920

Record Retention

The Charter School complies with the definition and retention of student records as established in Title 5 of the California Code of Regulations (“CCR”) sections 431 and 438, per the following:

1. **Mandatory Permanent Student Records:** must be maintained indefinitely or an exact copy thereof for every student who was enrolled in the charter school. These records are defined as:
 - a. Legal name of student
 - b. Date of birth
 - c. Method of verification of birth date
 - d. Sex of student
 - e. Place of birth
 - f. Name and address of parent/guardian of minor student
 - g. Address of minor student if different than above
 - h. An annual verification of the name and address of the parent/guardian and the residence of the student
 - i. Entering and leaving date of each school year and for any summer session or other extra session
 - j. Subjects taken during each year, half year, summer session, or quarter
 - k. If marks or credits are given, the mark or number of credits toward graduation allows for work taken.
 - l. Verification of or exemption from required immunizations
 - m. Date of high school graduation or equivalent

The mandatory permanent student record or a copy thereof shall be forwarded by the Charter School upon request of a public or private school in which the student has enrolled. If the Charter School forwards the original mandatory permanent student record, a copy must be maintained by the Charter School. If the Charter School forwards a copy, the original must be maintained by the Charter School.

2. **Mandatory Interim Student Records:** must be maintained until judged to be disposable, defined as “when the student leaves the charter school or when their usefulness ceases.” These records may be destroyed during the third (3rd) school year following the determination that the records are disposable (i.e., 2019-2020 records may be destroyed after July 1, 2023). These records are defined as:
 - a. A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible student, or a dependent adult student, or an adult student, or the custodian of records.

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- b. Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver
- c. Participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
- d. Language training records
- e. Progress slips and/or notices
- f. Parental restrictions regarding access to directory information or related stipulations.
- g. Parental or adult student rejoinders to challenged records and to disciplinary action
- h. Parental authorizations or prohibitions of student participation in specific programs
- i. Results of standardized tests administered within the preceding three years

The mandatory interim student record or a copy thereof shall be forwarded by the Charter School upon request of a public school in California in which the student has enrolled. If the transfer is to an out-of-state or to a private school, the mandatory interim student record may be forwarded. If the Charter School forwards the original mandatory interim student record, a copy must be maintained by the Charter School until it is destroyed in accordance with this Policy. If the Charter School forwards a copy, the original must be maintained by the Charter School until destroyed in accordance with this Policy.

3. Permitted Records: must be maintained and may be destroyed when their usefulness ceases or six (6) months following the student's completion or withdrawal from school. These records are defined as:
 - a. Objective counselor and/or teacher ratings
 - b. Standardized test results older than three years
 - c. Routine discipline data
 - d. Verified reports of relevant behavioral patterns
 - e. All disciplinary notices
 - f. Attendance records not covered in the 5 CCR § 400

Permitted student records may be forwarded upon a request by a public or private school in which a student has enrolled. If the Charter School forwards the original permitted student record, a copy must be maintained by the Charter School until it is destroyed in accordance with this Policy. If the Charter School forwards a copy, the original must be maintained by the Charter School until destroyed in accordance with this Policy.

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California Pacific Charter Schools (“CPCS” or the “Charter School”) adopts this Educational Records and Student Information Policy to apply to all educational records and student information maintained by the Charter School.

Definitions

1. **Education Record:** An education record is any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche that directly relates to a student and is maintained by the Charter School or by a party acting for the Charter School. Such information includes, but is not limited to:
 - a. Date and place of birth; parent and/or guardian’s address, mother’s maiden name and where the parties may be contacted for emergency purposes, grades, test scores, courses taken, academic specializations and school activities;
 - b. Special education records;
 - c. Disciplinary records;
 - d. Medical and health records;
 - e. Attendance records and records of past schools attended; and/or
 - f. Personal information such as, but not limited to, a student’s name, the name of a student’s parent/guardian or other family members, student identification numbers, social security numbers, photographs, biometric records, or any other type of information that aids in the identification of a student.
 - g. An education record does not include any of the following:
 - i. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - ii. Records maintained by a law enforcement unit of the Charter School that were created by that law enforcement unit for the purpose of law enforcement;
 - iii. In the case of a person who is employed by the Charter School but not in attendance at the Charter School, records made and maintained in the normal course of business relate exclusively to the individual in that individual’s capacity as an employee and are not available for any other purpose;
 - iv. Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with the treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the Charter School;

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- v. Records that only contain information about an individual after the individual is no longer a student at the Charter School; or
 - vi. Grades on peer-graded papers before they are collected and recorded by a teacher.
- 2. **Personally Identifiable Information:** Personally identifiable information (“PII”) is information about a student that is contained in the student’s education records that cannot be disclosed without compliance with the requirements of the Family Educational Rights and Privacy Act of 2001 (FERPA). PII includes, but is not limited to: a student’s name; the name of a student’s parent/guardian or other family members; the address of a student or student’s family; a personal identifier, such as the student’s Social Security number, student number or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.
- 3. **Directory Information:** The Charter School may disclose the PII that it has designated as directory information, consistent with the terms of the annual notice provided by the Charter School pursuant to the FERPA (20 U.S.C. § 1232g). The Charter School has designated the following information as directory information:
 - a. Student’s name
 - b. Student’s address
 - c. Parent/guardian’s address
 - d. Telephone listing
 - e. Student’s electronic mail address
 - f. Parent/guardian’s electronic mail address
 - g. Photograph
 - h. Date and place of birth
 - i. Dates of attendance
 - j. Grade level
 - k. Participation in officially recognized activities and sports
 - l. Weight and height of members of athletic teams
 - m. Degrees, honors, and awards received
 - n. The most recent educational agency or institution attended
 - o. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)
- 4. **Parent/Guardian:** Parent/guardian means a parent/guardian of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- 5. **Eligible Student:** Eligible student means a student who has reached eighteen (18) years of age.

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6. **School Official:** A school official is a person employed by the Charter 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 Board of Directors of the Charter School. A school official may also include a volunteer for the Charter School, an independent contractor of the Charter School, or another party who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the Charter School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing the school official's tasks.
7. **Legitimate Educational Interest:** A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the school official's professional responsibility.

Disclosure of Directory Information

At the beginning of each school year, the Charter School shall provide parents/guardians and eligible students with a notice containing the following information: 1) The type of personally identifiable information it designates as directory information; 2) The parent/guardian's or eligible student's right to require that the Charter School not release "directory information" without obtaining prior written consent from the parent/guardian or eligible student; and 3) The period of time within which a parent/guardian or eligible student must notify the Charter School in writing of the categories of "directory information" that it may not disclose without the parent/guardian's or eligible student's prior written consent. The Charter School will continue to honor a valid request to opt-out of the disclosure of a former student's directory information made while the former student was in attendance unless the student rescinds the opt-out request.

Annual Notification to Parents and Eligible Students

At the beginning of each school year, in addition to the notice required for directory information, the Charter School shall provide eligible students currently in attendance and parents/guardians of students currently in attendance with a notice of their rights under the FERPA. The notice shall inform the parents/guardians and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of PII contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA;

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4. File with the U.S. Department of Education a complaint concerning alleged failures by the Charter School to comply with the requirements of FERPA and its promulgated regulations; and
5. Request that the Charter School not release student names, addresses, and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
2. The procedure for requesting amendment of records;
3. A statement that the Charter School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; and
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Parental and Eligible Student Rights Relating to Education Records

Parents/guardians and eligible students have the right to review the student's education records. In order to do so, parents/guardians and eligible students shall submit a request to review education records in writing to the registrar/admissions office. Within five (5) business days, the Charter School shall comply with the request.

Copies of Education Records

The Charter School will provide copies of requested documents within five (5) business days of a written request for copies. The Charter School may charge reasonable fees for copies it provides to parents/guardians or eligible students. However, no charge shall be made for furnishing (1) up to two transcripts of former students' records or (2) up to two verifications of various records of former students. The charge will not include a fee to search for or to retrieve the education records.

Request for Amendment to Education Records

Following the inspection and review of a student's education record, a parent/guardian or eligible student may file a written request with the registrar/admissions office to correct or remove any information in the student's education record that is any of the following:

- a. Inaccurate
- b. Misleading
- c. In violation of the privacy rights of the student

The Charter School will respond within thirty (30) days of the receipt of the request to amend. The Charter School's response will be in writing, and if the request for amendment is denied, the

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Charter School will set forth the reason for the denial and inform the parent/guardian or eligible student of their right to a hearing challenging the content of the education record.

If the Superintendent or designee sustains any or all of the allegations, the Superintendent or designee must order the correction or the removal and destruction of the information. The Superintendent or designee must then inform the parent/guardian or eligible student of the amendment in writing.

Hearing to Challenge Education Record

If the Charter School denies a parent/guardian or eligible student's request to amend an education record, the parent/guardian or eligible student may, within thirty (30) days of the denial, request in writing that the parent/guardian or eligible student be given the opportunity for a hearing to challenge the content of the student's education record on the grounds that the information contained in the education record is: inaccurate, misleading, or in violation of the privacy rights of the student.

The Superintendent or designee may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent/guardian has given written consent to release information from the student's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- a. The Superintendent or designee of a public school other than the public school at which the record is on file;
- b. A certificated Charter School employee; and
- c. A parent/guardian appointed by the Superintendent or by the Board of Directors, depending upon who convenes the panel.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing. Notice of the date, time, and place of the hearing will be sent by the Charter School to the parent/guardian or eligible student no later than twenty (20) days before the hearing.

The Superintendent or designee of a public school will serve as the chairman and shall not be required to use formal rules of evidence or procedure. The parent/guardian or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent/guardian or eligible student may also, at the parent/guardian or eligible student's own expense, be assisted or represented by one or more individuals of the parent/guardian's or eligible student's choice, including an attorney. The decision of the Superintendent or designee will be based solely on the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, the Charter School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

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If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading, or in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent/guardian or eligible student of the amendment in writing.

If, as a result of the hearing, the Charter School decides that the information in the education record is not inaccurate, misleading, or in violation of the privacy rights of the student, it shall inform the parent/guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why the parent/guardian or eligible student disagrees with the decision of the Charter School, or both. If the Charter School places a statement by the parent/guardian or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Disclosure of Education Records and Directory Information

The Charter School must have a signed and dated written consent from the parent/guardian or eligible student before releasing any non-directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent/guardian or eligible student may request a copy of the disclosed records and the Charter School shall provide the parent/guardian or eligible student with a copy of the records disclosed upon request. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

The Charter School will only disclose PII on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent/guardian or eligible student and that the receiving party uses the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. The Charter School must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a warrant, judicial order or lawfully issued subpoena, or directory information or to parents/guardians or eligible students, the Charter School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent/guardian or eligible student and that the receiving party uses it for the purpose for which the disclosure was made. Note specifically that the Charter School will not release information to third parties for immigration-enforcement purposes except as required by law or court order.

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3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid, or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents/guardians of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
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9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and/or a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the Charter School for student and parents/guardians, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by the Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School may disclose the final results of the disciplinary proceeding, regardless of whether the Charter School concluded a violation was committed.

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY****Record Keeping Requirements**

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These record keeping requirements do not apply to requests from or disclosure to parents/guardians or eligible students, the Charter School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent/guardian or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of PII may be inspected by parents/guardians and eligible students, the Charter School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the Charter School.

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Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office (SPPO)~~Family Policy Compliance Office~~

U.S. Department of Education
400 Maryland Avenue, S.W.

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Washington, D.C. 20202-5920

Record Retention

The Charter School complies with the definition and retention of student records as established in Title 5 of the California Code of Regulations (“CCR”) sections 431 and 438, per the following:

1. **Mandatory Permanent Student Records:** must be maintained indefinitely or an exact copy thereof for every student who was enrolled in the charter school. These records are defined as:
 - a. Legal name of student
 - b. Date of birth
 - c. Method of verification of birth date
 - d. Sex of student
 - e. Place of birth
 - f. Name and address of parent/guardian of minor student
 - g. Address of minor student if different than above
 - h. An annual verification of the name and address of the parent/guardian and the residence of the student
 - i. Entering and leaving date of each school year and for any summer session or other extra session
 - j. Subjects taken during each year, half year, summer session, or quarter
 - k. If marks or credits are given, the mark or number of credits toward graduation allows for work taken.
 - l. Verification of or exemption from required immunizations
 - m. Date of high school graduation or equivalent

The mandatory permanent student record or a copy thereof shall be forwarded by the Charter School upon request of a public or private school in which the student has enrolled. If the Charter School forwards the original mandatory permanent student record, a copy must be maintained by the Charter School. If the Charter School forwards a copy, the original must be maintained by the Charter School.

2. **Mandatory Interim Student Records:** must be maintained until judged to be disposable, defined as “when the student leaves the charter school or when their usefulness ceases.” These records may be destroyed during the third (3rd) school year following the determination that the records are disposable (i.e., 2019-2020 records may be destroyed after July 1, 2023). These records are defined as:
 - a. A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible student, or a dependent adult student, or an adult student, or the custodian of records.

STUDENT SERVICES**5010-CPCS****EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY**

- b. Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver
- c. Participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
- d. Language training records
- e. Progress slips and/or notices
- f. Parental restrictions regarding access to directory information or related stipulations.
- g. Parental or adult student rejoinders to challenged records and to disciplinary action
- h. Parental authorizations or prohibitions of student participation in specific programs
- i. Results of standardized tests administered within the preceding three years

The mandatory interim student record or a copy thereof shall be forwarded by the Charter School upon request of a public school in California in which the student has enrolled. If the transfer is to an out-of-state or to a private school, the mandatory interim student record may be forwarded. If the Charter School forwards the original mandatory interim student record, a copy must be maintained by the Charter School until it is destroyed in accordance with this Policy. If the Charter School forwards a copy, the original must be maintained by the Charter School until destroyed in accordance with this Policy.

3. Permitted Records: must be maintained and may be destroyed when their usefulness ceases or six (6) months following the student's completion or withdrawal from school. These records are defined as:
 - a. Objective counselor and/or teacher ratings
 - b. Standardized test results older than three years
 - c. Routine discipline data
 - d. Verified reports of relevant behavioral patterns
 - e. All disciplinary notices
 - f. Attendance records not covered in the 5 CCR § 400

Permitted student records may be forwarded upon a request by a public or private school in which a student has enrolled. If the Charter School forwards the original permitted student record, a copy must be maintained by the Charter School until it is destroyed in accordance with this Policy. If the Charter School forwards a copy, the original must be maintained by the Charter School until destroyed in accordance with this Policy.

STUDENT SERVICES**5020-CPCS****SUICIDE PREVENTION POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) recognizes that suicide is a major cause of death among youth and should be taken seriously. In an effort to reduce suicidal behavior and its impact on students and families, the Charter School has developed prevention strategies and intervention procedures.

In compliance with Education Code section 215, this policy has been developed in consultation with the Charter School and community stakeholders, school employed mental health professionals, administrators, other school staff members, and the county mental health plan in planning, implementing, and evaluating the Charter School’s strategies for suicide prevention and intervention. The Charter School must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

The purpose of this policy is to protect the health and well-being of all of our students by having procedures in place to prevent, assess the risk of, intervene in, and respond to youth suicidal behavior. Protecting the health and well-being of all students is of utmost importance to our school and is in line with school mandates for all professionals and individuals working with youth. Because it is impossible to predict when a crisis will occur, preparedness is necessary for every school. Youth suicide is preventable, and parents, educators and schools are key to prevention. Preventing suicide depends not only on suicide prevention policies, but also on a holistic approach that promotes healthy lifestyles, families, and communities. Thus, this policy is intended to be paired with other policies and efforts that support the emotional and behavioral well-being of youth.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, the Charter School shall appoint an individual (or team) to serve as the suicide prevention point of contact for the Charter School. The suicide prevention point of contact and the Superintendent shall ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Staff Development

The Charter School along with its partners has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention. Training shall be provided for all school staff members shall include the following:

1. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., school counselors, school psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced

STUDENT SERVICES**5020-CPCS****SUICIDE PREVENTION POLICY**

training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.

2. At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
3. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually.

Core components of the general suicide prevention training shall include:

- a. Suicide risk factors, warning signs, and protective factors;
- b. How to talk with a student about thoughts of suicide;
- c. How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;
- d. Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member;
- e. Emphasis on reducing the stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
- f. Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- g. Information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - i. Youth affected by suicide;
 - ii. Youth with a history of suicide ideation or attempts;
 - iii. Youth with disabilities, mental illness, or substance abuse disorders;
 - iv. Lesbian, gay, bisexual, transgender, or questioning youth;
 - v. Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - vi. Youth who have suffered traumatic experiences;
4. In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
 - a. The impact of traumatic stress on emotional and mental health;
 - b. Common misconceptions about suicide;
 - c. Charter School and community suicide prevention resources;

STUDENT SERVICES**5020-CPCS****SUICIDE PREVENTION POLICY**

- d. Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
- e. The factors associated with suicide (risk factors, warning signs, protective factors);
- f. How to identify youth who may be at risk of suicide;
- g. Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on the Charter School guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on the Charter School guidelines;
- h. Charter School approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- i. Charter School approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
- j. Responding after a suicide occurs (suicide postvention);
- k. Resources regarding youth suicide prevention;
- l. Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- m. Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

Employee Qualifications and Scope of Services

Employees of the Charter School must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs and to prevent the immediate risk of suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

Parents, Guardians, and Caregivers Participation and Education

1. Parents/guardians/caregivers may be included in suicide prevention efforts. At a minimum, the Charter Schools shall share this Policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
2. This Suicide Prevention Policy shall be easily accessible and prominently displayed on the Charter School's Web page and included in the parent handbook.

STUDENT SERVICES**5020-CPCS****SUICIDE PREVENTION POLICY**

3. Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
4. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - a. Suicide risk factors, warning signs, and protective factors;
 - b. How to talk with a student about thoughts of suicide;
 - c. How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

Student Participation and Education

The Charter School's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

The Charter School's instructional curriculum may include information about suicide prevention, as appropriate or needed. If suicide prevention is included in the Charter School's instructional curriculum, it shall consider the grade level and age of the students and be delivered and discussed in a manner that is sensitive to the needs of young students. Under the supervision of an appropriately trained individual acting within the scope of the individual's credential or license, students shall:

1. Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress which may include:
 - a. Coping strategies for dealing with stress and trauma.;
 - b. How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others.;
 - c. Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help.;
 - d. Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.
2. Receive developmentally appropriate guidance regarding the Charter School's suicide prevention, intervention, and referral procedures.

Student-focused suicide prevention education can be incorporated into curricula (e.g., health classes, science classes, and physical education).

The Charter School will support the creation and implementation of programs that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Week).

STUDENT SERVICES**5020-CPCS****SUICIDE PREVENTION POLICY**

Intervention and Emergency Procedures

The Charter School designates the following administrators to act as the primary and secondary suicide prevention liaisons:

1. School Counselor
2. School Psychologist

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Superintendent or designee, who shall then notify the student's parent/guardian as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported, the suicide prevention liaison shall, at a minimum:

1. Ensure the student's physical safety by one or more of the following, as appropriate:
 - a. Eliciting immediate medical treatment if a suicide attempt has occurred;
 - b. Eliciting law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
 - c. Ensuring that the student is under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
 - d. Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed;
 - e. Moving all other students out of the immediate area if applicable;
 - f. Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence;
 - g. Promising privacy and help, but not promising confidentiality.
2. Document the incident in writing as soon as feasible.

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3. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed and coordinate and consult with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.
4. After a referral is made, the Charter School shall verify with the parent/guardian that the follow-up treatment has been accessed. Parents/guardians will be required to provide documentation of care for the student. If parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build an understanding of care. If follow up care is still not provided, the Charter School may contact Child Protective Services.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the Charter School.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted at a school sponsored activity, the suicide prevention liaison shall follow the crisis intervention procedures contained in the Charter School's safety plan. After consultation with the Superintendent or designee and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Superintendent or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Charter School staff may receive assistance from counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted unrelated to school activities, the Superintendent or designee shall take the following steps to support the student:

1. Contact the parent/guardian and offer support to the family.
2. Discuss with the family how they would like the Charter School to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.
3. Obtain permission from the parent/guardian to share information to ensure the facts regarding the crisis are correct.
4. The suicide prevention liaisons shall handle any media requests.
5. Provide care and determine appropriate support to affected students.
6. Offer to the student and parent/guardian steps for re-integration to school. Re-integration may include obtaining a written release from the parent/guardian to speak with any health

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care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for makeup work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

Supporting Students during or after a Mental Health Crisis

Students shall be encouraged to notify a teacher, the Superintendent, another school administrator, psychologist, counselor, suicide prevention liaisons, or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. Staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian, about additional resources to support the student.

Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. The Charter School shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

The suicide prevention liaison shall:

1. Coordinate with the Superintendent to:
 - a. Confirm death and cause;
 - b. Identify a staff member to contact the deceased's family (within 24 hours);
 - c. Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
2. Coordinate an all-staff meeting, to include:
 - a. Notification (if not already conducted) to staff about suicide death;
 - b. Emotional support and resources available to staff;
 - c. Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - d. Share information that is relevant and that which you have permission to disclose.
3. Prepare staff to respond to the needs of students regarding the following:
 - a. Review of protocols for referring students for support/assessment;
 - b. Talking points for staff to notify students;
 - c. Resources available to students
4. Identify students significantly affected by suicide death and other students at risk of imitative behavior;

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5. Identify students affected by suicide death but not at risk of imitative behavior;
6. Communicate with the larger school community about suicide death;
7. Consider funeral arrangements for family and school community;
8. Respond to memorial requests in a respectful and non-harmful manner; responses should be handled in a thoughtful way and their impact on other students should be considered;
9. Identify a media spokesperson if needed.
10. Include long-term suicide postvention responses:
 - a. Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant events) and how these will be addressed
 - b. Support siblings, close friends, teachers, and/or students of deceased
 - c. Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Student Identification Cards

Charter School will include the telephone number for the National Suicide Prevention Lifeline (1-800-273-8255) and the National Domestic Violence Hotline (1-800-799-7233) on all student identification cards. The Charter School will also include the number for the Crisis Text Line, which can be accessed by texting HOME to 741741 and a local suicide prevention hotline on all student identification cards.

STUDENT SERVICES**5030-CPCS****IMMUNIZATION POLICY**

California Pacific Charter Schools (“CalPac” or the “Charter School”) adopts this Immunization Policy and will adhere to all laws related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120380, and Title 17, California Code of Regulations Sections 6000-6075.

Documentary Proof

California law requires that an immunization record be presented to CalPac Admissions Staff before a child can be unconditionally enrolled in school. The parent/guardian must provide current immunization records for all vaccinations a student has received. Acceptable documentation of immunization includes the following:

- Immunization Yellow Card
- School Blue Card
- Verified Medical Record

As an independent study program with no classroom-based instruction, CalPac will accept a signed Non-Classroom Based waiver for any immunization not yet received that a parent/guardian is electing not to administer. For students with state medical exemptions, a California Department of Public Health standardized medical exemption form may be submitted in lieu of an immunization record. Refer to the “Exemptions from Immunization Requirements” section of the policy for details.

The CalPac Registrar shall maintain the student’s immunization information in the student’s mandatory permanent record and shall file annual immunization status reports as required by the California Department of Public Health.

Required Immunizations, Records, and Reports

CalPac requires written verification from a doctor or immunization clinic of the following immunizations. Entering students who are not exempt will need the following immunization requirements:

Child’s Grade	Immunization	Dosage
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Entering Kindergarten ¹	Diphtheria, Pertussis, and Tetanus (DTaP)	Five (5) doses
	Polio	Four (4) doses
	Measles, Mumps, and Rubella (MMR)	Two (2) doses
	Hepatitis B (Hep B)	Three (3) doses
	Varicella (chickenpox)	Two (2) doses
Entering 7 th Grade ²	Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) dose
	Varicella	Two (2) Doses

Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. Immunization records shall be part of the mandatory permanent pupil record and shall be kept in accordance with CalPac's Educational Records and Student Information Policy. Charter School will file a written report on the immunization status of all new entrants to CalPac with the California Department of Public Health, on at least an annual basis, as required by law.

Any child leaving the United States for a short vacation or long stay in any country considered by the Center for Disease Control and Prevention ("CDC") to have an increased risk of TB exposure **MUST** contact the County Tuberculosis Clinic for a TB Screening upon return.

¹ **NOTE:** Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after the first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.

² **NOTE:** In order to begin seventh grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, chickenpox/varicella and primary series for diphtheria, tetanus, and pertussis), **in addition to** the seventh grade requirements for Tdap (at least one dose of pertussis-containing vaccine on or after the seventh birthday) and two (2) doses of Varicella (varicella requirement for seventh grade advancement expires after June 30, 2025).

STUDENT SERVICES**5030-CPCS****IMMUNIZATION POLICY**

Charter School shall immediately admit a foster child, as defined in Education Code § 48853.5(a), and a homeless child, as defined in Section 11434a(2) of Title 42 of the United States Code, even if the foster or homeless child's immunization records are not available or are missing. However, this does not alter CalPac's obligation to obtain immunization records for foster and homeless students or to ensure the full immunization of foster and homeless students as required by law.

If Charter School discovers that an admitted student who was previously believed to be in compliance with the immunization requirements is subsequently discovered to not be in compliance with either the unconditional admission requirements or the conditional admission requirements, CalPac will notify the student's parent/guardian of: 1) the time period within which the doses must be received, which may be no more than ten (10) school days after notification; and 2) that the student shall continue in attendance only if the parent/guardian provides documentation that the immunization requirements have been met within the time period designated by the School. If the student does not provide documentation of having received all required immunizations within the time period designated by the School, CalPac shall exclude this student from attendance. The student shall remain excluded from Charter School until the student is fully immunized as required by law. The student shall also be reported to the Superintendent or Designee.

Conditional Admittance

Students may be conditionally admitted in accordance with Health and Safety Code Section 120340 and Title 17, California Code of Regulations Section 6035. The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses. The Guidance, Admissions & Records Coordinator or designee shall review the immunization record of each student admitted conditionally at least every thirty (30) days from the date of admission until that student has received all the required immunizations or submitted an exemption. If a student conditionally admitted fails to fulfill the conditions of admission, CalPac will prohibit the student from further attendance until that student has been fully immunized as required by law.

Exemptions from Immunization Requirements

All students must be fully immunized in accordance with the California Health and Safety Code, the California Code of Regulations, and this Policy with the following exceptions:

1. Students who show proof of a medical exemption by a physician licensed to practice medicine in California pursuant to Health and Safety Code Section 120370.
 - a. Commencing January 1, 2021, the California Department of Public Health standardized medical exemption form shall be the only documentation of a medical exemption that the School shall accept.
 - b. On and after July 1, 2021, the School shall not unconditionally admit or

STUDENT SERVICES**5030-CPCS****IMMUNIZATION POLICY**

readmit, or admit or advance any student to 7th grade, unless the student has been fully immunized or files a California Department of Public Health standardized medical exemption form as required by law.

- c. Medical exemptions issued before January 1, 2020, will continue to remain valid until the child enrolls in the next grade span, defined below.
- 2. Students who are enrolled in a home-based private school or independent study program and do not receive any classroom-based instruction.
- 3. Students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating beliefs opposed to immunization, and who provides said letter or affidavit to the CalPac Admissions Staff shall be allowed to enroll at the Charter School without being fully immunized until the student enrolls in the next grade span pursuant to Health and Safety Code Section 120335(g).
 - a. “Grade span” means each of the following:
 - i. Birth to Preschool.
 - ii. Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
 - iii. Grades 7 to 12, inclusive.

If there is good cause to believe that a child has been exposed to a disease listed in subdivision (b) of Section 120335 and their documentary proof of immunization status does not show proof of immunization against that disease, that child may be temporarily excluded from the Charter School until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.

This Policy does not prohibit a student who qualifies for an individualized education program (“IEP”), pursuant to federal law and Education Code Section 56026, from accessing any special education and related services required by the student’s IEP.

STUDENT SERVICES**5035-CPCS****STUDENT FREEDOM OF SPEECH AND EXPRESSION POLICY**

California Pacific Charter Schools and its programs (“CalPac” or the “Charter School”) adopt this Student Freedom of Speech and Expression Policy to apply to students enrolled at CalPac. CalPac respects students’ rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, writing, printed materials, including the right of expression in official publications, and/or the wearing of buttons, badges and other insignia.

Student Expression

Student free speech rights include, but are not limited to the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. Student expression on the Charter School website and online media shall generally be afforded the same protections as print media within the Policy.

Student expression, including but not limited to student expression on internet web sites, is generally constitutionally protected, but shall be subject to discipline when such expression poses a threat to the safety of other students or staff, or substantially disrupts the educational program. The Charter School Superintendent or designee shall document the impact the expression had or could be expected to have on the educational program.

Student freedom of expression shall be limited only as allowed by state and federal law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Unprotected Expression includes the following:

1. **Obscenity:** when the (1) average person applying current community standards finds the work as a whole appeals to the prurient interest, (2) the work is patently offensive, and (3) the work lacks serious literary, artistic, political, or scientific value. Examples include pornography or sexually explicit material.
2. **Defamation:** Libel (written defamation) and Slander (oral defamation), which includes but is not limited to inaccurately attributing a statement to another, either on purpose for public officials (which includes Charter School staff) or by mistake for private officials, that mischaracterizes the statement.
3. **Discriminatory Material:** material that demeans a person or group because of the person/group’s disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, medical leave, genetic information, military or veteran status, political affiliation, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation that has the purpose of humiliating, offending, or provoking a person/group.

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4. **Harassment (including sexual harassment), Intimidation and/or Bullying:** severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing a reasonable student or students in fear of harm to that student's or those students' person or property, (2) causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health, (3) causing a reasonable student to experience a substantial interference with the student's academic performance, (4) causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
5. **Fighting Words:** words likely to cause (1) the average person to fight or (2) the creation of a clear and present danger of violence, unlawful acts in violation of lawful school regulations, or the substantial disruption of school.
6. **Vulgarity and/or Profanity:** the continual use of curse words by a student, even after warning.
7. **Violating Privacy:** publicizing or distributing confidential or private material without permission.

Distribution of Circulars, Un-Official Newspapers, and Other Printed Matter

Free inquiry and exchange of ideas are essential parts of a democratic education. Students shall be allowed to distribute circulars, leaflets, newspapers, and pictorial or other printed matter, and to circulate petitions, subject to the following specific limitations:

1. Leaflets, pictorial and other printed matter to be distributed shall be submitted to the Charter School Superintendent or designee at least one (1) school day prior to distribution. The Charter School Superintendent or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be distributed according to the time and manner established by this Policy. Any student may appeal the decision of the Charter School Director or designee to the Board who shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five (5) school days from the time the unsatisfactory decision was rendered.
2. Distribution, free or for a fee, may take place during an educational activity provided there is no substantial disruption in the school programs as determined by the Charter School Superintendent or designee .
3. The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions.

STUDENT SERVICES**5035-CPCS****STUDENT FREEDOM OF SPEECH AND EXPRESSION POLICY**

4. The solicitation of signatures must not be substantially disruptive to the educational activity as determined by the Charter School Superintendent or designee.

Official School Publications

Student editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this Policy. However, it shall be the responsibility of the staff adviser(s) of student publications to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this Policy. The staff adviser(s) shall help the student editors judge the literary value, newsworthiness and propriety of materials submitted for publication.

There shall be no prior restraint of material prepared for official school publications except insofar as it violates this Policy. School officials shall have the burden of showing justification without undue delay prior to a limitation of student expression under this Policy. If the staff adviser(s) consider material submitted for publication to violate this Policy, they will notify the student without undue delay and give specific reasons why the submitted material may not be published. The student should be given the opportunity to modify the material or appeal the decision of the staff adviser to the Charter School Superintendent.

Buttons, Badges, and Other Insignia of Symbolic Expression

Students shall be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions enumerated in this Policy.

Organized Demonstrations

Students have the right to lawful organized demonstrations, subject to the provisions of this Policy and applicable law. Demonstrations that incite students to create a clear and present danger or the commission of unlawful acts during educational activities, or the violation of lawful school regulations, or demonstrations that substantially disrupt the orderly operation of the educational activity are prohibited.

No individual student may demonstrate in the name of the Charter School or as an official school group at any time unless authorized by the Charter School to participate in the activity.

Missing school to attend an organized demonstration is not an excused absence. The Charter School will follow its Attendance Policy when determining consequences for students. The Charter School will follow its Suspension and Expulsion Policy when determining consequences for students if Charter School policy is violated.

Online Student Expression

Student expression, including but is not limited to student expression on internet web sites, is generally constitutionally protected, but shall be subject to discipline when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts

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the educational program. The Charter School Superintendent or designee shall document the impact the expression had or could be expected to have on the educational program.

A. Enforcement

1. Students who are considering actions in the areas covered by this Policy should be informed of the possible consequences of their action under each specific circumstance. The Charter School Superintendent shall ensure that due process is followed when resolving disputes regarding student freedom of expression.
2. This Policy does not prohibit or prevent the Charter School Governing Board from adopting otherwise valid rules and regulations relating to oral communications by CalPac students.
3. No CalPac employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under this Policy, or refusing to infringe upon conduct that is authorized under this Policy, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.
4. CalPac shall not make or enforce a rule subjecting a high school student to disciplinary sanctions solely on the basis of conduct that is speech or other communication that, when engaged in outside of the campus, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution.

B. Complaints

A student who feels their freedom of expression was unconstitutionally limited and/or limited on the basis of discrimination may file a complaint with CalPac through the School's Uniform Complaint Policies and Procedures.

STUDENT SERVICES**5055-CPCS**

SELF-ADMINISTRATION OF MEDICATION POLICY

California Pacific Charter Schools (“CPCS” or “Charter School”), adopts this Self-Administration of Medication Policy for students enrolled in CPCS.

The purpose of this policy is to ensure the safe, accurate self-administration of medication to students during school hours in compliance with the California Education Code, legal mandates and safe practice (California Education Codes Sec. 49423-49423.1; American Disabilities Act, Section 504). As an online charter school, this policy would apply to instances when students are physically in person under the direct supervision of CPCS staff, such as during school sponsored field trips or in person proctored examinations.

General Policy

All medications, including prescription and over the counter medication administered to students by themselves shall require a signed "Authorization for Student to Self-Possess / Self-Administer Medication" form. The medication administration form must be signed by the legal parent/guardian and authorized prescriber and shall include: (1) student’s name; medication name; medication dosage, medication frequency and duration of treatment; possible side effects; and confirmation that the student is able to self-administer such medication. (2) consent authorizing designated school personnel to contact physicians should questions arise.

Procedure

In order for a student to self-possess and/or self-administer prescription and/or over the counter medication, the following criteria must be met:

1. The parent/guardian shall obtain a written statement from the physician, surgeon or physician assistant detailing: student’s name; medication name; medication dosage, medication frequency and duration of treatment; possible side effects; and confirmation that the student is able to self-administer such medication.
2. The parent/guardian shall complete this Authorization for Student to Self-Possess / Self-Administer Medication, providing consent for the student to self-possess/self-administer medication; allowing consent for designated school personnel to consult with the student’s physician if questions or concerns arise; and releasing the school and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

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SELF-ADMINISTRATION OF MEDICATION POLICY

3. The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Additional Information

1. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.
2. Self-administration means that the student can administer the medication in a manner directed by the physician without additional direction or supervision by school staff.
3. For medication other than inhalers/epipens, only that day's supply of medication is to be carried.
4. The student must carry a copy of this form in order to carry their medication. School administrators and appropriate teachers are informed on a need-to-know basis that the student is permitted to self-possess/self-administer medication.

References

References for this section can be found in:

1. California Department of Education Program Advisory on Medication Administration
<http://www.cde.ca.gov/ls/he/hn/documents/medadvisory.pdf>.
2. Refer to the following education codes for additional information: 49423.1, 49423, 49414, 49414.7 and 49414.5. Full text of CA Codes retrievable at
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

STUDENT SERVICES**5060-CPCS**

GRADE ACCELERATION POLICY

California Pacific Charter Schools (“CPCS” or the “Charter School”) has adopted this Grade Acceleration Policy to apply to all students requesting grade acceleration. CPSC is committed to the success of each student. The goal of acceleration is to create a bridge between the readiness of a student and the level and pace of instruction.

Acceleration of a student can happen naturally within an independent study model and doesn’t typically need to be formally reflected in the student’s assigned grade level. Therefore, a thorough evaluation of a request to promote will be conducted before approving an acceleration request.

Please note that TK students who were not eligible for kindergarten due to the age cut-off requirement must finish the two-year program by completing kindergarten before being considered for acceleration. All other grade levels may request a grade level acceleration of their student.

CPSC only reviews acceleration requests at the end of each school year, after the student has been enrolled in the school for the majority of the current school year. Rare exceptions may be made by a school administrator to review an acceleration request earlier.

An acceleration request may only be made if a previous SST meeting has been held during the current school year for the student. If an SST meeting was not held during the current school year, then an acceleration request can not be made for that school year.

Parent(s)/Guardian(s) must submit the following to a school administrator or designee by the last day of learning period 7:

1. A written request for the acceleration of the student
2. Explanation of why the request is being made
3. List of all interventions and curricula utilized during the school year
4. Evidence and documentation to show that the majority of the content standards at the grade level being requested to skip have been met (this may include, but is not limited to, assignment and work records, assessment scores, work samples, report cards). Please note that the school may request additional documentation as needed

Teachers of students for whom a grade acceleration request has been made must submit the following to the school administrator or designee by the last day of learning period 6:

1. Completed updated SST request form
2. Updated state and local assessment data
3. Report cards, if applicable
4. Other relevant information

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GRADE ACCELERATION POLICY

An SST/acceleration meeting will be held during learning period 9 with the teacher, school counselor, and school administrator or designee. The parent/guardian is invited to attend the beginning of the meeting to explain their request and any documentation, however, their attendance is not required. The team, minus the parent/guardian, will review the information and decide if grade acceleration is appropriate. If the team cannot come to a consensus, then the Superintendent or designee holds the responsibility of making the final decision. The parent(s)/guardian(s) will be notified via email of the decision within five school days of the SST/acceleration meeting.

If the request is denied, the parent(s)/guardian(s) has the right to appeal. If the acceleration request is approved, then the parent(s)/guardian(s) must sign the Parent/Guardian acceleration Acknowledgement Form before the student's grade level will be changed in the school database.

Right to Appeal

If the parent(s)/guardian(s) disagree with the decision, they have the right to appeal to the school's Superintendent or designee.

- 1) Parent(s)/guardian(s) choosing to appeal a denial to retain a student shall submit a request to appeal the decision to the Superintendent or designee with a detailed explanation specifying the reasons why the decision should be overturned. The submission of the request to appeal must occur no later than five school days following the date the parent(s)/guardian(s) were notified via email of the denial.
- 2) The Superintendent or designee shall review the appeal as well as the student's academic performance records on which the SST relied. The Superintendent or designee shall be provided an opportunity to discuss records with the parent(s)/guardian(s) and SST meeting members if deemed necessary by the Superintendent or designee.
- 3) The Superintendent or designee will notify the parent(s)/guardian(a) of their decision via email within seven (7) school days of receiving the appeal request.
- 4) The Superintendent or designee's decision is final.

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LOTTERY POLICY

California Pacific Charter Schools (“CPCS” or the “Charter School”) adopt this Lottery Policy to apply to all enrollment procedures and admission preferences in the charter schools it operates.

In the event that the number of students seeking admission to any school exceeds that school’s capacity by grade level, a lottery will be held for the impacted school.

OPEN ENROLLMENT

The open enrollment window for the subsequent school year will begin no later than March 1st through March 31st. On March 31st the open enrollment window will close, and the applicant pool will be evaluated. Every effort will be made to hire enough teachers in each school and grade level to provide a placement for all students who apply prior to the open enrollment deadline. In the event that the number of students who apply during open enrollment exceeds capacity, CPCS will conduct a lottery. Applications from all students who apply after the open enrollment window closes will be held in abeyance pending available space. Subsequent, smaller lotteries will be held as needed when current waitlists have been exhausted.

LOTTERY DATE

In the event a lottery is deemed necessary, CPCS will conduct a public random drawing on or about April 15th for enrollment in the fall of that year.

PROSPECTIVE STUDENT WAITING LIST

At the conclusion of the lottery, all students who were not granted admission due to capacity will be placed on a prospective student waiting list in the order drawn. Students will be placed with a teacher in the order their name appears on the waiting list, if the Charter School has the capacity to serve the students based on the students’ grade level. This waiting list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstances will a waiting list carry over to the following school year.

ADMISSION PREFERENCES

Once a student has been enrolled as a student at California Pacific Charter School, they have the right to continue there until they have completed the highest grade offered, unless the student disenrolls or is lawfully removed from the Charter School. Students who are currently enrolled at CPCS must re-commit for the following school year by completing online re-enrollment Failure to complete the re-enrollment process by the posted deadline subjects current returning students to the lottery and waitlist procedure as outlined for prospective students.

In the case of a lottery, preference shall be given to the following students in the following order:

1. Students who reside in the authorizing school district boundaries

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2. Students who have siblings* admitted to or attending the Charter School
3. Students who are children of the teachers and staff of the Charter School
4. All other applicants

*Siblings are defined as natural, adopted, or step-siblings who reside 51% or more of the time in the same household

Admission will not be based on prior student performance or academic testing. After admission, various assessments may be administered to determine the student's readiness for the grade of entrance requirements or maintenance of said grade. These instruments aid in the development of individualized learning plans for students.

CPCS and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(e)(2)(B)(i)-(iv).

LOTTERY SPACES BY SCHOOL AND GRADE LEVEL

Lottery spaces will be pulled by grade level using the School Pathways Lottery and Enrollment Management Tool purchased from third-party vendor. Separate lotteries shall be conducted for each school in which there are fewer vacancies than pupils interested in attending. There is no weighted priority assigned to the preference categories; rather, within each school, students will be drawn from pools beginning with all applicants who qualify for the first preference category and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

LOTTERY RULES

Public random drawing rules, deadlines, dates, and times will be communicated in the application form and on CPCS's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. It will be completed in a physical or virtual public forum large enough to accommodate all those who wish to attend. California Pacific Charter School will take all necessary efforts to ensure lottery procedures are fairly executed. CPCS will also inform all applicants and interested parties of the rules to be followed during the public random drawing process via mail or email at least one week prior to the lottery date.

STUDENT SERVICES**5065-CPCS****LOTTERY POLICY****LOTTERY REQUIREMENTS FOR STUDENTS INVOLUNTARILY REMOVED OR WITHDRAWN BASED ON INADEQUATE ACADEMIC PROGRESS**

A student involuntarily removed or withdrawn from CalPac during the academic year based on an inability to show adequate academic progress by the end of the semester in which they are on academic probation is subject to heightened requirements during the registration process for the following academic year if they choose to return to any CalPac school. The registration and re-enrollment process for these students will be handled as follows:

1. Students who are involuntarily withdrawn will not be eligible for the priority re-enrollment period afforded to continuing students and will need to enter the lottery for the subsequent school year.
2. If awarded a space as a result of a lottery draw during the registration process, a student's account will be flagged if the student was enrolled in a CalPac school during the previous academic year and the student was involuntarily removed or withdrawn based on their inadequate academic progress.
3. If the student wishes to re-enroll in a CalPac school, the student will be asked to provide the following information:
 - a. documentation that the student has followed legally mandated school attendance requirements at another public or private school for the remainder of the academic year or subsequent year the Student was involuntarily removed or withdrawn from a CalPac School; and
 - b. a written explanation as to what has changed for the student that will allow the student to satisfactorily make progress in an independent study program through re-enrollment. This written explanation must be no less than 1000 words.
4. If the student does not fulfill the items in Paragraph #2, the registration process will cease.
5. If the student provides the above-requested information and CalPac is satisfied with the information provided by the student, the student will be registered.
6. If CalPac is not satisfied with the information provided by the student, the student will be given an opportunity to be heard by a neutral officer to argue that the student will be able to satisfactorily progress in an independent study program through the student's re-enrollment. This "hearing" will be conducted using the following procedures:
 - a. Student will receive notification of the hearing within 5 school days. Parent or guardian of student may request one alternative date if they are unable to attend the date provided. the student's participation is required. Parent or guardian participation is optional.

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- b. The hearing will be conducted virtually. The student, with or without their Parent or guardian, will be given 15 minutes to present information demonstrating that independent study is in the best interest of the student. CalPac may choose to have an Assistant Director or designee present regarding the student's attendance and prior evaluation as to whether independent study is in the best interest of the student.
 - c. Student and Parent or guardian may bring support providers, including legal counsel, to the hearing at their own expense if they wish. CalPac may have legal counsel present along with any employees with knowledge of the student and their ability to satisfactorily progress in independent study.
 - d. The CalPac Executive Director or designee will serve as the neutral officer. If there has been a previous appeal in front of the Executive Director, another neutral officer will be appointed.
 - e. The decision will be emailed to the Student/Parent within five (5) school days of the hearing.
 - f. The decision of the neutral officer is final.
7. If the student is registered and re-enrolled at CalPac, whether through minimally providing satisfactory re-enrollment information described above or the student additionally successfully shows that independent study is in their best interest at the hearing, the student will be immediately subject to the requirements of academic probation and will maintain that status for the first semester they are re-enrolled at a CalPac school. Students on academic probation upon re-enrollment will be subject to the following evaluation procedure if they are not meeting adequate progress expectations outlined in our Adequate Progress Policy:
- a. The student will receive an email notification from the school coordinator at the end of each learning period of inadequate progress status to warn the student about increasing their work and course completion rate if necessary.
 - b. The student's educational team will continue to engage the student throughout the semester in best educational practices and interventions to work toward achieving academic progress in each learning period.
 - c. Students who are not able to meet academic progress expectations in the semester they are re-enrolled on academic probation may be involuntarily removed from the program at the end of that semester after being afforded notice and an opportunity for a hearing in front of a neutral officer. The student will not be afforded the same 5-step Inadequate Progress Process regularly applied to students initially not meeting adequate progress expectations.

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LOTTERY POLICY

California Pacific Charter Schools (“CPCS” or the “Charter School”) adopt this Lottery Policy to apply to all enrollment procedures and admission preferences in the charter schools it operates.

In the event that the number of students seeking admission to any school exceeds that school’s capacity by grade level, a lottery will be held for the impacted school. ~~with the exception of existing students, who are guaranteed admission in the following school year if they complete the re-enrollment process no later than May 15th of the current school year.~~ ¶

OPEN ENROLLMENT

The open enrollment window for the subsequent school year will begin no later than March 1st through March 31st. On March 31st the open enrollment window will close, and the applicant pool will be evaluated. Every effort will be made to hire enough teachers in each school and grade level to provide a placement for all students who apply prior to the open enrollment deadline. In the event that the number of students who apply during open enrollment exceeds capacity, CPCS will conduct a lottery. Applications from all students who apply after the open enrollment window closes will be held in abeyance pending available space. Subsequent, smaller lotteries will be held as needed when current waitlists have been exhausted.

LOTTERY DATE

In the event a lottery is deemed necessary, CPCS will conduct a public random drawing on or about April 15th for enrollment in the fall of that year.

PROSPECTIVE STUDENT WAITING LIST

At the conclusion of the lottery, all students who were not granted admission due to capacity will be placed on a prospective student waiting list in the order drawn. Students will be placed with a teacher in the order their name appears on the waiting list, if the Charter School has the capacity to serve the students based on the students’ grade level. This waiting list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstances will a waiting list carry over to the following school year.

ADMISSION PREFERENCES

Once a student has been enrolled as a student at California Pacific Charter School, they have the right to continue there until they have completed the highest grade offered, unless the student disenrolls or is lawfully removed from the Charter School. Students who are currently enrolled at CPCS must re-commit for the following school year by completing ~~the re-enrollment paperwork by the June 1st deadline.~~ ~~online~~ Failure to complete the re-enrollment process by the posted deadline subjects current returning students to the lottery and waitlist procedure as outlined for prospective students.

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LOTTERY POLICY

In the case of a lottery, preference shall be given to the following students in the following order:

1. Students who reside in the authorizing school district boundaries
2. Students who have siblings* admitted to or attending the Charter School
3. Students who are children of the teachers and staff of the Charter School
4. All other applicants

*Siblings are defined as natural, adopted, or step-siblings who reside 51% or more of the time in the same household

Admission will not be based on prior student performance or academic testing. After admission, various assessments may be administered to determine the student's readiness for the grade of entrance requirements or maintenance of said grade. These instruments aid in the development of individualized learning plans for students.

CPCS and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(e)(2)(B)(i)-(iv).

LOTTERY SPACES BY SCHOOL AND GRADE LEVEL

Lottery spaces will be pulled by grade level using the School Pathways Lottery and Enrollment Management Tool.

~~SELS (School Enrollment Lottery System)~~, purchased from ~~3rd~~ third-party vendor. Separate lotteries shall be conducted for each school in which there are fewer vacancies than pupils interested in attending. There is no weighted priority assigned to the preference categories; rather, within each school, students will be drawn from pools beginning with all applicants who qualify for the first preference category and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

LOTTERY RULES

Public random drawing rules, deadlines, dates, and times will be communicated in the application form and on CPCS's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. It will be completed in a physical or virtual public forum large enough to accommodate all those who wish to attend. California Pacific Charter School will take all necessary efforts to ensure lottery

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procedures are fairly executed. CPCS will also inform all applicants and interested parties of the rules to be followed during the public random drawing process via mail or email at least one week prior to the lottery date.

LOTTERY REQUIREMENTS FOR STUDENTS INVOLUNTARILY REMOVED OR WITHDRAWN BASED ON INADEQUATE ACADEMIC PROGRESS

A student involuntarily removed or withdrawn from CalPac during the academic year based on an inability to show adequate academic progress by the end of the semester in which they are on academic probation is subject to heightened requirements during the registration process for the following academic year if they choose to return to any CalPac school. The registration and re-enrollment process for these students will be handled as follows:

1. Students **who are** involuntarily withdrawn will not be eligible for the priority re-enrollment period afforded to continuing students and will need to enter the lottery for the subsequent school year.
2. If awarded a space as a result of a lottery draw during the registration process, a student's account will be flagged if the student was enrolled in a CalPac school during the previous academic year and the student was involuntarily removed or withdrawn based on their inadequate academic progress.
3. If the student wishes to re-enroll in a CalPac school, the student will be asked to provide the following information:
 - a. documentation that the student has followed legally mandated school attendance requirements at another public or private school for the remainder of the academic year or subsequent year the Student was involuntarily removed or withdrawn from a CalPac School; and
 - b. a written explanation as to what has changed for the student that will allow the student to satisfactorily make progress in an independent study program through re-enrollment. This written explanation must be no less than 1000 words.
4. If the student does not fulfill the items in Paragraph #2, the registration process will cease.
5. If the student provides the above-requested information and CalPac is satisfied with the information provided by the student, the student will be registered.
6. If CalPac is not satisfied with the information provided by the student, the student will be given an opportunity to be heard by a neutral officer to argue that the student will be able to satisfactorily progress in an independent study program through the student's re-enrollment. This "hearing" will be conducted using the following procedures:

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- a. Student will receive notification of the hearing within 5 school days. Parent or guardian of student may request one alternative date if they are unable to attend the date provided. the student's participation is required. Parent or guardian participation is optional.
 - b. The hearing will be conducted virtually. The student, with or without their Parent or guardian, will be given 15 minutes to present information demonstrating that independent study is in the best interest of the student. CalPac may choose to have an Assistant Director or designee present regarding the student's attendance and prior evaluation as to whether independent study is in the best interest of the student.
 - c. Student and Parent or guardian may bring support providers, including legal counsel, to the hearing at their own expense if they wish. CalPac may have legal counsel present along with any employees with knowledge of the student and their ability to satisfactorily progress in independent study.
 - d. The CalPac Executive Director or designee will serve as the neutral officer. If there has been a previous appeal in front of the Executive Director, another neutral officer will be appointed.
 - e. The decision will be emailed to the Student/Parent within five (5) school days of the hearing.
 - f. The decision of the neutral officer is final.
7. If the student is registered and re-enrolled at CalPac, whether through minimally providing satisfactory re-enrollment information described above or the student additionally successfully shows that independent study is in their best interest at the hearing, the student will be immediately subject to the requirements of academic probation and will maintain that status for the first semester they are re-enrolled at a CalPac school. Students on academic probation upon re-enrollment will be subject to the following evaluation procedure if they are not meeting adequate progress expectations outlined in our Adequate Progress Policy:
 - a. The student will receive an email notification from the school coordinator at the end of each learning period of inadequate progress status to warn the student about increasing their work and course completion rate if necessary.
 - b. The student's educational team will continue to engage the student throughout the semester in best educational practices and interventions to work toward achieving academic progress in each learning period.
 - c. Students who are not able to meet academic progress expectations in the semester they are re-enrolled on academic probation may be involuntarily removed from the program at the end of that semester after being afforded notice and an opportunity for a hearing in front of a neutral officer. The student will not be

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afforded the same 5-step Inadequate Progress Process regularly applied to students initially not meeting adequate progress expectations. ¶

d. —

STUDENT SERVICES**5070-CPCS****TRANSGENDER AND GENDER-NONCONFORMING STUDENT
NONDISCRIMINATION POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) adopt this Transgender and Gender-Nonconforming Student Nondiscrimination Policy to apply to students enrolled in CPCS.

CPCS is committed to providing a safe and supportive learning environment for all students and to ensuring that every student shall have access to the schools’ educational programs and activities. Additionally, CPCS policy requires that all schools and all personnel promote acceptance and respect among students and staff.

This policy reflects the reality that transgender and gender-nonconforming students are enrolled in the school. Its purpose is to advise school staff regarding issues relating to transgender students in order to create and maintain a safe learning environment for all students. The guidelines provided in this policy do not anticipate every situation that might occur with respect to transgender students.

The needs of each transgender student are unique. This policy should be interpreted consistently with the goals of reducing stigmatization and ensuring the integration of transgender students in educational programs and activities. California Education Code §210.7 states that ‘gender means sex,’ and includes a person’s gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. California Education Code §220 and school policy require that all educational programs and activities should be conducted without discrimination based on actual or perceived sex, sexual orientation, or gender identity and expression. California Education Code §201 provides that public schools have an affirmative obligation to combat sexism and other forms of bias and a responsibility to provide an equal educational opportunity to all students.

Title IX of the Education Amendments of 1972 states, “No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” This Policy provides guidelines to ensure protection, respectful treatment, and equal access to educational programs and activities for transgender students.

PURPOSE

The purpose of this policy is to foster an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity, or gender

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**TRANSGENDER AND GENDER-NONCONFORMING STUDENT
NONDISCRIMINATION POLICY**

expressions, and to facilitate compliance with local, state and federal laws concerning bullying, harassment and discrimination.

This policy should be interpreted consistently with the goals of reducing the stigmatization of and improving the educational integration of transgender and gender-nonconforming students, maintaining the privacy of all students, and fostering cultural competence and professional development for school staff. Furthermore, this policy will support healthy communication between educators and parents/guardians to further the successful educational development and well-being of every student.

SCOPE

This policy covers conduct that takes place in the school, on any CPCS campus property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on any CPCS campus property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school staff, students, parents/guardians, and volunteers.

DEFINITIONS

The following definitions are provided not for the purpose of labeling students, but rather to assist in understanding this policy and the legal obligations of school staff. Students may or may not use these terms to describe themselves. These definitions are intended as functional descriptors.

Transgender and gender-nonconforming youth use a number of words to describe their lives and gendered experiences. To list just a few examples, these students may refer to themselves as trans, transsexual, transgender, male-to-female (MTF), female-to-male (FTM), bi-gender, two-spirit, trans man, trans woman, and a variety of other terms. Terminology and language describing transgender individuals can differ based on region, language, race or ethnicity, age, culture, and many other factors. Generally speaking, school staff and educators should inquire which terms students may prefer and avoid terms that make these students uncomfortable; a good general guideline is to employ those terms that the students use to describe themselves.

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**TRANSGENDER AND GENDER-NONCONFORMING STUDENT
NONDISCRIMINATION POLICY**

1. Gender: a person's actual sex or perceived sex, and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance or behavior is different from that traditionally associated with a person's sex at birth [Title 5, California Code of Regulations, §4910(k)].
2. Gender Identity: A person's deeply held sense or psychological knowledge of their own gender. One's gender identity can be the same or different than the gender assigned at birth. Most people have a gender identity that matches their assigned gender at birth. For some, however, their gender identity is different from their assigned gender. All people have a gender identity, not just transgender people. Gender identity is an innate, largely inflexible characteristic of each individual's personality that is generally established by age four, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial social development. A person's internal, deeply rooted identification as female, male or a non-binary understanding of gender, regardless of one's assigned sex at birth. The responsibility for determining an individual's gender identity rests with the individual.
3. Gender Expression: The manner in which a person represents or expresses their gender to others, often through appearance, behavior, clothing, hairstyles, activities, voice or mannerisms whether or not stereotypically associated with the person's assigned sex at birth. Students who adopt a presentation that varies from the stereotypic gender expectations sometimes may describe themselves as gender nonconforming, gender queer, or gender fluid.
4. Gender-Nonconforming: Displaying a gender identity or expression that may differ from those typically associated with one's sex assigned at birth. A person's gender expression may differ from stereotypical expectations about how females and males are "supposed to" look or act, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both genders. Gender-nonconforming is not synonymous with transgender; not all gender-nonconforming students identify as transgender. Other terms that can have similar meanings include gender diverse or gender expansive.
5. Transgender: An adjective describing a person whose gender identity or expression is different from that traditionally associated with an assigned sex at birth and whose gender expression consistently varies from stereotypical expectations and norms. A transgender person desires to live persistently by a gender that differs from that which was assigned at birth. Other terms that can have similar meanings are transsexual and trans.

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6. Transition: The process in which a person goes from living and identifying as one gender to living and identifying as another. Gender transition can occur at any age. It begins internally then expands to external expression. This can include social, medical and/or a legal transition.
7. LGBTQ: An acronym that stands for “lesbian, gay, bisexual, transgender, and queer/questioning.” Questioning incorporates those who are uncertain or fluid about their sexual orientation and/or gender identity.
8. Sex: The biological condition or quality of being female or male.
9. Sexual Orientation: A person’s emotional and sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to, heterosexual, lesbian, gay, and bisexual. Sexual orientation and gender identity are different.
10. Bullying: Bullying means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion [or any other distinguishing characteristics that may be included by the state or local educational agency]. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.
11. Harassment: Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion [or any other distinguishing characteristics that may be defined by the state or local educational agency]. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

PARENT/GUARDIAN INVOLVEMENT

The parents and guardians of transgender and gender-nonconforming students can play a critical role in establishing a safe and accepting school environment for such youth. Transgender and gender-nonconforming youth are both coming out in growing numbers and transitioning earlier.

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We encourage schools to work with supportive parents and guardians whenever possible to establish healthy communication and ensure the needs of these often vulnerable students are fully met.

FEDERAL PROTECTIONS

It is important to note that federal law, specifically Title IX, prohibits sexual harassment and discrimination based on gender or sex stereotypes in every jurisdiction. While Title IX does not specifically use the terms “transgender” or “gender identity or expression,” courts have held that harassment and other discrimination against transgender and gender-nonconforming people constitutes sex discrimination.

GUIDELINES

The school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized by their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred activities and facilities. Each student has a unique process for transitioning. The school shall customize support to optimize each student’s integration.

1. Privacy and Confidentiality

- a. All persons, including students, have a right to privacy. This includes keeping a student’s actual or perceived gender identity and expression private. Such private information shall be shared only on a need to know basis. Information about a student’s transgender status, legal name, or gender assigned at birth may also constitute confidential medical information. Disclosing this information to other students, their parents/guardians or other third parties may violate privacy laws, such as Federal Family Educational Rights and Privacy Act (FERPA). The School shall ensure that all medical information relating to transgender and gender-nonconforming students shall be kept confidential in accordance with applicable state, local and federal privacy laws. School staff shall not disclose information that may reveal a student’s transgender status to others, including parents/guardians and other school staff, unless legally required to do so or unless the student has authorized such disclosure

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- b. Students have the right to openly discuss and express their gender identity and expression and to decide when, with whom, and how much information to share. The fact that a student chooses to disclose his or her transgender status to staff or other students does not authorize school staff to disclose other medical information about the student. When contacting the parent or guardian of a transgender student, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.
 - c. School personnel may encounter situations where transgender students have not disclosed their transgender status. School personnel must be mindful of the confidentiality and privacy rights of students when communicating with others, so as to not reveal, imply, or refer to a student's gender identity or expression.
 - d. To ensure confidentiality when discussing a particular concern such as conduct, discipline, grades, attendance, or health, school personnel's focus should be specifically school-related and not on the student's gender identity or expression.
 - e. When communicating to the media or community about issues related to gender identity, the school or Charter School shall have a single spokesperson to address the issue. Rather than directly commenting on the issue, other School and school staff shall direct parents/guardians and the media to the designated spokesperson. Protecting the privacy of transgender and gender-nonconforming students must be a top priority for the spokesperson and all staff, and all medical information shall be kept strictly confidential. Violating the confidentiality of this information is a violation of this policy and may be a violation of local, state or federal privacy laws.
2. Official Records
- a. The Charter School is required to maintain in perpetuity mandatory permanent pupil records ("official records"), which include the legal name of the student and the student's gender as indicated on official government issued documents such as birth certificates, passports and identification cards/permits. The official records may include but are not limited to progress and grade reports, transcripts, assessment data, health records, discipline records, Individualized Education Programs (IEP), Section 504 Plans and the cumulative card and file. However, to the extent that the school is not legally required to use a student's legal name and gender on other school records or documents, the school shall use the name and gender preferred by the student.

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- b. The Charter School will change a student's name and gender on official records when the name of the student is changed by the appropriate court action, such as by a change of name proceedings. The new name is the official legal name of the student for all purposes, including school registration. Upon the submission of proper evidence of the court order, or through amendment of state or federally-issued identification, the student's official name and gender in all school records shall be changed to reflect the legal name change. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.
- 3. Unofficial Records
 - a. The Charter School shall permit a student to use a preferred name and gender on unofficial records. The unofficial records may include but are not limited to identification badges, classroom and homeroom rosters, certificates, programs, announcements, office summons and communications, team and academic rosters, diplomas, newspapers, newsletters, yearbooks and other site-generated unofficial records.
 - b. The Charter School shall input the student's preferred name and gender in the appropriate fields of the Charter School's electronic data system to indicate how the student's name and gender will appear on unofficial records.
 - c. The Charter School shall permit a student or parent/legal guardian to request a change of name and/or gender so that a student may be registered in school under a name and gender that corresponds with the student's gender identity without obtaining a court order or without changing the student's official records.
 - d. After the school receives and verifies the contents of the written request, the school shall change the name and/or gender of the student in the Charter School's electronic data system by entering the new name in the "preferred name" field. In the cumulative folder and registration card, name and gender should be cross-referenced.
- 4. Names/Pronouns
 - a. Students shall be addressed by the name and pronoun that corresponds to their gender identity asserted at school without obtaining a court order, changing their official records or obtaining parent/legal guardian permission. It is recommended that teachers privately ask transgender or gender-nonconforming students at the

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beginning of the school year how they want to be addressed in class, in correspondence to the home, or at conferences with the student's parent or guardian.

- b. Students shall be known by their name and gender of identity. However, there may be situations (e.g., communications with the family, official state or federal records, and assessment data) where it may be necessary and recommended for staff to be informed of the student's legal name and gender. In these situations, staff should prioritize the safety, confidentiality, and respect of the student in a manner that affirms the law.
 - c. If school personnel are unsure how a student wants to be addressed in communications to the home or in conferences with parents/legal guardians, they may privately ask the student. For communications with a student's parent/legal guardian, school personnel should refer to this policy's prior section on "Privacy and Confidentiality."
 - d. Every effort should be made to use the preferred names and pronouns consistent with a student's gender identity. While inadvertent slips or honest mistakes may occur, the intentional and persistent refusal to respect a student's gender identity is a violation of School policy.
5. School Activities and Programs
 - a. Students have the right to equitable access to activities and programs in their school. Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of gender identity in any program or activity. These activities and programs may include but are not limited to cheer class, homecoming, prom, spirit day, celebrations, assemblies, acknowledgments, after school activities/ programs and all extra-curricular activities.
 6. Course Accessibility and Instruction
 - a. Students have the right to equitable learning opportunities in their school. Students shall not be required to take and/or be denied enrollment in a course on the basis of their gender identity in any educational and academic program.
 7. Dress Codes/School Uniform Policies
 - a. School may enforce a dress code pursuant to School policy. Students have the right to dress in accordance with their gender identity, within the constraints of the dress codes adopted by the school. A school's dress code and school uniform

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policy shall be gender neutral. Schools cannot enforce specific attire based on gender.

- b. Students have the right to dress in accordance with their gender identity within the parameters of the dress code, as it relates to the school uniform or safety issues (e.g., prohibiting attire that promotes drugs or violence, or is gang-affiliated).
8. Student Safety
- a. School staff must ensure that students are provided with a safe school environment that is free of discrimination, harassment, bullying and/or intimidation.
 - b. School staff and families should work together to resolve complaints alleging discrimination, harassment, bullying and/or intimidation based on a student's actual or perceived gender identity or expression. Complaints of this nature are to be handled in the same manner as other complaints. Consideration should be given as to whether a Sexual Harassment investigation is warranted.
 - c. School staff shall take all reported incidents of bullying seriously and take appropriate measures to ensure that the bullying stops.
 - d. School administration shall respond immediately to incidents of discrimination, harassment, bullying and/or intimidation by taking actions that include, but are not limited to the following:
 - i. intervening to stop the behavior;
 - ii. investigating and documenting the incident;
 - iii. determining and enforcing appropriate corrective actions; and
 - iv. monitoring to ensure that the behavior does not re-occur.
 - e. School staff should take all reasonable steps to ensure safety and access for transgender and gender-nonconforming students at their school. School staff shall support students' rights to assert their gender identity and expression.
 - f. Students shall not be disciplined solely on the basis of their actual or perceived gender identity or expression.
 - g. Students shall be informed that they have the responsibility to report situations/incidents of discrimination, harassment, bullying and/or intimidation to the designated site administrator in cases where they may be a target or witness.
 - h. Students shall be informed of their role in ensuring a school environment that is free from discrimination, harassment, bullying and/or intimidation. Students should consider how others may perceive or be affected by their actions and words.

STUDENT SERVICES**5070-CPCS****TRANSGENDER AND GENDER-NONCONFORMING STUDENT
NONDISCRIMINATION POLICY****9. Student Transitions**

- a. In order to maintain privacy and confidentiality regarding their transition and gender identity, transgender students may wish — but are not required — to transition over a summer break or between grades. Regardless of the timing of a student's transition, the school shall act in accordance with the following age-appropriate policies.
- b. When a student transitions during the school year, the school shall hold a meeting with the student (and parents/guardians if they are involved in the process) to ascertain their desires and concerns. The school should discuss a timeline for the transition in order to create the conditions supporting a safe and accepting environment at the school. Finally, the school shall train school administrators and any educators that interact directly with the student on the transition plan, timelines for transition, and any relevant legal requirements.

Training and Professional Development

The Charter School shall conduct staff training for all staff members on their responsibilities under applicable laws and this policy, including teachers, administrators, counselors, social workers, and health staff. Information regarding this policy shall be incorporated into training for new school employees. To the extent funding is available, the Charter School shall implement ongoing professional development to build the skills of all staff members to prevent, identify and respond to bullying, harassment and discrimination. The content of such professional development shall include, but not be limited to:

1. terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;
2. developmentally appropriate strategies for communication with students and parents/guardians about issues related to gender identity and gender expression that protect student privacy;
3. developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyberbullying;
4. school policies regarding bullying, discrimination, and gender identity and expression issues and responsibilities of staff

STUDENT SERVICES**5075-CPCS****TRANSCRIPTS FROM NON-ACCREDITED SCHOOLS POLICY**

California Charter Schools (“CPCS” or the “Charter School”) adopts this policy to clarify how credits earned at non-accredited schools or homeschools are treated for students enrolled at CPCS. This policy ensures that all credits applied toward a high school diploma meet California Education Code requirements and are aligned with state-adopted academic content standards.

Policy Statement

CPCS strives to provide a rich, personalized path toward meeting graduation requirements. While we welcome transfer students from diverse educational backgrounds, CPCS does not accept credits toward graduation from non-accredited schools or homeschools.

Credits will only be granted for courses completed at:

- Public schools within California or other U.S. states,
- Private schools accredited by a recognized accrediting body,
- Postsecondary institutions accredited by a recognized regional or national accreditor when students are enrolled in concurrent enrollment college courses in accordance with the CPCS concurrent enrollment policy, or
- Foreign secondary schools that are accredited, recognized, or approved by that country’s Ministry of Education or equivalent authority.
 - Credits from foreign schools will only be granted if an official, certified copy of the foreign transcript is provided. CPCS uses a third-party transcript evaluation service to review and validate foreign transcripts. This evaluation process determines the U.S. equivalency of courses, credits, and grades, and only credits verified through this process will be applied toward CPCS graduation requirements.

This policy aligns with California Education Code 51225.3, which establishes the minimum coursework requirements for graduation, and California Education Code 60605, which mandates alignment with state academic standards.

Grade Level Placement

- Students transferring from non-accredited schools or homeschools will be placed based on their 9th-grade cohort year in CALPADS.
- If no CALPADS data exists, placement will be determined by the student’s chronological age consistent with California Department of Education guidance.

STUDENT SERVICES

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TRANSCRIPTS FROM NON-ACCREDITED SCHOOLS POLICY

While CPCS does not accept transfer credits from non-accredited schools, students may demonstrate competency through placement assessments and will be required to complete CPCS-approved courses to earn graduation credit.

STUDENT SERVICES**5075-CPCS****TRANSCRIPTS FROM NON-ACCREDITED SCHOOLS POLICY**

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- If no CALPADS data exists, placement will be determined by the student's chronological age consistent with California Department of Education guidance.

While CPCS does not accept transfer credits from non-accredited schools, students may demonstrate competency through placement assessments and will be required to complete CPCS-approved courses to earn graduation credit.

~~California Pacific Charter Schools ("CPCS" or the "Charter School") adopt this Transcripts from Non-Accredited Schools Policy to apply to students enrolled in CPCS.¶¶~~

~~¶¶~~

~~California Pacific strives to provide a rich, personalized path toward meeting graduation requirements. CPCS welcomes transfer students from all educational backgrounds. When a student enrolls with California Pacific from a non-accredited school or homeschool, the Charter School must vet the courses and credits being claimed before those courses and credits are added to the CPCS transcript.¶¶~~

~~¶¶~~

~~Policy for Accepting Credits on Transcripts from Non-accredited Schools and Homeschools¶¶~~

~~California Pacific will evaluate transcripts from a student's previous school and grant credit toward California Pacific graduation requirements if the credits were earned at an accredited school and are credits that could have been earned at California Pacific.¶¶~~

~~Grade Level Placement¶¶~~

~~California Pacific will place students based on the grade level that corresponds with their 9th grade cohort year in CALPADS. Students who enroll from non-accredited schools or homeschools and have no attendance history in CALPADS will be placed in the grade level commensurate with their chronological age.¶¶~~

~~Non-accredited Schools/Homeschools¶¶~~

~~Students presenting transcripts/credits from a homeschool and/or non-accredited schools will be asked to provide additional documentation listed below for those courses, including but not limited to work samples, test scores, or projects for each course. These will be evaluated by California Pacific secondary education department staff, and credits will be granted at the discretion of secondary education department staff. Generally, California Pacific will accept a maximum of 40 credits per semester.¶¶~~

~~¶¶~~

~~Documentation Requirements¶¶~~

~~¶¶~~

~~Students/parents/guardians must submit the following:¶¶~~

STUDENT SERVICES**5075-CPCS****TRANSCRIPTS FROM NON-ACCREDITED SCHOOLS POLICY¶¶**

¶¶

- ~~1. Five work samples per course per semester that represent course mastery.¶¶~~
- ~~2. A list of the curriculum/curricula used per course.¶¶~~
- ~~3. A summary of standards met per course.¶¶~~
 - ~~a. Examples of acceptable samples include.¶¶~~
 - ~~i. Graded midterm or final exam.¶¶~~
 - ~~ii. Significant/in-depth project.¶¶~~
 - ~~b. Transcript or grade report from vetted curriculum provider (e.g., Blue Tent, Apex, BYU).¶¶~~
 - ~~c. Assessment results indicating proficiency/mastery. Examples include.¶¶~~
 - ~~i. SAT Subject test score of 560.¶¶~~
 - ~~ii. Local assessment scores – iReady at or above grade level.¶¶~~
 - ~~iii. Diagnostic Exams for Core Subjects.¶¶~~

¶¶

~~Parents/guardians must provide transcripts and work samples/evidence within one week of the initial phone call from a CalPac school representative (e.g., counselor, registrar, administrator).¶¶~~

¶¶

~~California Pacific may accept a maximum of 40 credits per semester for courses taken in high school (9-12) as follows.¶¶~~

¶¶

- ~~1. Five – 5 unit core courses (English, history, math, science, VAPA, LOTE, and two elective courses).¶¶~~
- ~~2. Courses are accepted at the discretion of the Superintendent or designee.¶¶~~

¶¶

~~California Pacific may accept a maximum of 10 credits per semester for math or LOTE courses taken in middle school (7th/8th) as follows.¶¶~~

¶¶

- ~~1. Four – 5 unit core courses (Algebra I, Geometry, Algebra II, LOTE I, and LOTE II courses). No credit is awarded for courses taken in any other discipline.¶¶~~
- ~~2. A student may also be required to take a mathematics or LOTE placement test.¶¶~~
- ~~3. Please note that students still must complete 2 math courses in grades 9 – 12, regardless of how many math courses were completed in middle school.¶¶~~
- ~~• Courses are accepted at the discretion of the Superintendent or designee.~~

STUDENT SERVICES**5085-CPCS****COMMUNICABLE, CONTAGIOUS, OR INFECTIOUS DISEASE PREVENTION POLICY**

California Pacific Charter Schools and its programs (the “Charter School”) recognize its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the handling and the cleaning up of blood and bodily fluids.

The Charter School desires to protect the entire school community without segregation, discrimination or stigma. Accordingly, infectious disease prevention shall be taught regardless of whether a student or adult is known to have an identified infectious disease.

All employees shall be provided appropriate periodic instruction in basic procedures recommended by the California Department of Education and other public health agencies and associations.

Incidence and transmission of communicable diseases will be further limited through a rigorous program of immunization and health screening required of all students, faculty, and staff, as per state requirements. Students found to have communicable diseases will be included in all activities deemed by a physician to present no hazard of infection to other students.

Immunizations

All enrolled students and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075.

The school shall not unconditionally admit any pupil unless, prior to his or her first admission to the school, he or she has been fully immunized. This section does not apply to a pupil in a home-based independent study program pursuant to Article 5.5 (commencing with Section 51745) of Chapter 5 of Part 28 of the Education Code and does not receive classroom-based instruction.

All rising 7th grade students must meet state-mandated immunization requirements. (See “Immunization Policy”)

Science Laboratory Instruction

Students involved in science laboratory experiences shall be protected from contamination from bodily fluids of other persons and from contaminated instruments. Whenever possible, laboratory experiences involving bodily fluids will be conducted by way of teacher demonstration rather than by student participation. In cases when students will be participating in wet lab activities/experiments students will receive applicable training.

Injuries and Accidents

Whenever exposed to blood or other bodily fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures. Employees of the Charter School are trained upon initial employment on Bloodborne Pathogen Exposure Prevention and then annually thereafter, based on the position needs where there may be a greater risk of exposure.

STUDENT SERVICES**5095-CPCS****GRADE RETENTION POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) has adopted this Grade Retention Policy to apply to all students in grades K-8 requesting grade retention. CPCS does not consider grade retention for students in grades 9-12 (EC 48070). CPCS is committed to the success of each student. Retention is an academic intervention that has a student repeat a grade level that has already been completed. The purpose of retention is to create a bridge between the readiness of a student and the level and pace of instruction.

Whenever possible, in lieu of grade retention, the goal of CPCS is to support struggling learners through the SST process, employing research-based interventions and academic supports to assist in making educational gains and bringing a student up to grade level. Retention of a student and the repeating of the academic program can happen naturally within an independent study model and doesn’t typically need to be formally reflected in the student’s assigned grade level. Research published by the National Association of School Psychologists (NASP) shows that grade retention has a negative impact on all areas of achievement, including reading, math, oral and written language, and social-emotional adjustments such as peer relationships, self-esteem, problem behaviors, and attendance. Studies also show that students who were retained are five to eleven times more likely to drop out of school and that grade retention is one of the most powerful predictors of high school dropout. Therefore, a thorough evaluation of a request to retain will be conducted before approving a retention request.

Please note that TK students who were not eligible for kindergarten due to the age cut-off requirement must finish the two-year program by completing kindergarten before being considered for retention. All other grade levels may request a grade level retention of their student.

CPSC only reviews retention requests at the end of each school year after the student has been enrolled in the school for the majority of the current school year. Rare exceptions may be made by a school administrator to review a retention request earlier.

A retention request may only be made if a previous SST meeting has been held during the current school year for the student. If an SST meeting was not held during the current school year, then a retention request can not be made for that school year.

Parent(s)/Guardian(s) must submit the following to a school administrator or designee by the last day of learning period 7:

1. A written request for the retention of the student
2. Explanation of why the request is being made
3. List of all interventions and curricula utilized during the school year to help the student meet grade level standards
4. Evidence and documentation to show that the student has not yet met grade level standards (this may include, but is not limited to, assignment and work records,

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GRADE RETENTION POLICY

assessment scores, work samples, report cards). Please note the school may request additional documentation as needed.

Teachers of students for whom a grade retention request has been made must submit the following to the school administrator or designee by the last day of learning period6:

1. Completed updated SST request form
2. Updated state and local assessment data
3. Report cards, if applicable
4. Other relevant information

An SST/retention meeting will be held during learning period 9 with the teacher, school counselor, and school administrator or designee. The parent/guardian is invited to attend the beginning of the meeting to explain their request and any documentation, however, their attendance is not required. The team, minus the parent/guardian, will review the information and decide if grade retention is appropriate. If the team cannot come to a consensus, then the Superintendent or designee holds the responsibility of making the final decision. The parent(s)/guardian(s) will be notified via email of the decision within five school days of the SST/retention meeting.

If the request is denied, the parent(s)/guardian(s) has the right to appeal. If the retention request is approved, then the parent(s)/guardian(s) must sign the Parent/Guardian Retention Acknowledgement Form before the student's grade level will be changed in the school database.

Right to Appeal

If the parent(s)/guardian(s) disagree with the decision, they have the right to appeal to the school's Superintendent or designee.

- 1) Parent(s)/guardian(s) choosing to appeal a denial to retain a student shall submit a request to appeal the decision to the Superintendent or designee with a detailed explanation specifying the reasons why the decision should be overturned. The submission of the request to appeal must occur no later than five school days following the date the parent(s)/guardian(s) were notified via email of the denial.
- 2) The Superintendent or designee shall review the appeal as well as the student's academic performance records on which the SST relied. The Superintendent or designee shall be provided an opportunity to discuss records with the parent(s)/guardian(s) and SST meeting members if deemed necessary by the Superintendent or designee.

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- 3) The Superintendent or designee will notify the parent(s)/guardian(a) of their decision via email within seven (7) school days of receiving the appeal request.
- 4) The Superintendent or designee's decision is final.

STUDENT SERVICES**5110-CPCS****CELL PHONES, SMARTPHONES, PAGERS & OTHER ELECTRONIC SIGNALING DEVICES POLICY**

The California Pacific Charter Schools (“CPCS” or the “Charter School”) Board of Directors recognizes the potential for cell phones, smartphones, pagers, and electronic signaling devices (hereinafter collectively referred to as “private devices”) to disrupt the learning environment of the Charter School, and adopts this Policy to permit students to possess, but not use private devices while at school-sponsored activities, or under the supervision of Charter School employees, except as otherwise provided in this Policy. Students who possess any private devices must always keep them turned off and out of view while at school-sponsored activities and functions. Charter School teachers, administrators, and staff will confiscate any private devices used by a student in violation of this Policy.

All students are required to adhere to the following guidelines regarding private devices:

Private devices may be used:

- a. Before or after any Charter School sponsored activity occurring before or after the regular school day.
- b. In the case of an emergency, or in response to a perceived threat of danger.
- c. When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.
- d. When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- e. When the possession or use of a private device is required in a student’s individualized education program (“IEP”).

Private devices shall be turned off and shall not be used:

- a. During events sponsored by the Charter School held before or after regular school hours.
- b. On field trips or excursions sponsored by the Charter School.
- c. During State assessments administration

Possession of private devices is a privilege, which may be forfeited by any student who fails to abide by the terms of this Policy. All Charter School employees shall remove any private device from the possession of a student found to be violating this Policy. If a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not, a Charter School employee may remove the private device and confiscate the private device. Parents/guardians will be contacted

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CELL PHONES, SMARTPHONES, PAGERS & OTHER ELECTRONIC SIGNALING DEVICES POLICY

to pick up any confiscated private devices at the conclusion of a Charter School sponsored activity.

In addition to this Policy, all other applicable Charter School student discipline policies and rules shall apply to any student who fails to comply with the requirements of this Policy.

Students who possess any private device(s) shall assume sole responsibility for the maintenance and care of any such private device(s) in accordance with this Policy. At no time shall the Charter School be responsible for preventing theft, loss or damage to any private devices brought to Charter School sponsored activities.

STUDENT SERVICES**5125-CPCS****INVESTIGATION OF RESIDENCE POLICY**

The Board of Directors of the California Pacific Charter Schools (“CPCS” or the “Charter School” recognizes that Education Code Section 47612 requires all CPCS students to reside in the State of California and that further, Education Code Section 51747.3 requires all enrolled students to reside within the county in which the charter is authorized or an immediately adjacent county. Accordingly, CPCS admissions and enrollment policies require enrolling students to provide documentation of residency criteria and enrolled students to provide continued documentation of residency criteria. In furtherance of this objective, the Board adopts this Policy to govern procedures for the verification of residency of students enrolling in or enrolled in CPCS and for investigation where reasonably appropriate to confirm compliance with residency requirements.

Definitions

- “*Residence*” refers to the place where one remains when not called elsewhere for labor or another special or temporary purpose and to which he or she returns in seasons of repose. Temporary residency outside of the CPCS service boundaries may not exceed 20 school days.
- “*Homeless youth*” means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youth who (42 U.S.C. § 11434(a)(2)(B):
 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
 3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
 4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”
- “*Foster youth*” means a child who has been removed from their home pursuant to California Welfare and Institutions Code section 309 and/or is the subject of a petition filed under Welfare and Institutions Code section 300 or 602. This includes children who are the subject of cases in dependency court and juvenile justice court.
- “*Child of a military family*” refers to a student who resides in the household of an active duty military member.

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- *“Currently Migratory Child”* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. “Currently Migratory Child” includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
- *“Unaccompanied Youth”* refers to a homeless child or youth not in the physical custody of a parent or guardian.
- *“School of origin”* means the school that a homeless or foster youth attended when permanently housed or the school in which the foster youth was last enrolled or the school in which a migratory child or child of a military family is enrolled at the time that a change in residence occurs.
- *“Surreptitious photographic or video-recording”* refers to the covert collection of photographic or video graphic images of persons or places subject to an investigation. For purposes of this paragraph, the collection of images is not covert if the technology is used in open and public view.

CPCS Residency Requirements

CPCS operates three charter schools that serve students across the state of California. Each CPCS school actively recruits a diverse student population. Admission will be open to any California resident who resides within the charter authorizing county and its adjacent counties, and all students will be considered for admission without regard to race, ethnicity, national origin, gender, disability, or any other characteristic listed in Education Code Section 220 (or association with an individual who has any of those characteristics). Pursuant to Education Code Section 51747.3, the legally prescribed services areas for each CPCS school are as follows:

- **CPCS- San Diego:** Authorizer: Warner Unified School District (WUSD); Attendance boundary: San Diego County and its adjacent counties.
- **CPCS- Sonoma:** Authorizer: Guerneville Unified School District (GESD); Attendance boundary: Sonoma County and its adjacent counties.
- **CPCS- Los Angeles:** Authorizer: Acton-Agua Dulce Unified School District (AADUSD); Attendance boundary: Los Angeles County and its adjacent counties.

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An applicant or student complies with CPC's residency requirements as described above when any of the following is true:

1. The student's parent or legal guardian has established residence within the boundary of the CPCS service area.
2. The student is a foster child, homeless youth, migratory child, or child of a military family, and CPCS is the student's school of origin.
3. The student is placed within CPCS service area, in a regularly established licensed children's institution or a licensed foster home as defined in Section 56155.5, or a family home pursuant to a commitment or placement under Chapter 2 (commencing with Section 200) of Part 1 of Division 2 of the Welfare and Institutions Code.
4. The student physically resides with a caregiving adult within the CPCS service area. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the home of the caregiver, unless the school district determines from actual facts that the pupil is not living in the home of the caregiver.

Acceptable Proof of Residency

CPCS shall accept from the parent or legal guardian of a student reasonable evidence that the student meets the residency requirements as stated above. Reasonable evidence of residency for a student living with their parent or legal guardian shall be established by documentation showing the name and address of the parent or legal guardian within the prescribed service area, including, but not limited to, any of the following documentation:

1. Property tax payment receipts.
2. Rental property contract, lease, or payment receipts.
3. Utility service contract, statement, or payment receipts.
4. Pay stubs.
5. Bank statement.

Special Circumstances

CPCS recognizes that some students may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, CPCS shall provide them with full access to the Charter School's educational program as required by law. Notwithstanding any other requirements set forth in this Policy, the following circumstances may necessitate exceptions to the general residency requirements and proof of same:

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1. If the student is a foster or homeless child or youth, they may be enrolled without any proof of residency or other documentation.
2. Proof of residency of a parent/guardian within CPC's legally prescribed service area shall not be required for an unaccompanied youth. CPCS shall accept a declaration of residency executed by the unaccompanied youth in lieu of a declaration of residency executed by his or her parent or legal guardian.
3. Foster youth, homeless youth, currently migratory children, and children of military families have the right to remain in their school of origin if it is in their best interest. The Charter School will immediately enroll a foster youth, homeless youth, a currently migratory child, or child of a military family seeking reenrollment in the Charter School as their school of origin, regardless of any change of residence of the student during that school year, for the duration of the student's status as a student who is a migratory child, child of a military family, or homeless youth, or jurisdiction of the court over a foster youth. For a student *whose status changes* during a school year, CPCS shall comply with either of the following, as applicable:
 - a. If the student is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the student to continue his or her education at CPCS (if it is the school of origin) through the duration of that academic school year.
 - b. If the student is enrolled in high school, allow the student to continue his or her education in CPCS (if it is the school of origin) through graduation.
4. There are special circumstances under which a parent/guardian may be reluctant or refuse to give their address of residence due to domestic violence or stalking. If this occurs, the parent/guardian shall be referred immediately to the Superintendent for assistance. The family may be residing in a domestic violence shelter. Such a circumstance may require confidentiality of residence for safety reasons.

Investigation of Residency

If CPCS reasonably believes that the parent or legal guardian of a student has provided false or unreliable evidence of residency, CPCS may make reasonable efforts to determine that the student actually meets the residency requirements set forth above. Charter School staff have the right and obligation to conduct a thorough investigation before appropriate action is determined. Students shall not be disenrolled simply because address information is unknown. Students shall remain enrolled during the investigation process, which shall be conducted in accordance with the below:

1. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false

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or unreliable evidence of residency. Examples of such situations include, but are not limited to:

- a. altered documents;
 - b. credible information from the property owner or neighbor that the student does not reside at the address provided;
 - c. results of a home visit by a Charter School employee indicating the student does not reside at the address provided;
 - d. credible information from the student stating he/she does not reside at the address provided; and/or
 - e. mail sent by the school returned from the address provided.
2. The Superintendent or designee shall call and email the parent/guardian to obtain further residency information. This call may be followed up with a Verification of Residence Follow-up Letter to parent/guardian.
 - a. If a letter is returned with forwarding information the new address shall be immediately entered into the school record system. If the address corresponds to an area outside of the CPCS service boundary, the Superintendent or designee shall attempt to conference with the parent/guardian.
 - b. If a letter is returned undeliverable, but without forwarding information, the school must attempt to contact the parent/guardian to determine accurate information. If the parent refuses to provide such information, the school shall exhaust all efforts to investigate as outlined below.
3. The Superintendent or designee may use reasonable investigatory methods, as appropriate, to determine residency. These methods may include, but are not limited to:
 - a. Examination of records;
 - b. Request for Follow-up Conference with parent/guardian;
 - c. Home visit by Charter School personnel;
 - d. Interview of student and parent/legal guardian;
 - e. Contacting the landlord or neighbors regarding whether or not the student resides at the address provided;
 - f. Hiring of private investigator;
 - g. Investigating IP addresses
4. If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in CPC's legally prescribed service area.

STUDENT SERVICES**5125-CPCS****INVESTIGATION OF RESIDENCE POLICY**

5. For any investigation conducted pursuant to this policy, CPCS shall:
- a. Not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.
 - b. Require that any employee or contractor of CPCS engaged in the investigation truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation.

CPCS shall use due diligent efforts to exhaust all investigative procedures outlined above to determine the student's actual address, before a determination to withdraw the student can be made.

Opportunity for Appeal

If the Superintendent or designee, upon investigation, determines that a prospective enrolling student does not meet CPCS residency requirements and denies the student's enrollment in CPC, the Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for CPC's determination. Before any such denial is final, the parent/guardian shall be provided written notice of the facts leading to the decision. This notice also shall inform the parent/guardian that he/she may appeal by providing new material evidence of residency, in writing, to the Superintendent within five (5) school days of receipt of CPC's written notice. If an appeal is made, the burden shall be on the parent/legal guardian to show why the decision of Superintendent should be overruled. The Board of Directors or an impartial administrative panel designated by the Board of Directors shall review any new evidence and make a final decision within 20 school days.

Involuntary Removal

If the Superintendent or designee, upon investigation, determines that a currently enrolled student does not meet CPCS requirements as required by law and as described herein, the Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for CPC's determination and a recommendation of disenrollment. This written notice shall specify CPC's intent to remove the student for failure to meet the residency requirements for continued enrollment, no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder.

STUDENT SERVICES**5125-CPCS****INVESTIGATION OF RESIDENCE POLICY**

The Involuntary Removal Notice shall include the facts leading to the decision regarding student's residency and an explanation of the student's basic rights including the right to request an appeal hearing before the effective date of the action or provide new evidence of residency. The burden shall be on the parent/guardian to show why CPC's determination to deny enrollment should be overruled. The hearing shall be consistent with the Charter School's involuntary removal procedures as described within the charter. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until CPCS issues a final decision.

Upon parent/guardian request for a hearing, CPCS will provide notice of hearing consistent with its involuntary removal hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the CPCS involuntary removal hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days.

STUDENT SERVICES**5130-CPCS****DAMAGED OR LOST INSTRUCTIONAL MATERIALS POLICY**

California Pacific Charter Schools and its programs (hereinafter, collectively “CPCS” or the “Charter School”) provides instructional materials, including but not limited to, technology devices, books, workbooks, supply kits, and manipulatives to its students solely for educational purposes.

CPCS recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with the law. Since CPCS is required by law to provide students with all instructional materials necessary, the student and parent/guardian may not refuse receipt of any instructional materials from the Charter School. Instructional materials provided for use by students remain the property of the Charter School.

Non-Consumable Instructional Materials: These are instructional materials that may be used multiple times by multiple students, such as books, novels, technology devices, equipment, and manipulatives. All non-consumable materials must be returned to the Charter School.

Consumable Instructional Materials: These are instructional materials that are good for a single student’s use, such as workbooks and supply kits. Consumable materials are provided in enough quantity to students to support their learning and instruction over the course of a single school year. While consumable materials are not expected to be returned to CPCS, consumable materials that are lost or damaged during the school year in which they are issued are held to the same reimbursement process as non-consumable items.

Student Responsibilities for Instructional Material Use

Students are responsible for the reasonable and prudent care of all instructional materials, including consumable items, and to protect issued materials from loss, theft, or damage. Students are also responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

The student and parent/guardian shall bear the risk for lost, stolen, or damaged equipment and components from the date the student receives delivery of the instructional materials until the materials return to CPCS or until the materials expiration (usually one school year) if a designated consumable item.

Additional usage terms and responsibilities apply to technology devices. Please refer to the Charter School’s Technology/Equipment Usage Agreement and Policy 5045: Acceptable Use for further details.

STUDENT SERVICES**5130-CPCS**

DAMAGED OR LOST INSTRUCTIONAL MATERIALS POLICY

Damage or Lost Material Assessment Process

The student or parent/guardian must immediately notify the Charter School when instructional materials are damaged, lost, not received, or stolen.

When instructional materials are lost, stolen or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reimbursement equal to the current replacement cost of the materials, including if an item is not received due to an inaccurate or outdated student address. When materials are damaged but still usable, the Superintendent or designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student or parent/guardian from payment of reimbursement.

If reimbursement is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma, and transcripts in accordance with the law, Board policy, and administrative regulation.

Reimbursement Process

CPCS desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property, including instructional materials. When CPCS property is damaged, lost, or stolen, CPCS shall seek reimbursement of damages, within the limitations specified in the law from the parent/guardian of any minor child from any other responsible individual.

The district may collect a debt owed by a student or former student as a result of vandalism or to cover the replacement cost of instructional materials or property loaned to a student that the student willfully fails to return or that is lost, stolen, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904)

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

California Pacific Charter Schools operates California Pacific Charter – Los Angeles, California Pacific Charter – San Diego, and California Pacific Charter - Sonoma (hereinafter, collectively “CPCS” or the “School”).

Charter schools exist in a performance based accountability system for student academic performance, and CPCS fully participates in that system. A charter school cannot continue to exist without collecting data on student performance from a variety of assessments, screeners, and indicators.

One of the responsibilities of CPCS is to increase student academic achievement. When a charter authorizer is evaluating whether to grant a school’s charter renewal petition, “increases in pupil academic achievement” is the most important factor in the decision. (Ed. Code, §§ 47607(c)(2) , 47607(a)(3)(A).) Consequently, CPCS primarily collects academic performance data through state mandated testing in addition to administering local assessments and screeners.

To meet this responsibility, CPCS hereby implements this local assessment policy outlining the local assessment and screener process and participation requirements for all enrolled students.

Purpose

The purpose of local assessments and screeners is to help school staff identify each student’s educational performance, growth, and areas needing improvement in order to enhance teaching and learning and communicate student academic performance levels to students and parents/guardians. Local assessments and screeners are one measure of student performance that provides a thorough evaluation and therefore, an extensive scope of the student’s learning and mastery of grade level standards.

Local AssessmentOverview

CPCS uses Renaissance STAR as its State Board of Education (SBE) approved local assessment. This assessment targets student academic performance in math and reading for screening, progress monitoring, and instructional planning. It is a web-based computer adaptive assessment platform that adjusts to individual student performance and helps assess true levels of ability.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

Each assessment test pinpoints a student's needs down to the sub-skill and standard domain level in math and English language arts.

Local assessments are used to gather beginning of year baseline data and end of year growth data on student performance levels in math and English Language Arts in order to measure student mastery of state grade level standards. Ongoing progress monitoring using these assessments shows whether students are on track to achieve end-of-year learning targets of making at least one year of student growth, including projected performance on CAASPP state assessments. The results from Renaissance STAR provide common core based data necessary for meeting state and Charter School academic achievement monitoring and renewal requirements.

Grade Levels Required to Test

Students in grades 3-11 are required to complete the Renaissance STAR 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. Students who have been identified as taking the California Alternative Assessments (CAAs) will not be required to complete the Renaissance STAR assessment and will not be included in participation requirements.

No Opt Out for Local Assessments

Per California Ed. Code, parents/guardians may opt out of state mandated academic testing by submitting a written request to the school each year. CPCS does NOT recommend opting out of state testing due to the accountability requirements from the state.

However, parents/guardians may NOT opt their child out of school local assessments. The choice to opt out ONLY applies to the state mandated assessments, as there is no Ed. Code permitting a parent/guardian to opt out of the school's local assessments

Local Assessment Schedule

Students will complete local assessments during the school's local assessment testing windows in the subjects of math and reading. All local assessments must be proctored by a CPCS staff member via Zoom or other prescribed virtual secure testing delivery system, and following all virtual proctoring procedures outlined in the school's Virtual Proctoring Policy. The teacher of record is responsible for following up on student completion of all local assessments.

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LOCAL ASSESSMENT POLICY

All assessment content areas must be completed within the assigned testing window. Assessment content areas will be broken up within the testing window to allow adequate time to complete each subject area assessment. Students should attempt to complete a singular content area assessment within one sitting; however, students may save and resume an assessment on another day/time, so long as proctoring guidelines are met and the test is resumed and completed within the assessment system's allowed paused test time frame.

Testing windows are set to provide students with a sufficient number of instructional days to accurately measure student growth and progress between assessments. Testing windows for required assessments occur during the start of the school year (fall) and end of the school year (spring) at school defined date ranges. Students will be provided with a daily testing schedule to complete each subject area within the specified testing window. Student enrollment start dates may impact assessment participation requirements and testing schedule within a testing window.

Late Enrollment Students

Students with enrollment start dates occurring after the first day of the school year through the California Basic Educational Data System (CBEDS) reporting date are required to complete the initial local assessments within the initial start of year testing window. The data for students enrolled on CBEDS day will be counted towards the school's local assessment participation rate and verifiable data results.

Students with an enrollment start date later than the California Basic Educational Data System (CBEDS) reporting date will not be required to complete an initial start of year local assessment and will not be counted as part of the school-reported assessment participation rates or results. These students may be given the initial assessment for informational purposes only to support student academic success.

Students with an enrollment start date later than the California Basic Educational Data System (CBEDS) reporting date will be required to complete end of year local assessments during the end of year testing window, so long as their enrollment start date occurs prior to March 1st. Students with an enrollment start date of March 1st or later will not be required to participate in end of year local assessment testing and will not be counted in the school's verifiable data results. The teacher of record is responsible for scheduling, tracking completion, and administering all assessments for late enrollment students.

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LOCAL ASSESSMENT POLICYLocal Assessment Results Reporting

Local Assessment results are uploaded to the Student Information System at the end of the testing administration window. Students and parents/guardians may access result reports at any time through the student and parent portals of the Student Information System. The school may hold, and a parent/guardian may request, an assessment results review meeting with their child's teacher for more information on what scores and results mean.

Local Assessment results are used by CPCS staff to monitor student growth and academic achievement. Student scores do not impact student course grades. However, results may be used to determine course placement in math and English language arts classes, and drive academic support programs, including qualifying students for tiered intervention support classes and summer school. A parent/guardian conference with the child's teacher and the school's intervention teacher may be scheduled to address additional support for identified students performing below grade level based on local assessment scores. Parents/guardians will have an opportunity to and are encouraged to ask any questions they have regarding assessment results during this meeting time.

Consequences for Not Completing the Local Assessments

Completion of CPCS's local assessments is a mandatory requirement of student enrollment. There is no "Opt-Out" option for local assessments.

The following consequences apply to students who do not complete their local assessments within the designated testing window:

1. **First Warning:** If the student has any incomplete assessments after day three of the testing schedule, the student and parent/guardian will receive an official warning that local assessments are incomplete and the requirements on how to attend make-up proctoring sessions. The student will have ten (10) school days from the date of this warning to complete all outstanding assessments.
2. **Second Warning and Parent Conference:** If, after the ten (10) school days from the date of the official warning have passed and the local assessments are still not complete, the teacher will arrange a mandatory parent/guardian conference to be held within three (3) school days to discuss barriers to completing the local assessment. At this meeting, a plan will be created to ensure completion of the local assessments within five (5) school days of this meeting.

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LOCAL ASSESSMENT POLICY

3. Third Warning and Placement on Academic Probation: If, after the five (5) school days have passed and the local assessments are still not complete, the student will be placed on academic probation, and the parent/guardian must attend an academic probation meeting with the designated administrator. The student will be given five (5) school days from the date of this meeting to complete the proctored assessments with their teacher. The student will remain on academic probation until the assessment is completed and may be subject to additional academic probation requirements and consequences.

Students with an enrollment start date after the first day of the school year may have a shortened period of days to correct incomplete assessments to ensure they complete their local assessments within the designated testing window.

Reading ScreenerOverview

In accordance with Education Code Section 53008, all Local Educational Agencies (LEAs) serving students in kindergarten through grade two must implement universal screening to assess the risk of reading difficulties. CPCS uses Amira Learning as its State Board of Education (SBE) approved reading screener assessment. Amira Learning uses advanced speech recognition and natural language processing to assess students as they read aloud, providing real-time data on reading mastery. It identifies reading difficulties as they occur and delivers personalized micro-interventions grounded in decades of reading science and neuroscience research. Amira supports differentiated instruction and empowers teachers with data-informed insights to inform their practice and interventions.

Grade Levels Required to Test

Students in grades K-2 are required to complete the Amira Learning Reading Screener at least once during the academic school year. Additional assessment administrations may be given to support academic intervention initiatives as a measure of student growth and progress.

Students who do not speak sufficient English to be screened in English shall be screened in their primary language if a screening instrument in their primary language is available or their risk for reading difficulties will be evaluated using an alternative process.

Late Enrollment Students

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If a student enrolls for the first time in kindergarten or grades 1 or 2 after the screening has been administered to all students in the given grade in that school year, the student will be assessed within 45 calendar days of enrollment, unless the pupil's parent or guardian opts out of the screening in writing, or unless the parent or guardian provides documentation or the school has documentation that the pupil has had a similar screening in their prior school for their current grade, and the parent or guardian was made aware of the results.

Screener Results and Reporting

Screener results will be shared with parents/guardians electronically no more than 45 calendar days from the date the assessment was administered. The school may hold, and a parent/guardian may request, a screener results review meeting with their child's teacher for more information on what scores and results mean.

Screener results are used by CPCS staff to monitor student reading progress and fluency in order to provide targeted reading support. Student scores do not impact student course grades. A parent/guardian conference with the child's teacher may be scheduled to address additional support for students identified at risk. Parents/guardians will have an opportunity to and are encouraged to ask any questions they have regarding screener results during this meeting time.

These screening assessments shall not be considered an evaluation or diagnostic tool to establish eligibility for special education and related services pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), or an evaluation to determine eligibility for a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794). Screening shall not be used for any high-stakes purpose and not as a diagnosis of a disability. However, the screener results may be used to recommend that a pupil receive further assessment and evaluation to establish eligibility for special education and related services pursuant to the federal Individuals with Disabilities Education Act, or to determine eligibility for a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973.

Screener Opt-Out Process

A student may be exempted from completing the reading screener with the prior written consent of the parent or guardian if any of the following criteria are satisfied:

1. The pupil has a current identification or diagnosis of a reading difficulty, reading disorder, or other disability.

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2. The pupil is eligible for special education and related services pursuant to the federal Individuals with Disabilities Education Act or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973.
3. The pupil is in the process of being assessed for eligibility for special education and related services pursuant to the federal Individuals with Disabilities Education Act or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, and the pupil is being evaluated with diagnostic assessments that make screening redundant.

Remote Administration Process of Local Assessments and Screeners

CPCS follows its Virtual Proctoring Policy and Academic Integrity Policy to administer local assessments and screeners. Virtual proctoring procedures meet all recommended proctoring requirements from the school's local assessment publisher to produce verified data. All local assessments must be proctored by a CPCS teacher or other qualified staff member. Students must follow all virtual proctoring requirements, including being on webcam in Zoom or other prescribed virtual secure testing delivery system using their school provided computer to participate in proctoring. Personal devices, outside proctors, and assistance from non CPCS staff on the assessment are prohibited.

Students with Special Education and 504 Plans

Students with an Individual Education Program (IEP) or a 504 Plan (504) will receive testing accommodations and/or supports when taking local assessments as outlined in the student's IEP or 504. An IEP or 504 Plan does not exempt a student from the mandatory requirements to complete local assessments or screeners.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

California Pacific Charter Schools operates California Pacific Charter – Los Angeles, California Pacific Charter – San Diego, and California Pacific Charter - Sonoma (hereinafter, collectively “CPCS” or the “School”).

Charter schools exist in a performance based accountability system for student academic performance, and CPCS fully participates in that system. A charter school cannot continue to exist without collecting data on student performance from a variety of assessments, screeners, and indicators.

One of the responsibilities of CPCS is to increase student academic achievement. When a charter authorizer is evaluating whether to grant a school’s charter renewal petition, “increases in pupil academic achievement” is the most important factor in the decision. (Ed. Code, §§ 47607(c)(2) , 47607(a)(3)(A).) Consequently, CPCS primarily collects academic performance data through state mandated testing in addition to administering local assessments and screeners.

To meet this responsibility, CPCS hereby implements this local assessment policy outlining the local assessment and screener process and participation requirements for all enrolled students.

Purpose

The purpose of local assessments and screeners is to help school staff identify each student’s educational performance, growth, and areas needing improvement in order to enhance teaching and learning and communicate student academic performance levels to students and parents/guardians. Local assessments and screeners are one measure of student performance that provides a thorough evaluation and therefore, an extensive scope of the student’s learning and mastery of grade level standards.

Local AssessmentOverview

CPCS uses Renaissance STAR as its State Board of Education (SBE) approved local assessment. This assessment targets student academic performance in math and reading for screening, progress monitoring, and instructional planning. It is a web-based computer adaptive assessment platform that adjusts to individual student performance and helps assess true levels of ability.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

Each assessment test pinpoints a student's needs down to the sub-skill and standard domain level in math and English language arts.

Local assessments are used to gather beginning of year baseline data and end of year growth data on student performance levels in math and English Language Arts in order to measure student mastery of state grade level standards. Ongoing progress monitoring using these assessments shows whether students are on track to achieve end-of-year learning targets of making at least one year of student growth, including projected performance on CAASPP state assessments. The results from Renaissance STAR provide common core based data necessary for meeting state and Charter School academic achievement monitoring and renewal requirements.

Grade Levels Required to Test

Students in grades ~~32~~-11 are required to complete the Renaissance STAR 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. Students who have been identified as taking the California Alternative Assessments (CAAs) will not be required to complete the Renaissance STAR assessment and will not be included in participation requirements.

No Opt Out for Local Assessments

Per California Ed. Code, parents/guardians may opt out of state mandated academic testing by submitting a written request to the school each year. CPCS does NOT recommend opting out of state testing due to the accountability requirements from the state.

However, parents/guardians may NOT opt their child out of school local assessments. The choice to opt out ONLY applies to the state mandated assessments, as there is no Ed. Code permitting a parent/guardian to opt out of the school's local assessments

Local Assessment Schedule

Students will complete local assessments during the school's local assessment testing windows in the subjects of math and reading. All local assessments must be proctored by a CPCS staff member via Zoom or other prescribed virtual secure testing delivery system, and following all virtual proctoring procedures outlined in the school's Virtual Proctoring Policy. The teacher of record is responsible for following up on student completion of all local assessments.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

All assessment content areas must be completed within the assigned testing window. Assessment content areas will be broken up within the testing window to allow adequate time to complete each subject area assessment. Students should attempt to complete a singular content area assessment within one sitting; however, students may save and resume an assessment on another day/time, so long as proctoring guidelines are met and the test is resumed and completed within the assessment system's allowed paused test time frame.

Testing windows are set to provide students with a sufficient number of instructional days to accurately measure student growth and progress between assessments. Testing windows for required assessments occur during the start of the school year (fall) and end of the school year (spring) at school defined date ranges. Students will be provided with a daily testing schedule to complete each subject area within the specified testing window. Student enrollment start dates may impact assessment participation requirements and testing schedule within a testing window.

Late Enrollment Students

Students with enrollment start dates occurring after the first day of the school year through the California Basic Educational Data System (CBEDS) reporting date, are required to complete the initial local assessments within the initial start of year testing window. The data for students enrolled on CBEDS day will be counted towards the school's local assessment participation rate and verifiable data results.

Students with an enrollment start date later than the California Basic Educational Data System (CBEDS) reporting date will not be required to complete an initial start of year local assessment and will not be counted as part of the school-reported assessment participation rates or results. These students may be given the initial assessment for informational purposes only to support student academic success.

Students with an enrollment start date later than the California Basic Educational Data System (CBEDS) reporting date will be required to complete end of year local assessments during the end of year testing window, so long as their enrollment start date occurs prior to March 1st. Students with an enrollment start date of March 1st or later will not be required to participate in end of year local assessment testing and will not be counted in the school's verifiable data results. The teacher of record is responsible for scheduling, tracking completion, and administering all assessments for late enrollment students.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICYLocal Assessment Results Reporting

Local Assessment results are uploaded to the Student Information System at the end of the testing administration window. Students and parents/guardians may access result reports at any time through the student and parent portals of the Student Information System. The school may hold, and a parent/guardian may request, an assessment results review meeting with their child's teacher for more information on what scores and results mean.

Local Assessment results are used by CPCS staff to monitor student growth and academic achievement. Student scores do not impact student course grades. However, results may be used to determine course placement in math and English language arts classes, and drive academic support programs, including qualifying students for tiered intervention support classes and summer school. A parent/guardian conference with the child's teacher and the school's intervention teacher may be scheduled to address additional support for identified students performing below grade level based on local assessment scores. Parents/guardians will have an opportunity to and are encouraged to ask any questions they have regarding assessment results during this meeting time.

Consequences for Not Completing the Local Assessments

Completion of CPCS's local assessments is a mandatory requirement of student enrollment. There is no "Opt-Out" option for local assessments.

The following consequences apply to students who do not complete their local assessments within the designated testing window:

1. **First Warning:** If the student has any incomplete assessments after day three of the testing schedule, the student and parent/guardian will receive an official warning that local assessments are incomplete and the requirements on how to attend make-up proctoring sessions. The student will have ten (10) school days from the date of this warning to complete all outstanding assessments.
2. **Second Warning and Parent Conference:** If, after the ten (10) school days from the date of the official warning have passed and the local assessments are still not complete, the teacher will arrange a mandatory parent/guardian conference to be held within three (3) school days to discuss barriers to completing the local assessment. At this meeting, a plan will be created to ensure completion of the local assessments within five (5) school days of this meeting.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

3. Third Warning and Placement on Academic Probation: If, after the five (5) school days have passed and the local assessments are still not complete, the student will be placed on academic probation, and the parent/guardian must attend an academic probation meeting with the designated administrator. The student will be given five (5) school days from the date of this meeting to complete the proctored assessments with their teacher. The student will remain on academic probation until the assessment is completed and may be subject to additional academic probation requirements and consequences.

Students with an enrollment start date after the first day of the school year may have a shortened period of days to correct incomplete assessments to ensure they complete their local assessments within the designated testing window.

Reading ScreenerOverview

In accordance with Education Code Section 53008, all Local Educational Agencies (LEAs) serving students in kindergarten through grade two must implement universal screening to assess the risk of reading difficulties. CPCS uses Amira Learning as its State Board of Education (SBE) approved reading screener assessment. Amira Learning uses advanced speech recognition and natural language processing to assess students as they read aloud, providing real-time data on reading mastery. It identifies reading difficulties as they occur and delivers personalized micro-interventions grounded in decades of reading science and neuroscience research. Amira supports differentiated instruction and empowers teachers with data-informed insights to inform their practice and interventions.

Grade Levels Required to Test

Students in grades K-2 are required to complete the Amira Learning Reading Screener at least once during the academic school year. Additional assessment administrations may be given to support academic intervention initiatives as a measure of student growth and progress.

Students who do not speak sufficient English to be screened in English shall be screened in their primary language if a screening instrument in their primary language is available or their risk for reading difficulties will be evaluated using an alternative process.

Late Enrollment Students

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

If a student enrolls for the first time in kindergarten or grades 1 or 2 after the screening has been administered to all students in the given grade in that school year, the student will be assessed within 45 calendar days of enrollment, unless the pupil's parent or guardian opts out of the screening in writing, or unless the parent or guardian provides documentation or the school has documentation that the pupil has had a similar screening in their prior school for their current grade, and the parent or guardian was made aware of the results.

Screener Results and Reporting

Screener results will be shared with parents/guardians electronically no more than 45 calendar days from the date the assessment was administered. The school may hold, and a parent/guardian may request, a screener results review meeting with their child's teacher for more information on what scores and results mean.

Screener results are used by CPCS staff to monitor student reading progress and fluency in order to provide targeted reading support. Student scores do not impact student course grades. A parent/guardian conference with the child's teacher may be scheduled to address additional support for students identified at risk. Parents/guardians will have an opportunity to and are encouraged to ask any questions they have regarding screener results during this meeting time.

These screening assessments shall not be considered an evaluation or diagnostic tool to establish eligibility for special education and related services pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), or an evaluation to determine eligibility for a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794). Screening shall not be used for any high-stakes purpose and not as a diagnosis of a disability. However, the screener results may be used to recommend that a pupil receive further assessment and evaluation to establish eligibility for special education and related services pursuant to the federal Individuals with Disabilities Education Act, or to determine eligibility for a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973.

Screener Opt-Out Process

A student may be exempted from completing the reading screener with the prior written consent of the parent or guardian if any of the following criteria are satisfied:

1. The pupil has a current identification or diagnosis of a reading difficulty, reading disorder, or other disability.

INSTRUCTION**6040-CPCS**

LOCAL ASSESSMENT POLICY

2. The pupil is eligible for special education and related services pursuant to the federal Individuals with Disabilities Education Act or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973.
3. The pupil is in the process of being assessed for eligibility for special education and related services pursuant to the federal Individuals with Disabilities Education Act or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, and the pupil is being evaluated with diagnostic assessments that make screening redundant.

Remote Administration Process of Local Assessments and Screeners

CPCS follows its Virtual Proctoring Policy and Academic Integrity Policy to administer local assessments and screeners. Virtual proctoring procedures meet all recommended proctoring requirements from the school's local assessment publisher to produce verified data. All local assessments must be proctored by a CPCS teacher or other qualified staff member. Students must follow all virtual proctoring requirements, including being on webcam in Zoom or other prescribed virtual secure testing delivery system using their school provided computer to participate in proctoring. Personal devices, outside proctors, and assistance from non CPCS staff on the assessment are prohibited.

Students with Special Education and 504 Plans

Students with an Individual Education Program (IEP) or a 504 Plan (504) will receive testing accommodations and/or supports when taking local assessments as outlined in the student's IEP or 504. An IEP or 504 Plan does not exempt a student from the mandatory requirements to complete local assessments or screeners.

Coversheet

Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2025 - California Pacific Charter Schools (Draft)

Section: VIII. Business/Financial Services
Item: A. Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2025 - California Pacific Charter Schools (Draft)
Purpose: Vote
Submitted by: Shannon Green
Related Material:
California Pacific Charter Schools 2025 Draft Audit Report.pdf
California Pacific Charter Schools 2025 Draft Governance Communication.pdf

BACKGROUND:

The Annual Audit Report is a critical document that provides an independent evaluation of the school's financial health, internal controls, and compliance with applicable laws and regulations.

This report has been prepared by the external audit firm, CliftonLarsonAllen LLP (CLA), a nationally recognized firm with extensive experience in nonprofit and educational sector audits. CLA is known for providing high-quality, independent audits that offer valuable insights into financial practices and help ensure transparency and accountability.

Board review of the Annual Audit Report ensures fiscal transparency and supports informed oversight.

RECOMMENDATION:

It is recommended the Board approve the Draft of the Annual Audit Report - Year Ended June 30, 2025, for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) as presented.

CALIFORNIA PACIFIC CHARTER SCHOOLS

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2025

Operated by:

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

DRAFT

**CALIFORNIA PACIFIC CHARTER SCHOOLS
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INDEPENDENT AUDITORS' REPORT

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of California Pacific Charter Schools (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of California Pacific Charter Schools and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Board of Directors
California Pacific Charter Schools

Auditors' Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Board of Directors
California Pacific Charter Schools

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The San Diego, Los Angeles and Sonoma columns in the statements of financial position, activities, and cash flows as well as the supplementary information (as identified in the table of contents) accompanying supplementary schedules are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the local education agency organization structure but does not include the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If based on the work performed, we conclude that an uncorrected material misstatement of the other information exists we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated REPORT DATE on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2025

	San Diego	Los Angeles	Sonoma	Total
ASSETS				
CURRENT ASSETS				
Cash and Cash Equivalents	\$ 2,286,263	\$ 3,245,029	\$ 877,718	\$ 6,409,010
Accounts Receivable	480,694	557,760	624,606	1,663,060
Prepaid Expenses and Other Assets	33,059	44,630	22,487	100,176
Total Current Assets	<u>2,800,016</u>	<u>3,847,419</u>	<u>1,524,811</u>	<u>8,172,246</u>
LONG-TERM ASSETS				
Property, Plant and Equipment	5,289	-	-	5,289
Operating Right-of-Use Asset	69,522	104,689	34,126	208,337
Total Assets	<u>\$ 2,874,827</u>	<u>\$ 3,952,108</u>	<u>\$ 1,558,937</u>	<u>\$ 8,385,872</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts Payable and Accrued Liabilities	\$ 295,372	\$ 99,628	\$ 179,944	\$ 574,944
Deferred Revenue	424,095	536,258	272,910	1,233,263
Lease Liability, Current	3,531	5,350	1,819	10,700
Total Current Liabilities	<u>722,998</u>	<u>641,236</u>	<u>454,673</u>	<u>1,818,907</u>
LONG-TERM LIABILITIES				
Lease Liability, Net	71,768	108,039	35,142	214,949
Total Liabilities	<u>794,766</u>	<u>749,275</u>	<u>489,815</u>	<u>2,033,856</u>
NET ASSETS				
Net Assets Without Donor Restrictions	2,080,061	3,202,833	1,069,122	6,352,016
Total Net Assets	<u>2,080,061</u>	<u>3,202,833</u>	<u>1,069,122</u>	<u>6,352,016</u>
Total Liabilities and Net Assets	<u>\$ 2,874,827</u>	<u>\$ 3,952,108</u>	<u>\$ 1,558,937</u>	<u>\$ 8,385,872</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2025**

	San Diego	Los Angeles	Sonoma	Total
REVENUES WITHOUT DONOR RESTRICTIONS				
State Revenue:				
State Aid	\$ 3,673,474	\$ 5,169,240	\$ 1,772,917	\$ 10,615,631
Other State Revenue	647,403	864,473	413,069	1,924,945
Federal Revenue:				
Grants and Entitlements	147,034	230,333	93,441	470,808
Local Revenue:				
In-Lieu Property Tax Revenue	164,137	187,145	874,561	1,225,843
Investment Income	36,744	-	5,720	42,464
Other Revenue	16,845	13,982	13,028	43,855
Total Revenues	<u>4,685,637</u>	<u>6,465,173</u>	<u>3,172,736</u>	<u>14,323,546</u>
EXPENSES				
Program Services	3,899,665	5,494,784	2,559,353	11,953,802
Management and General	608,641	852,463	420,761	1,881,865
Total Expenses	<u>4,508,306</u>	<u>6,347,247</u>	<u>2,980,114</u>	<u>13,835,667</u>
CHANGE IN NET ASSETS	177,331	117,926	192,622	487,879
Net Assets Without Donor Restrictions - Beginning of Year	<u>1,902,730</u>	<u>3,084,907</u>	<u>876,500</u>	<u>5,864,137</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS - END OF YEAR	<u><u>\$ 2,080,061</u></u>	<u><u>\$ 3,202,833</u></u>	<u><u>\$ 1,069,122</u></u>	<u><u>\$ 6,352,016</u></u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2025**

	San Diego	Los Angeles	Sonoma	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$ 177,331	\$ 117,926	\$ 192,622	\$ 487,879
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:				
Depreciation	196	-	-	196
Noncash Lease Expense	1,928	2,905	946	5,779
Changes in Assets and Liabilities:				
Accounts Receivable	(344,714)	240,556	(350,609)	(454,767)
Prepaid Expenses and Other Assets	92,851	142,682	57,053	292,586
Accounts Payable and Accrued Liabilities	(63,601)	(153,344)	14,962	(201,983)
Deferred Revenue	(137,095)	(149,955)	(78,866)	(365,916)
Net Cash Provided (Used) by Operating Activities	(273,104)	200,770	(163,892)	(236,226)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of Debt	-	-	(46,198)	(46,198)
Purchases of Property, Plant and Equipment	(5,485)	-	-	(5,485)
Net Cash Used by Financing Activities	(5,485)	-	(46,198)	(51,683)
NET CHANGE IN CASH AND CASH EQUIVALENTS	(278,589)	200,770	(210,090)	(287,909)
Cash and Cash Equivalents - Beginning of Year	2,564,852	3,044,259	1,087,808	6,696,919
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,286,263</u>	<u>\$ 3,245,029</u>	<u>\$ 877,718</u>	<u>\$ 6,409,010</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION				
Cash Paid for Interest	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 737</u>	<u>\$ 737</u>

See accompanying Notes to Financial Statements.

CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSE (CONTINUED)
JUNE 30, 2025

	San Diego		
	Program Services	Management and General	Total
Salaries and Wages	\$ 2,478,997	\$ 189,209	\$ 2,668,206
Pension Expense	352,894	-	352,894
Other Employee Benefits	310,529	27,099	337,628
Payroll Taxes	61,751	15,239	76,990
Legal Expenses	-	88,933	88,933
Accounting Expenses	-	22,197	22,197
Instructional Materials	306,273	1,967	308,240
Other Fees for Services	237,748	38,664	276,412
Advertising and Promotion Expenses	-	123,704	123,704
Office Expenses	40,720	3,817	44,537
Information Technology Expenses	31,914	6,519	38,433
Occupancy Expenses	2,999	30,847	33,846
Travel Expenses	49,672	8,056	57,728
Depreciation Expense	196	-	196
Insurance Expense	-	14,956	14,956
Other Expenses	25,972	37,434	63,406
Total Expenses by Function	<u>\$ 3,899,665</u>	<u>\$ 608,641</u>	<u>\$ 4,508,306</u>

	Los Angeles		
	Program Services	Management and General	Total
Salaries and Wages	\$ 3,535,136	\$ 272,894	\$ 3,808,030
Pension Expense	543,090	-	543,090
Other Employee Benefits	465,722	40,689	506,411
Payroll Taxes	88,009	21,971	109,980
Legal Expenses	-	72,644	72,644
Accounting Expenses	-	33,470	33,470
Instructional Materials	417,536	2,560	420,096
Other Fees for Services	245,614	53,763	299,377
Advertising and Promotion Expenses	-	183,582	183,582
Office Expenses	56,684	3,011	59,695
Information Technology Expenses	48,262	9,892	58,154
Occupancy Expenses	5,042	44,297	49,339
Travel Expenses	48,216	10,863	59,079
Insurance Expense	-	22,445	22,445
Other Expenses	41,473	80,382	121,855
Total Expenses by Function	<u>\$ 5,494,784</u>	<u>\$ 852,463</u>	<u>\$ 6,347,247</u>

CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSE (CONTINUED)
JUNE 30, 2025

	Sonoma		
	Program Services	Management and General	Total
Salaries and Wages	\$ 1,606,718	\$ 120,985	\$ 1,727,703
Pension Expense	229,737	-	229,737
Other Employee Benefits	194,096	16,954	211,050
Payroll Taxes	39,751	9,746	49,497
Legal Expenses	-	81,845	81,845
Accounting Expenses	-	13,697	13,697
Instructional Materials	217,593	1,186	218,779
Other Fees for Services	159,438	30,593	190,031
Advertising and Promotion Expenses	-	78,067	78,067
Office Expenses	29,320	1,473	30,793
Information Technology Expenses	19,557	3,960	23,517
Occupancy Expenses	1,609	17,562	19,171
Travel Expenses	43,341	5,575	48,916
Interest Expense	-	737	737
Insurance Expense	-	9,345	9,345
Other Expenses	18,193	29,036	47,229
Total Expenses by Function	<u>\$ 2,559,353</u>	<u>\$ 420,761</u>	<u>\$ 2,980,114</u>

	Total		
	Program Services	Management and General	Total
Salaries and Wages	\$ 7,620,851	\$ 583,088	\$ 8,203,939
Pension Expense	1,125,721	-	1,125,721
Other Employee Benefits	970,347	84,742	1,055,089
Payroll Taxes	189,511	46,956	236,467
Legal Expenses	-	243,422	243,422
Accounting Expenses	-	69,364	69,364
Instructional Materials	941,402	5,713	947,115
Other Fees for Services	642,800	123,020	765,820
Advertising and Promotion Expenses	-	385,353	385,353
Office Expenses	126,724	8,301	135,025
Information Technology Expenses	99,733	20,371	120,104
Occupancy Expenses	9,650	92,706	102,356
Travel Expenses	141,229	24,494	165,723
Interest Expense	-	737	737
Depreciation Expense	196	-	196
Insurance Expense	-	46,746	46,746
Other Expenses	85,638	146,852	232,490
Total Expenses by Function	<u>\$ 11,953,802</u>	<u>\$ 1,881,865</u>	<u>\$ 13,835,667</u>

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

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

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

Basis of Accounting

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

Basis of Presentation

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

Use of Estimates

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

Functional Allocation of Expenses

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

Cash and Cash Equivalents

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Asset Classes

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

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

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

Accounts Receivables

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2025. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Revenue Recognition

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

Contributions

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2025, the School has conditional grants of \$1,245,191 of which \$1,233,263 is recognized as deferred revenue in the statement of financial position.

Property Taxes

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

Income Taxes

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

Leases

The School leases office space. The School determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, and operating lease liabilities on the statement of financial position. Finance leases are included in financing ROU assets, and lease liabilities – financing on the statement of financial position.

ROU assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent the School's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of leases do not provide an implicit rate, the School uses an incremental borrowing rate based on the information available at commencement date in determining the present value of lease payments.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases (Continued)

The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. The School has elected to recognize payments for short-term leases with a lease term of 12 months or less as expense as incurred and these leases are not included as lease liabilities or ROU assets on the statement of financial position.

The School has elected not to separate nonlease components from lease components and instead accounts for each separate lease component and the nonlease component as a single lease component.

The School's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating contracts to determine if they qualify as a lease, the School considers factors such as if the School has obtained substantially all of the rights to the underlying asset through exclusivity, if the School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

The individual lease contracts do not provide information about the discount rate implicit in the lease. Therefore, the School has elected to use an incremental borrowing rate determined using a period comparable with that of the lease term for computing the present value of lease liabilities.

Evaluation of Subsequent Events

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

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date. Financial assets available for general expenditures comprise cash and cash equivalents and accounts receivable for the total amount of \$8,072,070.

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025**

NOTE 3 CONCENTRATION OF CREDIT RISK

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

The School also maintains cash in the County Treasury (the County). The County pools these funds with those of other educational Schools in the County and invests the cash. These pooled funds are carried at costs which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized. The fair value of the School's deposits in this pool as of June 30, 2025, as provided by the pool sponsor was \$613,150.

NOTE 4 PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment in the accompanying financial statements is presented net of accumulated depreciation. Depreciation expense was \$196 for the year ended June 30, 2025.

The components of property, plant, and equipment as of June 30, 2025 are as follows:

	Total
Furniture , Fixtures, and Equipment	\$ 5,485
Less: Accumulated Depreciation and Amortization	(196)
Total Property, Plant, and Equipment	<u>\$ 5,289</u>

NOTE 5 LOANS PAYABLE

California Department of Education Loan

The School received a revolving loan from the California Department of Education (CDE) of \$250,000. The loan requires annual principal payments of \$62,500 and has a term of four years. The loan carries an interest rate of approximately 2%. Annual payments of principal and interest are deducted from the School's apportionment. The School made the final payment in March 2025.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025**

NOTE 6 EMPLOYEE RETIREMENT

Multiemployer Defined Benefit Pension Plans

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

State Teachers' Retirement System (STRS)

Plan Description

The School contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiemployer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Annual Comprehensive Financial Report and Actuarial Valuation Report for the year ended June 30, 2024, total STRS plan net assets are \$341 billion, the total actuarial present value of accumulated plan benefits is \$482 billion, contributions from all employers totaled \$8.577 billion, and the plan is 76.7% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826, and www.calstrs.com.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.205% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2025, was 19.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

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

<u>Year Ended June 30.</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2023	\$ 946,536	100%
2024	\$ 1,083,918	100%
2025	\$ 1,125,721	100%

CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 7 LEASES – ASC 842

The School leases an office facility for various terms under long-term, non-cancelable lease agreements. The lease expires in November 2027.

The following table provides quantitative information concerning the School's lease for the year ended June 30, 2025:

Operating Lease Cost	\$ 15,126
Other Information:	
Cash Paid for Amounts Included in the Measurement of Lease Liabilities:	
Operating Cash Flows from Operating Leases	\$ 15,126
Right-of-Use Assets Obtained in Exchange for New Operating Lease Liabilities:	208,337
Weighted-Average Remaining Lease Term - Operating Leases	2.4 years
Weighted-Average Discount Rate - Operating Leases	6.00%

The School classifies the total undiscounted lease payments that are due in the next 12 months as current. A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2025, is as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2026	97,949
2027	101,263
2028	42,770
Undiscounted Cash Flows	241,982
(Less) Imputed Interest	(16,333)
Total Present Value	<u>\$ 225,649</u>

NOTE 8 CONTINGENCIES, RISKS AND UNCERTAINTIES

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

In the normal course of business, the School is subject to legal claims. After consultation with the School's legal counsel, management of the School is of the opinion that liabilities, if any, arising from such claims would not have a material effect on the School's financial position.

SUPPLEMENTARY INFORMATION

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**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2025**

	Required Instructional Days	Traditional Calendar Days	Status
CalPac Los Angeles:			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance
CalPac San Diego:			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance
CalPac Sonoma:			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance

See Independent Auditors' Report and accompanying Notes to Supplementary Information

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)
YEAR ENDED JUNE 30, 2025**

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CalPac Los Angeles:				
Grades TK-3	-	89.61	-	87.75
Grades 4-6	-	56.63	-	56.01
Grades 7-8	-	41.88	-	41.57
Grades 9-12	-	188.52	-	187.60
ADA Totals	-	376.64	-	372.93

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CalPac San Diego:				
Grades TK-3	-	57.79	-	56.71
Grades 4-6	-	39.77	-	39.28
Grades 7-8	-	32.90	-	31.93
Grades 9-12	-	147.42	-	144.28
ADA Totals	-	277.88	-	272.20

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CalPac Sonoma:				
Grades TK-3	-	41.50	-	40.79
Grades 4-6	-	30.70	-	30.97
Grades 7-8	-	36.46	-	36.23
Grades 9-12	-	86.03	-	85.45
ADA Totals	-	194.69	-	193.44

See Independent Auditors' Report and accompanying Notes to Supplementary Information

**CALIFORNIA PACIFIC CHARTER SCHOOLS
RECONCILIATION OF ANNUAL FINANCIAL REPORT
WITH AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2025**

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

DRAFT

See Independent Auditors' Report and accompanying Notes to Supplementary Information

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**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO SUPPLEMENTARY INFORMATION
JUNE 30, 2025**

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

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

NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE

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

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

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

OTHER INFORMATION

DRAFT

**CALIFORNIA PACIFIC CHARTER SCHOOLS
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
YEAR ENDED JUNE 30, 2025**

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

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

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

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

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

The Board of Directors and the Administrators as of the year ended June 30, 2025 were as follows:

BOARD OF DIRECTORS

<u>Member</u>	<u>Office</u>	<u>Term End (5 Years)</u>
Kelly Wylie	Chairperson	October 2025
Dr. Shirley Peterson	Vice Chairperson	October 2025
Tanya Rogers	Clerk	September 2026
Bill Howard	Member	December 2026
Jason McFail	Member	December 2026

ADMINISTRATORS

Christine Feher	Superintendent
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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of California Pacific Charter Schools (the School), which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, cash flows, and functional expenses for the year then ended, the related notes to the financial statements, and have issued our report thereon dated REPORT DATE.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Board of Directors
California Pacific Charter Schools

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

Report on Compliance

Opinion on State Compliance

We have audited California Pacific Charter Schools's (the School) compliance with the types of compliance requirements applicable to the School described in the *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2025. The School's applicable State compliance requirements are identified in the table below.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2025.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our responsibilities under those standards and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's state programs.

Board of Directors
California Pacific Charter Schools

Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Board of Directors
California Pacific Charter Schools

Compliance Requirements Tested

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

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Immunizations	Not Applicable
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Not Applicable
Career Technical Education Incentive Grant (CTEIG)	Yes
Expanded Learning Opportunity Program	Not Applicable
Transitional Kindergarten	Not Applicable
Kindergarten Continuance	Yes
Charter Schools:	
Attendance	Yes
Mode of Instruction	Not Applicable
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes – Classroom Based	Not Applicable
Charter School Facility Grant Program	Not Applicable

Not Applicable: The School did not receive program funding or did not otherwise operate the program during the fiscal year.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Board of Directors
California Pacific Charter Schools

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2025**

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

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards* or the *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

The School was not subject to the single audit requirements in the current year ended June 30, 2025.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2025**

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

DRAFT

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

We have audited the financial statements of California Pacific Charter Schools as of and for the year ended June 30, 2025, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit in our planning communication dated May 19, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

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

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2025.

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

Accounting estimates

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

Financial statement disclosures

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

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

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

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

Uncorrected misstatements

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

Corrected misstatements

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

Disagreements with management

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

Management representations

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

Management consultations with other independent accountants

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

Significant issues discussed with management prior to engagement

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

Supplementary information in relation to the financial statements as a whole

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

Board of Directors
California Pacific Charter Schools
Page 3

Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of the Local Education Agency Organization Structure. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Our auditors' report on the financial statements includes a separate section, "Other Information," which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

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

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

Coversheet

Approval of Chase Ink Business Premier Credit Card

Section: VIII. Business/Financial Services
Item: B. Approval of Chase Ink Business Premier Credit Card
Purpose: Vote
Submitted by: Shannon Green
Related Material: Ink Business Premier Brochure.PDF

BACKGROUND:

California Pacific Charter Schools is requesting Board approval to apply for a Chase Ink Business Premier credit card. The requested credit limit would be \$75,000, however, the final approved amount will be determined by Chase and communicated to the Board. Authorized cardholders will be Christine Feher, Superintendent, and Daisy Carlos, Executive Assistant. Default individual cardholder limits will be set for each card.

Currently, the School maintains a Chase purchasing card with a company limit of \$100,000, shared between the two cardholders. These cards will remain active, but the additional credit line will provide greater flexibility for operational needs. With the new account, the total available credit across both programs would be \$175,000.

While average monthly spending is approximately \$50,000 (with two outlier months reaching the full \$100,000) the School frequently hits the existing limit. This occurs because of timing of payments. Charges are not paid until the following month, leaving prior month balances outstanding when new purchases are made. In practice, this overlap reduces the usable credit to roughly half the stated limit. The additional line will ease this constraint, though the School does not anticipate using the full \$175,000 regularly and will continue to pay statement balances in full each month.

The Chase Ink Business Premier card offers enhanced benefits, including Zero Liability Protection, fraud monitoring alerts, and stronger cash-back rewards. The Director of Fiscal Services will review activity online weekly and promptly report any suspicious transactions. Balances will be paid in full each month to avoid interest and late fees, and statements will be reconciled to the General Ledger monthly. All card usage will remain subject to CPCS – 3012 Purchasing Card Fiscal Policy, and cardholders will sign the Purchase Card Receipt Acknowledgement Form to affirm their responsibilities.

The fiscal impact is minimal: the card carries a \$195 annual fee, offers a \$1,200 introductory cash-back bonus after \$10,000 in purchases within the first three months, and provides unlimited 2% cash back on purchases. These rewards will offset the annual fee and can help reduce operational costs or support school programs.

RECOMMENDATION:

It is recommended that the Board approve staff to complete the application for a Chase Ink Business Premier credit card with a \$75,000 limit for use by California Pacific Charter Schools – Los Angeles (#1751), San Diego (#1758), and Sonoma (#2037).

Ink Business Premier®



Limitless opportunities await. Get Chase Ink Business Premier today.

Unlimited 2% cash back

Turn all your business expenses into rewards with unlimited 2% cash back on business purchases.*

Unlimited 2.5% total cash back on larger purchases

Get more out of your larger purchases with a total of 2.5% cash back on every purchase of \$5,000 or more—that's \$250 on a purchase of \$10,000 when redeemed.*

Unlimited 5% total cash back on travel purchased through Chase TravelSM

Make business travel more rewarding with a total of 5% cash back on all travel purchased through Chase TravelSM.*

Benefits built with limitless in mind

A Pay in Full card that helps your business go further

Chase Ink[®] Business Premier provides a high credit limit to increase your buying power and help your business make its next big move. While you must pay your Pay In Full balance each month, this card has built-in flexibility. The Flex for Business feature allows for qualifying purchases to be paid over time with interest.*

No foreign transaction fees

Wherever your business takes you, you won't have to pay foreign transaction fees.*

Employee cards at no additional cost

Ink Business Premier is built with business spend in mind — so you can add employee cards with confidence. When employees make purchases, you earn rewards, so you can expand the power of cash back for your business.*

\$1,200 bonus cash back

After you spend \$10,000 on purchases in the first 3 months from account opening.*

Flexible rewards. Limitless opportunities.

Earning unlimited 2% cash back on every purchase* means limitless opportunities for rewards. Redeem for cash back, travel, gift cards, or pay for your eligible business purchases at Amazon.com or PayPal*—including tax and shipping. Points earned with Ink Business Premier cannot be moved to other Chase cards or transferred to Chase Travel Partners

\$195 annual fee*

Get premium benefits on a card that allows you to do more for your business.

Protections built for business

Cell phone coverage

When the unexpected happens, you have theft and damage coverage. Get up to \$1,000 per claim in cell phone protection against covered theft or damage for cell phones listed on your monthly cell phone bill when you pay it with your eligible credit card. Maximum of 3 claims in a 12-month period with a \$100 deductible per claim.*

Powerful protections

Purchase with confidence. Your card comes with built-in protections like Fraud Protection, Zero Liability Protection,* Purchase Protection* and Extended Warranty Protection.* Plus, enjoy peace of mind when you travel with Auto Rental Coverage,* Trip Cancellation and Interruption Insurance,* Trip Delay Reimbursement* and more.

Rich rewards. Limitless opportunities.



PREMIUM METAL CARD



Contact your Business Relationship Manager to apply

* Offer Details

Offers may vary depending on where you apply, for example online or in a branch, and can change over time. To take advantage of this particular offer now, apply through the method provided in this advertisement. Review offer details before you apply.

Earning in the Rewards Program: "Cash Back rewards" are the rewards you earn under the program. Cash Back rewards are tracked as points and each \$1 in Cash Back rewards earned is equal to 100 points. **How you can earn points:** You'll earn points on purchases of products and services, minus returns or refunds, made with an Ink Business Premier credit card by you or an authorized user of the account. Buying products and services with your card, in most cases, will count as a purchase; however, the following types of transactions won't count and won't earn points: balance transfers, cash advances and other cash-like transactions, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable. **2% Cash Back:** You'll earn 2% Cash Back rewards for each \$1 spent. **2.5% Cash Back:** You'll earn 2.5% Cash Back rewards total for each \$1 spent on every purchase totaling \$5,000 or more (0.5% additional Cash Back rewards on top of the 2% Cash Back rewards earned on each purchase). Each purchase must bill and post to your account in an amount that is equal to or greater than \$5,000 in order to earn a total of 2.5% Cash Back rewards; for example, purchases with items that ship at different times and bill in amounts less than \$5,000 will only qualify for earning 2% Cash Back rewards. **5% Cash Back:** You'll earn 5% Cash Back rewards total for each \$1 spent on purchases made using your card through Chase Travel (3% additional Cash Back rewards on top of the 2% Cash Back rewards earned on each purchase). **How you can use your points:** You can use your points to redeem for any available reward options, including cash, gift cards, travel, and pay with points for products or services made available through the program or directly from third parties. Redemption values for reward options vary. **Points expiration/losing points:** Your points don't expire as long as your account remains open, however, you will immediately lose all your points if your account status changes, or your account is closed for program misuse, fraudulent activities, or other reasons described in the terms of the Rewards Program Agreement. For important information about Chase rewards categories, see chase.com/RewardsCategoryFAQs. For more information about the Ink Business Premier rewards program, you can see the latest Rewards Program Agreement at chase.com/inkbusinesspremier/rewardsagreement and it will also be available for cardmembers after logging in to chase.com/ultimaterewards and will be mailed for new or changed accounts.

\$1,200 Cash Back After You Spend \$10,000 On Purchases In The First 3 Months From Account Opening:

You will receive 120,000 bonus points with this bonus offer, which can be redeemed for \$1,200 cash back. To qualify and receive your bonus, you must make Purchases totaling \$10,000 or more during the first 3 months from account opening. ("Purchases" do not include balance transfers, cash advances, travelers checks, foreign currency, money orders, wire transfers or similar cash-like transactions, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable.) After qualifying, please allow 6 to 8 weeks for bonus points to post to your account. To be eligible for this bonus offer, account must be open and not in default at the time of fulfillment.

Pay with Points at Amazon.com or PayPal: When using points at checkout, each point is worth \$0.008, which means that 100 points equals \$0.80 in redemption value.

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PayPal is a trademark of PayPal, Inc., registered in the United States and other countries.

Pricing: Flex for Business APR is 18.74% variable. Variable APRs change with the market based on the Prime Rate, which was 7.75% on 12/12/24. Minimum Interest Charge: None. Annual fee: \$195. Cash Advance Fee: 5% of the amount of each advance, but not less than \$15. Foreign Transaction Fee: None. Credit cards are issued by JPMorgan Chase Bank, N.A. Member FDIC. Subject to credit approval. You should contact Chase to obtain information on any changes to these terms after the date above by writing to Cardmember Service, P.O. Box 15043, Wilmington, DE 19850-5043.

Flex for Business: We may assign a portion of your Credit Access Line for use with Flex for Business. Flex for Business allows a portion of your Credit Access Line to be used for qualifying purchases over time, with interest. You can avoid interest on new Flex for Business purchases if you pay your entire statement New Balance by the due date and time. Buying products and services with your card, in most cases, will count as a purchase; however, the following types of transactions won't count: balance transfers, cash advances and other cash-like transactions, travelers checks, foreign currency, money orders, or wire transfers, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable. A "qualifying purchase" is a purchase of a set dollar amount or higher that we will communicate to you when you are approved for the card. When you use your card for qualifying purchases, they will automatically be

included in your Flex for Business balance, provided there is enough available credit in your Flex for Business limit for the entire qualifying purchase amount. We will post your Flex for Business limit and qualifying purchases amount on chase.com. We may cancel, change or restrict your Flex for Business limit and qualifying purchase amount at any time.

Adding An Employee Card: If any employees are allowed to use the account, they will be authorized users and will have equal charging privileges unless individual spending limits are established for them. You, as the Authorizing Officer, together with the business are responsible for any use of the account by you, an authorized user or anyone else permitted to use the account. You, together with the business, are responsible for repaying all balances on the account. All correspondence, including statements and notifications, will be sent to you as the Authorizing Officer. By requesting to add an employee cardholder to the account, you represent all information provided is accurate and is for persons with which the business has a relationship. You also represent that the business has permission to provide the employee information to Chase and to add the employee as a cardholder. If Chase determines any information provided is fraudulent, Chase has the right to close the account.

Travel And Purchase Protection: These benefits are available when you use your card. Restrictions, limitations and exclusions apply. Most benefits are provided by unaffiliated companies who are solely responsible for the administration and claims. There are specific time limits and documentation requirements. For full coverage details, cardmembers can refer to their Guide to Benefits, provided after account opening, or call the number on the back of their card for assistance.

Zero Liability: Zero Liability Protection does not apply to use of an account by an authorized user without the approval of the primary cardmember. If you think someone used your account without permission, tell us immediately by calling the Cardmember Services number on your card or billing statement.

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Restrictions and limitations apply. Offer subject to change.

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