



# California Pacific Charter Schools

## California Pacific Charter Schools

### Regular Meeting of the Board of Directors

Published on March 6, 2026 at 4:30 PM PST

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#### **Date and Time**

Tuesday March 10, 2026 at 6:00 PM PDT

#### **Location**

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

#### **Teleconference Locations**

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: 978-552-5490

<https://cal-pacs-org.zoom.us/j/97855225490>

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#### **MISSION STATEMENT**

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

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

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

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

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

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

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

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Call the Meeting to Order		Board Chairperson	2 m
<b>B.</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			
<b>II. Pledge of Allegiance</b>			<b>6:04 PM</b>
<b>A.</b> Led by Board Chairperson or designee.		Board Chairperson	2 m
<b>III. Approve Adopt/Agenda</b>			<b>6:06 PM</b>
<b>A.</b> Agenda	Vote	Board Chairperson	2 m
It is recommended that the Board of Directors adopt the agenda for the Regular Board Meeting on March 10, 2026, 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**

- |   |                 |                   |     |
|---|-----------------|-------------------|-----|
| <b>A.</b> Minutes of the Regular Board meeting that was held on February 10, 2026 | Approve Minutes | Board Chairperson | 2 m |
|---|-----------------|-------------------|-----|

It is recommended the Board of Directors approve the minutes for the Regular Board Meeting of February 10, 2026, as presented.

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 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 6:10 PM**

- |  |         |                   |     |
|--|---------|-------------------|-----|
| <b>A.</b> CalPac School Highlights                   | Discuss | Dr. Ericka Zemmer | 5 m |
| Presented by Dr. E. Zemmer, Assistant Superintendent |         |                   |     |

	Purpose	Presenter	Time
<b>VII. Consent</b>			<b>6:15 PM</b>

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** 2 m

1. Check Registers - February 2026
2. J.P. Morgan Statement - February 2026
3. Chase Ink Statement - February 2026
4. Chase End of Day Sweep Investment - January 2026
5. Chase End of Day Sweep Investment - February 2026

**B. Consent - Personnel Services** 2 m

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Description: Assistant Director - High School/Middle School/Elementary

**C. Consent - Policy Development** Vote Board Chairperson 2 m

Approval of existing board policies revised 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 document may also include a change from Executive Director to Superintendent. The recommended edits do not affect the content, meaning, or intent of the policy.

**4000 Series - Personnel Services**

- 4010 - CPCS At Will Employment
- 4025 - CPCS TB Testing Policy
- 4040 - CPCS Corporal Punishment Policy
- 4050 - CPCS Whistleblower Policy
- 4055 - CPCS Internal Complaint Policy

	Purpose	Presenter	Time
4080 - CPCS Acceptable Use of Technology Policy			
4085 - CPCS Payroll Withholdings Policy			
4090 - CPCS COBRA Policy			
4105 - CPCS Paid Sick Leave Policy			
4160 - CPCS Children of Teachers Policy			
4165 - CPCS Employee Driving Policy			

**Board Policies: Revised**

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

**1000 Series - Community Relations**

1035 - CPCS Access to Public Records Policy

**4000 Series - Personnel Services**

- 4000 - CPCS Concepts and Roles
- 4015 - CPCS Equal Employment Opportunity Policy
- 4020 - CPCS Background Check Policy
- 4030 - CPCS Immigration Compliance Policy
- 4035 - CPCS Mandated Reporter - Child Abuse Policy
- 4045 - CPCS Professional Boundaries
- 4145 - CPCS Professional Development Reimbursement Policy
- 4150 - CPCS Mileage Reimbursement Policy
- 4170/4170E - CPCS Injury Illness Prevention Plan

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

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

**VIII. Business/Financial Services**

**6:21 PM**

	Purpose	Presenter	Time	
<b>A.</b>	Approval of Second Interim Financial Report	Vote	Shannon Green	20 m

It is recommended the Board approve the Second Interim Financial Report for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the 2025-26 school year.

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

<b>B.</b>	Approval of Annual Audit Engagement Services and Tax Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools	Vote	Shannon Green	8 m
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It is recommended the Board approve the annual Audit Engagement Services and the Tax Compliance Statements of Work between CliftonLarsonAllen (CLA) for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the year ended June 30, 2026.

**Audit Engagement Services for the year ended June 30, 2026**

**Fiscal Year 2026-27 Impact: \$33,500.00**

California Pacific Charter - Los Angeles (#1751) \$11,390.00

California Pacific Charter - San Diego (#1758) \$14,740.00

California Pacific Charter - Sonoma (#2037) \$ 7,370.00

**Tax Compliance Services for year ended June 30, 2025**

**Fiscal Year 2026-27 Impact: \$4,750.00**

California Pacific Charter - Los Angeles (#1751) \$1,615.00

California Pacific Charter - San Diego (#1758) \$2,090.00

California Pacific Charter - Sonoma (#2037) \$1,045.00

*2026-27 fiscal impact split subject to change based on actual ADA of the schools.*

Roll Call Vote:

Kelly Wylie

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

- C.** Approval of 2024 IRS Tax Form 990 and California Tax Form 199 Prepared by CliftonLarsonAllen (CLA) for Fiscal Year Ended June 30, 2025 Vote Shannon Green 5 m

It is recommended that the Board review and approve the draft 2024 IRS Tax Form 990 and California Tax Form 199, prepared by CLA for the fiscal year ended June 30, 2025, for California Pacific Charter Schools – Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Upon approval, the Board authorizes the Director of Fiscal Services to execute and file the final returns, including the authority to approve any non-substantive, technical, or clerical changes requested by the tax preparer (CLA) prior to submission.

Fiscal Impact: None.

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

**IX. Education Services 6:54 PM**

- A.** Approval of Parsec (Renewal) Vote Dr. Ericka Zemmer 5 m
- It is recommended the Board approve the Parsec Renewal for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the 2026-27 school year.

Fiscal Impact: \$28,800.00

(Allocation split may vary dependent on actual enrollment)

California Pacific Charter - Los Angeles (#1751)\$12,960.00

Purpose	Presenter	Time
California Pacific Charter - San Diego (#1758) \$9,504.00		
California Pacific Charter - Sonoma (#2037) \$6,336.00		

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

**X. Policy Development**

**6:59 PM**

- A.** Approval of Board Policy - Certificated Employee Requirements Policy Vote \_\_\_\_\_ Corrie Amador 5 m

It is recommended the Board approve the new proposed policy for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**4000 Series - Personnel Service**

4011 - CPCS Certificated Employee Requirement Policy

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

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

- B.** Approval of Board Policy - Immigration Enforcement Policy Vote \_\_\_\_\_ Dr. Ericka Zemmer 5 m

It is recommended the Board approve the new proposed policy for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**5000 Series - Student Services**

5135 - CPCS Immigration Enforcement Activity Policy

Roll Call Vote:

Kelly Wylie

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

**XI. Calendar**

The next regular meeting of the Board of Directors will be held on May 12, 2026.

**XII. Comments 7:09 PM**

<b>A.</b> Board Comments	Discuss	Board Chairperson	5 m
<b>B.</b> Superintendent Comments	Discuss	Dr. Ericka Zemmer	5 m

**XIII. Closing Items 7:19 PM**

<b>A.</b> Adjourn Meeting	Vote	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 _____	

**FOR MORE INFORMATION**

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

# Coversheet

## Minutes of the Regular Board meeting that was held on February 10, 2026

**Section:** IV. Approve Minutes  
**Item:** A. Minutes of the Regular Board meeting that was held on February 10, 2026  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Regular Meeting of the Board of Directors on February 10, 2026

APPROVED



# California Pacific Charter Schools

California Pacific Charter Schools

## Minutes

Regular Meeting of the Board of Directors

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### Date and Time

Tuesday February 10, 2026 at 6:00 PM

### Location

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

### Teleconference Locations

1850 Peary Way, Livermore, CA 94550  
32706 Spun Cotton Drive, Winchester, CA 92596  
Hilton Garden Inn, 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: 971-5827-4258

<https://cal-pacs-org.zoom.us/j/97158274258>

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### MISSION STATEMENT

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#### **Directors Present**

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

#### **Directors Absent**

*None*

#### **Directors who arrived after the meeting opened**

K. Wylie

#### **Guests Present**

C. Amador (remote), Cherie Cahn (remote), D. Carlos, D. Zemmer (remote), Erika Stevens (remote), Joeline Morasch (remote), Mckenzie Jackson (remote), S. Green (remote)

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## **I. Opening Items**

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

S. Peterson called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Feb 10, 2026 at 6:05 PM.

### **B. Record Attendance**

## **II. Pledge of Allegiance**

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

S. Peterson, Vice Chairperson, led the pledge.

## **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** to approve the motion.

**Roll Call**

W. Howard Aye

T. Rogers Aye

S. Peterson Aye

K. Wylie Absent

J. McFaul Aye

**IV. Approve Minutes**

**A. Minutes of the Regular Board meeting that was held on January 27, 2026**

W. Howard made a motion to approve the minutes from Notice of Adjournment and Continued Regular Meeting to January 27, 2026 on 01-27-26.

J. McFaul seconded the motion.

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

**Roll Call**

K. Wylie Absent

W. Howard Aye

S. Peterson Aye

J. McFaul Aye

T. Rogers Abstain

**V. Board Governance**

**A. 2026-2027 Board Meeting Calendar**

T. Rogers made a motion to approve the 2026-2027 Board Meeting Calendar.

J. McFaul seconded the motion.

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

**Roll Call**

S. Peterson Aye

W. Howard Aye

K. Wylie Absent

T. Rogers Aye

J. McFaul Aye

**VI. Public Comments/Recognition/Reports**

**A. Public Comments**

There were no requests for public comment.

**VII. Correspondence/Proposals/Reports**

**A. Special Education Department Mid-Year Update**

Presented by Erika Stevens, Assistant Director of Special Education

**B. CalPac School Highlights**

Presented by E. Zemmer, Assistant Superintendent  
K. Wylie arrived at 6:22 PM.

**C. Mid-Year LCAP Report**

Presented by E. Zemmer, Assistant Superintendent

**VIII. Consent**

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

1. Check Registers - January 2026
2. J.P. Morgan Statement - January 2026
3. Chase Ink Statement - January 2026
4. Approval of New Legal Fee Structure with Procopio LLP, Effective March 1, 2026
5. Approval of Surplus of Electronic Devices

**B. Consent - Personnel Services**

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

T. Rogers made a motion to approve all consent items listed.

J. McFaul seconded the motion.

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

**Roll Call**

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

**IX. Education/Student Services**

**A. Approval of Comprehensive School Safety Plan (CSSP)**

W. Howard made a motion to approve the Comprehensive School Safety Plan (CSSP).

J. McFaul seconded the motion.

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

**Roll Call**

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

**X. Personnel Services**

**A. Approval of One-Time Discretionary Staff Bonuses**

T. Rogers made a motion to approve the One-Time Discretionary Staff Bonuses.  
J. McFaul seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**XI. Calendar**

**A. Next Meeting**

The next scheduled meeting will be held on March 10, 2026.

**XII. Comments**

**A. Board Comments**

The Board commended staff for their strong work, including positive completion rates and continued attention to special education services. They expressed appreciation for the team's efforts and noted that the school's success reflects a strong and collaborative staff. Additional thanks were extended to staff members in attendance, and the Board also acknowledged fellow board members for their shared commitment to ensuring CalPac's mission and goals continue to be achieved.

**B. Superintendent Comments**

E. Zemmer highlighted CalPac's ongoing initiatives and staff's strong commitment to innovation, improved outcomes, and high-quality student programs. She thanked the Board for its continued support, including approval of the one-time discretionary bonus, and noted that staff would appreciate the recognition.

**XIII. Closing Items**

**A.**

## Adjourn Meeting

W. Howard made a motion to adjourn the meeting.

J. McFaul seconded the motion.

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

### Roll Call

K. Wylie Aye

J. McFaul Aye

W. Howard Aye

T. Rogers Aye

S. Peterson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:54 PM.

Respectfully Submitted,

S. Peterson

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## Documents used during the meeting

- 26-27 Board Meeting Calendar.pdf
- SPED Team Presentation 2025-26 SY.pdf.pdf
- January 25-26 School Highlights - Los Angeles.pdf
- January 25-26 School Highlights - San Diego.pdf
- January 25-26 School Highlights - Sonoma.pdf
- 2025-26 Mid-Year LCAP Report\_Presentation.pdf
- 2026\_LCAP\_Mid-Year\_Report\_CPC-Los Angeles.pdf
- 2026\_LCAP\_Mid-Year\_Report\_CPC-San Diego.pdf
- 2026\_LCAP\_Mid-Year\_Report\_CPC-Sonoma.pdf
- CalPac-LA Check Register January 2026.pdf
- CalPac-SD Check Register January 2026.pdf
- CalPac-SO Check Register January 2026.pdf
- J.P. Morgan Statement January 31 2026.pdf
- Chase Ink Business Card January 31 2026.pdf
- Procopio Rate Increase Letter - 2026.pdf
- Surplus of Electronics - February 2026.pdf
- CPCS BUS Education Student Services 2.10.26.pdf
- 2026 CalPac School Safety Plan.pdf
- 2026 CalPac School Safety Plan\_redline\_2.10.26.pdf
- CPCS BUS One-Time Discretionary Staff Bonuses February 2026.pdf

- CPCS Resolution One-Time Discretionary Bonuses to Staff Feb 2026.docx.pdf
- OTB February 2026 Staff List.pdf

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**FOR MORE INFORMATION**

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

# Coversheet

## CalPac School Highlights

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



# CPCS Los Angeles School Highlights

FEBRUARY

**IN FULL BLOOM**  
Reaching New Heights

# 2025 - 2026

**Current Enrollment**

**479**

 **Program Highlights**

February may have been a shorter month, but it was full of momentum as our school community launched into the second semester. Students and staff sprang back into learning with the start of live sessions, continued focus on strong instructional practices through PLCs, Physical Fitness testing, and an exciting Spring Club Rush. ELPAC testing began, student success was celebrated at Honor Roll assemblies, and students participated in fun and dynamic field trips. This month reflected the dedication of our students, staff, and families, and we're looking forward to even more growth and accomplishments in the months ahead.

 **Student Achievement**





# Los Angeles

FEBRUARY 2026

## Kindness Certified School

CalPac proudly joined The Great Kindness Challenge this year, with K–8 homerooms taking part in activities and discussions that celebrated kindness, compassion, and connection. Together, our school community intentionally “showed their kind,” and we are excited to share that CalPac was recognized as a Kindness Certified School. We’re proud to continue building a school culture rooted in empathy, respect, and care.

## Club Rush

More than 80 students in grades 6–12 joined VLH this month to sign up for one of our 10 spring virtual clubs, including Fun Club, Spanish Conversation Club, CSF/Leadership, Origami Club, Animal Allies, and more. Students kicked things off with a Nearpod activity and then met in breakout rooms to choose club roles and set twice-monthly meeting times. A great start to building community and connections through online clubs!

## Electives Fair

The first annual CalPac Elective Fair was a big success! Designed for 8th–11th grade students, the event welcomed more than 60 students who heard directly from teachers about the wide range of electives CalPac offers. Students explored options connected to career pathways, college goals, and real-world skills, and they appreciated the chance to ask questions before making their selections.

From Career Technical Education and college courses to art, science, and more, students left feeling informed, empowered, and excited to choose electives aligned with their interests and goals after high school.

## Course Selection Presentations

The CalPac 10th–11th Grade Course Selection Presentations were met with excitement, with more than 180 students attending. Counselors reviewed graduation credit requirements, A–G expectations, CalPac course offerings, AP and Honors options, and concurrent enrollment opportunities, along with key next steps for building students’ 2026–2027 schedules. Students left feeling informed and prepared to make thoughtful choices for the upcoming school year.





# Los Angeles

FEBRUARY 2026

## Honor Roll Ceremonies

We proudly celebrated student achievement with 146 Honor Roll and 212 Principal's Honor Roll recipients! One of the most meaningful parts of the celebration was our On-A-Roll nominations, where students received kind messages and encouragement from staff. These ceremonies continue to highlight strong course completion and our shared commitment to helping every student reach their full potential. Each honoree received a certificate and a CalPac bumper sticker.

## SD Safari Park Field Trip

CalPac students and families had a wonderful (and very warm!) day at the San Diego Zoo Safari Park, and it was so special to see such a big group together. One of the highlights was riding the African tram through the safari, where we spotted giraffes, buffalo, gazelles, rhinos, and many other hoofed animals, including an adorable one-week-old giraffe!

After the tram, families continued exploring the park on foot, stopping by the lion exhibit and visiting the elephants in their new habitat while enjoying snacks from high-hanging grass baskets. Despite the heat, it was a memorable day filled with adventure, learning, and connection.

## California Physical Fitness Testing

CalPac students in grades 5, 7, and 9 kicked off the state Physical Fitness Test this month, and it's going strong. Over 58% of students have already completed their assessments. To make participation simple and flexible, students can either submit a video of their exercises or complete the test live online with their homeroom teacher..



## Professional Development

### DLAC Ignite

Several TK-2 teachers recently traveled to Sacramento for the Digital Learning Annual Conference (DLAC), where they joined workshops focused on strengthening online learning and family partnership. Sessions explored topics such as AI in education, virtual field trips, boosting elementary engagement, food policy for virtual schools, and creative ways to support and





# Los Angeles

FEBRUARY 2026

onboard families, including through video games. Teachers also learned strategies for building gratitude and connection at scale and using storytelling to strengthen community.

The team connected with both new and current vendors, including Bright Thinker, Buzz, Lincoln Learning, BrainPop, and HIVEClass, and returned with fresh ideas and practical tools. Most of all, the conference affirmed the strong work already happening at CalPac and reinforced the importance of staying informed, especially as AI continues to rapidly shape the future of education. We're grateful for CalPac's continued commitment to teacher professional development and to preparing students for what's ahead.

## CCSA Conference

CalPac staff attended the California Charter Schools Association (CCSA) Conference, joining charter school leaders from across the state for thought-provoking keynotes and practical workshops focused on strengthening student outcomes. Team members participated in sessions covering legal updates related to admissions and governance, along with special education legal guidance and procedures, helping ensure CalPac remains aligned with current requirements and best practices.

In addition, CalPac educators took part in the CCSA Teacher Summit, a new, one-day experience created specifically for teachers. The summit centered educators through high-impact professional learning, meaningful networking, and inspiration to bring back to the classroom, offering tools to strengthen instruction, strategies to improve student outcomes, and opportunities to connect with teachers from across the state. Overall, staff returned energized and grateful for the new knowledge, resources, and connections that will continue to strengthen CalPac's work in support of students and families.



**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





# Los Angeles

FEBRUARY 2026

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

### Club Rush

GRADES 6-12

# CLUB RUSH SPRING 2026

 <b>FUN CLUB</b>	<u>Mrs. Johnson and Del Castillo</u>
 <b>ORIGAMI CLUB</b>	<u>Mrs. Pulido</u>
 <b>ENTREPRENEURSHIP CLUB</b>	<u>Mr. Carrington</u>
 <b>CSF/LEADERSHIP CLUB</b>	<u>Mr. Phipps</u>
 <b>BOOK CLUB</b>	<u>Jenny Byus</u>
 <b>SPANISH CONVO CLUB</b>	<u>Mrs. Rose and Hemminger</u>
 <b>DRAWING/ART/MUSIC CLUB</b>	<u>Mr. Speakman</u>
 <b>LEGO CLUB</b>	<u>Mrs. Bayer</u>
 <b>FASHION CLUB</b>	<u>Jenny Byus</u>
 <b>ANIMAL ALLIES</b>	<u>Ms. Colton</u>

CALIFORNIA PACIFIC CHARTER SCHOOLS

### SD Safari Park Field Trip





# Los Angeles

FEBRUARY 2026





# Los Angeles

FEBRUARY 2026



DLAC Ignite





# Los Angeles

FEBRUARY 2026



## Future Projects

- LA Natural History Museum In-Person Field Trip
- CTE Academy
- Spring Progress Reports
- Parent Teacher Conferences
- Read Across America Week
- High School Course Planning
- End-of-Year STAR Testing





# CPCS San Diego School Highlights

FEBRUARY

**IN FULL BLOOM**  
Reaching New Heights

# 2025 - 2026

## Current Enrollment

# 338



### Program Highlights

February may have been a shorter month, but it was full of momentum as our school community launched into the second semester. Students and staff sprang back into learning with the start of live sessions, continued focus on strong instructional practices through PLCs, Physical Fitness testing, and an exciting Spring Club Rush. ELPAC testing began, student success was celebrated at Honor Roll assemblies, and students participated in fun and dynamic field trips. This month reflected the dedication of our students, staff, and families, and we're looking forward to even more growth and accomplishments in the months ahead.



### Student Achievement





# San Diego

FEBRUARY 2026

## Kindness Certified School

CalPac proudly joined The Great Kindness Challenge this year, with K–8 homerooms taking part in activities and discussions that celebrated kindness, compassion, and connection. Together, our school community intentionally “showed their kind,” and we are excited to share that CalPac was recognized as a Kindness Certified School. We’re proud to continue building a school culture rooted in empathy, respect, and care.

## Club Rush

More than 80 students in grades 6–12 joined VLH this month to sign up for one of our 10 spring virtual clubs, including Fun Club, Spanish Conversation Club, CSF/Leadership, Origami Club, Animal Allies, and more. Students kicked things off with a Nearpod activity and then met in breakout rooms to choose club roles and set twice-monthly meeting times. A great start to building community and connections through online clubs!

## Electives Fair

The first annual CalPac Elective Fair was a big success! Designed for 8th–11th grade students, the event welcomed more than 60 students who heard directly from teachers about the wide range of electives CalPac offers. Students explored options connected to career pathways, college goals, and real-world skills, and they appreciated the chance to ask questions before making their selections.

From Career Technical Education and college courses to art, science, and more, students left feeling informed, empowered, and excited to choose electives aligned with their interests and goals after high school.

## Course Selection Presentations

The CalPac 10th–11th Grade Course Selection Presentations were met with excitement, with more than 180 students attending. Counselors reviewed graduation credit requirements, A–G expectations, CalPac course offerings, AP and Honors options, and concurrent enrollment opportunities, along with key next steps for building students’ 2026–2027 schedules. Students left feeling informed and prepared to make thoughtful choices for the upcoming school year.





# San Diego

FEBRUARY 2026

## Honor Roll Ceremonies

We proudly celebrated student achievement with 146 Honor Roll and 212 Principal's Honor Roll recipients! One of the most meaningful parts of the celebration was our On-A-Roll nominations, where students received kind messages and encouragement from staff. These ceremonies continue to highlight strong course completion and our shared commitment to helping every student reach their full potential. Each honoree received a certificate and a CalPac bumper sticker.

## SD Safari Park Field Trip

CalPac students and families had a wonderful (and very warm!) day at the San Diego Zoo Safari Park, and it was so special to see such a big group together. One of the highlights was riding the African tram through the safari, where we spotted giraffes, buffalo, gazelles, rhinos, and many other hoofed animals, including an adorable one-week-old giraffe!

After the tram, families continued exploring the park on foot, stopping by the lion exhibit and visiting the elephants in their new habitat while enjoying snacks from high-hanging grass baskets. Despite the heat, it was a memorable day filled with adventure, learning, and connection.

## California Physical Fitness Testing

CalPac students in grades 5, 7, and 9 kicked off the state Physical Fitness Test this month, and it's going strong. Over 58% of students have already completed their assessments. To make participation simple and flexible, students can either submit a video of their exercises or complete the test live online with their homeroom teacher..



Professional  
Development

## DLAC Ignite

Several TK-2 teachers recently traveled to Sacramento for the Digital Learning Annual Conference (DLAC), where they joined workshops focused on strengthening online learning and family partnership. Sessions explored topics such as AI in education, virtual field trips, boosting elementary engagement, food policy for virtual schools, and creative ways to support and





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onboard families, including through video games. Teachers also learned strategies for building gratitude and connection at scale and using storytelling to strengthen community.

The team connected with both new and current vendors, including Bright Thinker, Buzz, Lincoln Learning, BrainPop, and HIVEClass, and returned with fresh ideas and practical tools. Most of all, the conference affirmed the strong work already happening at CalPac and reinforced the importance of staying informed, especially as AI continues to rapidly shape the future of education. We're grateful for CalPac's continued commitment to teacher professional development and to preparing students for what's ahead.

## CCSA Conference

CalPac staff attended the California Charter Schools Association (CCSA) Conference, joining charter school leaders from across the state for thought-provoking keynotes and practical workshops focused on strengthening student outcomes. Team members participated in sessions covering legal updates related to admissions and governance, along with special education legal guidance and procedures, helping ensure CalPac remains aligned with current requirements and best practices.

In addition, CalPac educators took part in the CCSA Teacher Summit, a new, one-day experience created specifically for teachers. The summit centered educators through high-impact professional learning, meaningful networking, and inspiration to bring back to the classroom, offering tools to strengthen instruction, strategies to improve student outcomes, and opportunities to connect with teachers from across the state. Overall, staff returned energized and grateful for the new knowledge, resources, and connections that will continue to strengthen CalPac's work in support of students and families.



**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





# San Diego

FEBRUARY 2026

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

### Club Rush

GRADES 6-12



CLUB	TEACHERS
<b>FUN CLUB</b>	Mrs. Johnson and Del Castillo
<b>ORIGAMI CLUB</b>	Mrs. Pulido
<b>ENTREPRENEURSHIP CLUB</b>	Mr. Carrington
<b>CSF/LEADERSHIP CLUB</b>	Mr. Phipps
<b>BOOK CLUB</b>	Jenny Byus
<b>SPANISH CONVO CLUB</b>	Mrs. Rose and Hemminger
<b>DRAWING/ART/MUSIC CLUB</b>	Mr. Speakman
<b>LEGO CLUB</b>	Mrs. Bayer
<b>FASHION CLUB</b>	Jenny Byus
<b>ANIMAL ALLIES</b>	Ms. Colton

CALIFORNIA PACIFIC CHARTER SCHOOLS

### SD Safari Park Field Trip





# San Diego

FEBRUARY 2026





# San Diego

FEBRUARY 2026



**DLAC Ignite**





# San Diego

FEBRUARY 2026



## Future Projects

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- End-of-Year STAR Testing





# CPCS Sonoma School Highlights

FEBRUARY

**IN FULL BLOOM**  
Reaching New Heights **2025 - 2026**

**Current Enrollment**  
**248**

## Program Highlights

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## California Academy of Sciences Field Trip

CalPac students and families enjoyed a fun field trip to the California Academy of Sciences in San Francisco last week, with a great turnout from elementary through high school. A favorite moment was watching the penguins swim up close in the African Hall.

Students also used the earthquake simulator to learn how earthquakes occur and about San Francisco's major events in 1906 and 1989. In the rainforest dome, families experienced the tropical climate, spotted amazing animals, and hoped for butterflies to land nearby. We wrapped up the day by exploring exhibits together, including the "Tiny Chefs" special exhibit.

It's always a great day when CalPac students, families, and teachers connect through shared learning!

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## Smart Goals





# Sonoma

FEBRUARY 2026

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## Pictures & Videos

### Club Rush

GRADES 6–12

# CLUB RUSH SPRING 2026

 <b>FUN CLUB</b>	<u>Mrs. Johnson and Del Castillo</u>
 <b>ORIGAMI CLUB</b>	<u>Mrs. Pulido</u>
 <b>ENTREPRENEURSHIP CLUB</b>	<u>Mr. Carrington</u>
 <b>CSF/LEADERSHIP CLUB</b>	<u>Mr. Phipps</u>
 <b>BOOK CLUB</b>	<u>Jenny Byus</u>
 <b>SPANISH CONVO CLUB</b>	<u>Mrs. Rose and Hemminger</u>
 <b>DRAWING/ART/MUSIC CLUB</b>	<u>Mr. Speakman</u>
 <b>LEGO CLUB</b>	<u>Mrs. Bayer</u>
 <b>FASHION CLUB</b>	<u>Jenny Byus</u>
 <b>ANIMAL ALLIES</b>	<u>Ms. Colton</u>

CALIFORNIA PACIFIC CHARTER SCHOOLS





# Sonoma

FEBRUARY 2026

## California Academy of Sciences Field Trip





# Sonoma

FEBRUARY 2026





# Sonoma

FEBRUARY 2026



## DLAC Ignite



## Future Projects





# Sonoma

FEBRUARY 2026

LA Natural History Museum In-Person Field Trip

CTE Academy

Spring Progress Reports

Parent Teacher Conferences

Read Across America Week

High School Course Planning

End-of-Year STAR Testing



# Coversheet

## Consent - Business/Financial Services

**Section:** VII. Consent  
**Item:** A. Consent - Business/Financial Services  
**Purpose:**  
**Submitted by:**  
**Related Material:** CalPac-LA Check Register February 2026.pdf  
CalPac-SD Check Register February 2026.pdf  
CalPac-SO Check Register February 2026.pdf  
J.P. Morgan Statement February 28 2026.pdf  
Chase Ink Business Card February 2026.pdf  
J.P. Morgan End of Day Sweep Statement January 31 2026.pdf  
J.P. Morgan End of Day Sweep Statement February 28 2026.pdf

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 3/2/2026  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	02/04/26	ARNE001--A&R Parcel Three	0355897162TC	107.58	Office Space DOE - February 2026	55--California Pacific Charter - Los Angeles
		ARNE001--A&R Parcel Three	0355897162TC	3,702.15	Office Space Rent - February 2026	55--California Pacific Charter - Los Angeles
	02/04/26	ALPH000--Alpha Vision, Inc.	101371992	170.55	Google Drive Back-Up Monthly - February 2026	55--California Pacific Charter - Los Angeles
	02/04/26	JENN001--Jennifer Byus	101371991	41.22	CSU Counselor Conference September 2025 - Mileage & Parking	55--California Pacific Charter - Los Angeles
		JENN001--Jennifer Byus	101371991	72.40	CSU Counselor Conference September 2025 - Meals	55--California Pacific Charter - Los Angeles
		JENN001--Jennifer Byus	101371991	41.73	Sofi Stadium Field Trip Oct 2025 - Mileage	55--California Pacific Charter - Los Angeles
	02/05/26	WORL000--Worldwide Express	0367216924TC	775.49	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/05/26	RING000--RingCentral	20137004417	1,423.39	Phone Bill Monthly - January 2026	55--California Pacific Charter - Los Angeles
	02/05/26	EECS000--Effectual Educational Consulting Services	20137004411	195.00	OT - December 2025	55--California Pacific Charter - Los Angeles
		EECS000--Effectual Educational Consulting Services	20137004411	292.50	Speech - December 2025	55--California Pacific Charter - Los Angeles
		EECS000--Effectual Educational Consulting Services	20137004411	360.00	APE - December 2025	55--California Pacific Charter - Los Angeles
		EECS000--Effectual Educational Consulting Services	20137004411	1,080.00	Nurse - December 2025	55--California Pacific Charter - Los Angeles
		EECS000--Effectual Educational Consulting Services	20137004411	480.00	Vision - December 2025	55--California Pacific Charter - Los Angeles
	02/05/26	KAJE000--Kajeet, Inc	20137004415	374.83	Student Replacement Hotspots and Shipping	55--California Pacific Charter - Los Angeles
	02/05/26	UKG0001--UKG	20137004414	196.94	Usage Overage Fee December 2025	55--California Pacific Charter - Los Angeles
	02/05/26	DELA000--De Lage Landen Financial Services Inc.	20137004413	195.55	Copier Lease Monthly - February 2026	55--California Pacific Charter - Los Angeles
	02/05/26	ROMY001--Romy Fay-Mason	20137004416	51.58	Office Visit	55--California Pacific Charter - Los Angeles
	02/05/26	CHAR003--Charter Tech Services	20137004408	36.29	Microsoft Intune Monthly - December 2025	55--California Pacific Charter - Los Angeles
	02/05/26	KRIS000--Kristine Kim	20137004412	20.43	Legoland Field Trip Dec 2025 Mileage	55--California Pacific Charter - Los Angeles
	02/10/26	EDGE001--Imaqine Learning LLC	20137004425	2,925.00	IS Teaching CPC-LA (9 students)	55--California Pacific Charter - Los Angeles
	02/10/26	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004423	999.00	Legal Services for December 2025	55--California Pacific Charter - Los Angeles
	02/10/26	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004424	575.55	Legal Services for December 2025	55--California Pacific Charter - Los Angeles
	02/10/26	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371996	540.00	Translation - January 2026	55--California Pacific Charter - Los Angeles
	02/10/26	JENN001--Jennifer Byus	101371994	62.37	CTE Conference November 2026 - Mileage	55--California Pacific Charter - Los Angeles
		JENN001--Jennifer Byus	101371994	9.14	CTE Conference November 2026 - Meals	55--California Pacific Charter - Los Angeles

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<b>CHASE 1781 - Chase Bank - Main</b>						
		JENN001--Jennifer Byus	101371994	46.57	Photography Experience Field Trip Jan 2026	55--California Pacific Charter - Los Angeles
		JENN001--Jennifer Byus	101371994	17.89	Office Mileage	55--California Pacific Charter - Los Angeles
	02/10/26	AMAZ000--Amazon	20137004422	53.15	Student supplies for TK-5 material boxes	55--California Pacific Charter - Los Angeles
	02/10/26	ECCI000--ECC Imaging LLC	101371995	41.94	Copier Overages Monthly - January 2026	55--California Pacific Charter - Los Angeles
	02/10/26	AMAZ000--Amazon	20137004421	62.96	AP textbooks/curriculum for student in CPC-LA	55--California Pacific Charter - Los Angeles
	02/10/26	AMAZ000--Amazon	20137004419	8.53	Office supplies- printer labels	55--California Pacific Charter - Los Angeles
	02/11/26	CHAR003--Charter Tech Services	20137004426	4,500.00	Monthly Technology Services for February 2026	55--California Pacific Charter - Los Angeles
	02/12/26	WORL000--Worldwide Express	0436729220TC	2,588.06	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/12/26	ALLS001--All Systems Go Veterinary Solutions	101372000	1,090.41	Marketing Monthly - February 2026	55--California Pacific Charter - Los Angeles
	02/12/26	CHAR003--Charter Tech Services	20137004428	385.24	Microsoft 365 Licenses Monthly - December 2025	55--California Pacific Charter - Los Angeles
	02/12/26	HOLI002--Holiday Inn	20137004432	185.26	Board Meeting Room Rental May 12, 2026	55--California Pacific Charter - Los Angeles
	02/12/26	HOLI002--Holiday Inn	20137004431	185.26	Board Meeting Room Rental March 10, 2026	55--California Pacific Charter - Los Angeles
	02/12/26	CHAR003--Charter Tech Services	20137004429	154.19	Shipping Supplies for IT	55--California Pacific Charter - Los Angeles
	02/12/26	PART000--Partners in Special Education	101371997	187.50	APE - December 2025	55--California Pacific Charter - Los Angeles
	02/12/26	HOUG000--Houghton Mifflin Harcourt Publishing Co.	20137004430	48.49	Read 180 Materials for 25/26 SY	55--California Pacific Charter - Los Angeles
	02/12/26	CULL001--Culligan	101372001	31.03	Water Cooler Rental Monthly - February 2026	55--California Pacific Charter - Los Angeles
	02/12/26	KATI002--Katie Hawck	20137004427	129.60	Photography Experience Field Trip Jan 2026	55--California Pacific Charter - Los Angeles
		KATI002--Katie Hawck	20137004427	123.92	Rental Car & Ubers Photography Experience Field Trip Jan 2026 Meals	55--California Pacific Charter - Los Angeles
	02/13/26	YMCL000--Law Offices of Young, Minney & Corr. LLP	101372004	3,019.73	Legal Services for January 2026	55--California Pacific Charter - Los Angeles
	02/13/26	CHAR002--Charters Choice Educational Services	101372005	125.00	Interpreting - January 2026	55--California Pacific Charter - Los Angeles
	02/13/26	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101372002	125.00	Translation - January 2026	55--California Pacific Charter - Los Angeles
	02/13/26	TSWT000--TSW Therapy, Inc.	20137004441	1,050.00	Speech - December 2025	55--California Pacific Charter - Los Angeles
		TSWT000--TSW Therapy, Inc.	20137004441	2,940.00	OT - December 2025	55--California Pacific Charter - Los Angeles

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	02/13/26	AMAZ000--Amazon	20137004443	49.42	Materials for TK-5 Supply Boxes	55--California Pacific Charter - Los Angeles
	02/13/26	AMAZ000--Amazon	20137004434	22.53	Materials for TK-5 Supply Boxes	55--California Pacific Charter - Los Angeles
	02/13/26	AMAZ000--Amazon	20137004436	43.89	CTE Art Kit for students in CPC-LA	55--California Pacific Charter - Los Angeles
	02/13/26	AMAZ000--Amazon	20137004439	9.68	Materials for TK-5 Supply Boxes	55--California Pacific Charter - Los Angeles
	02/19/26	WORL000--Worldwide Express	0508424860TC	586.21	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/19/26	ALLS001--All Systems Go Veterinary Solutions	Voided - 101372000	(1,090.41)	Marketing Monthly - February 2026	55--California Pacific Charter - Los Angeles
	02/20/26	ALLS001--All Systems Go Veterinary Solutions	20137004449	1,090.41	Marketing Monthly - February 2026	55--California Pacific Charter - Los Angeles
	02/20/26	DAIS002--Daisy Carlos	20137004448	11.92	BOD Meeting 02.10.26 Mileage for Daisy Carlos	55--California Pacific Charter - Los Angeles
		DAIS002--Daisy Carlos	20137004448	11.92	BOD Meeting 01.27.26 Mileage for Daisy Carlos	55--California Pacific Charter - Los Angeles
	02/20/26	SHIR000--Shirley Peterson	20137004447	5.70	Mileage for Board Meeting 02/10/26 for Shirley Peterson	55--California Pacific Charter - Los Angeles
		SHIR000--Shirley Peterson	20137004447	5.70	Mileage for Board Meeting 01/27/26 for Shirley Peterson	55--California Pacific Charter - Los Angeles
	02/20/26	WILL000--William J Howard Jr.	20137004446	7.23	Mileage for Board Meeting 02/10/26 for William Howard	55--California Pacific Charter - Los Angeles
	02/23/26	SANJ001--San Joaquin County Office of Education - LEA BOP	101372006	446.85	LEA Medi-Cal Billing Services Fee Monthly January 2026	55--California Pacific Charter - Los Angeles
	02/23/26	PITN001--Pitney Bowes Inc.	101372007	88.53	Supplies for Postage Machine	55--California Pacific Charter - Los Angeles
	02/24/26	JASO000--Jason D. McFaul	1204244384	200.00	February 2026 Board Stipends - JM	55--California Pacific Charter - Los Angeles
	02/24/26	WILL000--William J Howard Jr.	1204244360	200.00	February 2026 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	02/24/26	TANY001--Tanya Rogers	1204244354	200.00	February 2026 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	02/24/26	KELL000--Kelly Wylie	1204244392	200.00	February 2026 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	02/24/26	SHIR000--Shirley Peterson	1204244412	200.00	February 2026 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	02/24/26	AMAZ000--Amazon	20137004452	119.87	Materials for TK-5 Supply Boxes	55--California Pacific Charter - Los Angeles
	02/24/26	PITN000--Pitney Bowes Global Financial Services LLC	20137004454	89.19	Postage Machine Lease - Quarterly Mar 26 - Jun 26	55--California Pacific Charter - Los Angeles
	02/24/26	AMAZ000--Amazon	20137004450	34.19	Materials for TK-5 Supply Boxes	55--California Pacific Charter - Los Angeles
	02/24/26	AMAZ000--Amazon	20137004455	23.07	Office supplies - Envelopes for student mailing	55--California Pacific Charter - Los Angeles
	02/24/26	AMAZ000--Amazon	20137004453	20.88	Materials for TK-5 Supply Boxes	55--California Pacific Charter - Los Angeles

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	02/24/26	AMAZ000--Amazon	20137004456	3.65	Supplies for Office	55--California Pacific Charter - Los Angeles
	02/25/26	CHAR003--Charter Tech Services	20137004457	385.24	Microsoft 365 Licenses Monthly - January 2026	55--California Pacific Charter - Los Angeles
	02/25/26	CHAR003--Charter Tech Services	20137004458	36.29	Microsoft Intune Monthly - January 2026	55--California Pacific Charter - Los Angeles
	02/26/26	WORL000--Worldwide Express	0570233642TC	738.06	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	02/26/26	ANCH000--Anchor Counseling & Education Solutions, LLC	101372010	405.00	BIS - December 2025	55--California Pacific Charter - Los Angeles
		ANCH000--Anchor Counseling & Education Solutions, LLC	101372010	2,397.00	BIS - January 2026	55--California Pacific Charter - Los Angeles
		ANCH000--Anchor Counseling & Education Solutions, LLC	101372010	1,377.00	BIS - November 2025	55--California Pacific Charter - Los Angeles
	02/26/26	HOLL001--Holly Hess	101372011	83.84	DLAC Ignite February 2026 - Mileage & Parking	55--California Pacific Charter - Los Angeles
	02/26/26	JILLT001--Jill Tanner	20137004459	6.53	Mileage to Post Office - 1099 mailings	55--California Pacific Charter - Los Angeles
		JILLT001--Jill Tanner	20137004459	46.13	Mileage to Governor's Budget Seminar	55--California Pacific Charter - Los Angeles
	02/26/26	JASO000--Jason D. McFaul	20137004460	6.91	BOD 1/27/26 Board Meeting for Jason McFaul	55--California Pacific Charter - Los Angeles
		JASO000--Jason D. McFaul	20137004460	6.91	BOD 2/10/26 Board Meeting for Jason McFaul	55--California Pacific Charter - Los Angeles
	02/27/26	ZOOM000--Zoom	20137004470	125.86	Zoom Phone Subscription for 7/1/2026-9/8/2026	55--California Pacific Charter - Los Angeles
		ZOOM000--Zoom	20137004470	314.64	Zoom Phone Subscription for 2/11/2026-6/30/2026	55--California Pacific Charter - Los Angeles
	02/27/26	BRIGHT1--Bright Thinker	20137004463	267.74	K-5 Curriculum for 25/26 SY	55--California Pacific Charter - Los Angeles
	02/27/26	JILL001--Jill Stubbs	20137004469	87.13	DLAC Ignite February 2026 - Mileage & Parking	55--California Pacific Charter - Los Angeles
		JILL001--Jill Stubbs	20137004469	152.42	DLAC Ignite February 2026 - Meals	55--California Pacific Charter - Los Angeles
	02/27/26	DELA000--De Lage Landen Financial Services Inc.	20137004471	195.55	Copier Lease Monthly - March 2026	55--California Pacific Charter - Los Angeles
	02/27/26	AMAZ000--Amazon	20137004466	23.18	Office supplies- paper and envelopes	55--California Pacific Charter - Los Angeles
	02/27/26	AMAZ000--Amazon	20137004467	15.21	SPED supplies for new staff- E. Cespedes	55--California Pacific Charter - Los Angeles
	02/27/26	AMAZ000--Amazon	20137004465	7.56	Office supplies- file labels	55--California Pacific Charter - Los Angeles
	02/27/26	OXFO000--Oxford Consulting Services, Inc.	20137004461	1,216.00	BIS - January 2026	55--California Pacific Charter - Los Angeles
		OXFO000--Oxford Consulting Services, Inc.	20137004461	930.00	PT - January 2026	55--California Pacific Charter - Los Angeles
Total for CHASE 1781				<b>\$ 43,242.78</b>		

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 03/02/26  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>						
	02/02/26	ANTH001--Anthem	0335120838TC	65,598.29	Medical Premiums Monthly - February 2026	44--California Pacific Charter - San Diego
	02/04/26	ARNE001--A&R Parcel Three	0355897162TC	2,714.91	Office Space Rent - February 2026	44--California Pacific Charter - San Diego
		ARNE001--A&R Parcel Three	0355897162TC	78.89	Office Space DOE - February 2026	44--California Pacific Charter - San Diego
	02/04/26	ALPH000--Alpha Vision, Inc.	101371992	125.07	Google Drive Back-Up Monthly - February 2026	44--California Pacific Charter - San Diego
	02/04/26	JENN001--Jennifer Byus	101371991	9.79	Sofi Stadium Field Trip Oct 2025 - Mileage	44--California Pacific Charter - San Diego
		JENN001--Jennifer Byus	101371991	30.23	CSU Counselor Conference September 2025 Mileage & Parking	44--California Pacific Charter - San Diego
		JENN001--Jennifer Byus	101371991	53.09	CSU Counselor Conference September 2025 Meals	44--California Pacific Charter - San Diego
	02/05/26	WORL000--Worldwide Express	0367216924TC	762.60	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/05/26	RING000--RingCentral	20137004417	1,043.81	Phone Bill Monthly - January 2026	44--California Pacific Charter - San Diego
	02/05/26	EECS000--Effectual Educational Consulting Services	20137004410	678.50	BIS - December 2025	44--California Pacific Charter - San Diego
		EECS000--Effectual Educational Consulting Services	20137004410	30.00	Vision - December 2025	44--California Pacific Charter - San Diego
		EECS000--Effectual Educational Consulting Services	20137004410	720.00	Nurse - December 2025	44--California Pacific Charter - San Diego
		EECS000--Effectual Educational Consulting Services	20137004410	195.00	OT - December 2025	44--California Pacific Charter - San Diego
	02/05/26	KAJE000--Kajeet, Inc	20137004415	274.88	Student Replacement Hotspots and Shipping	44--California Pacific Charter - San Diego
	02/05/26	UKG0001--UKG	20137004414	144.42	Usage Overage Fee December 2025	44--California Pacific Charter - San Diego
	02/05/26	DELA000--De Lage Landen Financial Services Inc.	20137004413	143.41	Copier Lease Monthly - February 2026	44--California Pacific Charter - San Diego
	02/05/26	ROMY001--Romy Fay-Mason	20137004416	37.83	Office Visit	44--California Pacific Charter - San Diego
	02/05/26	CHAR003--Charter Tech Services	20137004408	26.61	Microsoft Intune Monthly - December 2025	44--California Pacific Charter - San Diego
	02/05/26	KRIS000--Kristine Kim	20137004412	23.04	Legoland Field Trip Dec 2025 Mileage	44--California Pacific Charter - San Diego
	02/10/26	EDGE001--Imagine Learning LLC	20137004425	2,275.00	IS Teaching CPC-SD (7 students)	44--California Pacific Charter - San Diego
	02/10/26	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004423	732.60	Legal Services for December 2025	44--California Pacific Charter - San Diego
	02/10/26	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004424	422.07	Legal Services for December 2025	44--California Pacific Charter - San Diego
	02/10/26	JENN001--Jennifer Byus	101371994	45.74	CTE Conference November 2026 - Mileage	44--California Pacific Charter - San Diego
		JENN001--Jennifer Byus	101371994	13.12	Office Mileage	44--California Pacific Charter - San Diego

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 03/02/26  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase Bank - Main		JENN001--Jennifer Byus	101371994	14.71	Photography Experience Field Trip Jan 2026	44--California Pacific Charter - San Diego
		JENN001--Jennifer Byus	101371994	6.70	Mileage CTE Conference November 2026 - Meals	44--California Pacific Charter - San Diego
	02/10/26	AMAZ000--Amazon	20137004422	38.98	Student supplies for TK-5 material boxes	44--California Pacific Charter - San Diego
	02/10/26	ECCI000--ECC Imaging LLC	101371995	30.75	Copier Overages Monthly - January 2026	44--California Pacific Charter - San Diego
	02/10/26	AMAZ000--Amazon	20137004419	6.25	Office supplies- printer labels	44--California Pacific Charter - San Diego
	02/10/26	AMAZ000--Amazon	20137004420	14.02	SPED materials for student in CPC-SD	44--California Pacific Charter - San Diego
	02/11/26	CHAR003--Charter Tech Services	20137004426	3,300.00	Monthly Technology Services for February 2026	44--California Pacific Charter - San Diego
	02/12/26	WORL000--Worldwide Express	0436729220TC	1,885.01	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/12/26	ALLS001--All Systems Go Veterinary Solutions	101372000	799.64	Marketing Monthly - February 2026	44--California Pacific Charter - San Diego
	02/12/26	CHAR003--Charter Tech Services	20137004428	282.50	Microsoft 365 Licenses Monthly - December 2025	44--California Pacific Charter - San Diego
	02/12/26	HOLI002--Holiday Inn	20137004432	185.21	Board Meeting Room Rental May 12, 2026	44--California Pacific Charter - San Diego
	02/12/26	HOLI002--Holiday Inn	20137004431	185.21	Board Meeting Room Rental March 10, 2026	44--California Pacific Charter - San Diego
	02/12/26	CHAR003--Charter Tech Services	20137004429	113.08	Shipping Supplies for IT	44--California Pacific Charter - San Diego
	02/12/26	PART000--Partners in Special Education	101371998	125.00	APE - December 2025	44--California Pacific Charter - San Diego
	02/12/26	HOUG000--Houghton Mifflin Harcourt Publishing Co.	20137004430	35.56	Read 180 Materials for 25/26 SY	44--California Pacific Charter - San Diego
	02/12/26	CULL001--Culligan	101372001	22.76	Water Cooler Rental Monthly - February 2026	44--California Pacific Charter - San Diego
	02/12/26	KATI002--Katie Hawck	20137004427	40.93	Photography Experience Field Trip Jan 2026	44--California Pacific Charter - San Diego
		KATI002--Katie Hawck	20137004427	39.13	Rental Car & Ubers Photography Experience Field Trip Jan 2026 Meals	44--California Pacific Charter - San Diego
	02/13/26	YMCL000--Law Offices of Young, Minney & Corr. LLP	101372004	2,214.46	Legal Services for January 2026	44--California Pacific Charter - San Diego
	02/13/26	ASTA001--ASTA-USA TRANSLATION SERVICES. INC	101372003	125.00	Translation - February 2026	44--California Pacific Charter - San Diego
	02/13/26	TSWT000--TSW Therapy, Inc.	20137004442	490.00	Speech - December 2025	44--California Pacific Charter - San Diego
		TSWT000--TSW Therapy, Inc.	20137004442	1,085.00	OT - December 2025	44--California Pacific Charter - San Diego
	02/13/26	AMAZ000--Amazon	20137004443	36.25	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 03/02/26  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>						
	02/13/26	AMAZ000--Amazon	20137004434	16.52	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego
	02/13/26	AMAZ000--Amazon	20137004435	43.49	CTE Art Kit for students in CPC-SD	44--California Pacific Charter - San Diego
	02/13/26	AMAZ000--Amazon	20137004437	43.29	CTE Art Kit for students in CPC-SD	44--California Pacific Charter - San Diego
	02/13/26	AMAZ000--Amazon	20137004439	7.09	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego
	02/13/26	AMAZ000--Amazon	20137004433	14.02	SPED materials for student in CPC-SD	44--California Pacific Charter - San Diego
	02/17/26	BERK000--Berkshire Hathaway	0486939969TC	5,664.02	Worker's Comp January 2026	44--California Pacific Charter - San Diego
	02/19/26	WORL000--Worldwide Express	0508424860TC	389.14	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/19/26	ALLS001--All Systems Go Veterinary Solutions	Voided - 101372000	(799.64)	Marketing Monthly - February 2026	44--California Pacific Charter - San Diego
	02/19/26	METL001--MetLife Small Business Center	20137004444	8,407.86	March 2026 Insurance Premiums	44--California Pacific Charter - San Diego
	02/19/26	METL001--MetLife Small Business Center	20137004445	8,337.97	February 2026 Insurance Premiums	44--California Pacific Charter - San Diego
	02/20/26	ALLS001--All Systems Go Veterinary Solutions	20137004449	799.64	Marketing Monthly - February 2026	44--California Pacific Charter - San Diego
	02/20/26	DAIS002--Daisy Carlos	20137004448	11.91	BOD Meeting 01.27.26 Mileage for Daisy Carlos	44--California Pacific Charter - San Diego
		DAIS002--Daisy Carlos	20137004448	11.91	BOD Meeting 02.10.26 Mileage for Daisy Carlos	44--California Pacific Charter - San Diego
	02/20/26	SHIR000--Shirley Peterson	20137004447	5.71	Mileage for Board Meeting 01/27/26 for Shirley Peterson	44--California Pacific Charter - San Diego
		SHIR000--Shirley Peterson	20137004447	5.71	Mileage for Board Meeting 02/10/26 for Shirley Peterson	44--California Pacific Charter - San Diego
	02/20/26	WILL000--William J Howard Jr.	20137004446	7.22	Mileage for Board Meeting 02/10/26 for William Howard	44--California Pacific Charter - San Diego
	02/23/26	SANJ001--San Joaquin County Office of Education - LEA BOP	101372006	327.69	LEA Medi-Cal Billing Services Fee Monthly January 2026	44--California Pacific Charter - San Diego
	02/23/26	PITN001--Pitney Bowes Inc.	101372007	64.92	Supplies for Postage Machine	44--California Pacific Charter - San Diego
	02/24/26	JASO000--Jason D. McFaul	1204244384	200.00	February 2026 Board Stipends - JM	44--California Pacific Charter - San Diego
	02/24/26	WILL000--William J Howard Jr.	1204244360	200.00	February 2026 Board Stipends - WH	44--California Pacific Charter - San Diego
	02/24/26	TANY001--Tanya Rogers	1204244354	200.00	February 2026 Board Stipends - TR	44--California Pacific Charter - San Diego
	02/24/26	KELL000--Kelly Wylie	1204244392	200.00	February 2026 Board Stipends - KW	44--California Pacific Charter - San Diego
	02/24/26	SHIR000--Shirley Peterson	1204244412	200.00	February 2026 Board Stipends - SP	44--California Pacific Charter - San Diego
	02/24/26	AMAZ000--Amazon	20137004452	87.90	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 03/02/26  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>						
	02/24/26	PITN000--Pitney Bowes Global Financial Services LLC	20137004454	65.41	Postage Machine Lease - Quarterly Mar 26 - Jun 26	44--California Pacific Charter - San Diego
	02/24/26	AMAZ000--Amazon	20137004450	25.07	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego
	02/24/26	AMAZ000--Amazon	20137004455	16.91	Office supplies - Envelopes for student mailing	44--California Pacific Charter - San Diego
	02/24/26	AMAZ000--Amazon	20137004453	15.31	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego
	02/24/26	AMAZ000--Amazon	20137004451	7.14	Materials for TK-5 Supply Boxes	44--California Pacific Charter - San Diego
	02/24/26	AMAZ000--Amazon	20137004456	2.67	Supplies for Office	44--California Pacific Charter - San Diego
	02/25/26	CHAR003--Charter Tech Services	20137004457	282.50	Microsoft 365 Licenses Monthly - January 2026	44--California Pacific Charter - San Diego
	02/25/26	CHAR003--Charter Tech Services	20137004458	26.61	Microsoft Intune Monthly - January 2026	44--California Pacific Charter - San Diego
	02/26/26	WORL000--Worldwide Express	0570233642TC	154.14	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	02/26/26	HOLL001--Holly Hess	101372011	61.47	DLAC Ignite February 2026 - Mileage & Parking	44--California Pacific Charter - San Diego
	02/26/26	JILLT001--Jill Tanner	20137004459	4.78	Mileage to Post Office - 1099 mailings	44--California Pacific Charter - San Diego
		JILLT001--Jill Tanner	20137004459	33.84	Mileage to Governor's Budget Seminar	44--California Pacific Charter - San Diego
	02/26/26	JASO000--Jason D. McFaul	20137004460	6.92	BOD 1/27/26 Board Meeting for Jason McFaul	44--California Pacific Charter - San Diego
		JASO000--Jason D. McFaul	20137004460	6.92	BOD 2/10/26 Board Meeting for Jason McFaul	44--California Pacific Charter - San Diego
	02/27/26	ZOOM000--Zoom	20137004470	92.29	Zoom Phone Subscription for 7/1/2026-9/8/2026	44--California Pacific Charter - San Diego
		ZOOM000--Zoom	20137004470	230.74	Zoom Phone Subscription for 2/11/2026-6/30/2026	44--California Pacific Charter - San Diego
	02/27/26	BRIGHT1--Bright Thinker	20137004463	196.34	K-5 Curriculum for 25/26 SY	44--California Pacific Charter - San Diego
	02/27/26	JILL001--Jill Stubbs	20137004469	63.90	DLAC Ignite February 2026 - Mileage & Parking	44--California Pacific Charter - San Diego
		JILL001--Jill Stubbs	20137004469	111.77	DLAC Ignite February 2026 - Meals	44--California Pacific Charter - San Diego
	02/27/26	DELA000--De Lage Landen Financial Services Inc.	20137004471	143.41	Copier Lease Monthly - March 2026	44--California Pacific Charter - San Diego
	02/27/26	AMAZ000--Amazon	20137004466	17.01	Office supplies- paper and envelopes	44--California Pacific Charter - San Diego
	02/27/26	AMAZ000--Amazon	20137004467	11.16	SPED supplies for new staff- E. Cespedes	44--California Pacific Charter - San Diego
	02/27/26	AMAZ000--Amazon	20137004465	5.54	Office supplies- file labels	44--California Pacific Charter - San Diego

Total for CHASE 1781

**\$ 113,283.27**

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 3/2/2026  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	02/04/26	ARNE001--A&R Parcel Three	0355897162TC	52.60	Office Space DOE - February 2026	95--California Pacific Charter - Sonoma
		ARNE001--A&R Parcel Three	0355897162TC	1,809.94	Office Space Rent - February 2026	95--California Pacific Charter - Sonoma
	02/04/26	SPEC000--Specialized Therapy Services	101371993	901.50	BIS - December 2025	95--California Pacific Charter - Sonoma
		SPEC000--Specialized Therapy Services	101371993	616.25	Speech - December 2025	95--California Pacific Charter - Sonoma
	02/04/26	ALPH000--Alpha Vision, Inc.	101371992	83.38	Google Drive Back-Up Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/04/26	JENN001--Jennifer Byus	101371991	35.39	CSU Counselor Conference September 2025 - Meals	95--California Pacific Charter - Sonoma
		JENN001--Jennifer Byus	101371991	20.15	CSU Counselor Conference September 2025 - Mileage & Parking	95--California Pacific Charter - Sonoma
	02/05/26	WORL000--Worldwide Express	0367216924TC	94.44	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/05/26	RING000--RingCentral	20137004417	695.88	Phone Bill Monthly - January 2026	95--California Pacific Charter - Sonoma
	02/05/26	EECS000--Effectual Educational Consulting Services	20137004409	480.00	Nurse - December 2025	95--California Pacific Charter - Sonoma
		EECS000--Effectual Educational Consulting Services	20137004409	292.50	OT - December 2025	95--California Pacific Charter - Sonoma
		EECS000--Effectual Educational Consulting Services	20137004409	660.00	APE - December 2025	95--California Pacific Charter - Sonoma
		EECS000--Effectual Educational Consulting Services	20137004409	256.20	Speech (AT) - December 2025	95--California Pacific Charter - Sonoma
		EECS000--Effectual Educational Consulting Services	20137004409	90.00	Vision - December 2025	95--California Pacific Charter - Sonoma
	02/05/26	KAJE000--Kajeet, Inc	20137004415	183.25	Student Replacement Hotspots and Shipping	95--California Pacific Charter - Sonoma
	02/05/26	UKG0001--UKG	20137004414	96.28	Usage Overage Fee December 2025	95--California Pacific Charter - Sonoma
	02/05/26	DELA000--De Lage Landen Financial Services Inc.	20137004413	95.60	Copier Lease Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/05/26	ROMY001--Romy Fay-Mason	20137004416	25.22	Office Visit	95--California Pacific Charter - Sonoma
	02/05/26	CHAR003--Charter Tech Services	20137004408	17.74	Microsoft Intune Monthly - December 2025	95--California Pacific Charter - Sonoma
	02/10/26	EDGE001--Imagine Learning LLC	20137004425	1,625.00	IS Teaching CPC-SO (5 students)	95--California Pacific Charter - Sonoma
	02/10/26	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004423	488.40	Legal Services for December 2025	95--California Pacific Charter - Sonoma
	02/10/26	HATC000--Hatch & Cesario, Attorneys-at-Law	20137004424	281.38	Legal Services for December 2025	95--California Pacific Charter - Sonoma
	02/10/26	JENN001--Jennifer Byus	101371994	4.47	CTE Conference November 2026 - Meals	95--California Pacific Charter - Sonoma
		JENN001--Jennifer Byus	101371994	8.75	Office Mileage	95--California Pacific Charter - Sonoma
		JENN001--Jennifer Byus	101371994	30.49	CTE Conference November 2026 - Mileage	95--California Pacific Charter - Sonoma
	02/10/26	AMAZ000--Amazon	20137004422	25.98	Student supplies for TK-5 material boxes	95--California Pacific Charter - Sonoma
	02/10/26	ECCI000--ECC Imaging LLC	101371995	20.50	Copier Overages Monthly - January 2026	95--California Pacific Charter - Sonoma

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 3/2/2026  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>						
	02/10/26	UNPL001--Unplug Studio LLC	20137004418	65.00	Website Hosting and Maintenance Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/10/26	AMAZ000--Amazon	20137004419	4.17	Office supplies- printer labels	95--California Pacific Charter - Sonoma
	02/11/26	CHAR003--Charter Tech Services	20137004426	2,200.00	Monthly Technology Services for February 2026	95--California Pacific Charter - Sonoma
	02/12/26	WORL000--Worldwide Express	0436729220TC	2,008.03	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/12/26	ALLS001--All Systems Go Veterinary Solutions	101372000	533.09	Marketing Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/12/26	CHAR003--Charter Tech Services	20137004428	188.34	Microsoft 365 Licenses Monthly - December 2025	95--California Pacific Charter - Sonoma
	02/12/26	PART000--Partners in Special Education	101371999	687.50	APE - December 2025	95--California Pacific Charter - Sonoma
	02/12/26	HOLI002--Holiday Inn	20137004432	185.20	Board Meeting Room Rental May 12, 2026	95--California Pacific Charter - Sonoma
	02/12/26	HOLI002--Holiday Inn	20137004431	185.20	Board Meeting Room Rental March 10, 2026	95--California Pacific Charter - Sonoma
	02/12/26	CHAR003--Charter Tech Services	20137004429	75.38	Shipping Supplies for IT	95--California Pacific Charter - Sonoma
	02/12/26	HOU000--Houghton Mifflin Harcourt Publishing Co.	20137004430	23.71	Read 180 Materials for 25/26 SY	95--California Pacific Charter - Sonoma
	02/12/26	CULL001--Culligan	101372001	15.17	Water Cooler Rental Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/13/26	YMCL000--Law Offices of Young, Minney & Corr. LLP	101372004	1,476.31	Legal Services for January 2026	95--California Pacific Charter - Sonoma
	02/13/26	CHAR002--Charters Choice Educational Services	101372005	250.00	Interpreting - January 2026	95--California Pacific Charter - Sonoma
	02/13/26	TSWT000--TSW Therapy, Inc.	20137004440	2,683.33	OT - December 2025	95--California Pacific Charter - Sonoma
	02/13/26	AMAZ000--Amazon	20137004443	24.16	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/13/26	AMAZ000--Amazon	20137004434	11.01	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/13/26	AMAZ000--Amazon	20137004438	43.49	CTE Art Kit for students in CPC-SO	95--California Pacific Charter - Sonoma
	02/13/26	AMAZ000--Amazon	20137004439	4.73	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/19/26	WORL000--Worldwide Express	0508424860TC	409.28	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/19/26	ALLS001--All Systems Go Veterinary Solutions	Voided - 101372	(533.09)	Marketing Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/20/26	ALLS001--All Systems Go Veterinary Solutions	20137004449	533.09	Marketing Monthly - February 2026	95--California Pacific Charter - Sonoma
	02/20/26	DAIS002--Daisy Carlos	20137004448	11.91	BOD Meeting 01.27.26 Mileage for Daisy Carlos	95--California Pacific Charter - Sonoma
		DAIS002--Daisy Carlos	20137004448	11.91	BOD Meeting 02.10.26 Mileage for Daisy Carlos	95--California Pacific Charter - Sonoma

California Pacific Charter Schools - Regular Meeting of the Board of Directors - Agenda - Tuesday March 10, 2026 at 6:00 PM

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 3/2/2026  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>						
	02/20/26	SHIR000--Shirley Peterson	20137004447	5.70	Mileage for Board Meeting 02/10/26 for Shirley Peterson	95--California Pacific Charter - Sonoma
		SHIR000--Shirley Peterson	20137004447	5.70	Mileage for Board Meeting 01/27/26 for Shirley Peterson	95--California Pacific Charter - Sonoma
	02/20/26	WILL000--William J Howard Jr.	20137004446	7.23	Mileage for Board Meeting 02/10/26 for William Howard	95--California Pacific Charter - Sonoma
	02/23/26	SANJ001--San Joaquin County Office of Education - LEA BOP	101372006	218.46	LEA Medi-Cal Billing Services Fee Monthly January 2026	95--California Pacific Charter - Sonoma
	02/23/26	PITN001--Pitney Bowes Inc.	101372007	43.28	Supplies for Postage Machine	95--California Pacific Charter - Sonoma
	02/24/26	JASO000--Jason D. McFaul	1204244384	200.00	February 2026 Board Stipends - JM	95--California Pacific Charter - Sonoma
	02/24/26	WILL000--William J Howard Jr.	1204244360	200.00	February 2026 Board Stipends - WH	95--California Pacific Charter - Sonoma
	02/24/26	TANY001--Tanya Rogers	1204244354	200.00	February 2026 Board Stipends - TR	95--California Pacific Charter - Sonoma
	02/24/26	KELL000--Kelly Wylie	1204244392	200.00	February 2026 Board Stipends - KW	95--California Pacific Charter - Sonoma
	02/24/26	SHIR000--Shirley Peterson	1204244412	200.00	February 2026 Board Stipends - SP	95--California Pacific Charter - Sonoma
	02/24/26	AMAZ000--Amazon	20137004452	58.60	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/24/26	PITN000--Pitney Bowes Global Financial Services LLC	20137004454	43.61	Postage Machine Lease - Quarterly Mar 26 - Jun 26	95--California Pacific Charter - Sonoma
	02/24/26	AMAZ000--Amazon	20137004450	16.72	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/24/26	AMAZ000--Amazon	20137004455	11.28	Office supplies - Envelopes for student mailing	95--California Pacific Charter - Sonoma
	02/24/26	AMAZ000--Amazon	20137004453	10.21	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/24/26	AMAZ000--Amazon	20137004451	4.76	Materials for TK-5 Supply Boxes	95--California Pacific Charter - Sonoma
	02/24/26	AMAZ000--Amazon	20137004456	1.78	Supplies for Office	95--California Pacific Charter - Sonoma
	02/25/26	SVWC001--Sonoma Valley Woman's Club	101372008	1,650.00	NorCal Graduation June 2026 - Deposit 6.11.26	95--California Pacific Charter - Sonoma
	02/25/26	CHAR003--Charter Tech Services	20137004457	188.34	Microsoft 365 Licenses Monthly - January 2026	95--California Pacific Charter - Sonoma
	02/25/26	CHAR003--Charter Tech Services	20137004458	17.74	Microsoft Intune Monthly - January 2026	95--California Pacific Charter - Sonoma
	02/26/26	WORL000--Worldwide Express	0570233642TC	273.29	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	02/26/26	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101372009	1,635.00	Translation - February 2026	95--California Pacific Charter - Sonoma
	02/26/26	HOLL001--Holly Hess	101372011	40.99	DLAC Ignite February 2026 - Mileage & Parking	95--California Pacific Charter - Sonoma
	02/26/26	JILLT001--Jill Tanner	20137004459	3.19	Mileage to Post Office - 1099 mailings	95--California Pacific Charter - Sonoma
		JILLT001--Jill Tanner	20137004459	22.55	Mileage to Governor's Budget Seminar	95--California Pacific Charter - Sonoma

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 3/2/2026  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Chase Bank - Main</b>	02/26/26	JASO000--Jason D. McFaul	20137004460	6.91	BOD 1/27/26 Board Meeting for Jason McFaul	95--California Pacific Charter - Sonoma
		JASO000--Jason D. McFaul	20137004460	6.91	BOD 2/10/26 Board Meeting for Jason McFaul	95--California Pacific Charter - Sonoma
	02/27/26	ZOOM000--Zoom	20137004470	61.53	Zoom Phone Subscription for 7/1/2026-9/8/2026	95--California Pacific Charter - Sonoma
		ZOOM000--Zoom	20137004470	153.83	Zoom Phone Subscription for 2/11/2026-6/30/2026	95--California Pacific Charter - Sonoma
	02/27/26	BRIGHT1--Bright Thinker	20137004463	130.90	K-5 Curriculum for 25/26 SY	95--California Pacific Charter - Sonoma
	02/27/26	JILL001--Jill Stubbs	20137004469	74.51	DLAC Ignite February 2026 - Meals	95--California Pacific Charter - Sonoma
		JILL001--Jill Stubbs	20137004469	42.60	DLAC Ignite February 2026 - Mileage & Parking	95--California Pacific Charter - Sonoma
	02/27/26	DELA000--De Lage Landen Financial Services Inc.	20137004471	95.60	Copier Lease Monthly - March 2026	95--California Pacific Charter - Sonoma
	02/27/26	AMAZ000--Amazon	20137004466	11.33	Office supplies- paper and envelopes	95--California Pacific Charter - Sonoma
	02/27/26	AMAZ000--Amazon	20137004467	7.44	SPED supplies for new staff- E. Cespedes	95--California Pacific Charter - Sonoma
	02/27/26	AMAZ000--Amazon	20137004468	27.85	SPED materials for student in CPC-SO	95--California Pacific Charter - Sonoma
	02/27/26	AMAZ000--Amazon	20137004465	3.69	Office supplies- file labels	95--California Pacific Charter - Sonoma
	02/27/26	AMAZ000--Amazon	20137004464	10.10	SPED materials for student in CPC-SO	95--California Pacific Charter - Sonoma
	02/27/26	OXFO000--Oxford Consulting Services, Inc.	20137004462	376.20	OT - January 2026	95--California Pacific Charter - Sonoma
		OXFO000--Oxford Consulting Services, Inc.	20137004462	256.00	BIS - January 2026	95--California Pacific Charter - Sonoma
	Total for CHASE 1781				<b>\$ 26,612.04</b>	



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

<b>ACCOUNT NUMBER</b>	5563 7579 0010 0937
<b>PAYMENT DUE DATE</b>	03/24/2026
<b>AMOUNT DUE</b>	\$17,122.08
<b>CURRENT BALANCE</b>	\$17,122.08

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

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

\*\* 0000000

556375790010093701712208017122082

PLEASE TEAR PAYMENT COUPON AT PERFORATION

**STATEMENT MESSAGES**

**COMMERCIAL ACCOUNT SUMMARY**

ORGANIZATION NAME: CALIFORNIA PACIFIC  
 ACCOUNT NUMBER: 5563757900100937

CLOSING DATE 02-27-26  
 CREDIT LIMIT 100,000  
 AVAILABLE CREDIT 82,878

FOR CUSTOMER SERVICE CALL:  
 1-800-316-6056  
 FOR TTY/TDD SERVICE CALL:  
 1-800-955-8060

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

PREVIOUS BALANCE	23,639.21
PURCHASES AND OTHER CHARGES	17,122.08
CASH ADVANCES	.00
CREDITS	.00
PAYMENTS	23,639.21-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
<b>NEW BALANCE</b>	<b>17,122.08</b>
TOTAL PAYMENT DUE	17,122.08
DISPUTED AMOUNT	.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**COMMERCIAL ACCOUNT ACTIVITY**

**CALIFORNIA PACIFIC**  
5563-7579-0010-0937

**TOTAL COMMERCIAL ACTIVITY**  
\$23,639.21 CR

**ACCOUNTING CODE:**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-24	02-24		AUTO PAYMENT DEDUCTION	23,639.21 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

**CHRISTINE FEHER**  
5563-7500-1511-9595

**CREDITS** \$0.00      **PURCHASES** \$14,079.48      **CASH ADV** \$0.00      **TOTAL ACTIVITY** \$14,079.48

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-02	02-01	15270216032001337292091	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	2,079.48
02-23	02-22	15270216053001191909099	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	12,000.00
<b>Total Purchasing Activity</b>				<b>\$14,079.48</b>

**DAISY CARLOS**  
5563-7581-1531-6581

**CREDITS** \$0.00      **PURCHASES** \$3,042.60      **CASH ADV** \$0.00      **TOTAL ACTIVITY** \$3,042.60

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-02	01-31	82305096032500038832399	STAMPLI FOR 1-2026 MOUNTAIN VIEW CA	1,285.20
02-02	01-30	88971456030500193480016	TYPEFORM, S.L. BARCELONA B	22.50
02-09	02-07	52653846038714446874975	SEMRUSH 3129610889 MA P.O.S.: 4985683 SALES TAX: 0.00	139.95
02-11	02-10	55436876041280415413319	SDSU RESEARCH FOUND CA SAN DIEGO CA P.O.S.: 28041541301 SALES TAX: 0.00	395.00
02-12	02-11	55432866042203204275032	ABB*BOUDIN CATERING SAN FRANCISCO CA	41.45
02-13	02-12	55480776043192767018890	ONTIMETEL DIALMYCALLS JUPITER FL	44.99
02-16	02-15	55432866046204605491687	ATT*BILL PAYMENT DALLAS TX P.O.S.: 323923130 SALES TAX: 0.00	203.30
02-20	02-19	55432866050205757144076	MYFAX SERVICE LOS ANGELES CA	12.00
<b>Total Purchasing Activity</b>				<b>\$2,144.39</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-05	02-04	55436876036170360689814	HILTON GARDEN INN SAN DIEGO CA 00143995 ARRIVAL: 02-03-26	436.74
02-24	02-24	82305096055500031101976	DOORDASH*02/23-2 ORDER SAN FRANCISCO CA	67.98
<b>Total Travel Activity</b>				<b>\$504.72</b>

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Miscellaneous Activity**

<b>Post Date</b>	<b>Tran Date</b>	<b>Reference Number</b>	<b>Transaction Description</b>	<b>Amount</b>
02-04	02-04	55432866035200484419958	APPLE.COM/BILL CUPERTINO CA	299.99
02-17	02-17	12302026048000302145072	MAILCHIMP ATLANTA GA	93.50
<b>Total Miscellaneous Activity</b>				<b>\$393.49</b>



New Balance  
**\$15,019.56**  
 Minimum Payment Due  
**\$150.00**  
 Payment Due Date  
**03/25/26**

## CHASE ULTIMATE REWARDS® SUMMARY

Previous points balance	154,886
+2% (2 Pts)/\$1 earned on all purchases	30,040
- Points redeemed this statement period	154,886

**Total points available for redemption 30,040**

Redeem for cash back- any amount, anytime. Log on to [chase.com/ultimaterewards](http://chase.com/ultimaterewards) to explore all your reward options.

You earn unlimited 2% cash back on every purchase and an additional 0.5% cash back on purchases of \$5K or more. There are no limits to the amount you can earn! Redeem for cash with no minimum, and your Cash Back rewards do not expire as long as your account is open.

**Late Payment Warning:** If we do not receive your payment by the due date, you may have to pay a late fee of \$40 or 2% of the minimum payment due, whichever is greater.

## ACCOUNT SUMMARY

Account Number: XXXX XXXX XXXX 7219

	Total	Pay in Full	Flex for Business
Previous Balance	\$16,500.68	\$0.00	\$16,500.68
Payment, Credits	\$16,500.68	\$0.00	\$16,500.68
Purchases	\$15,019.56	\$0.00	\$15,019.56
Fees Charged	\$0.00	\$0.00	\$0.00
Interest Charged	\$0.00	\$0.00	\$0.00
New Balance	\$15,019.56	\$0.00	\$15,019.56
Minimum Payment Due	\$150.00	\$0.00	\$150.00

## ADDITIONAL DETAILS

Opening/Closing Date: 02/04/26 - 03/03/26

	Total	Available
Credit Access Line	\$75,000.00	\$59,980.00
Flex for Business Limit	\$30,000.00	\$14,980.00
Cash Access Line	\$2,500.00	\$2,500.00
Balance over the Credit Access Line	\$0.00	

## YOUR ACCOUNT MESSAGES

Your next AutoPay payment for \$15,019.56 will be deducted from your Pay From account and credited on your due date. If your due date falls on a Saturday, we'll credit your payment the Friday before.

0000001 FIS33339 C 1  
0536

Y 9 03 26/03/03

Page 1 of 3

06630 MA PI 00933 06210000010000093301



P.O. BOX 15123  
 WILMINGTON, DE 19850-5123  
 For Undeliverable Mail Only

**AUTOPAY IS ON**  
 See Your Account Messages for details.

4246315465087219000150000150195600000000

**Payment Due Date: 03/25/26**  
**New Balance: \$15,019.56**  
**Minimum Payment Due: \$150.00**

Account number: XXXX XXXX XXXX 7219

\$ \_\_\_\_\_ Amount Enclosed

**AUTOPAY IS ON**

00933 BEX 9 06226 C  
 SHANNON GREEN  
 CALIFORNIA PACIFIC CHARTER SCHOOLS  
 940 S COAST DR STE 185  
 COSTA MESA CA 92626-1780

CARDMEMBER SERVICE  
 PO BOX 6294  
 CAROL STREAM IL 60197-6294

<b>To contact us regarding your account:</b>			
 <p><b>Call Customer Service:</b>                  In U.S. 1-800-310-1650                  Spanish 1-800-310-1650                  Pay by phone 1-800-436-7958                  International 1-480-350-7099                  We accept operator relay calls</p>	 <p><b>Send Inquiries to:</b>                  P.O. Box 15298                  Wilmington, DE 19850-5298</p>	 <p><b>Mail Payments to:</b>                  P.O. Box 6294                  Carol Stream, IL 60197-6294</p>	 <p><b>Visit Our Website:</b>  <a href="http://www.chase.com/cardhelp">www.chase.com/cardhelp</a></p>

**Information About Your Account**

**Making Your Payments:**

The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn on or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payments or the total unpaid balance on your account.

You may make payments electronically through our website or by one of our customer service phone numbers above. In using any of these channels, you are authorizing us to withdraw funds as a one-time electronic funds transfer from your bank account. In our automated phone system, this authorization is provided via entry of a personal identification number. You may revoke this authorization by cancelling your payment through our website or customer service telephone numbers prior to the payment processing. If we receive your completed payment request through one of these channels by 11:59 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 11:59 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

If you pay by regular U.S. mail to the Payments address shown on this statement, write your account number on your check or money order and include the payment coupon in the envelope. Do not send more than one payment or coupon per envelope. Do not staple, clip or tape the documents. Do not include correspondence. Do not send cash. If we receive your properly prepared payment on any day by 5 p.m. local time at our Payments address on this statement, we will credit to your account that day. If your payment is received after 5 p.m. local time at our Payments address on this statement, we will credit it to your account as of the next calendar day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

**Account Information Reported To Credit Bureau:**

We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, please write to us at Chase Card Services P.O. Box 15369, Wilmington, DE 19850-5369.

**Authorization To Convert Your Check To An Electronic Transfer Debit:**  
 When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. Your bank account may be debited as soon as the same day we receive your payment. You will not receive your check back from your institution.

**Conditional Payments:**

Any payment check or other form of payment that you send us for less than the full balance due that is marked "paid in full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-5049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

**Annual Renewal Notice:**

If your Account Agreement has an annual membership fee, you are responsible for it every year your Account is open. We will add your annual membership fee to your monthly billing statement once a year, whether or not you use your account. Your annual membership fee will be added to your purchase balance and may incur interest. The annual membership fee is non-refundable unless you notify us that you wish to

close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual membership fee is billed. Your payment of the annual membership fee does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, the annual membership fee will no longer be billed to your Account.

**Calculation Of Balance Subject To Interest Rate:**

To figure your periodic interest charges for each billing cycle when a daily periodic rate(s) applies, we use the daily balance method (including new transactions). To figure your periodic interest charges for each billing cycle when a monthly periodic rate(s) applies, we use the average daily balance method (including new transactions). For an explanation of either method, or questions about a particular interest charge calculation on your statement, please call us at the toll free customer service phone number listed above.

When a periodic rate applies, we calculate periodic interest charges separately for each feature (for example, purchases or cash advances). These calculations may combine different categories with the same periodic rates. Variable rates will vary with the market based on the Prime Rate or such index described in your Account Agreement.

**Transaction Fees:**

There is a transaction fee for each cash advance, in the amount stated in your Account Agreement. Please see your Account Agreement for information about this and any other fees.

**Credit Limit:**

If you want to inquire about your options to help prevent your account from exceeding your credit limit, please call the number on the back of your card.

PI03012024



To manage your account, including card payments, alerts, and change of address, visit [www.chase.com/cardhelp](http://www.chase.com/cardhelp) or call the customer service number which appears on your account statement.



## YOUR ACCOUNT MESSAGES (CONTINUED)

Your AutoPay amount will be reduced by any payments or merchant credits that post to your account before we process your AutoPay payment. If the total of these payments and merchant credits is more than your set AutoPay amount, your AutoPay payment for that month will be zero.

## ACCOUNT ACTIVITY

■ Denotes Flex for Business activity

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
02/25	AUTOMATIC PAYMENT - THANK YOU SHANNON GREEN TRANSACTIONS THIS CYCLE (CARD 7219) \$16500.68- INCLUDING PAYMENTS RECEIVED	-16,500.68
02/04	<span style="color: blue;">■</span> BWY*CUE, Inc. 949-2827864 CA	510.00
02/05	<span style="color: blue;">■</span> IMSE 800-6469788 MI	1,125.00
02/04	<span style="color: blue;">■</span> SOUTHWES 5262128203346 800-435-9792 TX 031826 1 H SMF PSP 2 G PSP SMF	685.80
02/06	<span style="color: blue;">■</span> ARK PRODUCTS 803-438-9779 SC	39.97
02/06	<span style="color: blue;">■</span> CANVA CREATE CANVA.COM DE	395.00
02/07	<span style="color: blue;">■</span> IMSE 800-6469788 MI	1,200.00
02/10	<span style="color: blue;">■</span> INREACH ONLINE CME 512-9041825 TX	90.00
02/10	<span style="color: blue;">■</span> SDSU RESEARCH FOUND CASHI 858-7335050 CA	50.00
02/10	<span style="color: blue;">■</span> SDSU RESEARCH FOUND CASHI 858-7335050 CA	395.00
02/10	<span style="color: blue;">■</span> SDSU RESEARCH FOUND CASHI 858-7335050 CA	50.00
02/11	<span style="color: blue;">■</span> STICKER MULE STICKERMULE.C NY	2,939.33
02/12	<span style="color: blue;">■</span> CA ACADEMY OF SCIENCES INFO@CALACADE CA	366.85
02/14	<span style="color: blue;">■</span> OPENAI *CHATGPT SUBSCR OPENAI.COM CA	20.00
02/15	<span style="color: blue;">■</span> ULTIMATE SLP ULTIMATESLP.C CT	12.95
02/19	<span style="color: blue;">■</span> CAREERFULL LLC WWW.SCHOOLOTC NC	285.00
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> SCHOOLHOU* CALHEC 202 SCHOOLHOUSECO DC	715.00
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/20	<span style="color: blue;">■</span> HYATT REGENCY SACRAMENTO 9164431234 CA	627.54
02/25	<span style="color: blue;">■</span> FAIRMONT BREAKERS LONG B LONG BEACH CA	735.16
02/26	<span style="color: blue;">■</span> SQ *TKS COSTA MESA gosq.com CA	215.82
02/27	<span style="color: blue;">■</span> DD *DOORDASHPIZZAGUYS 855-431-0459 CA	15.18
02/27	<span style="color: blue;">■</span> DD *DOORDASHJAMBAJUICE 855-431-0459 CA	20.15
02/27	<span style="color: blue;">■</span> DOORDASH*02/26-3 ORDER 855-431-0459 CA	88.04
02/27	<span style="color: blue;">■</span> DD *DOORDASH JERSEYMIK 855-431-0459 CA	35.43
02/27	<span style="color: blue;">■</span> HOLIDAY INN GOLDEN GATEW 4154414000 CA	295.17
02/28	<span style="color: blue;">■</span> TOWN AND COUNTRY - LOD SAN DIEGO CA	310.64
03/02	<span style="color: blue;">■</span> SMART AND FINAL 592 FOUNTAIN VALL CA DAISY CARLOS TRANSACTIONS THIS CYCLE (CARD 7227) \$15019.56	31.29

2026 Totals Year-to-Date	
Total fees charged in 2026	\$195.00
Total interest charged in 2026	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Flex for Business	17.74%(v)(d)	- 0 -	- 0 -

**28 Days in Billing Period**

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, and other important information, as applicable.





**END OF DAY INVESTMENT SWEEP**

IN US DOLLARS

JPMorgan Chase Bank, N.A.  
ALL BALANCES IN THIS STATEMENT ARE BASED ON THE CLOSING  
COLLECTED BALANCE IN YOUR DEMAND DEPOSIT ACCOUNT

04402 LQS 001 001 26030 - NNNNNNNNNNNN LQ1  
CALIFORNIA PACIFIC CHARTER SCHOOLS  
940 S COAST DR STE 185  
COSTA MESA CA 92626-1780

**END OF DAY INVESTMENT SWEEP**

## DIVIDEND SUMMARY

IN US DOLLARS

CALIFORNIA PACIFIC CHARTER SCHOOLS  
940 S COAST DR STE 185  
COSTA MESA CA 92626-1780

AVERAGE INVESTMENT BALANCE THIS MONTH (Shares): 2,346,266.28  
AVERAGE INVESTMENT BALANCE THIS YEAR (Shares): 2,346,266.28  
(BASED ON INVESTED DAYS)  
NUMBER OF DAYS INVESTED THIS MONTH: 18  
NUMBER OF DAYS INVESTED THIS YEAR: 18  
7 DAY SEC YIELD (%): 3.24  
30 DAY AVERAGE YIELD (%): 3.20  
BASIS POINT FEE (a) FOR PRIOR MONTH (\$): 0.00  
BASIS POINT FEE (a) FOR CURRENT MONTH (\$): 289.27

PAGE NUMBER: 2 OF 3  
PERIOD OF: JANUARY 1 - JANUARY 31, 2026

ACCOUNT NUMBER: 0000000505911781  
INVESTMENT ACCOUNT NUMBER: 0000000505911781

PERIOD	DIVIDENDS PAID		INVESTMENT EARNINGS			
			EARNINGS (\$)	ADJUSTMENTS (\$)	ADJUSTED EARNINGS (\$)	NET TOTAL (\$)
CURRENT PERIOD						
JANUARY, 2026	0.00		3,689.55	0.00	3,689.55	3,689.55
NET TOTAL						3,689.55
YEAR TO DATE	0.00					3,689.55
WITHHOLDING TAX MTD (\$):	0.00					
WITHHOLDING TAX YTD (\$):	0.00					
SHORT TERM CAP GAIN PD YTD (\$):	0.00					
LONG TERM CAP GAIN PD YTD (\$):	0.00					

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**END OF DAY INVESTMENT SWEEP**

CURRENT PERIOD ACTIVITY

IN US DOLLARS

CALIFORNIA PACIFIC CHARTER SCHOOLS  
 940 S COAST DR STE 185  
 COSTA MESA CA 92626-1780

INVESTMENT VEHICLE: JPMORGAN U.S. GOVT MONEY MARKET FUND - MORGAN SHARES - FUND 3916  
 TICKER SYMBOL: MJGXX  
 TARGET BALANCE (\$): 1,000,000.00  
 INVESTMENT CAP (\$): 1,000,000.00

PAGE NUMBER: 3 OF 3  
 PERIOD OF: JANUARY 1 - JANUARY 31, 2026  
 ACTIVITY OF: JANUARY, 2026

ACCOUNT NUMBER: 00000000505911781  
 INVESTMENT ACCOUNT NUMBER: 00000000505911781

DATE	ENDING BALANCE (SHARES)	AMOUNT REDEEMED (\$)	PURCHASE NET ASSET VALUE	REDEMPTIONS NET ASSET VALUE	SHARES REDEEMED	AMOUNT INVESTED (\$)	1 DAY YIELD (%)	DIVIDENDS EARNED (\$)
01/01	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/02	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/03	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/04	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/05	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/06	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/07	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/08	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/09	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/10	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/11	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/12	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/13	0.000	0.00	1.0000	0.0000	0.000	0.00	0.0000	0.00
01/14	2,450,532.320	0.00	1.0000	0.0000	0.000	2,450,532.32	3.1924	214.33
01/15	2,444,247.530	2,450,532.32	1.0000	1.0000	2,450,532.320	2,444,247.53	3.1924	213.78
01/16	2,441,532.450	2,444,247.53	1.0000	1.0000	2,444,247.530	2,441,532.45	3.1931	213.59
01/17	2,441,532.450	0.00	1.0000	0.0000	0.000	0.00	3.1931	213.59
01/18	2,441,532.450	0.00	1.0000	0.0000	0.000	0.00	3.1931	213.59
01/19	2,441,532.450	0.00	1.0000	0.0000	0.000	0.00	3.1931	213.59
01/20	2,438,529.300	2,441,532.45	1.0000	1.0000	2,441,532.450	2,438,529.30	3.1850	212.79
01/21	2,438,441.930	2,438,529.30	1.0000	1.0000	2,438,529.300	2,438,441.93	3.1833	212.67
01/22	3,022,277.290	2,438,441.93	1.0000	1.0000	2,438,441.930	3,022,277.29	3.1803	263.34
01/23	2,267,879.700	3,022,277.29	1.0000	1.0000	3,022,277.290	2,267,879.70	3.1876	198.06
01/24	2,267,879.700	0.00	1.0000	0.0000	0.000	0.00	3.1876	198.06
01/25	2,267,879.700	0.00	1.0000	0.0000	0.000	0.00	3.1876	198.06
01/26	2,265,422.870	2,267,879.70	1.0000	1.0000	2,267,879.700	2,265,422.87	3.1926	198.16
01/27	2,213,560.390	2,265,422.87	1.0000	1.0000	2,265,422.870	2,213,560.39	3.1908	193.51
01/28	2,201,960.250	2,213,560.39	1.0000	1.0000	2,213,560.390	2,201,960.25	3.1875	192.29
01/29	2,070,007.110	2,201,960.25	1.0000	1.0000	2,201,960.250	2,070,007.11	3.1829	180.52
01/30	2,059,022.540	2,070,007.11	1.0000	1.0000	2,070,007.110	2,059,022.54	3.1873	179.81
01/31	2,059,022.540	0.00	1.0000	0.0000	0.000	0.00	3.1873	179.81



**END OF DAY INVESTMENT SWEEP**

IN US DOLLARS

JPMorgan Chase Bank, N.A.  
ALL BALANCES IN THIS STATEMENT ARE BASED ON THE CLOSING  
COLLECTED BALANCE IN YOUR DEMAND DEPOSIT ACCOUNT

On Friday, April 3, 2026 Good Friday will be observed in the US. Investments into Money Market Fund Sweeps will not be accepted. Balances invested at sweep cutoff time Thursday, April 2, 2026 will remain invested through Monday April 6, 2026. Clients who anticipate increased cash inflows or outflows, should contact their service officer by Friday, March 27, 2026.

04468 LQS 001 001 26058 - NNNNNNNNNNNN LQ1  
CALIFORNIA PACIFIC CHARTER SCHOOLS  
940 S COAST DR STE 185  
COSTA MESA CA 92626-1780

**END OF DAY INVESTMENT SWEEP**

## DIVIDEND SUMMARY

IN US DOLLARS

CALIFORNIA PACIFIC CHARTER SCHOOLS  
940 S COAST DR STE 185  
COSTA MESA CA 92626-1780

AVERAGE INVESTMENT BALANCE THIS MONTH (Shares): 2,168,141.70  
AVERAGE INVESTMENT BALANCE THIS YEAR (Shares): 2,237,842.62  
(BASED ON INVESTED DAYS)  
NUMBER OF DAYS INVESTED THIS MONTH: 28  
NUMBER OF DAYS INVESTED THIS YEAR: 46  
7 DAY SEC YIELD (%): 3.21  
30 DAY AVERAGE YIELD (%): 3.17  
BASIS POINT FEE (a) FOR PRIOR MONTH (\$): 289.27  
BASIS POINT FEE (a) FOR CURRENT MONTH (\$): 415.81

PAGE NUMBER: 2 OF 3  
PERIOD OF: FEBRUARY 1 - FEBRUARY 28, 2026

ACCOUNT NUMBER: 0000000505911781  
INVESTMENT ACCOUNT NUMBER: 0000000505911781

PERIOD	DIVIDENDS PAID	INVESTMENT EARNINGS			NET TOTAL (\$)
		EARNINGS (\$)	ADJUSTMENTS (\$)	ADJUSTED EARNINGS (\$)	
CURRENT PERIOD					
FEBRUARY, 2026	3,689.55	5,262.64	0.00	5,262.64	5,262.64
NET TOTAL					5,262.64
YEAR TO DATE	3,689.55				8,952.19
WITHHOLDING TAX MTD (\$):	0.00				
WITHHOLDING TAX YTD (\$):	0.00				
SHORT TERM CAP GAIN PD YTD (\$):	0.00				
LONG TERM CAP GAIN PD YTD (\$):	0.00				

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**END OF DAY INVESTMENT SWEEP**

CURRENT PERIOD ACTIVITY

IN US DOLLARS

CALIFORNIA PACIFIC CHARTER SCHOOLS  
 940 S COAST DR STE 185  
 COSTA MESA CA 92626-1780

INVESTMENT VEHICLE: JPMORGAN U.S. GOVT MONEY MARKET FUND - MORGAN SHARES - FUND 3916  
 TICKER SYMBOL: MJGXX  
 TARGET BALANCE (\$): 1,000,000.00  
 INVESTMENT CAP (\$): 1,000,000.00

PAGE NUMBER: 3 OF 3  
 PERIOD OF: FEBRUARY 1 - FEBRUARY 28, 2026  
 ACTIVITY OF: FEBRUARY, 2026

ACCOUNT NUMBER: 00000000505911781  
 INVESTMENT ACCOUNT NUMBER: 00000000505911781

DATE	ENDING BALANCE (SHARES)	AMOUNT REDEEMED (\$)	PURCHASE NET ASSET VALUE	REDEMPTIONS NET ASSET VALUE	SHARES REDEEMED	AMOUNT INVESTED (\$)	1 DAY YIELD (%)	DIVIDENDS EARNED (\$)
02/01	2,059,022.540	0.00	1.0000	0.0000	0.000	0.00	3.1873	179.81
02/02	1,996,607.880	2,059,022.54	1.0000	1.0000	2,059,022.540	1,996,607.88	3.1772	173.80
02/03	1,994,733.620	1,996,607.88	1.0000	1.0000	1,996,607.880	1,994,733.62	3.1779	173.67
02/04	1,984,853.670	1,994,733.62	1.0000	1.0000	1,994,733.620	1,984,853.67	3.1702	172.40
02/05	2,450,051.450	1,984,853.67	1.0000	1.0000	1,984,853.670	2,450,051.45	3.1622	212.27
02/06	2,449,163.690	2,450,051.45	1.0000	1.0000	2,450,051.450	2,449,163.69	3.1549	211.70
02/07	2,449,163.690	0.00	1.0000	0.0000	0.000	0.00	3.1549	211.70
02/08	2,449,163.690	0.00	1.0000	0.0000	0.000	0.00	3.1549	211.70
02/09	2,387,352.580	2,449,163.69	1.0000	1.0000	2,449,163.690	2,387,352.58	3.1493	205.99
02/10	2,373,055.790	2,387,352.58	1.0000	1.0000	2,387,352.580	2,373,055.79	3.1513	204.88
02/11	2,363,815.930	2,373,055.79	1.0000	1.0000	2,373,055.790	2,363,815.93	3.1549	204.32
02/12	2,354,583.420	2,363,815.93	1.0000	1.0000	2,363,815.930	2,354,583.42	3.1565	203.63
02/13	2,345,785.530	2,354,583.42	1.0000	1.0000	2,354,583.420	2,345,785.53	3.1598	203.08
02/14	2,345,785.530	0.00	1.0000	0.0000	0.000	0.00	3.1598	203.08
02/15	2,345,785.530	0.00	1.0000	0.0000	0.000	0.00	3.1598	203.08
02/16	2,345,785.530	0.00	1.0000	0.0000	0.000	0.00	3.1598	203.08
02/17	2,339,755.010	2,345,785.53	1.0000	1.0000	2,345,785.530	2,339,755.01	3.1687	203.12
02/18	2,337,165.010	2,339,755.01	1.0000	1.0000	2,339,755.010	2,337,165.01	3.1930	204.46
02/19	2,314,677.860	2,337,165.01	1.0000	1.0000	2,337,165.010	2,314,677.86	3.1788	201.59
02/20	2,311,942.390	2,314,677.86	1.0000	1.0000	2,314,677.860	2,311,942.39	3.1660	200.54
02/21	2,311,942.390	0.00	1.0000	0.0000	0.000	0.00	3.1660	200.54
02/22	2,311,942.390	0.00	1.0000	0.0000	0.000	0.00	3.1660	200.54
02/23	2,386,259.850	2,311,942.39	1.0000	1.0000	2,311,942.390	2,386,259.85	3.1619	206.72
02/24	2,375,554.810	2,386,259.85	1.0000	1.0000	2,386,259.850	2,375,554.81	3.1618	205.78
02/25	1,408,561.130	2,375,554.81	1.0000	1.0000	2,375,554.810	1,408,561.13	3.1646	122.13
02/26	1,389,402.460	1,408,561.13	1.0000	1.0000	1,408,561.130	1,389,402.46	3.1631	120.41
02/27	1,263,027.120	1,389,402.46	1.0000	1.0000	1,389,402.460	1,263,027.12	3.1589	109.31
02/28	1,263,027.120	0.00	1.0000	0.0000	0.000	0.00	3.1589	109.31

# Coversheet

## Consent - Personnel Services

**Section:** VII. Consent  
**Item:** B. Consent - Personnel Services  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
DRAFT Assistant Director - High Middle Elementary School Board Approved March 2026.docx.pdf



# California Pacific Charter Schools

## Assistant Director - High School/Middle School/Elementary

### Job Description

<b>Reports To:</b>	Assistant Superintendent
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated Administration
<b>Pay Range:</b>	Certificated Administration
<b>Work Schedule:</b>	220 days
<b>Location:</b>	Remote and Onsite Office

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### Position Summary

*The Assistant Director serves as a member of the leadership team and is responsible to plan, organize, and direct the assigned grade-level programs including instructional staff, auxiliary staff, community partners, and assists in coordination between teachers and school special education team; supervises and evaluates the performance of assigned personnel; advises the Superintendent and leadership team on matters related to the grade-level programs.*

### Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- A valid, current, and appropriate California state teaching credential. A copy of the credential to be provided at the time of hire and kept current for the duration of the assignment.
- Authorization to teach English learners.
- Five (5) or more years of teaching experience with progressively increasing levels of responsibility in leadership/mentoring – work experience in a non-education context will also be considered.
- A valid California Administrative Services credential.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years

### General Skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable

- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

### **Essential Duties and Responsibilities**

The Assistant Director will support the Superintendent to ensure the charter school's leadership aligns with the California Professional Standards for Education Leaders (CPSEL) in the areas of:

- Development and Implementation of a Shared Vision
- Instructional Leadership
- Management and Learning Environment
- Family and Community Engagement
- Ethics and Integrity
- External Context and Policy

### **Administrative Responsibilities**

- Collaborate with the leadership team to design, implement, monitor, and evaluate schoolwide programs and initiatives in alignment with the school's mission, vision, and goals. E
- Foster a culture of innovation, collaboration, and creative problem-solving among staff, students, families, and community partners. E
- Identify program needs and participate in the development, implementation, and refinement of procedures and policies grounded in research-based practices. E
- Participate in budget planning and resource allocation for assigned program areas to ensure effective program operations; collaborate with the leadership team on staffing allocation. E
- Support the school initiatives to improve student and staff culture focused on our vision of CalPac CARES (Community, Accessibility, Rigorous, Engaging, and Supportive). E

### **Instructional Leadership**

- Oversee evaluation, selection, and implementation of grade-level appropriate curriculum and instructional materials. E
- Support vertical and horizontal alignment of curriculum and instructional practices across grade levels and departments. E
- Monitor the effectiveness of online instructional delivery and student engagement in the virtual environment. E
- Ensure staff proficiency with required learning management systems and digital tools. E
- Support continuous improvement of virtual instructional practices and student experience. E
- Participate in Individualized Education Program (IEP) and 504 Plan meetings as needed. E
- Support coordination of services and instructional alignment between general education teachers, the 504 Plan coordinator, and Education Specialists. E
- Promote compliance with special education requirements and support inclusive practices. E

## **Student Achievement, Engagement, and Intervention**

- Monitor and analyze diagnostic and benchmark assessment data to identify trends and student needs. E
- Oversee the administration of diagnostic testing and ensure accurate score reporting. E
- Collaborate with teachers to develop and implement supports for struggling learners to meet grade-level expectations. E
- Support teachers in implementing adequate progress and attendance policies and ensure proper documentation and compliance. E
- Facilitate escalated adequate progress and attendance meetings for disengaged students and families. E
- Assist homeroom teachers with complex student concerns and intervention planning. E
- Facilitate Student Success Team (SST) meetings and ensure timely and accurate documentation in the student information system. E
- Monitor the progress of students identified for ongoing academic or engagement support. E
- Develop and implement research-based practices for remediation and learning recovery.
- Participate in staff PLC and grade level meetings, Student Success Team sessions, parent conferences, and other meetings focused on student learning and engagement. E
- Serve as a resource in identifying appropriate instructional strategies and interventions to improve academic achievement. E
- Support the leadership team in implementation of a summer bridge learning recovery and learning acceleration program.

## **Professional Development and Staff Support**

- Plan, develop, and facilitate targeted professional learning opportunities focused on student engagement, instructional effectiveness, rigor, state standards, and enrichment. E
- Provide ongoing coaching, mentoring, and support to assigned teachers, emphasizing open communication, continuous improvement, and professional growth. E
- Conduct informal (non-evaluative) classroom observations and provide actionable feedback to support instructional improvement and student success. E
- Support department chairs with grade-level needs, course development, instructional expectations, and staff collaboration. E

## **Supervisory Responsibilities**

- Implement and monitor teacher evaluation processes in accordance with school policies and applicable law. E
- Conduct formal observations, provide timely feedback, and prepare summative evaluation documents; support teacher self-reflection and professional growth planning. E
- Monitor teacher compliance with all required instructional, attendance, grading, and documentation procedures, including timely submission of work samples, attendance

compliance records, report cards, and progress reports, to ensure audit readiness and adherence to state and school requirements. E

- Supervise, coordinate, and evaluate assigned certificated, classified, and substitute staff. E
- Oversee staff scheduling, attendance, and approve timesheets and time off requests for payroll processing. E
- Participate in recruitment activities, including interviewing and selecting qualified employees. E
- Recommend personnel actions, including selection, reassignment, discipline, and termination, to the Superintendent. E
- Ensure staff adherence to school policies, procedures, and applicable federal and state laws. E
- Promote a professional, respectful, and accountable work environment. E
- Carry out supervisory responsibilities in accordance with school policies, administrative regulations, and applicable laws. E

### Other Duties

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Proctoring duties as needed during the testing season.
- Support at testing locations, student support and coordination, including appropriate storage of materials at chartering district space.
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Coordinate, attend, and participate in in-person events including field trips, graduation ceremonies, marketing events, board meetings, and/or additional activities held by the school.
- Attend monthly board meetings and support public attendance at authorizing district's office.
- Assist the leadership team with LCAP, WASC, board meeting updates, and other documentation.
- Perform other related duties as assigned.

### Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Knowledge of

- Principles and methods for curriculum development and delivery
- Behavior, learning and motivation for students in grades TK-12 that promote appropriate student conduct
- Teaching strategies and techniques for individuals and groups

Assistant Director - High School/Middle School/Elementary Job Description  
Board Approved: March 2026

- Techniques for measurement and assessment of learning
- Educational research concerning extrinsic and intrinsic student motivation
- Guidance and Special Education practices and procedures
- Applicable sections of the Education Code, California State standards, and other laws
- Electronic equipment, computer hardware, software and online systems necessary to the position
- Video conferencing software, web browsers, Internet connectivity
- Basic troubleshooting techniques to assist students with accessing curriculum and classes
- Structure and content of assigned subject areas to provide teacher support
- Research methods and report writing techniques
- Correct English grammar, spelling, and punctuation

#### Ability to

- Develop and deliver content based instruction and provide training and support to teachers
- Establish clear educational goals and objectives, pacing, policies, and procedures for students
- Teach and reteach concepts utilizing a variety of instructional methods to provide customized student learning opportunities and provide staff training on effective strategies
- Observe and evaluate student performance, behavior, social development and physical health
- Observe and evaluate staff performance and support ongoing improvement
- Maintain records and prepare reports
- Schedule appointments and meet deadlines
- Conduct assessment of student learning and comprehension, analyze data, and prepare reports and recommendations
- Listen, understand, and communicate information and ideas effectively
- Represent the school with responsible, mature judgment, tact, and decisiveness
- Assist in effecting positive change in staff and programs
- Schedule meetings, facilitate group discussion, receive and disseminate information to ensure two-way communication with staff and leadership
- Train and mentor staff
- Provide oral and written communication using correct grammar, spelling, and punctuation

#### Use of Computer Technology

To perform this job successfully, an individual must have knowledge of: database software, how to use the Internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software; participate in virtual meetings; and respond to a high volume of emails in a timely manner.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assistant Director - High School/Middle School/Elementary Job Description  
Board Approved: March 2026

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Close vision and ability to adjust focus to view text in print materials or electronically

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Primarily indoor work environment
- While the majority of job duties may be completed from a remote office, the incumbents in this job classification may be directed to provide in person services, perform assessments, or attend field trips, meetings, trainings, or conferences in person as determined by the supervisor.

### **Hazards**

- Contact with dissatisfied individuals

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### **Employee Acknowledgement**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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Employee Signature

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Printed Name

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Date

# Coversheet

## Consent - Policy Development

**Section:** VII. Consent  
**Item:** C. Consent - Policy Development  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

BUS CPCS Consent Policy 3.10.26.pdf  
1035 - CPCS Access to Public Records Policy.pdf  
1035 - CPCS Access to Public Records Policy\_redline\_03.10.26.pdf  
4000 - CPCS Personnel Concepts and Roles Policies.pdf  
4000 - CPCS Personnel Concepts and Roles Policies\_redline\_03.10.26.pdf  
4010 - CPCS At-Will Employment Policy.pdf  
4015 - CPCS Equal Employment Opportunity Policy.pdf  
4015 - CPCS Equal Employment Opportunity Policy\_redline\_03.10.26.pdf  
4020 - CPCS Background Check Policy.pdf  
4020 - CPCS Background Check Policy\_redline\_03.10.26.pdf  
4025 - CPCS TB Risk Assessment and Examination Policy.pdf  
4030 - CPCS Immigration Compliance Policy.pdf  
4030 - CPCS Immigration Compliance Policy\_redline\_03.10.26.pdf  
4035 - CPCS Mandated Reporter - Child Abuse Policy.pdf  
4035 - CPCS Mandated Reporter - Child Abuse Policy\_redline\_03.10.26.pdf  
4040 - CPCS Corporal Punishment Policy.pdf  
4045 - CPCS Professional Boundaries Policy.pdf  
4045 - CPCS Professional Boundaries Policy\_redline\_03.10.26.pdf  
4050 - CPCS Whistleblower Policy.pdf  
4055 - CPCS Internal Complaint Policy and Form.pdf  
4080 - CPCS Acceptable Use of Technology Policy.pdf  
4085 - CPCS Payroll Withholdings Policy.pdf  
4090 - CPCS COBRA Policy.pdf  
4105 - CPCS Paid Sick Leave Policy.pdf  
4145 - CPCS Professional Development Reimbursement Policy.pdf  
4145 - CPCS Professional Development Reimbursement Policy\_redline\_03.10.26.pdf  
4150 - CPCS Mileage Reimbursement Policy.pdf  
4150 - CPCS Mileage Reimbursement Policy\_redline\_03.10.26.pdf  
4160 - CPCS Children of Teachers Policy.pdf  
4165 - CPCS Employee Driving Policy.pdf  
4170 & 4170E - CPCS Injury and Illness Prevention Policy and Plan.pdf  
4170 & 4170E - CPCS Injury and Illness Prevention Policy and Plan\_redline\_03.10.26.pdf

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

**Agenda Item:** 7.C

**Date:** March 10, 2026

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

**Item Requires Board Action:** X

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

**1. 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 personnel services.

**REVIEWED**

The following policies were reviewed for accuracy, consistency, and alignment with current practices. No revisions were necessary at this time.

**4000 Series - Personnel Service**

- 4010 - CPCS At Will Employment
- 4025 - CPCS TB Testing Policy
- 4040 - CPCS Corporal Punishment Policy
- 4050 - CPCS Whistleblower Policy
- 4055 - CPCS Internal Complaint Policy
- 4080 - CPCS Acceptable Use of Technology Policy
- 4085 - CPCS Payroll Withholdings Policy
- 4090 - CPCS COBRA Policy
- 4105 - CPCS Paid Sick Leave Policy
- 4160 - CPCS Children of Teachers Policy
- 4165 - CPCS Employee Driving Policy

**REVISED**

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

1035 - CPCS Access to Public Records Policy

- Updated to include response time in case of state of emergency

4000 - CPCS Concepts and Roles

- Updated to create clarity and consistency with internal practices.

4015 - CPCS Equal Employment Opportunity Policy

- Definitions updated to align with state and federal guidelines.

4020 - CPCS Background Check Policy

- Updated to include an egregious background check for all individuals in final consideration for hire.

4030 - CPCS Immigration Compliance Policy

- Updated to align with state law regarding immigration status, reporting, coordination and communication.

4035 - CPCS Mandated Reporter - Child Abuse Policy

- Updated to align with state law regarding expanded training for board members and volunteers, updates to the School Safety Plan, as well as additional internal procedures to prevent abuse.

4045 - CPCS Professional Boundaries

- Update to align with state law that schools adopt safety-related policies and plans and to clarify that school personnel and volunteers must follow the School's adopted plans for promoting safe and supervised learning environments.

4145 - CPCS Professional Development Reimbursement Policy

- Updated to remove Classified to Certificated section, which does not align with best practice for student teaching experiences.

4150 - CPCS Mileage Reimbursement Policy

- Updated to align with internal practices.

4170/4170E - CPCS Injury Illness Prevention Plan

- Updated to remove outdated requirements for infectious illness.

**Fiscal Impact:** None

**COMMUNITY RELATIONS****1035-CPCS****ACCESS TO PUBLIC RECORDS POLICY**

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The California Pacific Charter Schools Board of Directors recognizes the right of citizens to have access to public records. The Board intends for schools to provide any person reasonable access to the public records during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

Requests for public records shall be made to the office of the Superintendent. The Superintendent or designee may then determine the most appropriate employee of California Pacific Charter Schools (“CPCS”) to assist in assembling any public records for production.

Any person may request a copy of any public record open to the public and not exempt from disclosure. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other applicable statutes. While a request need not be in writing, if the request is verbal, the requestor will be asked to reduce the request to writing so there is a written record of the records being requested. If the requestor chooses not to reduce the request to writing, the Superintendent or designee shall reduce the request to writing and confirm the request with the requestor. The request for public records must clearly identify the records requested, along with the name and mailing address of the requestor.

California Pacific Charter Schools shall assist the requestor in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If the Superintendent or designee is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record(s), this requirement will be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

**COMMUNITY RELATIONS****1035-CPCS**

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**ACCESS TO PUBLIC RECORDS POLICY**

Provisions of the California Public Records Act (Government Code Section 6250 *et seq.*) shall not be construed so as to delay access for purposes of inspecting or receiving copies of records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

CPCS may charge for copies of public records or other materials requested by individuals or groups. The charge, based on the direct cost of duplication, has been set by the Board of Directors at \$.10 per page. The direct cost of duplication includes the pro rata expense of the copying equipment used and the pro rata expense in terms of staff time required to produce the copy. It does **not** include the cost of locating, retrieving, or inspecting records.

When a request requires data compilation, extraction, or programming to produce the record, the Requestor shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services.

Requests to waive associated fees related to the direct cost of duplication shall be submitted to the Superintendent's Office.

In response to a request for public records sent or received on an employee's personal devices or accounts, CPCS shall disclose all public records that can be located with reasonable effort and that are otherwise subject to disclosure under the California Public Records Act. CPCS's search for such public records shall be reasonably calculated to locate responsive documents. To fulfill such a request for public records, employees of CPCS may be asked to search for and disclose all responsive disclosable public records maintained on the employee's personal devices or accounts.

Within ten (10) days of receiving any request for a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the possession of CPCS, shall promptly inform the person making the request of CPCS's intent to comply with the request, and shall indicate the date that the disclosable public records shall be made available.

In unusual circumstances, the Superintendent may extend the 10-day time period for an additional 14 days by providing written notice to the requestor and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include, but only to the extent reasonably necessary to properly process the request, the following:

## COMMUNITY RELATIONS

1035-CPCS

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### ACCESS TO PUBLIC RECORDS POLICY

1. The need to search for and collect the requested records from field facilities or other locations that are separate from the office processing the request;
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request, or among two or more components of CPCS having substantial subject matter interest therein;
4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If an inspection is requested, any person shall have reasonable access, at a mutually agreeable time, during normal business hours, to the public records of California Pacific Charter Schools within the requirements of state law. However, if records are not readily available, or if portions of the records to be inspected must be redacted to protect exempt material, then California Pacific Charter Schools must be given a reasonable period of time to perform these functions prior to inspection. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

In accordance with State law, time limits for responding to requests under this policy may be extended under unusual circumstances such as during a state of emergency when the emergency affects the ability to timely respond to requests due to staffing shortages, closures of facilities, or loss of file/record access through internet or system closures, or other related emergencies as declared by the Governor.

**COMMUNITY RELATIONS****1035-CPCS****ACCESS TO PUBLIC RECORDS POLICY**

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1. The need to search for and collect the requested records from field facilities or other locations that are separate from the office processing the request;
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
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## COMMUNITY RELATIONS

1035-CPCS

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### ACCESS TO PUBLIC RECORDS POLICY

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

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**PERSONNEL CONCEPTS AND ROLES POLICIES**

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

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

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

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Board. The Superintendent or designee shall notify the Board of disciplinary action taken by administration, when warranted pursuant to board policy and/or state or federal law.

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

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

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

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

## PERSONNEL SERVICES

4010-CPCS

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### AT-WILL EMPLOYMENT POLICY

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

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

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

**PERSONNEL SERVICES****4015-CPCS**

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**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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

- Race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status of any person

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

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

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

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

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

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

~~Race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status of any person~~

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

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known

## PERSONNEL SERVICES

4015-CPCS

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### EQUAL EMPLOYMENT OPPORTUNITY POLICY

physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

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

## PERSONNEL SERVICES

**4020-CPCS**

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### BACKGROUND CHECK POLICY

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

#### **Criminal Background Check**

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

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

#### **Egregious Misconduct Check (AB 2534)**

In compliance with State law, candidates in consideration for a certificated, certificated specialist, certificated administration, classified, or classified administration position will be required to submit to an additional background check for any egregious misconduct in the course of their employment history with a local education agency (LEA) to include: charter schools, school districts, or county offices of education in the State of California. The Human Resources staff will conduct the checks by surveying all applicable LEAs in the candidate’s employment history.

Employment will not be delayed due to failure of an applicant’s former LEA to respond to the egregious misconduct check; however, an individual will be subject to immediate termination from the at-will employment agreement should the school learn of discrepancies in the stated employment history as outlined in the employment application and onboarding documents.

#### **Credit History Check**

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

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

## PERSONNEL SERVICES

4020-CPCS

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### BACKGROUND CHECK POLICY

- The position may require the employee to enter into financial contracts on behalf of the CPCS.

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

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

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

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

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

**Criminal Background Check**

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## PERSONNEL SERVICES

4020-CPCS

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### BACKGROUND CHECK POLICY

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

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

## PERSONNEL SERVICES

4025-CPCS

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### TUBERCULOSIS RISK ASSESSMENT AND EXAMINATION POLICY

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

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

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

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

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

## PERSONNEL SERVICES

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### IMMIGRATION COMPLIANCE POLICY

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

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

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

Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

## PERSONNEL SERVICES

4030-CPCS

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### IMMIGRATION COMPLIANCE POLICY

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

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

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

The School will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to all individuals who are mandated reporters. Mandated reporter training will also be provided to all qualifying individuals who begin their service midyear. Independent contractors are required to complete their own training. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both imprisonment and fine. Training will also be provided on the prevention of abuse, including sexual abuse and assault, of children on School grounds, by School personnel and volunteers, or in School-sponsored programs.

All individuals who are required to receive mandated reporter training must provide proof of completion within the first six (6) weeks of the start of each school year or within the first six (6) weeks of that individual beginning service for the School. The School will maintain documentation of all completed training.

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

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

The School will provide annual training on the mandated reporting requirements, **using the online training module provided by the State Department of Social Services**, to all individuals who are mandated reporters. **Mandated reporter training will also be provided to all qualifying individuals who begin their service midyear. Independent contractors are required to complete their own training.** This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both imprisonment and fine. **Training will also be provided on the prevention of abuse, including sexual abuse and assault, of children on School grounds, by School personnel and volunteers, or in School-sponsored programs.**

**All individuals who are required to receive mandated** ~~All employees must complete the mandated-reporter training must provide proof of completion~~ within the first six (6) weeks of the start of each school year ~~or. Newly hired employees, volunteers, or members of the governing board must complete the mandated training within the first six (6) weeks of their assignment that employee’s employment.~~ **that individual beginning service for the School. The School will maintain documentation of all completed training.**

## PERSONNEL SERVICES

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### CORPORAL PUNISHMENT POLICY

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

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

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

A. Examples of PERMITTED actions

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

B. Examples of PROHIBITED actions (corporal punishment)

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

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

**PERSONNEL SERVICES****4045-CPCS****PROFESSIONAL BOUNDARIES POLICY**

California Pacific Charter Schools (“School”) adopts this Professional Boundaries Policy to recognize its responsibility to make and enforce all rules and regulations governing student and School personnel standards of behavior to ensure a safe, learning-conducive environment. The expectation of the Board is for all School personnel to conduct themselves in a way that reflects the high standards of professionalism required and to adhere to appropriate boundaries between School personnel and students.

For the purpose of this policy, the term “boundaries” is defined as acceptable professional behavior by School personnel while interacting with a student, whether during school hours or outside of school hours. Trespassing the boundaries of an adult/student relationship is deemed an abuse of power and a betrayal of public trust. Although sincere, competent interaction with students certainly fosters learning, adult/student interactions must have boundaries surrounding activities, locations, and intentions. It is each employee’s obligation to avoid situations that could prompt suspicion and concern by parents, students, colleagues, or school leaders. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. School personnel are required to follow the School’s adopted safety policies, plans, and facility-related procedures that are designed to promote safe environments for pupil learning and engagement, including classroom and nonclassroom settings.

Professional boundaries apply not only between students and staff, volunteers, and contractors, but also among and between students, and among and between adults employed, volunteering, or under contract with the School. All members of the school community are expected to maintain professional conduct that models appropriate behavior and fosters a safe and respectful learning environment.

**Examples of Specific Behaviors**

The following are examples of unacceptable behavior, and are not intended to be an exhaustive list.

**Unacceptable Adult/Student Behaviors**

1. Giving gifts to an individual student that are of a personal and intimate nature.
2. Kissing of any kind.
3. Any type of unnecessary or excessive physical contact.

**PERSONNEL SERVICES****4045-CPCS****PROFESSIONAL BOUNDARIES POLICY**

4. Intentionally being alone with a student.
5. Making or participating in sexually inappropriate comments or jokes.
6. Listening to or telling stories that are sexually oriented.
7. Discussing personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
8. Allowing students in the adult's home.
9. Having a student in an adult's vehicle or transporting a student.
10. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
11. Communication with students via an employee's personal accounts such as email and/or social media.
12. Engaging in any electronic, digital, or social media communication with a student that is not school-related.
13. Any form behavior designed to build secrecy or inappropriate trust.

*Acceptable and Recommended Adult/Student Behaviors*

1. Exhibiting professionalism in all communications with students, (e.g. emails, text, and phone calls to students) keeping discussion related to school content. All forms of communication must be professional and brief.
2. Obtaining parental written consent for any school activity such as field days, field trips, or competitions.
3. Taking precautions when alone with a student such as: maintaining appropriate physical distance, keeping the door of a classroom open, being near to another individual, or if possible asking another staff member to be present.
4. Keeping reasonable personal distance from students.
5. Stopping and correcting students if they cross personal boundaries.
6. Keeping parents informed when a significant issue develops with a student.
7. Asking for advice from fellow staff or administrators in a difficult situation related to boundaries.
8. Involving a supervisor if a conflict arises with the student or if situations occur that have the potential to become more severe.
9. Making detailed notes about an incident that could evolve into a more serious situation later.
10. Recognizing the responsibility to intervene to stop unacceptable behavior of students or other adults.

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### PROFESSIONAL BOUNDARIES POLICY

11. Giving students praise and recognition without touching them, or limiting physical contact to pats on the student's upper back or shoulder, high fives or handshakes.
12. Keeping professional conduct a high priority.
13. Documenting any interaction with a student that may be crossing boundaries set forth in this policy, including any electronic communication.

#### **Duty to Report Suspected Misconduct**

When any individual performing services for the School reasonably suspects or believes that another individual may have crossed the boundaries specified in this policy, the individual must immediately report the matter to Human Resources. It is the duty of the administrator to investigate and thoroughly report the situation to the Superintendent. If the complaint is regarding the superintendent, Human Resources shall report to the Board of Directors. Individuals must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for abuse.

**PERSONNEL SERVICES****4045-CPCS****PROFESSIONAL BOUNDARIES POLICY**

California Pacific Charter Schools (“School”) adopts this Professional Boundaries Policy to recognize its responsibility to make and enforce all rules and regulations governing ~~employee~~ student and School personnel ~~standards of~~ behavior to ensure a safe, learning-conducive environment. The expectation of the Board is for all ~~adults interacting with CalPac staff and students~~ ~~staff to~~ School personnel to conduct themselves in a way that reflects the high standards of ~~behavior and~~ professionalism required ~~of school employees~~ and to adhere to appropriate boundaries between ~~staff~~ School personnel and students.

For the purpose of this policy, the term “boundaries” is defined as acceptable professional behavior ~~by staff~~ by School personnel while interacting with a student, ~~whether during school hours or outside of school hours~~. Trespassing the boundaries of an ~~adult~~staff/student relationship is deemed an abuse of power and a betrayal of public trust. Although sincere, competent interaction with students certainly fosters learning, ~~adult~~staff/student interactions must have boundaries surrounding activities, locations, and intentions. It is each employee’s obligation to avoid situations that could prompt suspicion and concern by parents, students, colleagues, or school leaders. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. School personnel are required to follow the School’s adopted safety policies, plans, and facility-related procedures that are designed to promote safe environments for pupil learning and engagement, including classroom and nonclassroom settings.

Professional boundaries apply not only between students and staff, volunteers, and contractors, but also among and between students, and among and between adults employed, volunteering, or under contract with the School. All members of the school community are expected to maintain professional conduct that models appropriate behavior and fosters a safe and respectful learning environment.

**Examples of Specific Behaviors**

The following are examples of unacceptable behavior, and are not intended to be an exhaustive list.

Unacceptable ~~Adult~~Staff/Student Behaviors

1. Giving gifts to an individual student that are of a personal and intimate nature.
2. Kissing of any kind.
3. Any type of unnecessary or excessive physical contact.
4. Intentionally being alone with a student.
5. Making or participating in sexually inappropriate comments or jokes.
6. Listening to or telling stories that are sexually oriented.
7. Discussing personal troubles or intimate issues with a student in an attempt to gain their support and understanding.

**PERSONNEL SERVICES****4045-CPCS****PROFESSIONAL BOUNDARIES POLICY**

8. Allowing students in the ~~adult's employee's~~ home.
9. Having a student in an ~~adult's employee's~~ vehicle or transporting a student.
10. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
11. Communication with students via an employee's personal accounts such as email and/or social media.
12. Engaging in any electronic, digital, or social media communication with a student that is not school-related.
13. Any form behavior designed to build secrecy or inappropriate trust.

Acceptable and Recommended ~~Adult Staff~~/Student Behaviors

1. Exhibiting professionalism in all communications with students, (e.g. emails, text, and phone calls to students) keeping discussion related to school content. All forms of communication must be professional and brief.
2. Obtaining parental written consent for any school activity such as field days, field trips, or competitions.
3. Taking precautions when alone with a student such as: maintaining appropriate physical distance, keeping the door of a **classroom** open, being near to another individual, or if possible asking another staff member to be present.
4. Keeping reasonable personal distance from students.
5. Stopping and correcting students if they cross personal boundaries.
6. Keeping parents informed when a significant issue develops with a student.
7. Asking for advice from fellow staff or administrators in a difficult situation related to boundaries.
8. Involving a supervisor if a conflict arises with the student or if situations occur that have the potential to become more severe.
9. Making detailed notes about an incident that could evolve into a more serious situation later.
10. Recognizing the responsibility to intervene to stop unacceptable behavior of students or ~~other adults coworkers~~.
11. Giving students praise and recognition without touching them, or limiting physical contact to pats on the student's upper back or shoulder, high fives or handshakes.
12. Keeping professional conduct a high priority.
13. Documenting any interaction with a student that may be crossing boundaries set forth in this policy, including any electronic communication.

**Duty to Report Suspected Misconduct**

When any ~~director, officer, employee, or volunteer~~ individual performing services for the School reasonably suspects or believes that another ~~adult staff member~~ individual may have crossed the

## PERSONNEL SERVICES

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### PROFESSIONAL BOUNDARIES POLICY

boundaries specified in this policy, the ~~individual employee~~ must immediately report the matter to Human Resources. It is the duty of the administrator to investigate and thoroughly report the situation ~~to the Superintendent~~. ~~If the complaint is regarding the superintendent, Human Resources shall report to the Board of Directors.~~ ~~Individuals~~ ~~Employees~~ must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for abuse.

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**WHISTLEBLOWER POLICY**

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

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

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

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

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

**Internal Complaints**

(Complaints by Employees Against Employees)

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

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

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

**Policy for Complaints Against Employees**

(Complaints by Third Parties Against Employees)

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**INTERNAL COMPLAINT POLICY**

This section of the policy is for use when a non-employee raises a complaint or concern about an employee. If complaints cannot be resolved informally, the complainant may file an Internal Complaint Form with the Human Resources manager (or Board President if the complaint concerns the Human Resources manager or Superintendent) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

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

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

**General Requirements**

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

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**INTERNAL COMPLAINT POLICY**

**INTERNAL COMPLAINT FORM**

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

Email Address: \_\_\_\_\_

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

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

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

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

Where did the incident(s) occur?

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

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

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

To be completed by School:

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

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

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

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

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

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

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

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

and communication systems are the property of the School, employees may not use security measures unknown to the School. System security features, including passwords and delete functions, do not neutralize the School's ability to access any digital records at any time. Employees must be aware that the possibility of such access always exists. The School reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of School policy or any law occurs.

5. Employees should not use personal phones, voicemail, email, and text messages for School-related communications, as such use may subject the employee's personal accounts and devices to disclosure under the Public Records Act. School-related communications must only take place using School-issued communications and technology systems.
6. Access to the Internet, websites, and other types of School-paid computer access are to be used for School related business. Any information about the School, its products or services, or other types of information that will appear in the electronic media about the School must be approved by the Superintendent or designee before the information is placed on an electronic information resource that is accessible to others.
7. Employees shall report any security problem or misuse of school technology to the Superintendent or designee.

**Safety and Security**

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

**Social Media**

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

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

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**ACCEPTABLE USE OF TECHNOLOGY POLICY**

Employees must avoid posting any information or engaging in communications that violate state or federal laws or the School's policies. Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the School. Employees may not act as a spokesperson for the School or post comments as a representative of the School, except as authorized by the Superintendent or designee. When authorized as a spokesperson for the School, employees must disclose their employment relationship with the School. The use of the School logo(s) on a social media site or elsewhere must be pre-approved by the Superintendent or designee. Any platform used by CalPac students and staff that allows comment, will clearly state the school's expectations for safe, civil, and responsible dialogue. Where the civility policy is violated, comments will be removed or turned off.

Any employee who is found to have neglected or misused the School's property will be subject to disciplinary action up to and including termination. If an employee's misuse of the School's property damages the property, the School reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of the School's property is grounds for immediate termination and possible criminal action. Inappropriate use of school technology may result in cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law.

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

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

California Pacific Charter Schools (“School”) adopts this Payroll Withholdings Policy and shall make all appropriate and required payroll deductions on behalf of its employees. The School shall withhold any required deductions from each applicable employee’s pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School. Social security deductions apply to classified, non-certificated and non-creditable positions.
4. STRS Benefit Contributions: Certificated, credentialed staff will participate in CALSTRS and have employer and employee contributions remitted in lieu of Social Security.
5. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work due to illness or disability.
6. Retirement System Contributions: Employee and applicable employer contributions will be deducted and remitted to the appropriate retirement system in accordance with state and federal laws.
7. Employee Benefits: For all employees participating in employee benefits offerings such as health insurance, the employee contribution for benefits (the amount that exceeds the employer’s contribution towards benefits) will be deducted from the employee’s paycheck through an approved deduction authorization agreement.

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

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

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

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

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

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

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

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

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

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

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

## PERSONNEL SERVICES

4090-CPCS

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### COBRA BENEFITS POLICY

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

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

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

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

## PERSONNEL SERVICES

4105-CPCS

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### EMPLOYEE LEAVE POLICY

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

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

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

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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

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

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

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

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

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

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

**PERSONNEL SERVICES**

**CPCS - 4145**

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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

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

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

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

**ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS**

<b>Step 1</b>	The employee must submit a written proposal to the Superintendent prior to beginning the professional development program. The proposal must be approved by the Superintendent and ratified by the Board of Directors.
<b>Step 2</b>	If the proposed professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training and related expense receipts to the Superintendent and HR in order to receive the first reimbursement installment.

**PERSONNEL SERVICES**

**CPCS - 4145**

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

<b>Step 3</b>	<p>In order to receive the second reimbursement installment, the employee must have been consistently employed in full-time status with CPCS in the same or similar position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"> <li>● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment.</li> <li>● Full-time work of less than 100% of a fiscal year may be combined with another partial year of full-time experience to equal one year of employment.</li> </ul> <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>
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**GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM \$200 PER YEAR**

All staff are encouraged to participate in general professional development to improve their knowledge and skills to the betterment of CPCS. With pre-approval from the Superintendent, staff may submit for reimbursement not to exceed \$200 per academic year for participation in training and development activities. Such professional development activities may include a webinar, in-person training, books, or professional certification that is directly related to the employee’s position or department. Employees will not be required to pay for training required by or requested by the employer.

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

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

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

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

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

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

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

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**California Pacific Charter Schools**

Page 1 of 4

*Policy Adopted: April 16, 2020**Policy Reviewed: March 8, 2022**Policy Revised: ~~March 10, 2026~~ ~~September 12, 2023~~ ¶**~~Policy Revised: March 5, 2024;~~*

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

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

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

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

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

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

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

~~¶~~

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

~~¶~~

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

**California Pacific Charter Schools**

*Policy Adopted: April 16, 2020*

*Policy Reviewed: March 8, 2022*

*Policy Revised: March 10, 2026*~~September 12, 2023~~

~~*Policy Revised: March 5, 2024;*~~

*Page 2 of 4*

**PERSONNEL SERVICES**

**CPCS - 4145**

**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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

**ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS**

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

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

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

**California Pacific Charter Schools**

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*Policy Adopted: April 16, 2020*

*Policy Reviewed: March 8, 2022*

*Policy Revised: ~~March 10, 2026~~ September 12, 2023*

*Policy Revised: ~~March 5, 2024;~~*

## PERSONNEL SERVICES

CPCS - 4145

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### PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

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

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**California Pacific Charter Schools**

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*Policy Adopted: April 16, 2020*

*Policy Reviewed: March 8, 2022*

*Policy Revised: ~~March 10, 2026~~ September 12, 2023*

*~~Policy Revised: March 5, 2024;~~*

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

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**MILEAGE REIMBURSEMENT POLICY**

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

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

All employees are eligible for mileage reimbursement when required to drive for the purpose of conducting business on behalf of the School. Employees must submit a mileage reimbursement form to their supervisor within 30 days of traveling. Employees must include verification of miles driven either using a platform adopted by the School, or by attaching a Mapquest/Google map or the like, with the request for reimbursement form.

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

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

**PERSONNEL SERVICES****4150-CPCS****MILEAGE REIMBURSEMENT POLICY**

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

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

All employees are eligible for mileage reimbursement when required to drive for the purpose of conducting business on behalf of the School. Employees must submit a mileage reimbursement form to their supervisor within 30 days of traveling. Employees must include verification of miles driven either using a platform adopted by the School, or by attaching a Mapquest/Google map or the like, with the request for reimbursement form.

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

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

## PERSONNEL SERVICES

4160-CPCS

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### CHILDREN OF TEACHERS POLICY

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

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

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

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

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

**Driver’s License and Insurance Coverage**

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

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

Property Damage - \$50,000 per occurrence

Medical Payments - \$5,000 per person

**Notification of Traffic Violations Resulting in Criminal Convictions**

CPCS receives notifications from the Department of Justice (DOJ) when an employee has been arrested and when there has been a conviction for a crime. Notification of a traffic violation

## PERSONNEL SERVICES

4165-CPCS

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### EMPLOYEE DRIVING POLICY

resulting in a misdemeanor or felony charge will be discussed with the employee. Certain driving violations may be grounds for termination from a position that requires regular driving such as:

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

#### Responsibilities of Human Resources

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

#### Employee Responsibility

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

#### Use of Electronic Devices While operating a Vehicle

It is the intention of the School to ensure all staff members are safe while driving a vehicle. Although hands-free options are available, it is the policy of the School to discourage employees from utilizing a cell phone or other electronic devices while operating a vehicle.

Distracted driving can be described as any visual, cognitive or manual distraction which takes attention away from the task of safe driving. Employees are expected to follow all federal and state distracted driving laws. Employees who are charged with traffic violations resulting from the use of an electronic device while driving will be solely responsible for all liabilities that result from such actions.

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

**PERSONNEL SERVICES****4165-CPCS**

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**EMPLOYEE DRIVING POLICY**

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

**Revocation of Driving Privilege**

Human Resources will monitor the subsequent arrest notifications from the DOJ. Any Driving Employee who is convicted of a DUI, loses their driver's license or driving privilege, or is deemed to be a "negligent operator" by the DMV, and fails to make suitable arrangements for alternative transportation to attend meetings as an essential function of their position will immediately be placed on unpaid administrative leave.

Seat belts are an essential element of the School's safety procedures. To emphasize seat belt awareness, one (1) seat belt violation while on CPCS business will equate to a moving violation and may lead to disciplinary action. Repeat seat belt violations could lead to termination of the at-will employment agreement.

**Alternative Transportation**

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

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

**PERSONNEL SERVICES****4170-CPCS**

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**INJURY AND ILLNESS PREVENTION POLICY**

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

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

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

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**INJURY AND ILLNESS PREVENTION PLAN**



## Injury and Illness Prevention Program

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Table of Contents**

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Code of Safe Practices

General Safety Rules

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

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12. The School will ensure that all equipment and chemicals are appropriately labeled. All such notices and procedures must be observed and obeyed.
13. Employees may not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
14. Employees may not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
15. Employees may not distract others while working. If conversation is necessary while performing duties involving risk to safety, make sure eye contact is made prior to communicating.
16. Employees shall ensure that all guards and other protective devices (i.e. shredder guard) are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
17. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

**Building Safety**

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

**Fire Prevention and Housekeeping**

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1. Employees must always take precautions to prevent fires.
2. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times in school offices. Supervisors and staff must make note of the location of the nearest fire extinguisher in the work area.
4. Smoking is prohibited within twenty (20) feet from school offices or events.
5. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
6. Work areas must be kept free of debris. Useless or unnecessary material must be removed from the work area to help reduce tripping hazards that could impede evacuation.
7. Employees must maintain awareness of potential hazards when walking about the work site.
8. Employees must keep materials and equipment out of walkways and stairways at all times.
9. Sharp wires or protruding nails must be reported to the supervisor.

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General Duties and Responsibilities for Safety

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

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

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

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

1. Enforce all safety rules in the IIPP and ensure safe work procedures.

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

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

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this IIPP.

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3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job spaces to evaluate performance, discuss problems and help solve them.
6. Consult with representatives from insurance companies in order that the IIPP aligns with loss control services.
7. Review workers' compensation claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

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

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

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**INJURY AND ILLNESS PREVENTION PLAN**Office Safety

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

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

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- Bend your knees, not your back.
- Keep the load close to your body.
- Keep your back straight.
- Lift with your legs.
- Do not lift and twist.
- Get a second person to help, or use equipment when lifting heavy objects.

### Office Ergonomics

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

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

### Proper Adjustments to Office Equipment

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

Employees are encouraged to contact Human Resources for support.

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Hazardous Materials and Chemicals Communication Plan

Hazardous Material Inventory

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

Safety Data Sheets ("SDS")

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

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

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

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

Container Labeling

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

The label must contain:

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

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

Employee Information and Training

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

The information and training will include:

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

Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

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

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

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

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

**Loss Analysis**

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

**Accident Investigations**

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

**Employee Suggestions**

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

**Outside Agencies**

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

**Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review

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of the work habits of employees in all work areas. These inspections will be conducted by Human Resources or other designated individuals.

Periodic safety inspections will be conducted:

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

Documentation of Inspections

Safety inspections will be documented to include the following:

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

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

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Hazard Correction

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

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

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

Techniques for Correcting Hazards

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

Documentation of Corrective Action

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

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**Bloodborne Pathogen Exposure Control Plan**

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

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

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

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

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

**Procedure**

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

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

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

**Hepatitis B Vaccination**

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

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

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

**Post-Exposure**

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

**Safety Communication**

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

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

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

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

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

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

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

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

**Employee Safety Training**

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

Such training provides the following benefits:

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

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

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

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Employee training will be provided at the following times:

1. All employees will receive safety trainings per board policy.
2. All new employees will be given a copy of this IIPP (which includes our Code of Safe Practices) and the School's Safety plan, and will be required to read and sign for them.
3. If applicable, all employees given a new job assignment for which training has not been previously provided will be trained.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the School is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics may include, but not be limited to:

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

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**INJURY AND ILLNESS PREVENTION PLAN**

**Emergency Medical Services and First Aid**

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

First-Aid Kits

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

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

**Recommended Supplies**

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

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

First Aid

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for

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contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted in the staff lounge:

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

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

Accident Procedures

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

1. **For severe accidents call 911 and request the Paramedics.**
2. **Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The supervisor should consult with the employee to determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, the employee must still fill out a Workers' Compensation Claim Form and Notice of Potential Eligibility DWC-1 form in case complications arise later.
5. In all cases of injury or illness, if the employee cannot transport themselves for any reason, the School will contact the employee's emergency contact for transportation or contact 9-1-1 if appropriate.

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6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (888) 435-4445. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours of the incident.

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### INJURY AND ILLNESS PREVENTION PLAN

#### Accident Investigation

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

#### Responsibility for Accident Investigation

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

#### The Purpose of Accident Investigations

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

#### What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

#### Procedures for Investigation of Accidents

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or students/families could be exposed are corrected or have been removed.

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

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

Investigation Tips

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The investigator should:

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

#### Questions to Ask

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

Examples include:

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

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

#### Once the Accident Investigation is Complete

1. The investigator will document the investigation and recommend corrective action.

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

**Infectious Disease Prevention & COVID-19 Response Plan**

California Pacific Charter Schools (“CPCS” or “School”) is committed to maintaining a safe and healthy workplace. This plan reflects current guidance from the California Department of Public Health (CDPH) and Cal/OSHA regarding COVID-19 and other communicable diseases.

**Communication**

The School will:

- Encourage employees to promptly report symptoms of illness, possible exposures, or health concerns to Human Resources without fear of reprisal.
- Provide information and resources about COVID-19 and other communicable disease prevention measures.
- Share updates with employees if state or local health guidance changes.

**Prevention Measures**

To reduce the spread of illness, the School will:

- Encourage staff and students to stay home when sick.
- Provide handwashing facilities and/or hand sanitizer.
- Maintain regular cleaning of frequently touched surfaces.
- Promote good indoor air quality where feasible (e.g., ventilation, filtration).
- Allow face coverings for anyone who wishes to wear them. If CDPH or a local health department requires masks, the School will comply and provide masks at no cost.

**Response to Illness and Positive Cases**

If a student or employee tests positive for COVID-19 or another communicable disease:

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- The individual should stay home until CDPH return-to-school guidance is met (currently: at least 24 hours fever-free without medication and improving symptoms).
- Employees and families will receive notification of recommended actions, consistent with confidentiality laws.
- Human Resources will provide information on available leave and benefits for employees who need time off due to illness or exposure.

**Training & Information**

The School will provide employees with:

- Updates on CDPH guidance and any changes in workplace practices.
- Information on prevention strategies (e.g., hand hygiene, respiratory etiquette, staying home when ill).
- Resources on available benefits, such as sick leave and workers' compensation.

**Recordkeeping & Reporting**

- The School will follow normal injury and illness reporting rules with Cal/OSHA.
- Serious illness, hospitalization, or death related to COVID-19 will be reported to Cal/OSHA as required.
- Confidentiality of medical information will be maintained at all times.

**Oversight & Review**

This plan is overseen by the School's leadership team and Human Resources. It will be reviewed and updated as CDPH or Cal/OSHA requirements change.

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**INJURY AND ILLNESS PREVENTION PLAN****Enforcement of Safety Policies**

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

**Training Programs**

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

**Retraining**

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

**Disciplinary Action**

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

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

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

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

**CODE OF SAFE PRACTICES GENERAL**

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

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.
2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.
5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the "ALL CLEAR" signal is given.
8. Cooperate with emergency personnel who respond to a fire or other emergency.
9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
10. Maintain all work areas in a safe, clean, neat and orderly manner.

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11. Clean up all spills promptly.
12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary.
13. Never stack material on top of high places or store any material in an unstable manner.
14. Report frayed electrical cords or exposed wiring to their supervisor immediately.
15. Never use a metal ladder when working on or near electrical components and systems.
16. Plug in electrical equipment into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
17. Install all electrical cords so as not to block or hinder traffic areas and shall install appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.
18. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
19. Appropriately label and store poisonous solutions not intended for consumption

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

I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX A**

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

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

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

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

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

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

I further understand that I have the following rights:

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

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

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

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX B**

**Hepatitis B Vaccination Declination Form**

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

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

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

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

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

**PERSONNEL SERVICES****4170-CPCS****INJURY AND ILLNESS PREVENTION POLICY**

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

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

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

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**INJURY AND ILLNESS PREVENTION PLAN**



## Injury and Illness Prevention Program

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Code of Safe Practices

General Safety Rules

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

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emergency equipment, electrical panels, or traffic lanes.

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

**Building Safety**

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

**Fire Prevention and Housekeeping**

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

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

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**General Duties and Responsibilities for Safety**

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

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

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

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

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

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

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

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

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

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

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

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Office Safety

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

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

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

#### Office Ergonomics

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

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

#### Proper Adjustments to Office Equipment

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

Employees are encouraged to contact Human Resources for support.

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**Hazardous Materials and Chemicals Communication Plan**

Hazardous Material Inventory

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

Safety Data Sheets ("SDS")

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

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

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

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

Container Labeling

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

The label must contain:

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

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

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Employee Information and Training

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

The information and training will include:

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

Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

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

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

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**Hazard Identification and Evaluation**

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

Loss Analysis

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

Accident Investigations

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

Employee Suggestions

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

Outside Agencies

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

Periodic Safety Inspections

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

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Periodic safety inspections will be conducted:

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

Documentation of Inspections

Safety inspections will be documented to include the following:

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

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

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Hazard Correction

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

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

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

Techniques for Correcting Hazards

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

Documentation of Corrective Action

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

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**Bloodborne Pathogen Exposure Control Plan**

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

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

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

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

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

**Procedure**

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

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

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

**Hepatitis B Vaccination**

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

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

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

#### Post-Exposure

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

### Safety Communication

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

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

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

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

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

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

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

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

**Employee Safety Training**

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

Such training provides the following benefits:

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

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

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

Employee training will be provided at the following times:

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

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

Training topics may include, but not be limited to:

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

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**Emergency Medical Services and First Aid**

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

First-Aid Kits

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

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

**Recommended Supplies**

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

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

First Aid

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

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

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

Accident Procedures

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

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

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Accident Investigation

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

Responsibility for Accident Investigation

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

The Purpose of Accident Investigations

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

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

Procedures for Investigation of Accidents

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

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

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

#### Investigation Tips

The investigator should:

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

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Questions to Ask

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

Examples include:

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

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

Once the Accident Investigation is Complete

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

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**INJURY AND ILLNESS PREVENTION PLAN****Infectious Disease Prevention & COVID-19 Response Plan**

California Pacific Charter Schools (“CPCS” or “School”) is committed to maintaining a safe and healthy workplace. This plan reflects current guidance from the California Department of Public Health (CDPH) and Cal/OSHA regarding COVID-19 and other communicable diseases.

**Communication**

The School will:

- Encourage employees to promptly report symptoms of illness, possible exposures, or health concerns to Human Resources without fear of reprisal.
- Provide information and resources about COVID-19 and other communicable disease prevention measures.
- Share updates with employees if state or local health guidance changes.

**Prevention Measures**

To reduce the spread of illness, the School will:

- Encourage staff and students to stay home when sick.
- Provide handwashing facilities and/or hand sanitizer.
- Maintain regular cleaning of frequently touched surfaces.
- Promote good indoor air quality where feasible (e.g., ventilation, filtration).
- Allow face coverings for anyone who wishes to wear them. If CDPH or a local health department requires masks, the School will comply and provide masks at no cost.

**Response to Illness and Positive Cases**

If a student or employee tests positive for COVID-19 or another communicable disease:

- The individual should stay home until CDPH return-to-school guidance is met

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(currently: at least 24 hours fever-free without medication and improving symptoms).

- Employees and families will receive notification of recommended actions, consistent with confidentiality laws.
- Human Resources will provide information on available leave and benefits for employees who need time off due to illness or exposure.

**Training & Information**

The School will provide employees with:

- Updates on CDPH guidance and any changes in workplace practices.
- Information on prevention strategies (e.g., hand hygiene, respiratory etiquette, staying home when ill).
- Resources on available benefits, such as sick leave and workers’ compensation.

**Recordkeeping & Reporting**

- The School will follow normal injury and illness reporting rules with Cal/OSHA.
- Serious illness, hospitalization, or death related to COVID-19 will be reported to Cal/OSHA as required.
- Confidentiality of medical information will be maintained at all times.

**Oversight & Review**

This plan is overseen by the School’s leadership team and Human Resources. It will be reviewed and updated as CDPH or Cal/OSHA requirements change.

**COVID-19 Prevention Plan**

~~¶ California Pacific Charter Schools (“CPCS” or “School”) adopts this COVID-19 Prevention Plan (“CPP”) in accordance with Cal OSHA regulations. The following CPP outlines the School’s plan to maximize workplace safety and health, and the steps the School takes to protect workers from being exposed to infectious diseases like the Novel Coronavirus (COVID-19). ¶~~

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**COMMUNICATION**

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

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

**IDENTIFICATION AND EVALUATION OF HAZARDS**

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

**Identification**

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

**Evaluation**

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

- ~~● The School will conduct periodic inspections as needed (every 30 days if during an active outbreak) to identify any unhealthy conditions, work practices, and work~~

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~~procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures.~~

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

~~¶~~

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

~~¶~~

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

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

~~¶~~

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

~~¶~~

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

- ~~● Where there has been a COVID-19 case at the place of employment, the following steps will be taken:~~
  - ~~a. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms,~~

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

¶¶  
~~CORRECTION OF COVID-19 HAZARDS¶¶~~

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

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

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

¶¶  
~~TRAINING AND INSTRUCTION¶¶~~

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

¶¶  
~~The School will provide effective training and instruction to employees that includes the~~

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following.¶¶

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

¶¶

#### PHYSICAL DISTANCING¶¶

¶¶

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

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

¶¶

#### FACE COVERINGS¶¶

¶¶

~~As per the guidance for schools and school-based programs per California Department of Public Health (CDPH), the use of face coverings is strongly encouraged for all staff and students when indoors. Use of face coverings shall be consistent with the CDPH, and other local and state school guidelines. If face masks are required, students who do not have~~

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### INJURY AND ILLNESS PREVENTION PLAN

~~personal face covering shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.~~

~~¶~~

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

~~¶~~

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

~~¶~~

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

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

~~¶~~

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

~~¶~~

#### ~~Site-Specific Engineering Controls~~

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

~~¶~~

#### ~~Administrative Controls~~

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

- ~~● Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The School will inform and regularly remind employees of cleaning and disinfecting protocols, including the planned frequency and scope of regular cleaning and disinfection.~~

## PERSONNEL 4170E-CPCS

## SERVICES

### INJURY AND ILLNESS PREVENTION PLAN

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

¶¶

#### Personal Protective Equipment¶¶

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

¶¶

#### REPORTING, RECORDKEEPING, AND ACCESS¶¶

¶¶

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

**PERSONNEL**  
**4170E-CPCS**

**SERVICES**

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**INJURY AND ILLNESS PREVENTION PLAN**

- ~~○ Date of a positive COVID-19 test¶¶~~
- ~~● Medical information will be kept confidential.¶¶~~
- ~~● The information will be made available to employees or otherwise required by law, with personal identifying information removed.¶¶~~

¶¶

~~EXCLUSION OF COVID-19 CASES¶¶~~

¶¶

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

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

¶¶

~~RETURN TO WORK CRITERIA¶¶~~

¶¶

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

¶¶

- ~~● An employee with positive COVID-19 or with COVID-19 symptoms shall not return to work until all of the following have been met:¶¶~~
  - ~~○ At least 24 hours have passed since fever of 100.4 or higher has resolved without the use of fever-reducing medications.¶¶~~
  - ~~○ COVID-19 symptoms have improved, and¶¶~~
  - ~~○ At least 5 days have passed since COVID-19 symptoms first appeared.¶¶~~
- ~~● COVID-19 cases who test positive but never developed COVID-19 symptoms shall~~

## PERSONNEL 4170E-CPCS

## SERVICES

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### INJURY AND ILLNESS PREVENTION PLAN

- ~~not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.¶~~
- ~~● A negative COVID-19 test shall not be required for an employee to return to work.¶~~
  - ~~● If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to in-person work until the period of isolation or quarantine is complete and the order is lifted. If no period was specified, then the period shall be 5 days from the time the order to quarantine/isolate was effective.¶~~
  - ~~● If there are no violations of local or state health officer orders for isolation or quarantine, OSHA may, upon request, allow employees to return to in-person work on the basis that the removal of an employee would create undue risk to the community's health and safety. In such cases the School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace.¶~~

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

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

### Enforcement of Safety Policies

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

#### Training Programs

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

#### Retraining

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

#### Disciplinary Action

Failure to adhere to safety policies and procedures established by the School can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act, but can also affect the safety of their

## PERSONNEL 4170E-CPCS

## SERVICES

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### INJURY AND ILLNESS PREVENTION PLAN

coworkers and customers. Accordingly, any employee who violates any of the School's safety policies will be subject to disciplinary action.

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

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

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

### CODE OF SAFE PRACTICES GENERAL

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

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.
2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.
5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.

## PERSONNEL SERVICES

4170E-CPCS

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### INJURY AND ILLNESS PREVENTION PLAN

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

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

I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.

**California Pacific Charter Schools**  
*Policy Adopted: March 4, 2021*  
*Policy Revised: March 10, 2022*  
*Policy Revised: March 10, 2026-5, 2024*

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**PERSONNEL SERVICES**

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX A**

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

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

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

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

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

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

I further understand that I have the following rights:

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

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

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

**PERSONNEL SERVICES**

**4170E-CPCS**

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX B**

**Hepatitis B Vaccination Declination Form**

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

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

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

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

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

# Coversheet

## Approval of Second Interim Financial Report

**Section:** VIII. Business/Financial Services  
**Item:** A. Approval of Second Interim Financial Report  
**Purpose:** Vote  
**Submitted by:** Shannon Green  
**Related Material:**

25-26 Second Interim Budget Presentation.pdf

2025-26 Second Interim Budget #1751 California Pacific Charter School-Los Angeles.pdf

2025-26 Second Interim Budget #1758 California Pacific Charter School-San Diego.pdf

2025-26 Second Interim Budget #2037 California Pacific Charter School-Sonoma.pdf

### BACKGROUND:

On or before March 15th, charter schools are required to submit a Second Interim Budget to their chartering authority and the County Office of Education (COE). The Second Interim Budget provides a critical financial update at the mid-point of the academic year, adjusting the original budget based on actual revenue, expenditures, and any other financial changes. Required by the California Department of Education (CDE), this report reflects revised revenue projections, updated expenditures, and a review of each Schools' cash flows and fund balances.

This budget update is essential for the Board to assess each School's financial health and ensure they are on track with their budgets. It helps identify any emerging financial challenges so adjustments can be made as needed. Additionally, the Second Interim Budget ensures compliance with state regulations and maintains accountability in how resources are managed to achieve the school's goals.

Approval of the Second Interim Budget is a key step in maintaining financial transparency and stability for the remainder of the year.

### RECOMMENDATION:

It is recommended the Board approve the Second Interim Financial Reports for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) as presented.



# Second Interim Budget

## California Pacific Charter

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**IN FULL  
BLOOM**

# 2026–27 Governor's Proposed Budget Highlights

01

## **LCFF COLA:**

Estimated at 2.41%, though historically, initial projections tend to be optimistic.

02

## **Student Support and Professional Development Block**

**Grant:** New one-time grant is proposed. These funds can be used flexibly for teacher recruitment, professional development, and expanding dual enrollment or career pathways.

03

## **Learning Recovery Emergency Block Grant (LREBG)**

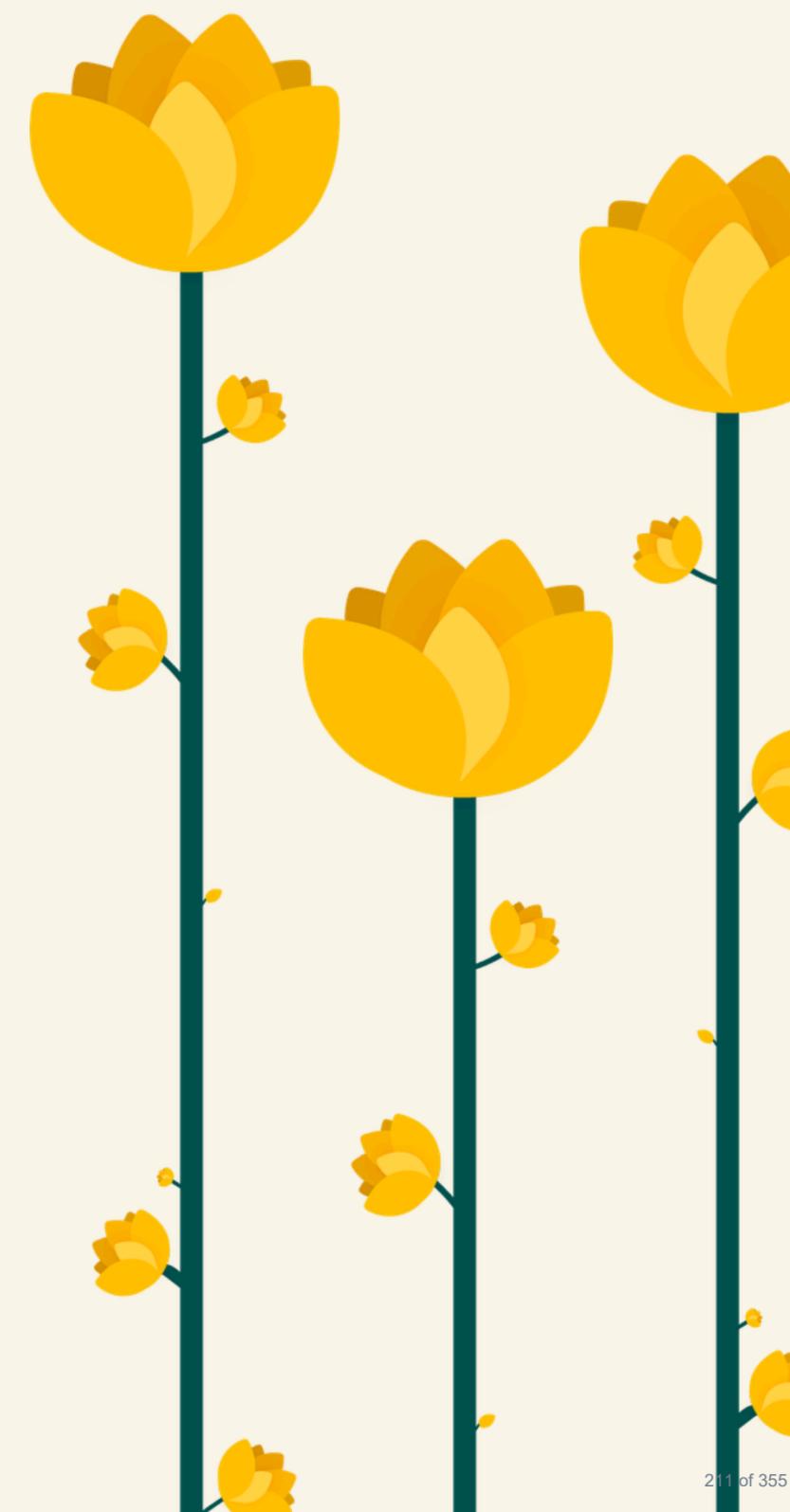
**Restoration:** Includes \$757 million to restore funding for learning recovery.

Schools with remaining LREBG funds must complete a needs assessment to guide expenditures through the 2027–28 school year.





# Enrollment and ADA Update



## CalPac-LA

### FIB Projection

Enrollment: 461

ADA: 405.56

### SIB Projection

Enrollment: 461

ADA: 436.46

## CalPac-SD

### FIB Projection

Enrollment: 343

ADA: 312.80

### SIB Projection

Enrollment: 343

ADA: 317.46

## CalPac-Sonoma

### FIB Projection

Enrollment: 238

ADA: 216.18

### SIB Projection

Enrollment: 238

ADA: 222.34

# 2025-26 Summary

	San Diego			Los Angeles			Sonoma		
	First Interim Budget	Second Interim Budget	\$ Change	First Interim Budget	Second Interim Budget	\$ Change	First Interim Budget	Second Interim Budget	\$ Change
	2025-26	2025-26		2025-26	2025-26		2025-26	2025-26	
<b>Enrollment</b>	<b>343</b>	<b>343</b>	-	<b>461</b>	<b>461</b>	-	<b>238</b>	<b>238</b>	-
<b>Average Daily Attendance</b>	<b>312.80</b>	<b>317.46</b>	<b>4.66</b>	<b>405.56</b>	<b>436.46</b>	<b>30.90</b>	<b>216.18</b>	<b>222.34</b>	<b>6.16</b>
<b>REVENUES</b>									
General Purpose Revenue	4,445,928	4,508,272	62,344	5,908,291	6,341,437	433,146	2,904,914	2,983,281	78,367
Federal Revenue	155,326	157,389	2,063	207,281	210,083	2,802	97,392	98,519	1,127
Other State Revenue	779,504	775,055	(4,449)	1,095,027	1,094,772	(255)	616,664	613,019	(3,645)
Other Local Revenue	34,000	61,336	27,336	12,500	46,556	34,056	17,400	32,611	15,211
<b>TOTAL REVENUES</b>	<b>5,414,758</b>	<b>5,502,052</b>	<b>87,294</b>	<b>7,223,099</b>	<b>7,692,848</b>	<b>469,749</b>	<b>3,636,370</b>	<b>3,727,430</b>	<b>91,059</b>
<b>EXPENDITURES</b>									
Certificated Salaries	2,586,190	2,573,393	(12,796)	3,526,469	3,645,183	118,714	1,724,267	1,722,395	(1,872)
Classified Salaries	613,231	639,778	26,546	836,225	927,925	91,700	408,821	426,581	17,760
Employee Benefits	1,068,237	1,056,749	(11,488)	1,463,390	1,450,027	(13,363)	714,441	704,700	(9,741)
Books and Supplies	307,007	368,687	61,680	418,311	498,275	79,964	197,859	238,861	41,003
Other Services and Ops	721,654	772,943	51,289	905,215	1,051,731	146,516	554,301	552,329	(1,972)
Depreciation	784	784	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,297,102</b>	<b>5,412,333</b>	<b>115,231</b>	<b>7,149,611</b>	<b>7,573,140</b>	<b>423,530</b>	<b>3,599,688</b>	<b>3,644,866</b>	<b>45,178</b>
<b>NET INCREASE / (DECREASE)</b>	<b>117,656</b>	<b>89,719</b>	<b>(27,936)</b>	<b>73,488</b>	<b>119,708</b>	<b>46,219</b>	<b>36,682</b>	<b>82,563</b>	<b>45,881</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,080,062</b>	<b>2,080,062</b>	<b>-</b>	<b>3,202,834</b>	<b>3,202,834</b>	<b>-</b>	<b>1,069,122</b>	<b>1,069,122</b>	<b>-</b>
<b>NET INCREASE / (DECREASE)</b>	<b>117,656</b>	<b>89,719</b>	<b>(27,936)</b>	<b>73,488</b>	<b>119,708</b>	<b>46,219</b>	<b>36,682</b>	<b>82,563</b>	<b>45,881</b>
<b>ENDING BALANCE</b>	<b>2,197,717</b>	<b>2,169,781</b>	<b>(27,936)</b>	<b>3,276,322</b>	<b>3,322,541</b>	<b>46,219</b>	<b>1,105,805</b>	<b>1,151,686</b>	<b>45,881</b>
<b>ENDING BALANCE AS % OF EXP</b>	<b>41.49%</b>	<b>40.09%</b>	<b>-1.40%</b>	<b>45.83%</b>	<b>43.87%</b>	<b>-1.95%</b>	<b>30.72%</b>	<b>31.60%</b>	<b>0.88%</b>



# 2025-26 Categorical Revenue Update

<u>Resource</u>	<u>Available Funds Balances</u>			<u>Available until</u>
	<u>LA</u>	<u>SD</u>	<u>Sonoma</u>	
<b>6019-SSPDBG</b>	\$8,700	\$11,792	\$6,095	Jun 30, 2028
<b>6053-UPK</b>	11,169	5,940	16,529	Jun 30, 2026
<b>6266-Educator Effectiveness</b>	41,442	39,403	45,173	Jun 30, 2026
<b>6387-CTEIG</b>	121,150	166,090	80,251	Dec 31, 2027
<b>6762-Arts &amp; Music Block Grant</b>	92,353	112,916	57,660	Jun 30, 2026
<b>6770-Prop 28 AMS</b>	56,270	77,377	36,645	Available for 3 years
<b>7412-A-G Access Grant</b>	13,955	14,075	6,624	Jun 30, 2026
<b>7413-A-G Learning Loss Mitigation Grant</b>	5,540	5,587	2,483	Jun 30, 2026
<b>7435-Learning Recovery Block Grant</b>	35,667	167,843	59,333	Jun 30, 2028

**Note:** Balances shown are the amounts of revenue to be captured in 2025-26 only.



# Local Revenue



## NEW -- JP Morgan Chase End-of-Day Sweeps

- Began January 2026.
- Automated cash management: Idle cash balances are invested overnight to generate short-term interest income.
- Projected Revenue:
  - CPC-SD: \$6,300
  - CPC-LA: \$11,700



## Update on DHCS Medi-Cal Billing program

- Reimbursement-based program
- Projected Revenue:
  - CPC-SD: \$20,000
  - CPC-LA: \$25,000
  - CPC-SO: \$18,000





# Staffing Update

## 2025–26 New Positions

- 6 Tutors

Other salary variances reflect routine staffing changes, including leaves of absence and typical turnover throughout the year.



# Changes in Expenses

	San Diego			Los Angeles			Sonoma		
	First Interim Budget	Second Interim Budget	\$ Change	First Interim Budget	Second Interim Budget	\$ Change	First Interim Budget	Second Interim Budget	\$ Change
	2025-26	2025-26		2025-26	2025-26		2025-26	2025-26	
<b>EXPENDITURES</b>									
Books and Supplies	307,007	368,687	61,680	418,311	498,275	79,964	197,859	238,861	41,003
Other Services and Ops	721,654	772,943	51,289	905,215	1,051,731	146,516	554,301	552,329	(1,972)
<b>TOTAL EXPENDITURES</b>	<b>1,028,660</b>	<b>1,141,630</b>	<b>112,969</b>	<b>1,323,526</b>	<b>1,550,006</b>	<b>226,480</b>	<b>752,160</b>	<b>791,191</b>	<b>39,031</b>



## Key Changes to Books and Supplies

- **Curriculum:** Increase reflects additional courses ordered for Imagine Learning.
- **Noncapitalized Equipment:** Increase due to replacing outdated devices and providing additional computers to support both staff and students.



## Key Changes to Services and Other Operating Expenditures

- **Special Edu:** CPC-SD's increase reflects certain services coming in above budgeted amounts (including translation services). CPC-LA's increase is due to enrolling a student requiring a placement. CPC-SO shows a decrease resulting from hiring a COTA, which has reduced outsourced OT costs.
- **Travel and Conferences:** Increase related to expanded professional development opportunities that was Board-approved in January 2026.
- **Professional Services:** Increase reflects a higher investment in advertising to support enrollment growth, with recent campaigns demonstrating strong results.



# Per Pupil Expenditures

## California Pacific Charter – SD

Per pupil spending = \$15,779

## California Pacific Charter – LA

Per pupil spending = \$16,428

## California Pacific Charter – Sonoma

Per pupil spending = \$16,315

# Multi-Year Projection

	San Diego			Los Angeles			Sonoma		
	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28
Enrollment	343	351	357	461	470	480	238	245	248
Average Daily Attendance	317.46	324.97	329.58	436.46	446.95	453.40	222.34	227.81	231.17
<b>REVENUES</b>									
General Purpose Revenue	4,508,272	4,780,426	4,967,678	6,341,437	6,637,681	6,901,081	2,983,281	3,095,782	3,221,889
Federal Revenue	157,389	168,145	172,543	210,083	225,817	231,904	98,519	105,742	108,679
Other State Revenue	775,055	758,383	815,521	1,094,772	954,745	981,604	613,019	537,968	546,965
Other Local Revenue	61,336	49,520	49,520	46,556	51,280	51,280	32,611	24,200	24,200
<b>TOTAL REVENUES</b>	<b>5,502,052</b>	<b>5,756,474</b>	<b>6,005,262</b>	<b>7,692,848</b>	<b>7,869,523</b>	<b>8,165,869</b>	<b>3,727,430</b>	<b>3,763,692</b>	<b>3,901,733</b>
<b>EXPENDITURES</b>									
Certificated Salaries	2,573,393	2,859,245	2,953,381	3,645,183	3,715,657	3,837,988	1,722,395	1,852,835	1,913,837
Classified Salaries	639,778	710,844	734,247	927,925	945,864	977,005	426,581	458,887	473,995
Employee Benefits	1,056,749	1,174,133	1,212,789	1,450,027	1,478,060	1,526,723	704,700	758,068	783,026
Books and Supplies	368,687	327,656	333,604	498,275	422,307	429,971	238,861	204,876	208,767
Other Services and Operating	772,943	674,224	730,659	1,051,731	1,071,931	1,149,048	552,329	480,885	517,286
Depreciation and Amortizatio	784	784	784	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,412,333</b>	<b>5,746,886</b>	<b>5,965,464</b>	<b>7,573,140</b>	<b>7,633,820</b>	<b>7,920,735</b>	<b>3,644,866</b>	<b>3,755,552</b>	<b>3,896,911</b>
<b>NET INCREASE / (DECREASE)</b>	<b>89,719</b>	<b>9,588</b>	<b>39,798</b>	<b>119,708</b>	<b>235,702</b>	<b>245,134</b>	<b>82,563</b>	<b>8,139</b>	<b>4,822</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,080,062</b>	<b>2,169,781</b>	<b>2,179,369</b>	<b>3,202,834</b>	<b>3,322,541</b>	<b>3,558,244</b>	<b>1,069,122</b>	<b>1,151,686</b>	<b>1,159,825</b>
<b>NET INCREASE / (DECREASE)</b>	<b>89,719</b>	<b>9,588</b>	<b>39,798</b>	<b>119,708</b>	<b>235,702</b>	<b>245,134</b>	<b>82,563</b>	<b>8,139</b>	<b>4,822</b>
<b>ENDING BALANCE</b>	<b>2,169,781</b>	<b>2,179,369</b>	<b>2,219,168</b>	<b>3,322,541</b>	<b>3,558,244</b>	<b>3,803,377</b>	<b>1,151,686</b>	<b>1,159,825</b>	<b>1,164,648</b>
<b>ENDING BALANCE AS % OF EXP</b>	<b>40.09%</b>	<b>37.92%</b>	<b>37.20%</b>	<b>43.87%</b>	<b>46.61%</b>	<b>48.02%</b>	<b>31.60%</b>	<b>30.88%</b>	<b>29.89%</b>



# 25-26 Cash Balances



## California Pacific Charter – SD

June 30, 2026 Balance = **\$2,133,069**

Approximately **144** Days of Cash on Hand

## California Pacific Charter – LA

June 30, 2026 Balance = **\$2,939,343**

Approximately **142** Days of Cash on Hand

## California Pacific Charter – Sonoma

June 30, 2026 Balance = **\$811,793**

Approximately **81** Days of Cash on Hand



Questions?

T H A N K Y O U !

# SECOND INTERIM BUDGET

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California Pacific  
Charter Schools  
LOS ANGELES



On or before March 15th, charter schools are required to submit a second interim budget to their chartering authority and the County Office of Education (COE). This budget is a snapshot of the school's estimated revenues and expenditures through January 31, 2026, based on historical data and the most recent information available at the time of development. The budget is a living document that will be adapted throughout the year as growth changes, funding levels change, and other new information becomes available.

### **2026-27 Governor's Proposed Budget Highlights**

The Governor's state budget proposal, released in January 2026, reflects a cautiously optimistic fiscal outlook with a projected \$2.9 billion shortfall, a manageable figure compared to the volatility of recent years. Driven by stronger-than-expected revenue from the technology sector and capital gains, the proposal protects core education investments and avoids major cuts to the Local Control Funding Formula (LCFF).

The January budget is the first step in the state's budgeting process. In May, the May Revision will provide updates based on the latest economic data, and by June 15, the Legislature must pass a balanced budget. It's important to note that final funding allocations may differ from these early projections. Additional details will emerge as the budgeting process unfolds, particularly regarding education funding adjustments. Charter schools and school leaders should closely monitor the May Revision and subsequent trailer bills for final funding determinations.

Key Highlights from State Budget:

- ❖ LCFF COLA: Estimated at 2.41%, though historically, initial projections tend to be optimistic.
- ❖ Student Support and Professional Development Block Grant: A new one-time \$2.8 billion discretionary block grant is proposed. These funds can be used flexibly for teacher recruitment, professional development, and expanding dual enrollment or career pathways.
- ❖ Learning Recovery Emergency Block Grant (LREBG) Restoration: The proposal includes \$757 million to restore funding for learning recovery. Schools with remaining LREBG funds must complete a needs assessment to guide expenditures through the 2027-28 school year.

### **2025-26 Second Interim Budget Financial Highlights**

The financial performance of all three California Pacific Charter Schools (CalPac) - San Diego (CPC-SD), Los Angeles (CPC-LA), and Sonoma (CPC-SO) remains strong, with positive monthly cash balances and healthy reserves. CPC-SO shows lower days of cash on hand early in the year due to timing of cash receipts and a one-time prepaid expense, but cash levels stabilize in later months, maintaining adequate liquidity throughout the fiscal year.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- ❖ CPC-SD: Projected surplus of \$89,719, with an ending fund balance \$2,169,781, representing a healthy 40.09% of annual expenditures. This is a decrease from First Interim Budget.
- ❖ CPC-LA: Projected surplus of \$119,708, with an ending fund balance \$3,322,541, representing a healthy 43.87% of annual expenditures. This is an increase from First Interim Budget.
- ❖ CPC-SO: Projected surplus of \$82,563, with an ending fund balance \$1,151,686, representing a healthy 31.60% of annual expenditures. This is an increase from First Interim Budget.

### Enrollment and ADA Assumptions

Average Daily Attendance (ADA) is the base factor used in determining the single largest source of income, LCFF apportionment; therefore, any change in enrollment or attendance, however slight, significantly changes the revenue apportionment. By-grade enrollment and ADA projections are shown on the Enrollment & ADA sheet.

All three California Pacific Charter Schools are projecting robust enrollment projections for 2025-26, resulting from exemplary work from CalPac staff in student retention efforts and successful enrollment campaigns. Enrollment and ADA increases vary by school based on local demand in that area. Management has prepared the budget for each school with conservative enrollment and ADA estimates, grounded in both historical trends and real-time data.

The attendance ratio is an estimate based on historical data. It is important to note that this ratio is not calculated solely on a per-pupil basis; it also accounts for "partial-year" students. Because not every student represents 1.0 Full-Time Equivalent (FTE) due to mid-year entries or exits, their proportional attendance is factored into the aggregate ADA ratio.

	2025-26 Adopted	2025-26 FIB	2025-26 SIB	2026-27 Projected	2027-28 Projected
<b>California Pacific Charter-SD</b>					
Enrollment	328	343	343	351	357
Total Charter ADA	309.35	312.80	317.46	324.97	329.58
Attendance Ratio	94.31%	91.20%	92.55%	92.55%	92.55%
<b>California Pacific Charter-LA</b>					
Enrollment	429	461	461	470	480
Total Charter ADA	404.10	405.56	436.46	446.95	453.40
Attendance Ratio	94.20%	87.97%	94.68%	94.68%	94.68%



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

	2025-26 Adopted	2025-26 FIB	2025-26 SIB	2026-27 Projected	2027-28 Projected
<b>California Pacific Charter - Sonoma</b>					
Enrollment	246	238	238	245	248
Total Charter ADA	221.55	216.18	222.34	227.81	231.17
Attendance Ratio	89.89%	90.83%	93.42%	93.42%	93.42%

### 2025-26 Second Interim Budget Revenue

*General Purpose Entitlement - LCFF Revenue* – is the primary funding source for all three schools. LCFF revenues have been calculated based on the most recent FCMAT LCFF calculator using a Cost-of-living adjustment (COLA) of 2.30%.

#### *Federal Revenue* –

- Title I, II, and IV Funds have been updated to reflect current allocation schedules.
- Federal Special Education revenues have been updated to reflect current allocation schedules.

#### Federal Revenue – 2025-26 Second Interim Budget:

	CPC-SD	CPC-LA	CPC-SO
Federal Special Education	\$48,265	\$65,423	\$33,817
Title I	87,841	119,363	48,023
Title II	11,283	15,297	6,679
Title IV	10,000	10,000	10,000

#### *State Revenue* –

- *A-G Access Grant & A-G Learning Loss Mitigation Grant* – Revenue reflects the remaining balances of these one-time grants. All three schools are on track to fully expend the funds by the 2025-26 deadline.
- *Arts & Music Block Grant (AMIM)* – Revenue represents the remaining available funds for these one-time monies. All three schools are on track to fully expend these funds by the 2025-26 deadline.
- *Career Technical Education Incentive Grant (CTEIG)* – All three schools were approved for 2025-26 CTEIG funding. This grant requires a 2:1 local-to-state funding match (\$2 local for every \$1 state).
- *Educator Effectiveness Funds (EEF) Grant* – Revenue represents the remaining available funds for these one-time monies. All three schools are on track to fully expend these funds by the 2025-26 deadline.
- *Learning Recovery Block Grant (LREBG)* – Revenue represents planned expenditures for 2025–26. The schools will ensure alignment with needs assessments and program requirements. All three schools are on track to fully expend funds by the 2027-28 deadline.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- *Literacy Screenings Professional Development* – New funding source allocated to support literacy initiatives, with expenditures directed toward Amira Learning software.
- *California State Lottery* – Budgeted at \$190 per ADA for Non-Proposition 20 and \$82 per ADA for Proposition 20, in line with current state estimates. Includes the FY 2024-25 Q4 prior-year adjustment.
- *Mandated Block Grant (MBG)* – Funded at \$20.52 per ADA for grades K-8 and \$57.04 per ADA for grades 9-12, per the latest state rates.
- *Proposition 28—Arts & Music in Schools (AMS)* – Revenues have been updated based on the most recent state allocations. The 2025-26 budget includes carryover from prior-year funds. These funds are ongoing and may be expended over a three-year period.
- *State Special Education Revenue* – Budgeted based on the latest state apportionment schedules.
- *Student Support and Professional Development Discretionary Block Grant (SSPDBG)* – Reflects the planned 2025-26 expenditures from this multi-year grant, which is available for use through June 30, 2028.
- *Universal Prekindergarten (UPK) Planning & Implementation Grant* – Revenue reflects the remaining balance of this one-time funding. All three schools are on track to fully expend the funds by the 2025-26 deadline.
- *Other State Revenue* – Reflects CAASPP and ELPAC testing allocations, which are received based on state assessment participation.

**Other State Revenue – 2025-26 Second Interim Budget:**

	CPC-SD	CPC-LA	CPC-SO
A-G Access Grant	\$13,955	\$14,075	\$6,624
A-G Learning Loss Mitigation Grant	5,540	5,587	2,483
AMIM	92,353	112,916	57,660
CTEIG	121,150	166,090	80,251
EEF	41,442	39,403	45,173
LREBG	35,667	167,843	59,333
Literacy Screenings	2,049	1,389	973
Lottery - Non-Prop 20	57,683	81,089	39,695
Lottery - Prop 20	26,032	35,790	18,232
Mandated Cost Reimbursements	11,258	14,834	7,238
Prop 28 (AMS)	56,270	77,377	36,645
State Special Education	291,014	359,500	235,715
SSPDBG	8,700	11,792	6,095
UPK	11,169	5,940	16,529
Other State Revenue	775	1,147	374



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

### *Local Revenue –*

- Treasury interest revenue is projected at \$28,000 for CPC-SD and \$10,000 for CPC-SO, based on current daily cash balances and prevailing yield rates.
- All three schools participate in the reimbursement-based DHCS Medi-Cal Billing program. Revenue estimates are grounded in prior-year reimbursement trends and currently projected to be \$20,000 for CPC-SD, \$25,000 for CPC-LA, and \$18,000 for CPC-SO, though actual receipts may exceed these initial projections.
- Beginning in January 2026, CalPac initiated participation in the JP Morgan Chase end-of-day sweep program, which automatically invests idle cash balances overnight to generate short-term interest income. Revenue projections are intentionally conservative and structured to remain fully compliant with Board-approved investment policies. Revenue is projected at \$6,300 for CPC-SD and \$11,700 for CPC-LA.
- Other local revenue includes credit card “cashback” incentives, the return of a prior-year deposit, and a tax refund, all of which are one-time or irregular revenue sources.

## **2025-26 Second Interim Budget Expenditures**

### *Key Changes to Salaries and Benefits –*

- Additional Positions added for 2025-26 Second Interim Budget:
  - ❖ 6 - Tutors
- In February 2026, the Board approved a one-time discretionary bonus for eligible CPC-LA employees. Additional detail on the approval and discussion can be found in the corresponding Board meeting minutes.
- Other salary variances reflect routine staffing changes, including leaves of absence and typical turnover throughout the year.

### *Key Changes to Books and Supplies –*

- Textbooks and Core Curricula Materials: Increase reflects additional courses ordered for Imagine Learning.
- Noncapitalized Equipment: Includes computers and technology accessories purchased based on individual school needs. The increase is due to replacing outdated devices and providing additional computers to support both staff and students.

### *Key Changes to Services and Other Operating Expenditures –*

- Subagreements for Services: Includes special education vendors serving high needs areas such as limited to OT, Behavior Support, and NPS/Residential placements. These agreements have been carefully reviewed and updated in collaboration with the Special Education Department to ensure appropriate support for students with higher-cost needs. CPC-SD’s increase reflects certain



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

services coming in above budgeted amounts (including translation services). CPC-LA's increase is due to enrolling a student requiring a placement. CPC-SO shows a decrease resulting from hiring a COTA, which has reduced outsourced OT costs.

- Travel and Conferences: Increase reflects the Board's January 2026 approval of expanded professional development opportunities, supporting staff growth in leadership development, early literacy, and AVID best practices. Additional details on the approval and discussion can be found in the corresponding Board meeting minutes.
- Operating Expenditures: Increase reflects a higher investment in advertising to support enrollment growth, with recent campaigns demonstrating strong results.

*Per-pupil spending rates for the 2025-26 Second Interim Budget are as follows:*

- CPC-SD: \$15,779 per pupil
- CPC-LA: \$16,428 per pupil
- CPC-SO: \$15,315 per pupil

### Multi-Year Projection Assumptions

A multi-year projection has been prepared to show that California Pacific Charter Schools has a sound financial plan to ensure fiscal solvency in the current year and the next two years. This report shows the projected revenues and expenditures for the current year and the next two years.

#### 2026-27 and 2027-28 Key Assumptions:

- ❖ The LCFF COLA projections for 2026-27 and 2027-28, as derived from the latest Dartboard projections, are 2.41% and 3.06%, respectively, representing a slight decrease from prior State estimates. The School acknowledges the inherent uncertainty of these projections and has conducted internal scenario planning, including analyses based on a zero COLA. Based on current projections, the school anticipates maintaining a balanced budget for the next two fiscal years. Management will continue to closely monitoring the official Statutory COLA as it becomes available.
- ❖ 2026-27 and 2027-28 include modest ADA increases of approximately 1% to 3% across all three schools. These assumptions are considered reasonable and attainable, based on historical trends and prior-year enrollment and attendance data.
- ❖ MBG Rates (per ADA):
  - 2026-27: \$21.01 (Grades K-8), \$59.61 (Grades 9-12)
  - 2027-28: \$21.65 (Grades K-8), \$61.43 (Grades 9-12)
- ❖ California State Lottery Revenue (per ADA):
  - Non-Proposition 20: \$190
  - Proposition 20: \$82



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

These rates are assumed to remain flat for both years.

- ❖ SSPDBG funds for 2026-27 have been estimated at \$29K for CPC-SD, \$49K for CPC-LA, \$39K for CPC-SO. For 2027-28, these are estimated at \$67K for CPC-SD, \$20K for CPC-LA, \$35K for CPC-SO.
- ❖ CTEIG – CalPac plans to continue submitting annual CTEIG applications.
  - Estimated grant requests:
    - 2026-27: CPC-SD: \$130K, CPC-LA: \$169K, CPC-SO: \$83K
    - 2027-28: CPC-SD: \$133K, CPC-LA: \$174K, CPC-SO: \$86K
  - Funding is subject to state approval and requires a 2:1 local-to-state match.
- ❖ Prop 28 (AMS) funds for 2026-27 have been estimated at \$58K for CPC-SD, \$58K for CPC-LA, \$79K for CPC-SO. For 2027-28, these are estimated at \$80K for CPC-SD, \$38K for CPC-LA, \$38K for CPC-SO.
- ❖ LREBG funds for 2026-27 have been estimated at \$107K for CPC-SD, \$115K for CPC-LA, \$112K for CPC-SO. For 2027-28, these are estimated at \$74K for CPC-SD, \$55K for CPC-LA, \$28K for CPC-SO. These funds are available until the 2027-28 fiscal year.
- ❖ Staffing Step Advancement factors:
  - Certificated staff - 2.5%
  - Classified staff - 3.0%
- ❖ Projected New Staff Hires:
  - 2026-27: 2 Teachers
  - 2027-28: 1 Teacher and 1 Administrator
- ❖ Books and Supplies: A decrease is projected over the next two years compared to 2025-26 due to one-time current-year costs, including professional development events and the replacement of outdated computers. Going forward, expenditures are expected to return to typical maintenance levels.
- ❖ Other Services and Operating Expenditures:
  - In-Person Professional Development: Current-year costs include an in-person professional development event. Expenditures decrease in 2026-27 as this event occurs every other year, with the next planned for 2027-28, contingent on fiscal health and available funding.
  - Special Education Retreat: Similarly, the Special Education Retreat follows an every-other-year cadence. Following a virtual retreat in 2025-26, expenditures increase in 2026-27 for an in-person retreat, then decrease in 2027-28 when the retreat is expected to return to a virtual format, subject to available funds.
  - Professional Development Offerings: The Board approved additional professional development opportunities in 2025-26 supported by one-time funds. Out-year spending is expected to return to typical levels.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- Outsourced IT Services: Based on recent discussions with Charter Tech Services, the budget includes a projected increase for outsourced student IT support, though final costs may be lower pending contract negotiations.
- ❖ To address high inflation, a 6% increase to vendor contract renewals has been included for both projected years.
- ❖ Vendors with a “per student” pricing model have been increased proportionally to the expected change in enrollment.

### 2025-26 Second Interim Budget Reserves

Reserves (or “Fund Balance”) are critical in ensuring each school's financial stability. These reserves are allocated to cover potential expenses related to Special Education, legal matters, economic uncertainties, and cash flow needs.

#### California Pacific Charter - San Diego Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$2,169,781	\$2,179,369	\$2,219,168
<b>Components of EFB</b>			
<i>Assigned for Special Education (3%)</i>	\$162,370	\$172,407	\$178,964
<i>Assigned for Legal (4%)</i>	\$216,493	\$229,875	\$238,619
<i>Assigned for Economic Uncertainty (5%)</i>	\$270,617	\$287,344	\$298,273
<i>Cashflow Reserve</i>	\$1,520,301	\$1,489,743	\$1,503,312

#### California Pacific Charter - Los Angeles Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$3,322,541	\$3,558,244	\$3,803,377
<b>Components of EFB</b>			
<i>Assigned for Special Education (4%)</i>	\$302,926	\$305,353	\$316,829
<i>Assigned for Legal (4%)</i>	\$302,926	\$305,353	\$316,829
<i>Assigned for Economic Uncertainty (5%)</i>	\$378,657	\$381,691	\$396,037
<i>Cashflow Reserve</i>	\$2,338,032	\$2,565,847	\$2,773,682



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

### California Pacific Charter - Sonoma Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$1,151,686	\$1,159,825	\$1,164,648
<b>Components of EFB</b>			
<i>Assigned for Special Education (4%)</i>	\$145,795	\$150,222	\$155,876
<i>Assigned for Legal (4%)</i>	\$145,795	\$150,222	\$155,876
<i>Assigned for Economic Uncertainty (5%)</i>	\$182,243	\$187,778	\$194,846
<i>Cashflow Reserve</i>	\$677,853	\$671,603	\$658,050

### 2025-26 Second Interim Budget Cash Flow

Cash flow continues to be strong for the three schools, with positive monthly cash balances projected throughout the 2025-26 fiscal year, as detailed on the Monthly Cash Forecast.

Days of Cash on Hand, a key liquidity measure, indicates the number of days a school can operate using existing reserves without additional revenue. A healthy benchmark for charter schools generally exceeds 90 days, providing a strong buffer against unforeseen financial challenges. CPC-SD and CPC-LA maintain more than 90 days of cash on hand in every month of 2025-26. CPC-SO, while lower, reflects a tighter liquidity position primarily due to front-loaded operational costs and the timing of state apportionments. Management continues to monitor CPC-SO closely to ensure adequate coverage, and overall liquidity remains sufficient.

Additionally, in January 2026, the schools implemented JP Morgan Chase's end-of-day sweep program, which automatically transfers idle cash into short-term, interest-bearing vehicles overnight. Month-end bank statements may show reduced "cash" balances due to the timing of these transfers; however, the funds remain fully liquid and are returned to operating accounts the next business day. For financial reporting purposes, these balances are treated as cash equivalents, consistent with standard accounting practice.

While the 2025-26 California State Enacted Budget includes cash deferrals, delaying apportionments from June to July 2026, ongoing cash flow monitoring ensures each school maintains sufficient liquidity to meet its financial obligations. No external borrowing is currently anticipated.

### 2025-26 Second Interim Budget Cash Flow

	CPC-SD	CPC-LA	CPC-SO
<b>Ending Cash Balance as of June 30, 2026</b>	\$2,133,069	\$2,939,343	\$811,793
<b>Days of Cash on Hand</b>	144	142	81



**2025-26 Second Interim Budget  
Enrollment & ADA**

California Pacific Charter - Los Angeles (#1751)	CPC-LA		CPC-LA		CPC-LA	
	2025-26		2026-27		2027-28	
<b>Attendance Ratio:</b>	<b>94.68%</b>		<b>94.68%</b>		<b>94.68%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	18	16.56	17	16.56	17	16.56
Kinder	28	28.33	31	29.04	31	29.48
Grade 1	20	20.97	23	21.49	23	21.81
Grade 2	31	32.01	35	32.81	35	33.30
Grade 3	26	25.07	27	25.70	28	26.09
Grade 4	20	20.57	22	21.08	23	21.40
Grade 5	15	16.07	17	16.47	18	16.72
Grade 6	27	26.87	29	27.54	30	27.95
Grade 7	38	36.01	39	36.91	40	37.46
Grade 8	34	33.37	36	34.20	37	34.71
Grade 9	35	32.67	35	33.49	36	33.99
Grade 10	50	45.57	49	46.71	50	47.41
Grade 11	67	58.53	63	59.99	64	60.89
Grade 12	52	43.86	47	44.96	48	45.63
<b>TOTAL</b>	<b>461</b>	<b>436.46</b>	<b>470</b>	<b>446.95</b>	<b>480</b>	<b>453.40</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	123	122.94	133	125.60	134	127.24
Total 4-6 Enrollment	62	63.51	68	65.09	71	66.07
Total 7-8 Enrollment	72	69.38	75	71.11	77	72.17
Total 9-12 Enrollment	204	180.63	194	185.15	198	187.92
<b>Total Enrollment/ADA</b>	<b>461</b>	<b>436.46</b>	<b>470</b>	<b>446.95</b>	<b>480</b>	<b>453.40</b>
Unduplicated Pupil Percentage	67.46%	311	67.46%	317	67.46%	324
Percentage of ELL/LEP students	8.18%	38	8.18%	38	8.18%	39
Percentage of SPED Student	20.09%	93	20.09%	94	20.09%	96



**2025-26 Second Interim Budget  
Budget Summary**

<b>California Pacific Charter - Los Angeles (#1751)</b>	<b>Adopted Budget 2025-26</b>	<b>First Interim Budget 2025-26</b>	<b>Year to Date 1/31/2026</b>	<b>Second Interim Budget 2025-26</b>	<b>SIB-FIB \$ Change</b>	<b>SIB-FIB % Change</b>
<b>Enrollment</b>	<b>429</b>	<b>461</b>		<b>461</b>	<b>-</b>	<b>-</b>
<b>Average Daily Attendance</b>	<b>404.10</b>	<b>405.56</b>		<b>436.46</b>	<b>30.90</b>	<b>7.62%</b>
<b>REVENUES</b>						
General Purpose Revenue	5,874,856	5,908,291	2,543,606	6,341,437	433,146	7.33%
Federal Revenue	209,510	207,281	103,240	210,083	2,802	1.35%
Other State Revenue	1,030,080	1,095,027	361,714	1,094,772	(255)	-0.02%
Other Local Revenue	-	12,500	20,040	46,556	34,056	272.45%
<b>TOTAL REVENUES</b>	<b>7,114,446</b>	<b>7,223,099</b>	<b>3,028,600</b>	<b>7,692,848</b>	<b>469,749</b>	<b>6.50%</b>
<b>EXPENDITURES</b>						
Certificated Salaries	3,451,510	3,526,469	1,955,569	3,645,183	118,714	3.37%
Classified Salaries	871,125	836,225	459,472	927,925	91,700	10.97%
Employee Benefits	1,357,616	1,463,390	805,625	1,450,027	(13,363)	-0.91%
Books and Supplies Expenditures	468,059	418,311	269,731	498,275	79,964	19.12%
Other Services and Operating Expenditures	955,144	905,215	638,448	1,051,731	146,516	16.19%
Depreciation and Amortization	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,103,455</b>	<b>7,149,611</b>	<b>4,128,846</b>	<b>7,573,140</b>	<b>423,530</b>	<b>5.92%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>10,991</b>	<b>73,488</b>	<b>(1,100,246)</b>	<b>119,708</b>	<b>46,219</b>	<b>62.89%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>3,183,424</b>	<b>3,202,834</b>	<b>3,202,834</b>	<b>3,202,834</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE / (DECREASE)</b>	<b>10,991</b>	<b>73,488</b>	<b>(1,100,246)</b>	<b>119,708</b>	<b>46,219</b>	<b>62.89%</b>
<b>ENDING BALANCE</b>	<b>3,194,415</b>	<b>3,276,322</b>	<b>2,102,587</b>	<b>3,322,541</b>	<b>46,219</b>	<b>1.41%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>44.97%</b>	<b>45.83%</b>	<b>50.92%</b>	<b>43.87%</b>	<b>-1.95%</b>	



**2025-26 Second Interim Budget  
Multi-Year Projection**

<b>California Pacific Charter - Los Angeles (#1751)</b>			
	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b>Enrollment</b>	<b>461</b>	<b>470</b>	<b>480</b>
<b>Average Daily Attendance</b>	<b>436.46</b>	<b>446.95</b>	<b>453.40</b>
<b>REVENUES</b>			
8011 LCFF General Entitlement	6,037,277	6,326,210	6,585,115
8012 EPA Entitlement	87,292	89,390	90,680
8096 In-Lieu-Of Property Taxes	216,868	222,081	225,286
<b>Total General Purpose Revenue</b>	<b>6,341,437</b>	<b>6,637,681</b>	<b>6,901,081</b>
8181 Federal IDEA SpEd Revenue	60,660	72,401	76,365
8182 SpEd - Discretionary Grants	4,763	5,519	5,652
8290 Other Federal Revenue	144,660	147,897	149,887
<b>Total Federal Revenue</b>	<b>210,083</b>	<b>225,817</b>	<b>231,904</b>
8311 AB602 State SpEd Revenue	322,087	381,511	402,423
8550 Mandated Cost Reimbursements	14,834	15,794	16,683
8560 State Lottery Revenue	116,879	121,571	123,325
8590 Other State Revenue	640,972	435,869	439,173
<b>Total Other State Revenue</b>	<b>1,094,772</b>	<b>954,745</b>	<b>981,604</b>
8660 Interest Income	11,700	23,400	23,400
8699 Other Revenue	34,856	27,880	27,880
<b>Total Other Local Revenue</b>	<b>46,556</b>	<b>51,280</b>	<b>51,280</b>
<b>TOTAL REVENUES</b>	<b>7,692,848</b>	<b>7,869,523</b>	<b>8,165,869</b>
<b>EXPENDITURES</b>			
1000s Certificated Salaries	3,645,183	3,715,657	3,837,988
2000s Classified Salaries	927,925	945,864	977,005
3000s Employee Benefits	1,450,027	1,478,060	1,526,723
4000s Books and Supplies Expenditures	498,275	422,307	429,971
5000s Other Services and Operating Expenditures	1,051,731	1,071,931	1,149,048
6000s Depreciation and Amortization	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,573,140</b>	<b>7,633,820</b>	<b>7,920,735</b>
<b>NET INCREASE / (DECREASE)</b>	<b>119,708</b>	<b>235,702</b>	<b>245,134</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>3,202,834</b>	<b>3,322,541</b>	<b>3,558,244</b>
<b>NET INCREASE / (DECREASE)</b>	<b>119,708</b>	<b>235,702</b>	<b>245,134</b>
<b>ENDING BALANCE</b>	<b>3,322,541</b>	<b>3,558,244</b>	<b>3,803,377</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>43.87%</b>	<b>46.61%</b>	<b>48.02%</b>



## California Pacific Charter - Los Angeles

### 2025-26 Second Interim Budget

### Monthly Cash Forecast

	BUDGET	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Forecast	March Forecast	April Forecast	May Forecast	June Forecast	ACCRUALS	TOTAL
<b>BEGINNING CASH</b>		3,245,029	3,126,492	2,438,937	2,106,150	2,085,178	2,151,684	2,168,179	852,634	2,019,178	2,248,259	2,413,614	2,578,970		
<b>Revenues</b>															
General Purpose Revenue	\$ 6,341,437	\$ -	\$ 273,443	\$ 284,671	\$ 505,789	\$ 486,957	\$ 486,957	\$ 505,789	\$ 486,957	\$ 707,434	\$ 685,611	\$ 685,611	\$ 661,837	\$ 570,380	\$ 6,341,437
Federal Revenue	210,083	-	-	-	32,965	2,500	61,928	5,847	-	16,356	-	-	51,820	38,667	210,083
Other State Revenue	1,094,772	6,041	5,464	39,662	36,113	130,200	78,074	66,160	37,497	63,044	37,497	37,497	475,285	82,238	1,094,772
Other Local Revenue	46,556	-	57	44	5,601	3,935	4,230	6,172	5,303	5,303	5,303	5,303	5,303	-	46,556
<b>Total Revenues</b>	<b>\$ 7,692,848</b>	<b>\$ 6,041</b>	<b>\$ 278,964</b>	<b>\$ 324,377</b>	<b>\$ 580,468</b>	<b>\$ 623,592</b>	<b>\$ 631,189</b>	<b>\$ 583,968</b>	<b>\$ 529,758</b>	<b>\$ 792,137</b>	<b>\$ 728,412</b>	<b>\$ 728,412</b>	<b>\$ 1,194,245</b>	<b>\$ 691,285</b>	<b>\$ 7,692,848</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 3,645,183	\$ 58,757	\$ 361,313	\$ 307,748	\$ 308,411	\$ 311,576	\$ 307,550	\$ 300,215	\$ 443,642	\$ 300,215	\$ 300,215	\$ 300,215	\$ 280,399	\$ 64,928	\$ 3,645,183
Classified Salaries	927,925	40,797	50,796	65,555	77,229	76,643	74,916	73,536	129,105	73,536	73,536	73,536	36,768	81,973	927,925
Employee Benefits	1,450,027	67,002	128,306	120,777	127,008	120,254	117,270	125,009	131,477	125,009	125,009	125,009	111,541	26,356	1,450,027
Books and Supplies	498,275	111,551	56,025	68,457	8,838	19,287	3,374	2,201	4,071	3,053	3,053	3,053	119,453	95,861	498,275
Other Services and Operating	1,051,731	174,266	108,799	125,102	54,417	51,026	63,596	61,243	61,243	61,243	61,243	61,243	61,243	107,067	1,051,731
<b>Total Expenditures</b>	<b>\$ 7,573,140</b>	<b>\$ 452,372</b>	<b>\$ 705,239</b>	<b>\$ 687,639</b>	<b>\$ 575,902</b>	<b>\$ 578,785</b>	<b>\$ 566,706</b>	<b>\$ 562,203</b>	<b>\$ 769,539</b>	<b>\$ 563,056</b>	<b>\$ 563,056</b>	<b>\$ 563,056</b>	<b>\$ 609,403</b>	<b>\$ 376,185</b>	<b>\$ 7,573,140</b>
<b>BALANCE SHEET ITEMS</b>															
	<b>Beginning Balance</b>													<b>Ending Balance</b>	
<b>Assets</b>															
Cash Not In Treasury															
Cash with Fiscal Agents	\$ 4,490	-	-	-	-	-	-	-	-	-	-	-	-	\$ 4,490	
Investments	-	-	-	-	-	-	(1,338,365)	-	1,338,365	-	-	-	-	-	
Accounts Receivable	557,760	421,373	30,746	2,064	34,554	3,347	(2,913)	-	68,589	-	-	-	-	691,285	
Prepaid Expenditures	40,140	(54,676)	(349,412)	39,353	(278)	(1,280)	(25,041)	24	-	-	-	-	116,400	315,050	
Other Current Assets	104,689	-	-	-	-	-	-	-	-	-	-	-	41,339	63,350	
<b>Liabilities</b>															
Accounts Payable	86,022	(38,388)	57,386	2,149	(59,814)	19,632	(20,035)	1,031	(628)	-	-	-	(47,354)	376,185	
Due To Grantor Governments	13,606	(515)	-	(13,091)	-	-	-	-	-	-	-	-	-	-	
Unearned Revenues	536,258	-	-	-	-	-	-	-	-	-	-	-	(291,012)	245,245	
Other Current Liabilities	113,389	-	-	-	-	-	-	-	-	-	-	-	(43,843)	69,546	
<b>Net Increases/Decreases</b>		<b>\$ 327,794</b>	<b>\$ (261,280)</b>	<b>\$ 30,474</b>	<b>\$ (25,537)</b>	<b>\$ 21,699</b>	<b>\$ (47,989)</b>	<b>\$ (1,337,310)</b>	<b>\$ 1,406,325</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (224,469)</b>	
		<b>\$ 3,126,492</b>	<b>\$ 2,438,937</b>	<b>\$ 2,106,150</b>	<b>\$ 2,085,178</b>	<b>\$ 2,151,684</b>	<b>\$ 2,168,179</b>	<b>\$ 852,634</b>	<b>\$ 2,019,178</b>	<b>\$ 2,248,259</b>	<b>\$ 2,413,614</b>	<b>\$ 2,578,970</b>	<b>\$ 2,939,343</b>	<b>ENDING CASH</b>	
<b>Days Cash on Hand</b>		<b>151</b>	<b>118</b>	<b>102</b>	<b>100</b>	<b>104</b>	<b>104</b>	<b>41</b>	<b>97</b>	<b>108</b>	<b>116</b>	<b>124</b>	<b>142</b>		

# SECOND INTERIM BUDGET

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California Pacific  
Charter Schools  
SAN DIEGO



On or before March 15th, charter schools are required to submit a second interim budget to their chartering authority and the County Office of Education (COE). This budget is a snapshot of the school's estimated revenues and expenditures through January 31, 2026, based on historical data and the most recent information available at the time of development. The budget is a living document that will be adapted throughout the year as growth changes, funding levels change, and other new information becomes available.

### **2026-27 Governor's Proposed Budget Highlights**

The Governor's state budget proposal, released in January 2026, reflects a cautiously optimistic fiscal outlook with a projected \$2.9 billion shortfall, a manageable figure compared to the volatility of recent years. Driven by stronger-than-expected revenue from the technology sector and capital gains, the proposal protects core education investments and avoids major cuts to the Local Control Funding Formula (LCFF).

The January budget is the first step in the state's budgeting process. In May, the May Revision will provide updates based on the latest economic data, and by June 15, the Legislature must pass a balanced budget. It's important to note that final funding allocations may differ from these early projections. Additional details will emerge as the budgeting process unfolds, particularly regarding education funding adjustments. Charter schools and school leaders should closely monitor the May Revision and subsequent trailer bills for final funding determinations.

Key Highlights from State Budget:

- ❖ LCFF COLA: Estimated at 2.41%, though historically, initial projections tend to be optimistic.
- ❖ Student Support and Professional Development Block Grant: A new one-time \$2.8 billion discretionary block grant is proposed. These funds can be used flexibly for teacher recruitment, professional development, and expanding dual enrollment or career pathways.
- ❖ Learning Recovery Emergency Block Grant (LREBG) Restoration: The proposal includes \$757 million to restore funding for learning recovery. Schools with remaining LREBG funds must complete a needs assessment to guide expenditures through the 2027-28 school year.

### **2025-26 Second Interim Budget Financial Highlights**

The financial performance of all three California Pacific Charter Schools (CalPac) - San Diego (CPC-SD), Los Angeles (CPC-LA), and Sonoma (CPC-SO) remains strong, with positive monthly cash balances and healthy reserves. CPC-SO shows lower days of cash on hand early in the year due to timing of cash receipts and a one-time prepaid expense, but cash levels stabilize in later months, maintaining adequate liquidity throughout the fiscal year.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- ❖ CPC-SD: Projected surplus of \$89,719, with an ending fund balance \$2,169,781, representing a healthy 40.09% of annual expenditures. This is a decrease from First Interim Budget.
- ❖ CPC-LA: Projected surplus of \$119,708, with an ending fund balance \$3,322,541, representing a healthy 43.87% of annual expenditures. This is an increase from First Interim Budget.
- ❖ CPC-SO: Projected surplus of \$82,563, with an ending fund balance \$1,151,686, representing a healthy 31.60% of annual expenditures. This is an increase from First Interim Budget.

### Enrollment and ADA Assumptions

Average Daily Attendance (ADA) is the base factor used in determining the single largest source of income, LCFF apportionment; therefore, any change in enrollment or attendance, however slight, significantly changes the revenue apportionment. By-grade enrollment and ADA projections are shown on the Enrollment & ADA sheet.

All three California Pacific Charter Schools are projecting robust enrollment projections for 2025-26, resulting from exemplary work from CalPac staff in student retention efforts and successful enrollment campaigns. Enrollment and ADA increases vary by school based on local demand in that area. Management has prepared the budget for each school with conservative enrollment and ADA estimates, grounded in both historical trends and real-time data.

The attendance ratio is an estimate based on historical data. It is important to note that this ratio is not calculated solely on a per-pupil basis; it also accounts for "partial-year" students. Because not every student represents 1.0 Full-Time Equivalent (FTE) due to mid-year entries or exits, their proportional attendance is factored into the aggregate ADA ratio.

	2025-26 Adopted	2025-26 FIB	2025-26 SIB	2026-27 Projected	2027-28 Projected
<b>California Pacific Charter-SD</b>					
Enrollment	328	343	343	351	357
Total Charter ADA	309.35	312.80	317.46	324.97	329.58
Attendance Ratio	94.31%	91.20%	92.55%	92.55%	92.55%
<b>California Pacific Charter-LA</b>					
Enrollment	429	461	461	470	480
Total Charter ADA	404.10	405.56	436.46	446.95	453.40
Attendance Ratio	94.20%	87.97%	94.68%	94.68%	94.68%



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

	2025-26 Adopted	2025-26 FIB	2025-26 SIB	2026-27 Projected	2027-28 Projected
<b>California Pacific Charter - Sonoma</b>					
Enrollment	246	238	238	245	248
Total Charter ADA	221.55	216.18	222.34	227.81	231.17
Attendance Ratio	89.89%	90.83%	93.42%	93.42%	93.42%

### 2025-26 Second Interim Budget Revenue

*General Purpose Entitlement - LCFF Revenue* – is the primary funding source for all three schools. LCFF revenues have been calculated based on the most recent FCMAT LCFF calculator using a Cost-of-living adjustment (COLA) of 2.30%.

*Federal Revenue* –

- Title I, II, and IV Funds have been updated to reflect current allocation schedules.
- Federal Special Education revenues have been updated to reflect current allocation schedules.

**Federal Revenue – 2025-26 Second Interim Budget:**

	CPC-SD	CPC-LA	CPC-SO
Federal Special Education	\$48,265	\$65,423	\$33,817
Title I	87,841	119,363	48,023
Title II	11,283	15,297	6,679
Title IV	10,000	10,000	10,000

*State Revenue* –

- *A-G Access Grant & A-G Learning Loss Mitigation Grant* – Revenue reflects the remaining balances of these one-time grants. All three schools are on track to fully expend the funds by the 2025-26 deadline.
- *Arts & Music Block Grant (AMIM)* – Revenue represents the remaining available funds for these one-time monies. All three schools are on track to fully expend these funds by the 2025-26 deadline.
- *Career Technical Education Incentive Grant (CTEIG)* – All three schools were approved for 2025-26 CTEIG funding. This grant requires a 2:1 local-to-state funding match (\$2 local for every \$1 state).
- *Educator Effectiveness Funds (EEF) Grant* – Revenue represents the remaining available funds for these one-time monies. All three schools are on track to fully expend these funds by the 2025-26 deadline.
- *Learning Recovery Block Grant (LREBG)* – Revenue represents planned expenditures for 2025–26. The schools will ensure alignment with needs assessments and program requirements. All three schools are on track to fully expend funds by the 2027-28 deadline.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- *Literacy Screenings Professional Development* – New funding source allocated to support literacy initiatives, with expenditures directed toward Amira Learning software.
- *California State Lottery* – Budgeted at \$190 per ADA for Non-Proposition 20 and \$82 per ADA for Proposition 20, in line with current state estimates. Includes the FY 2024-25 Q4 prior-year adjustment.
- *Mandated Block Grant (MBG)* – Funded at \$20.52 per ADA for grades K-8 and \$57.04 per ADA for grades 9-12, per the latest state rates.
- *Proposition 28—Arts & Music in Schools (AMS)* – Revenues have been updated based on the most recent state allocations. The 2025-26 budget includes carryover from prior-year funds. These funds are ongoing and may be expended over a three-year period.
- *State Special Education Revenue* – Budgeted based on the latest state apportionment schedules.
- *Student Support and Professional Development Discretionary Block Grant (SSPDBG)* – Reflects the planned 2025-26 expenditures from this multi-year grant, which is available for use through June 30, 2028.
- *Universal Prekindergarten (UPK) Planning & Implementation Grant* – Revenue reflects the remaining balance of this one-time funding. All three schools are on track to fully expend the funds by the 2025-26 deadline.
- *Other State Revenue* – Reflects CAASPP and ELPAC testing allocations, which are received based on state assessment participation.

**Other State Revenue – 2025-26 Second Interim Budget:**

	CPC-SD	CPC-LA	CPC-SO
A-G Access Grant	\$13,955	\$14,075	\$6,624
A-G Learning Loss Mitigation Grant	5,540	5,587	2,483
AMIM	92,353	112,916	57,660
CTEIG	121,150	166,090	80,251
EEF	41,442	39,403	45,173
LREBG	35,667	167,843	59,333
Literacy Screenings	2,049	1,389	973
Lottery - Non-Prop 20	57,683	81,089	39,695
Lottery - Prop 20	26,032	35,790	18,232
Mandated Cost Reimbursements	11,258	14,834	7,238
Prop 28 (AMS)	56,270	77,377	36,645
State Special Education	291,014	359,500	235,715
SSPDBG	8,700	11,792	6,095
UPK	11,169	5,940	16,529
Other State Revenue	775	1,147	374



### *Local Revenue –*

- Treasury interest revenue is projected at \$28,000 for CPC-SD and \$10,000 for CPC-SO, based on current daily cash balances and prevailing yield rates.
- All three schools participate in the reimbursement-based DHCS Medi-Cal Billing program. Revenue estimates are grounded in prior-year reimbursement trends and currently projected to be \$20,000 for CPC-SD, \$25,000 for CPC-LA, and \$18,000 for CPC-SO, though actual receipts may exceed these initial projections.
- Beginning in January 2026, CalPac initiated participation in the JP Morgan Chase end-of-day sweep program, which automatically invests idle cash balances overnight to generate short-term interest income. Revenue projections are intentionally conservative and structured to remain fully compliant with Board-approved investment policies. Revenue is projected at \$6,300 for CPC-SD and \$11,700 for CPC-LA.
- Other local revenue includes credit card “cashback” incentives, the return of a prior-year deposit, and a tax refund, all of which are one-time or irregular revenue sources.

## **2025-26 Second Interim Budget Expenditures**

### *Key Changes to Salaries and Benefits –*

- Additional Positions added for 2025-26 Second Interim Budget:
  - ❖ 6 - Tutors
- In February 2026, the Board approved a one-time discretionary bonus for eligible CPC-LA employees. Additional detail on the approval and discussion can be found in the corresponding Board meeting minutes.
- Other salary variances reflect routine staffing changes, including leaves of absence and typical turnover throughout the year.

### *Key Changes to Books and Supplies –*

- Textbooks and Core Curricula Materials: Increase reflects additional courses ordered for Imagine Learning.
- Noncapitalized Equipment: Includes computers and technology accessories purchased based on individual school needs. The increase is due to replacing outdated devices and providing additional computers to support both staff and students.

### *Key Changes to Services and Other Operating Expenditures –*

- Subagreements for Services: Includes special education vendors serving high needs areas such as limited to OT, Behavior Support, and NPS/Residential placements. These agreements have been carefully reviewed and updated in collaboration with the Special Education Department to ensure appropriate support for students with higher-cost needs. CPC-SD’s increase reflects certain



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

services coming in above budgeted amounts (including translation services). CPC-LA's increase is due to enrolling a student requiring a placement. CPC-SO shows a decrease resulting from hiring a COTA, which has reduced outsourced OT costs.

- Travel and Conferences: Increase reflects the Board's January 2026 approval of expanded professional development opportunities, supporting staff growth in leadership development, early literacy, and AVID best practices. Additional details on the approval and discussion can be found in the corresponding Board meeting minutes.
- Operating Expenditures: Increase reflects a higher investment in advertising to support enrollment growth, with recent campaigns demonstrating strong results.

*Per-pupil spending rates for the 2025-26 Second Interim Budget are as follows:*

- CPC-SD: \$15,779 per pupil
- CPC-LA: \$16,428 per pupil
- CPC-SO: \$15,315 per pupil

### Multi-Year Projection Assumptions

A multi-year projection has been prepared to show that California Pacific Charter Schools has a sound financial plan to ensure fiscal solvency in the current year and the next two years. This report shows the projected revenues and expenditures for the current year and the next two years.

#### 2026-27 and 2027-28 Key Assumptions:

- ❖ The LCFF COLA projections for 2026-27 and 2027-28, as derived from the latest Dartboard projections, are 2.41% and 3.06%, respectively, representing a slight decrease from prior State estimates. The School acknowledges the inherent uncertainty of these projections and has conducted internal scenario planning, including analyses based on a zero COLA. Based on current projections, the school anticipates maintaining a balanced budget for the next two fiscal years. Management will continue to closely monitoring the official Statutory COLA as it becomes available.
- ❖ 2026-27 and 2027-28 include modest ADA increases of approximately 1% to 3% across all three schools. These assumptions are considered reasonable and attainable, based on historical trends and prior-year enrollment and attendance data.
- ❖ MBG Rates (per ADA):
  - 2026-27: \$21.01 (Grades K-8), \$59.61 (Grades 9-12)
  - 2027-28: \$21.65 (Grades K-8), \$61.43 (Grades 9-12)
- ❖ California State Lottery Revenue (per ADA):
  - Non-Proposition 20: \$190
  - Proposition 20: \$82



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

These rates are assumed to remain flat for both years.

- ❖ SSPDBG funds for 2026-27 have been estimated at \$29K for CPC-SD, \$49K for CPC-LA, \$39K for CPC-SO. For 2027-28, these are estimated at \$67K for CPC-SD, \$20K for CPC-LA, \$35K for CPC-SO.
- ❖ CTEIG – CalPac plans to continue submitting annual CTEIG applications.
  - Estimated grant requests:
    - 2026-27: CPC-SD: \$130K, CPC-LA: \$169K, CPC-SO: \$83K
    - 2027-28: CPC-SD: \$133K, CPC-LA: \$174K, CPC-SO: \$86K
  - Funding is subject to state approval and requires a 2:1 local-to-state match.
- ❖ Prop 28 (AMS) funds for 2026-27 have been estimated at \$58K for CPC-SD, \$58K for CPC-LA, \$79K for CPC-SO. For 2027-28, these are estimated at \$80K for CPC-SD, \$38K for CPC-LA, \$38K for CPC-SO.
- ❖ LREBG funds for 2026-27 have been estimated at \$107K for CPC-SD, \$115K for CPC-LA, \$112K for CPC-SO. For 2027-28, these are estimated at \$74K for CPC-SD, \$55K for CPC-LA, \$28K for CPC-SO. These funds are available until the 2027-28 fiscal year.
- ❖ Staffing Step Advancement factors:
  - Certificated staff - 2.5%
  - Classified staff - 3.0%
- ❖ Projected New Staff Hires:
  - 2026-27: 2 Teachers
  - 2027-28: 1 Teacher and 1 Administrator
- ❖ Books and Supplies: A decrease is projected over the next two years compared to 2025-26 due to one-time current-year costs, including professional development events and the replacement of outdated computers. Going forward, expenditures are expected to return to typical maintenance levels.
- ❖ Other Services and Operating Expenditures:
  - In-Person Professional Development: Current-year costs include an in-person professional development event. Expenditures decrease in 2026-27 as this event occurs every other year, with the next planned for 2027-28, contingent on fiscal health and available funding.
  - Special Education Retreat: Similarly, the Special Education Retreat follows an every-other-year cadence. Following a virtual retreat in 2025-26, expenditures increase in 2026-27 for an in-person retreat, then decrease in 2027-28 when the retreat is expected to return to a virtual format, subject to available funds.
  - Professional Development Offerings: The Board approved additional professional development opportunities in 2025-26 supported by one-time funds. Out-year spending is expected to return to typical levels.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- Outsourced IT Services: Based on recent discussions with Charter Tech Services, the budget includes a projected increase for outsourced student IT support, though final costs may be lower pending contract negotiations.
- ❖ To address high inflation, a 6% increase to vendor contract renewals has been included for both projected years.
- ❖ Vendors with a “per student” pricing model have been increased proportionally to the expected change in enrollment.

### 2025-26 Second Interim Budget Reserves

Reserves (or “Fund Balance”) are critical in ensuring each school's financial stability. These reserves are allocated to cover potential expenses related to Special Education, legal matters, economic uncertainties, and cash flow needs.

#### California Pacific Charter - San Diego Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$2,169,781	\$2,179,369	\$2,219,168
<b>Components of EFB</b>			
<i>Assigned for Special Education (3%)</i>	\$162,370	\$172,407	\$178,964
<i>Assigned for Legal (4%)</i>	\$216,493	\$229,875	\$238,619
<i>Assigned for Economic Uncertainty (5%)</i>	\$270,617	\$287,344	\$298,273
<i>Cashflow Reserve</i>	\$1,520,301	\$1,489,743	\$1,503,312

#### California Pacific Charter - Los Angeles Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$3,322,541	\$3,558,244	\$3,803,377
<b>Components of EFB</b>			
<i>Assigned for Special Education (4%)</i>	\$302,926	\$305,353	\$316,829
<i>Assigned for Legal (4%)</i>	\$302,926	\$305,353	\$316,829
<i>Assigned for Economic Uncertainty (5%)</i>	\$378,657	\$381,691	\$396,037
<i>Cashflow Reserve</i>	\$2,338,032	\$2,565,847	\$2,773,682



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

### California Pacific Charter - Sonoma Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$1,151,686	\$1,159,825	\$1,164,648
<b>Components of EFB</b>			
<i>Assigned for Special Education (4%)</i>	\$145,795	\$150,222	\$155,876
<i>Assigned for Legal (4%)</i>	\$145,795	\$150,222	\$155,876
<i>Assigned for Economic Uncertainty (5%)</i>	\$182,243	\$187,778	\$194,846
<i>Cashflow Reserve</i>	\$677,853	\$671,603	\$658,050

### 2025-26 Second Interim Budget Cash Flow

Cash flow continues to be strong for the three schools, with positive monthly cash balances projected throughout the 2025-26 fiscal year, as detailed on the Monthly Cash Forecast.

Days of Cash on Hand, a key liquidity measure, indicates the number of days a school can operate using existing reserves without additional revenue. A healthy benchmark for charter schools generally exceeds 90 days, providing a strong buffer against unforeseen financial challenges. CPC-SD and CPC-LA maintain more than 90 days of cash on hand in every month of 2025-26. CPC-SO, while lower, reflects a tighter liquidity position primarily due to front-loaded operational costs and the timing of state apportionments. Management continues to monitor CPC-SO closely to ensure adequate coverage, and overall liquidity remains sufficient.

Additionally, in January 2026, the schools implemented JP Morgan Chase’s end-of-day sweep program, which automatically transfers idle cash into short-term, interest-bearing vehicles overnight. Month-end bank statements may show reduced “cash” balances due to the timing of these transfers; however, the funds remain fully liquid and are returned to operating accounts the next business day. For financial reporting purposes, these balances are treated as cash equivalents, consistent with standard accounting practice.

While the 2025-26 California State Enacted Budget includes cash deferrals, delaying apportionments from June to July 2026, ongoing cash flow monitoring ensures each school maintains sufficient liquidity to meet its financial obligations. No external borrowing is currently anticipated.

### 2025-26 Second Interim Budget Cash Flow

	CPC-SD	CPC-LA	CPC-SO
<b>Ending Cash Balance as of June 30, 2026</b>	\$2,133,069	\$2,939,343	\$811,793
<b>Days of Cash on Hand</b>	144	142	81



**2025-26 Second Interim Budget  
Enrollment & ADA**

California Pacific Charter - San Diego (#1758)	CPC-SD		CPC-SD		CPC-SD	
	2025-26		2026-27		2027-28	
<b>Attendance Ratio:</b>	<b>92.55%</b>		<b>92.55%</b>		<b>92.55%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	19	17.48	19	17.48	19	17.48
Kinder	32	29.44	33	30.18	33	30.63
Grade 1	19	18.48	20	18.94	21	19.22
Grade 2	14	11.96	13	12.26	13	12.44
Grade 3	18	16.64	18	17.06	19	17.32
Grade 4	17	15.64	17	16.03	18	16.27
Grade 5	23	22.16	25	22.71	25	23.05
Grade 6	16	14.72	16	15.09	17	15.32
Grade 7	26	25.84	29	26.49	29	26.89
Grade 8	24	22.08	24	22.63	25	22.97
Grade 9	25	23.66	26	24.25	27	24.61
Grade 10	36	32.20	36	33.01	36	33.51
Grade 11	43	38.64	43	39.61	43	40.20
Grade 12	31	28.52	32	29.23	32	29.67
<b>TOTAL</b>	<b>343</b>	<b>317.46</b>	<b>351</b>	<b>324.97</b>	<b>357</b>	<b>329.58</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	102	94.00	103	95.92	105	97.09
Total 4-6 Enrollment	56	52.52	58	53.83	60	54.64
Total 7-8 Enrollment	50	47.92	53	49.12	54	49.86
Total 9-12 Enrollment	135	123.02	137	126.10	138	127.99
<b>Total Enrollment/ADA</b>	<b>343</b>	<b>317.46</b>	<b>351</b>	<b>324.97</b>	<b>357</b>	<b>329.58</b>
Unduplicated Pupil Percentage	65.89%	226	65.89%	231	65.89%	235
Percentage of ELL/LEP students	5.36%	18	5.36%	19	5.36%	19
Percentage of SPED Student	23.21%	80	23.21%	81	23.21%	83



**2025-26 Second Interim Budget  
Budget Summary**

<b>California Pacific Charter - San Diego (#1758)</b>	<b>Adopted Budget 2025-26</b>	<b>First Interim Budget 2025-26</b>	<b>Year to Date 1/31/2026</b>	<b>Second Interim Budget 2025-26</b>	<b>SIB-FIB \$ Change</b>	<b>SIB-FIB % Change</b>
<b>Enrollment</b>	<b>328</b>	<b>343</b>		<b>343</b>	<b>-</b>	<b>-</b>
<b>Average Daily Attendance</b>	<b>309.35</b>	<b>312.80</b>		<b>317.46</b>	<b>4.66</b>	<b>1.49%</b>
<b>REVENUES</b>						
General Purpose Revenue	4,412,165	4,445,928	2,149,544	4,508,272	62,344	1.40%
Federal Revenue	138,679	155,326	66,316	157,389	2,063	1.33%
Other State Revenue	719,600	779,504	271,603	775,055	(4,449)	-0.57%
Other Local Revenue	15,000	34,000	44,437	61,336	27,336	80.40%
<b>TOTAL REVENUES</b>	<b>5,285,444</b>	<b>5,414,758</b>	<b>2,531,899</b>	<b>5,502,052</b>	<b>87,294</b>	<b>1.61%</b>
<b>EXPENDITURES</b>						
Certificated Salaries	2,531,107	2,586,190	1,439,522	2,573,393	(12,796)	-0.49%
Classified Salaries	638,825	613,231	336,997	639,778	26,546	4.33%
Employee Benefits	995,585	1,068,237	588,974	1,056,749	(11,488)	-1.08%
Books and Supplies Expenditures	343,745	307,007	190,442	368,687	61,680	20.09%
Other Services and Operating Expenditures	685,240	721,654	532,454	772,943	51,289	7.11%
Depreciation and Amortization	-	784	-	784	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,194,504</b>	<b>5,297,102</b>	<b>3,088,390</b>	<b>5,412,333</b>	<b>115,231</b>	<b>2.18%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>90,940</b>	<b>117,656</b>	<b>(556,491)</b>	<b>89,719</b>	<b>(27,936)</b>	<b>-23.74%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>1,983,346</b>	<b>2,080,062</b>	<b>2,080,062</b>	<b>2,080,062</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE / (DECREASE)</b>	<b>90,940</b>	<b>117,656</b>	<b>(556,491)</b>	<b>89,719</b>	<b>(27,936)</b>	<b>-23.74%</b>
<b>ENDING BALANCE</b>	<b>2,074,286</b>	<b>2,197,717</b>	<b>1,523,571</b>	<b>2,169,781</b>	<b>(27,936)</b>	<b>-1.27%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>39.93%</b>	<b>41.49%</b>	<b>49.33%</b>	<b>40.09%</b>	<b>-1.40%</b>	



**2025-26 Second Interim Budget  
Multi-Year Projection**

<b>California Pacific Charter - San Diego (#1758)</b>			
	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b>Enrollment</b>	<b>343</b>	<b>351</b>	<b>357</b>
<b>Average Daily Attendance</b>	<b>317.46</b>	<b>324.97</b>	<b>329.58</b>
<b>REVENUES</b>			
8011 LCFF General Entitlement	4,257,263	4,523,479	4,707,086
8012 EPA Entitlement	63,492	64,994	65,916
8096 In-Lieu-Of Property Taxes	187,517	191,953	194,676
<b>Total General Purpose Revenue</b>	<b>4,508,272</b>	<b>4,780,426</b>	<b>4,967,678</b>
8181 Federal IDEA SpEd Revenue	44,751	52,661	55,524
8182 SpEd - Discretionary Grants	3,514	4,015	4,110
8290 Other Federal Revenue	109,124	111,469	112,909
<b>Total Federal Revenue</b>	<b>157,389</b>	<b>168,145</b>	<b>172,543</b>
8311 AB602 State SpEd Revenue	263,684	308,513	325,475
8550 Mandated Cost Reimbursements	11,258	11,051	11,673
8560 State Lottery Revenue	83,715	88,392	89,646
8590 Other State Revenue	416,399	350,427	388,727
<b>Total Other State Revenue</b>	<b>775,055</b>	<b>758,383</b>	<b>815,521</b>
8660 Interest Income	34,300	27,600	27,600
8699 Other Revenue	27,036	21,920	21,920
<b>Total Other Local Revenue</b>	<b>61,336</b>	<b>49,520</b>	<b>49,520</b>
<b>TOTAL REVENUES</b>	<b>5,502,052</b>	<b>5,756,474</b>	<b>6,005,262</b>
<b>EXPENDITURES</b>			
1000s Certificated Salaries	2,573,393	2,859,245	2,953,381
2000s Classified Salaries	639,778	710,844	734,247
3000s Employee Benefits	1,056,749	1,174,133	1,212,789
4000s Books and Supplies Expenditures	368,687	327,656	333,604
5000s Other Services and Operating Expenditures	772,943	674,224	730,659
6000s Depreciation and Amortization	784	784	784
<b>TOTAL EXPENDITURES</b>	<b>5,412,333</b>	<b>5,746,886</b>	<b>5,965,464</b>
<b>NET INCREASE / (DECREASE)</b>	<b>89,719</b>	<b>9,588</b>	<b>39,798</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,080,062</b>	<b>2,169,781</b>	<b>2,179,369</b>
<b>NET INCREASE / (DECREASE)</b>	<b>89,719</b>	<b>9,588</b>	<b>39,798</b>
<b>ENDING BALANCE</b>	<b>2,169,781</b>	<b>2,179,369</b>	<b>2,219,168</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>40.09%</b>	<b>37.92%</b>	<b>37.20%</b>



## California Pacific Charter - San Diego

### 2025-26 Second Interim Budget

### Monthly Cash Forecast

	BUDGET	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Forecast	March Forecast	April Forecast	May Forecast	June Forecast	ACCRUALS	TOTAL
<b>BEGINNING CASH</b>		2,286,263	2,223,721	1,793,977	1,725,237	1,723,137	1,744,822	1,683,092	965,329	1,923,779	2,131,797	2,277,251	2,498,963		
<b>Revenues</b>															
General Purpose Revenue	\$ 4,508,272	\$ 186,523	\$ 186,523	\$ 419,636	\$ 335,742	\$ 335,742	\$ 349,636	\$ 335,742	\$ 491,319	\$ 507,192	\$ 491,319	\$ 491,319	\$ -	\$ 377,580	\$ 4,508,272
Federal Revenue	157,389	-	-	24,266	2,500	-	39,550	-	-	39,347	-	-	12,066	39,660	157,389
Other State Revenue	775,055	7,795	3,991	30,633	87,604	56,674	28,289	56,616	38,342	66,669	38,342	38,342	283,989	37,769	775,055
Other Local Revenue	61,336	6,810	5,112	4,238	6,376	4,141	7,436	10,323	3,380	3,380	3,380	3,380	3,380	-	61,336
<b>Total Revenues</b>	<b>\$ 5,502,052</b>	<b>\$ 201,128</b>	<b>\$ 195,626</b>	<b>\$ 478,773</b>	<b>\$ 432,223</b>	<b>\$ 396,557</b>	<b>\$ 424,911</b>	<b>\$ 402,682</b>	<b>\$ 533,040</b>	<b>\$ 616,588</b>	<b>\$ 533,040</b>	<b>\$ 533,040</b>	<b>\$ 299,435</b>	<b>\$ 455,009</b>	<b>\$ 5,502,052</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 2,573,393	\$ 43,280	\$ 270,210	\$ 225,681	\$ 226,168	\$ 228,489	\$ 225,536	\$ 220,157	\$ 220,157	\$ 220,157	\$ 220,157	\$ 165,118	\$ 123,839	\$ 184,442	\$ 2,573,393
Classified Salaries	639,778	29,918	37,301	48,074	56,634	56,205	54,939	53,926	53,926	53,926	53,926	40,445	30,333	70,224	639,778
Employee Benefits	1,056,749	49,175	97,200	88,570	85,316	91,106	86,011	91,597	89,571	89,060	90,076	89,569	89,568	19,931	1,056,749
Books and Supplies	368,687	75,691	32,422	55,054	6,450	15,652	3,310	1,864	12,381	21,512	5,491	2,745	86,046	50,069	368,687
Other Services and Operating	772,943	163,367	115,704	108,101	28,662	35,444	41,318	39,858	31,886	23,915	17,936	13,452	10,089	143,210	772,943
Depreciation and Amortization	784	-	-	-	-	-	-	-	-	-	-	-	784	-	784
<b>Total Expenditures</b>	<b>\$ 5,412,333</b>	<b>\$ 361,431</b>	<b>\$ 552,837</b>	<b>\$ 525,480</b>	<b>\$ 403,230</b>	<b>\$ 426,895</b>	<b>\$ 411,114</b>	<b>\$ 407,403</b>	<b>\$ 407,922</b>	<b>\$ 408,570</b>	<b>\$ 387,586</b>	<b>\$ 311,329</b>	<b>\$ 340,659</b>	<b>\$ 467,876</b>	<b>\$ 5,412,333</b>

**BALANCE SHEET ITEMS**

	Beginning Balance													Ending Balance	
<b>Assets</b>															
Cash Not In Treasury															
Cash with Fiscal Agents	\$ 3,445	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,445
Investments	-	-	-	-	-	-	-	(720,658)	720,658	-	-	-	-	-	-
Accounts Receivable	480,694	344,797	21,183	472	22,346	1,961	(23)	-	89,957	-	-	-	-	-	455,009
Prepaid Expenditures	29,614	(126,943)	(244,553)	(8,717)	6,792	64,678	(75,686)	(10,092)	73,430	-	-	-	85,360	-	265,344
Other Current Assets	74,812	-	-	-	-	-	-	-	-	-	-	-	28,236	-	46,575
<b>Liabilities</b>															
Accounts Payable	211,289	(120,092)	162,802	(13,788)	(60,231)	(14,616)	182	17,708	(50,714)	-	-	-	(179,979)	-	467,876
Due To Grantor Governments	84,084	-	(11,966)	-	-	-	-	-	-	-	-	-	-	(72,118)	-
Unearned Revenues	424,095	-	-	-	-	-	-	-	-	-	-	-	-	(157,054)	267,041
Other Current Liabilities	75,299	-	-	-	-	-	-	-	-	-	-	-	-	(29,115)	46,184
<b>Net Increases/Decreases</b>		<b>\$ 97,761</b>	<b>\$ (72,534)</b>	<b>\$ (22,033)</b>	<b>\$ (31,093)</b>	<b>\$ 52,023</b>	<b>\$ (75,527)</b>	<b>\$ (713,042)</b>	<b>\$ 833,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (324,670)</b>	

**\$ 2,223,721 \$ 1,793,977 \$ 1,725,237 \$ 1,723,137 \$ 1,744,822 \$ 1,683,092 \$ 965,329 \$ 1,923,779 \$ 2,131,797 \$ 2,277,251 \$ 2,498,963 \$ 2,133,069** ENDING CASH

<b>Days Cash on Hand</b>	<b>150</b>	<b>121</b>	<b>116</b>	<b>116</b>	<b>118</b>	<b>114</b>	<b>65</b>	<b>130</b>	<b>144</b>	<b>154</b>	<b>169</b>	<b>144</b>
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# SECOND INTERIM BUDGET

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California Pacific  
Charter Schools  
SONOMA



On or before March 15th, charter schools are required to submit a second interim budget to their chartering authority and the County Office of Education (COE). This budget is a snapshot of the school's estimated revenues and expenditures through January 31, 2026, based on historical data and the most recent information available at the time of development. The budget is a living document that will be adapted throughout the year as growth changes, funding levels change, and other new information becomes available.

### **2026-27 Governor's Proposed Budget Highlights**

The Governor's state budget proposal, released in January 2026, reflects a cautiously optimistic fiscal outlook with a projected \$2.9 billion shortfall, a manageable figure compared to the volatility of recent years. Driven by stronger-than-expected revenue from the technology sector and capital gains, the proposal protects core education investments and avoids major cuts to the Local Control Funding Formula (LCFF).

The January budget is the first step in the state's budgeting process. In May, the May Revision will provide updates based on the latest economic data, and by June 15, the Legislature must pass a balanced budget. It's important to note that final funding allocations may differ from these early projections. Additional details will emerge as the budgeting process unfolds, particularly regarding education funding adjustments. Charter schools and school leaders should closely monitor the May Revision and subsequent trailer bills for final funding determinations.

Key Highlights from State Budget:

- ❖ LCFF COLA: Estimated at 2.41%, though historically, initial projections tend to be optimistic.
- ❖ Student Support and Professional Development Block Grant: A new one-time \$2.8 billion discretionary block grant is proposed. These funds can be used flexibly for teacher recruitment, professional development, and expanding dual enrollment or career pathways.
- ❖ Learning Recovery Emergency Block Grant (LREBG) Restoration: The proposal includes \$757 million to restore funding for learning recovery. Schools with remaining LREBG funds must complete a needs assessment to guide expenditures through the 2027-28 school year.

### **2025-26 Second Interim Budget Financial Highlights**

The financial performance of all three California Pacific Charter Schools (CalPac) - San Diego (CPC-SD), Los Angeles (CPC-LA), and Sonoma (CPC-SO) remains strong, with positive monthly cash balances and healthy reserves. CPC-SO shows lower days of cash on hand early in the year due to timing of cash receipts and a one-time prepaid expense, but cash levels stabilize in later months, maintaining adequate liquidity throughout the fiscal year.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- ❖ CPC-SD: Projected surplus of \$89,719, with an ending fund balance \$2,169,781, representing a healthy 40.09% of annual expenditures. This is a decrease from First Interim Budget.
- ❖ CPC-LA: Projected surplus of \$119,708, with an ending fund balance \$3,322,541, representing a healthy 43.87% of annual expenditures. This is an increase from First Interim Budget.
- ❖ CPC-SO: Projected surplus of \$82,563, with an ending fund balance \$1,151,686, representing a healthy 31.60% of annual expenditures. This is an increase from First Interim Budget.

### Enrollment and ADA Assumptions

Average Daily Attendance (ADA) is the base factor used in determining the single largest source of income, LCFF apportionment; therefore, any change in enrollment or attendance, however slight, significantly changes the revenue apportionment. By-grade enrollment and ADA projections are shown on the Enrollment & ADA sheet.

All three California Pacific Charter Schools are projecting robust enrollment projections for 2025-26, resulting from exemplary work from CalPac staff in student retention efforts and successful enrollment campaigns. Enrollment and ADA increases vary by school based on local demand in that area. Management has prepared the budget for each school with conservative enrollment and ADA estimates, grounded in both historical trends and real-time data.

The attendance ratio is an estimate based on historical data. It is important to note that this ratio is not calculated solely on a per-pupil basis; it also accounts for "partial-year" students. Because not every student represents 1.0 Full-Time Equivalent (FTE) due to mid-year entries or exits, their proportional attendance is factored into the aggregate ADA ratio.

	2025-26 Adopted	2025-26 FIB	2025-26 SIB	2026-27 Projected	2027-28 Projected
<b>California Pacific Charter-SD</b>					
Enrollment	328	343	343	351	357
Total Charter ADA	309.35	312.80	317.46	324.97	329.58
Attendance Ratio	94.31%	91.20%	92.55%	92.55%	92.55%
<b>California Pacific Charter-LA</b>					
Enrollment	429	461	461	470	480
Total Charter ADA	404.10	405.56	436.46	446.95	453.40
Attendance Ratio	94.20%	87.97%	94.68%	94.68%	94.68%



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

	2025-26 Adopted	2025-26 FIB	2025-26 SIB	2026-27 Projected	2027-28 Projected
<b>California Pacific Charter - Sonoma</b>					
Enrollment	246	238	238	245	248
Total Charter ADA	221.55	216.18	222.34	227.81	231.17
Attendance Ratio	89.89%	90.83%	93.42%	93.42%	93.42%

### 2025-26 Second Interim Budget Revenue

*General Purpose Entitlement - LCFF Revenue* – is the primary funding source for all three schools. LCFF revenues have been calculated based on the most recent FCMAT LCFF calculator using a Cost-of-living adjustment (COLA) of 2.30%.

*Federal Revenue* –

- Title I, II, and IV Funds have been updated to reflect current allocation schedules.
- Federal Special Education revenues have been updated to reflect current allocation schedules.

**Federal Revenue – 2025-26 Second Interim Budget:**

	CPC-SD	CPC-LA	CPC-SO
Federal Special Education	\$48,265	\$65,423	\$33,817
Title I	87,841	119,363	48,023
Title II	11,283	15,297	6,679
Title IV	10,000	10,000	10,000

*State Revenue* –

- *A-G Access Grant & A-G Learning Loss Mitigation Grant* – Revenue reflects the remaining balances of these one-time grants. All three schools are on track to fully expend the funds by the 2025-26 deadline.
- *Arts & Music Block Grant (AMIM)* – Revenue represents the remaining available funds for these one-time monies. All three schools are on track to fully expend these funds by the 2025-26 deadline.
- *Career Technical Education Incentive Grant (CTEIG)* – All three schools were approved for 2025-26 CTEIG funding. This grant requires a 2:1 local-to-state funding match (\$2 local for every \$1 state).
- *Educator Effectiveness Funds (EEF) Grant* – Revenue represents the remaining available funds for these one-time monies. All three schools are on track to fully expend these funds by the 2025-26 deadline.
- *Learning Recovery Block Grant (LREBG)* – Revenue represents planned expenditures for 2025–26. The schools will ensure alignment with needs assessments and program requirements. All three schools are on track to fully expend funds by the 2027-28 deadline.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- *Literacy Screenings Professional Development* – New funding source allocated to support literacy initiatives, with expenditures directed toward Amira Learning software.
- *California State Lottery* – Budgeted at \$190 per ADA for Non-Proposition 20 and \$82 per ADA for Proposition 20, in line with current state estimates. Includes the FY 2024-25 Q4 prior-year adjustment.
- *Mandated Block Grant (MBG)* – Funded at \$20.52 per ADA for grades K-8 and \$57.04 per ADA for grades 9-12, per the latest state rates.
- *Proposition 28—Arts & Music in Schools (AMS)* – Revenues have been updated based on the most recent state allocations. The 2025-26 budget includes carryover from prior-year funds. These funds are ongoing and may be expended over a three-year period.
- *State Special Education Revenue* – Budgeted based on the latest state apportionment schedules.
- *Student Support and Professional Development Discretionary Block Grant (SSPDBG)* – Reflects the planned 2025-26 expenditures from this multi-year grant, which is available for use through June 30, 2028.
- *Universal Prekindergarten (UPK) Planning & Implementation Grant* – Revenue reflects the remaining balance of this one-time funding. All three schools are on track to fully expend the funds by the 2025-26 deadline.
- *Other State Revenue* – Reflects CAASPP and ELPAC testing allocations, which are received based on state assessment participation.

### Other State Revenue – 2025-26 Second Interim Budget:

	CPC-SD	CPC-LA	CPC-SO
A-G Access Grant	\$13,955	\$14,075	\$6,624
A-G Learning Loss Mitigation Grant	5,540	5,587	2,483
AMIM	92,353	112,916	57,660
CTEIG	121,150	166,090	80,251
EEF	41,442	39,403	45,173
LREBG	35,667	167,843	59,333
Literacy Screenings	2,049	1,389	973
Lottery - Non-Prop 20	57,683	81,089	39,695
Lottery - Prop 20	26,032	35,790	18,232
Mandated Cost Reimbursements	11,258	14,834	7,238
Prop 28 (AMS)	56,270	77,377	36,645
State Special Education	291,014	359,500	235,715
SSPDBG	8,700	11,792	6,095
UPK	11,169	5,940	16,529
Other State Revenue	775	1,147	374



### *Local Revenue –*

- Treasury interest revenue is projected at \$28,000 for CPC-SD and \$10,000 for CPC-SO, based on current daily cash balances and prevailing yield rates.
- All three schools participate in the reimbursement-based DHCS Medi-Cal Billing program. Revenue estimates are grounded in prior-year reimbursement trends and currently projected to be \$20,000 for CPC-SD, \$25,000 for CPC-LA, and \$18,000 for CPC-SO, though actual receipts may exceed these initial projections.
- Beginning in January 2026, CalPac initiated participation in the JP Morgan Chase end-of-day sweep program, which automatically invests idle cash balances overnight to generate short-term interest income. Revenue projections are intentionally conservative and structured to remain fully compliant with Board-approved investment policies. Revenue is projected at \$6,300 for CPC-SD and \$11,700 for CPC-LA.
- Other local revenue includes credit card “cashback” incentives, the return of a prior-year deposit, and a tax refund, all of which are one-time or irregular revenue sources.

## **2025-26 Second Interim Budget Expenditures**

### *Key Changes to Salaries and Benefits –*

- Additional Positions added for 2025-26 Second Interim Budget:
  - ❖ 6 - Tutors
- In February 2026, the Board approved a one-time discretionary bonus for eligible CPC-LA employees. Additional detail on the approval and discussion can be found in the corresponding Board meeting minutes.
- Other salary variances reflect routine staffing changes, including leaves of absence and typical turnover throughout the year.

### *Key Changes to Books and Supplies –*

- Textbooks and Core Curricula Materials: Increase reflects additional courses ordered for Imagine Learning.
- Noncapitalized Equipment: Includes computers and technology accessories purchased based on individual school needs. The increase is due to replacing outdated devices and providing additional computers to support both staff and students.

### *Key Changes to Services and Other Operating Expenditures –*

- Subagreements for Services: Includes special education vendors serving high needs areas such as limited to OT, Behavior Support, and NPS/Residential placements. These agreements have been carefully reviewed and updated in collaboration with the Special Education Department to ensure appropriate support for students with higher-cost needs. CPC-SD’s increase reflects certain



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

services coming in above budgeted amounts (including translation services). CPC-LA's increase is due to enrolling a student requiring a placement. CPC-SO shows a decrease resulting from hiring a COTA, which has reduced outsourced OT costs.

- Travel and Conferences: Increase reflects the Board's January 2026 approval of expanded professional development opportunities, supporting staff growth in leadership development, early literacy, and AVID best practices. Additional details on the approval and discussion can be found in the corresponding Board meeting minutes.
- Operating Expenditures: Increase reflects a higher investment in advertising to support enrollment growth, with recent campaigns demonstrating strong results.

*Per-pupil spending rates for the 2025-26 Second Interim Budget are as follows:*

- CPC-SD: \$15,779 per pupil
- CPC-LA: \$16,428 per pupil
- CPC-SO: \$15,315 per pupil

### Multi-Year Projection Assumptions

A multi-year projection has been prepared to show that California Pacific Charter Schools has a sound financial plan to ensure fiscal solvency in the current year and the next two years. This report shows the projected revenues and expenditures for the current year and the next two years.

#### 2026-27 and 2027-28 Key Assumptions:

- ❖ The LCFF COLA projections for 2026-27 and 2027-28, as derived from the latest Dartboard projections, are 2.41% and 3.06%, respectively, representing a slight decrease from prior State estimates. The School acknowledges the inherent uncertainty of these projections and has conducted internal scenario planning, including analyses based on a zero COLA. Based on current projections, the school anticipates maintaining a balanced budget for the next two fiscal years. Management will continue to closely monitoring the official Statutory COLA as it becomes available.
- ❖ 2026-27 and 2027-28 include modest ADA increases of approximately 1% to 3% across all three schools. These assumptions are considered reasonable and attainable, based on historical trends and prior-year enrollment and attendance data.
- ❖ MBG Rates (per ADA):
  - 2026-27: \$21.01 (Grades K-8), \$59.61 (Grades 9-12)
  - 2027-28: \$21.65 (Grades K-8), \$61.43 (Grades 9-12)
- ❖ California State Lottery Revenue (per ADA):
  - Non-Proposition 20: \$190
  - Proposition 20: \$82



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

These rates are assumed to remain flat for both years.

- ❖ SSPDBG funds for 2026-27 have been estimated at \$29K for CPC-SD, \$49K for CPC-LA, \$39K for CPC-SO. For 2027-28, these are estimated at \$67K for CPC-SD, \$20K for CPC-LA, \$35K for CPC-SO.
- ❖ CTEIG – CalPac plans to continue submitting annual CTEIG applications.
  - Estimated grant requests:
    - 2026-27: CPC-SD: \$130K, CPC-LA: \$169K, CPC-SO: \$83K
    - 2027-28: CPC-SD: \$133K, CPC-LA: \$174K, CPC-SO: \$86K
  - Funding is subject to state approval and requires a 2:1 local-to-state match.
- ❖ Prop 28 (AMS) funds for 2026-27 have been estimated at \$58K for CPC-SD, \$58K for CPC-LA, \$79K for CPC-SO. For 2027-28, these are estimated at \$80K for CPC-SD, \$38K for CPC-LA, \$38K for CPC-SO.
- ❖ LREBG funds for 2026-27 have been estimated at \$107K for CPC-SD, \$115K for CPC-LA, \$112K for CPC-SO. For 2027-28, these are estimated at \$74K for CPC-SD, \$55K for CPC-LA, \$28K for CPC-SO. These funds are available until the 2027-28 fiscal year.
- ❖ Staffing Step Advancement factors:
  - Certificated staff - 2.5%
  - Classified staff - 3.0%
- ❖ Projected New Staff Hires:
  - 2026-27: 2 Teachers
  - 2027-28: 1 Teacher and 1 Administrator
- ❖ Books and Supplies: A decrease is projected over the next two years compared to 2025-26 due to one-time current-year costs, including professional development events and the replacement of outdated computers. Going forward, expenditures are expected to return to typical maintenance levels.
- ❖ Other Services and Operating Expenditures:
  - In-Person Professional Development: Current-year costs include an in-person professional development event. Expenditures decrease in 2026-27 as this event occurs every other year, with the next planned for 2027-28, contingent on fiscal health and available funding.
  - Special Education Retreat: Similarly, the Special Education Retreat follows an every-other-year cadence. Following a virtual retreat in 2025-26, expenditures increase in 2026-27 for an in-person retreat, then decrease in 2027-28 when the retreat is expected to return to a virtual format, subject to available funds.
  - Professional Development Offerings: The Board approved additional professional development opportunities in 2025-26 supported by one-time funds. Out-year spending is expected to return to typical levels.



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

- Outsourced IT Services: Based on recent discussions with Charter Tech Services, the budget includes a projected increase for outsourced student IT support, though final costs may be lower pending contract negotiations.
- ❖ To address high inflation, a 6% increase to vendor contract renewals has been included for both projected years.
- ❖ Vendors with a “per student” pricing model have been increased proportionally to the expected change in enrollment.

### 2025-26 Second Interim Budget Reserves

Reserves (or “Fund Balance”) are critical in ensuring each school's financial stability. These reserves are allocated to cover potential expenses related to Special Education, legal matters, economic uncertainties, and cash flow needs.

#### California Pacific Charter - San Diego Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$2,169,781	\$2,179,369	\$2,219,168
<b>Components of EFB</b>			
<i>Assigned for Special Education (3%)</i>	\$162,370	\$172,407	\$178,964
<i>Assigned for Legal (4%)</i>	\$216,493	\$229,875	\$238,619
<i>Assigned for Economic Uncertainty (5%)</i>	\$270,617	\$287,344	\$298,273
<i>Cashflow Reserve</i>	\$1,520,301	\$1,489,743	\$1,503,312

#### California Pacific Charter - Los Angeles Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$3,322,541	\$3,558,244	\$3,803,377
<b>Components of EFB</b>			
<i>Assigned for Special Education (4%)</i>	\$302,926	\$305,353	\$316,829
<i>Assigned for Legal (4%)</i>	\$302,926	\$305,353	\$316,829
<i>Assigned for Economic Uncertainty (5%)</i>	\$378,657	\$381,691	\$396,037
<i>Cashflow Reserve</i>	\$2,338,032	\$2,565,847	\$2,773,682



# California Pacific Charter Schools

## 2025-26 SECOND INTERIM BUDGET NARRATIVE

### California Pacific Charter - Sonoma Summary of Ending Fund Balance

	2025-26	2026-27	2027-28
<b>Ending Fund Balance (EFB)</b>	\$1,151,686	\$1,159,825	\$1,164,648
<b>Components of EFB</b>			
<i>Assigned for Special Education (4%)</i>	\$145,795	\$150,222	\$155,876
<i>Assigned for Legal (4%)</i>	\$145,795	\$150,222	\$155,876
<i>Assigned for Economic Uncertainty (5%)</i>	\$182,243	\$187,778	\$194,846
<i>Cashflow Reserve</i>	\$677,853	\$671,603	\$658,050

### 2025-26 Second Interim Budget Cash Flow

Cash flow continues to be strong for the three schools, with positive monthly cash balances projected throughout the 2025-26 fiscal year, as detailed on the Monthly Cash Forecast.

Days of Cash on Hand, a key liquidity measure, indicates the number of days a school can operate using existing reserves without additional revenue. A healthy benchmark for charter schools generally exceeds 90 days, providing a strong buffer against unforeseen financial challenges. CPC-SD and CPC-LA maintain more than 90 days of cash on hand in every month of 2025-26. CPC-SO, while lower, reflects a tighter liquidity position primarily due to front-loaded operational costs and the timing of state apportionments. Management continues to monitor CPC-SO closely to ensure adequate coverage, and overall liquidity remains sufficient.

Additionally, in January 2026, the schools implemented JP Morgan Chase's end-of-day sweep program, which automatically transfers idle cash into short-term, interest-bearing vehicles overnight. Month-end bank statements may show reduced "cash" balances due to the timing of these transfers; however, the funds remain fully liquid and are returned to operating accounts the next business day. For financial reporting purposes, these balances are treated as cash equivalents, consistent with standard accounting practice.

While the 2025-26 California State Enacted Budget includes cash deferrals, delaying apportionments from June to July 2026, ongoing cash flow monitoring ensures each school maintains sufficient liquidity to meet its financial obligations. No external borrowing is currently anticipated.

#### 2025-26 Second Interim Budget Cash Flow

	CPC-SD	CPC-LA	CPC-SO
<b>Ending Cash Balance as of June 30, 2026</b>	\$2,133,069	\$2,939,343	\$811,793
<b>Days of Cash on Hand</b>	144	142	81



**2025-26 Second Interim Budget  
Enrollment & ADA**

California Pacific Charter - Sonoma (#2037)	CPC-SO		CPC-SO		CPC-SO	
	2025-26		2026-27		2027-28	
<b>Attendance Ratio:</b>	<b>93.42%</b>		<b>93.42%</b>		<b>93.42%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	3	3.60	4	3.60	4	3.60
Kinder	9	8.10	9	8.30	9	8.42
Grade 1	11	10.57	12	10.83	12	10.99
Grade 2	3	4.21	5	4.32	5	4.38
Grade 3	12	12.31	14	12.62	14	12.81
Grade 4	14	15.01	16	15.39	17	15.62
Grade 5	10	9.61	11	9.85	11	10.00
Grade 6	17	18.21	20	18.67	20	18.95
Grade 7	11	12.05	13	12.35	13	12.54
Grade 8	22	20.85	23	21.37	23	21.69
Grade 9	33	28.49	31	29.20	32	29.64
Grade 10	37	31.77	35	32.56	35	33.05
Grade 11	33	28.70	31	29.42	32	29.86
Grade 12	23	18.86	21	19.33	21	19.62
<b>TOTAL</b>	<b>238</b>	<b>222.34</b>	<b>245</b>	<b>227.81</b>	<b>248</b>	<b>231.17</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	38	38.79	44	39.67	44	40.20
Total 4-6 Enrollment	41	42.83	47	43.91	48	44.57
Total 7-8 Enrollment	33	32.90	36	33.72	36	34.23
Total 9-12 Enrollment	126	107.82	118	110.51	120	112.17
<b>Total Enrollment/ADA</b>	<b>238</b>	<b>222.34</b>	<b>245</b>	<b>227.81</b>	<b>248</b>	<b>231.17</b>
Unduplicated Pupil Percentage	55.88%	133	55.88%	137	55.88%	139
Percentage of ELL/LEP students	1.32%	3	1.32%	3	1.32%	3
Percentage of SPED Student	19.74%	47	19.74%	48	19.74%	49



**2025-26 Second Interim Budget  
Budget Summary**

<b>California Pacific Charter - Sonoma (#2037)</b>	<b>Adopted Budget 2025-26</b>	<b>First Interim Budget 2025-26</b>	<b>Year to Date 1/31/2026</b>	<b>Second Interim Budget 2025-26</b>	<b>SIB-FIB \$ Change</b>	<b>SIB-FIB % Change</b>
<b>Enrollment</b>	<b>246</b>	<b>238</b>		<b>238</b>	<b>-</b>	<b>-</b>
<b>Average Daily Attendance</b>	<b>221.55</b>	<b>216.18</b>		<b>222.34</b>	<b>6.16</b>	<b>2.85%</b>
<b>REVENUES</b>						
General Purpose Revenue	2,942,419	2,904,914	1,254,872	2,983,281	78,367	2.70%
Federal Revenue	91,747	97,392	45,336	98,519	1,127	1.16%
Other State Revenue	564,795	616,664	158,889	613,019	(3,645)	-0.59%
Other Local Revenue	2,000	17,400	19,885	32,611	15,211	87.42%
<b>TOTAL REVENUES</b>	<b>3,600,961</b>	<b>3,636,370</b>	<b>1,478,982</b>	<b>3,727,430</b>	<b>91,059</b>	<b>2.50%</b>
<b>EXPENDITURES</b>						
Certificated Salaries	1,687,405	1,724,267	966,480	1,722,395	(1,872)	-0.11%
Classified Salaries	425,883	408,821	224,725	426,581	17,760	4.34%
Employee Benefits	663,724	714,441	392,905	704,700	(9,741)	-1.36%
Books and Supplies Expenditures	229,876	197,859	124,311	238,861	41,003	20.72%
Other Services and Operating Expenditures	531,053	554,301	384,745	552,329	(1,972)	-0.36%
Depreciation and Amortization	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,537,941</b>	<b>3,599,688</b>	<b>2,093,166</b>	<b>3,644,866</b>	<b>45,178</b>	<b>1.26%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>63,020</b>	<b>36,682</b>	<b>(614,184)</b>	<b>82,563</b>	<b>45,881</b>	<b>125.08%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>988,572</b>	<b>1,069,122</b>	<b>1,069,122</b>	<b>1,069,122</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE / (DECREASE)</b>	<b>63,020</b>	<b>36,682</b>	<b>(614,184)</b>	<b>82,563</b>	<b>45,881</b>	<b>125.08%</b>
<b>ENDING BALANCE</b>	<b>1,051,592</b>	<b>1,105,805</b>	<b>454,939</b>	<b>1,151,686</b>	<b>45,881</b>	<b>4.15%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>29.72%</b>	<b>30.72%</b>	<b>21.73%</b>	<b>31.60%</b>	<b>0.88%</b>	



**2025-26 Second Interim Budget  
Multi-Year Projection**

<b>California Pacific Charter - Sonoma (#2037)</b>			
	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b>Enrollment</b>	<b>238</b>	<b>245</b>	<b>248</b>
<b>Average Daily Attendance</b>	<b>222.34</b>	<b>227.81</b>	<b>231.17</b>
<b>REVENUES</b>			
8011 LCFF General Entitlement	1,961,440	2,001,569	2,066,407
8012 EPA Entitlement	44,468	45,562	46,234
8096 In-Lieu-Of Property Taxes	977,373	1,048,651	1,109,248
<b>Total General Purpose Revenue</b>	<b>2,983,281</b>	<b>3,095,782</b>	<b>3,221,889</b>
8181 Federal IDEA SpEd Revenue	31,355	36,883	38,924
8182 SpEd - Discretionary Grants	2,462	2,812	2,881
8290 Other Federal Revenue	64,702	66,047	66,874
<b>Total Federal Revenue</b>	<b>98,519</b>	<b>105,742</b>	<b>108,679</b>
8311 AB602 State SpEd Revenue	216,618	252,693	266,618
8550 Mandated Cost Reimbursements	7,238	8,757	9,251
8560 State Lottery Revenue	57,927	61,964	62,878
8590 Other State Revenue	331,236	214,554	208,218
<b>Total Other State Revenue</b>	<b>613,019</b>	<b>537,968</b>	<b>546,965</b>
8660 Interest Income	10,000	5,000	5,000
8699 Other Revenue	22,611	19,200	19,200
<b>Total Other Local Revenue</b>	<b>32,611</b>	<b>24,200</b>	<b>24,200</b>
<b>TOTAL REVENUES</b>	<b>3,727,430</b>	<b>3,763,692</b>	<b>3,901,733</b>
<b>EXPENDITURES</b>			
1000s Certificated Salaries	1,722,395	1,852,835	1,913,837
2000s Classified Salaries	426,581	458,887	473,995
3000s Employee Benefits	704,700	758,068	783,026
4000s Books and Supplies Expenditures	238,861	204,876	208,767
5000s Other Services and Operating Expenditures	552,329	480,885	517,286
6000s Depreciation and Amortization	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,644,866</b>	<b>3,755,552</b>	<b>3,896,911</b>
<b>NET INCREASE / (DECREASE)</b>	<b>82,563</b>	<b>8,139</b>	<b>4,822</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>1,069,122</b>	<b>1,151,686</b>	<b>1,159,825</b>
<b>NET INCREASE / (DECREASE)</b>	<b>82,563</b>	<b>8,139</b>	<b>4,822</b>
<b>ENDING BALANCE</b>	<b>1,151,686</b>	<b>1,159,825</b>	<b>1,164,648</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>31.60%</b>	<b>30.88%</b>	<b>29.89%</b>



## California Pacific Charter - Sonoma 2025-26 Second Interim Budget Monthly Cash Forecast

BUDGET	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Forecast	March Forecast	April Forecast	May Forecast	June Forecast	ACCRUALS	TOTAL	
<b>BEGINNING CASH</b>	877,719	586,393	105,498	303,406	143,894	460,475	408,992	417,731	710,524	828,495	933,059	1,027,890			
<b>Revenues</b>															
General Purpose Revenue	\$ 2,983,281	\$ -	\$ -	\$ 309,495	\$ -	\$ 492,185	\$ 221,729	\$ 231,463	\$ 333,402	\$ 333,402	\$ 343,136	\$ 333,402	\$ 15,265	\$ 369,803	\$ 2,983,281
Federal Revenue	98,519	-	-	-	-	15,894	-	29,442	-	24,348	-	-	11,689	17,145	98,519
Other State Revenue	613,019	-	-	23,863	14,820	64,520	19,962	35,724	34,017	34,017	34,017	34,017	224,065	93,997	613,019
Other Local Revenue	32,611	-	25	-	5,410	7,366	2,719	4,365	2,545	2,545	2,545	2,545	2,545	-	32,611
<b>Total Revenues</b>	<b>\$ 3,727,430</b>	<b>\$ -</b>	<b>\$ 25</b>	<b>\$ 333,358</b>	<b>\$ 20,230</b>	<b>\$ 579,965</b>	<b>\$ 244,410</b>	<b>\$ 300,994</b>	<b>\$ 369,964</b>	<b>\$ 394,312</b>	<b>\$ 379,698</b>	<b>\$ 369,964</b>	<b>\$ 253,564</b>	<b>\$ 480,946</b>	<b>\$ 3,727,430</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 1,722,395	\$ 29,093	\$ 186,699	\$ 150,454	\$ 150,779	\$ 152,326	\$ 150,358	\$ 146,772	\$ 146,772	\$ 146,772	\$ 146,772	\$ 146,772	\$ 114,826	\$ 54,002	\$ 1,722,395
Classified Salaries	426,581	19,945	24,930	32,049	37,756	37,469	36,625	35,950	35,950	35,950	35,950	35,950	14,740	43,316	426,581
Employee Benefits	704,700	32,832	61,741	59,061	62,166	61,844	57,337	57,925	57,925	57,925	57,925	57,925	46,980	33,115	704,700
Books and Supplies	238,861	52,484	21,931	36,148	4,598	6,909	925	1,316	6,447	4,835	3,626	3,626	60,533	35,481	238,861
Other Services and Operating	552,329	90,554	77,748	77,383	29,222	24,492	54,485	30,860	30,860	30,860	30,860	30,860	30,860	13,285	552,329
<b>Total Expenditures</b>	<b>\$ 3,644,866</b>	<b>\$ 224,909</b>	<b>\$ 373,048</b>	<b>\$ 355,096</b>	<b>\$ 284,521</b>	<b>\$ 283,040</b>	<b>\$ 299,730</b>	<b>\$ 272,822</b>	<b>\$ 277,954</b>	<b>\$ 276,342</b>	<b>\$ 275,133</b>	<b>\$ 275,133</b>	<b>\$ 267,939</b>	<b>\$ 179,199</b>	<b>\$ 3,644,866</b>
<b>BALANCE SHEET ITEMS</b>															
	<b>Beginning Balance</b>													<b>Ending Balance</b>	
<b>Assets</b>															
Cash Not In Treasury															
Cash with Fiscal Agents	\$ 1,475	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,475	
Accounts Receivable	624,606	4,891	19,252	204,595	153,419	14,680	(15)	-	227,784	-	-	-	-	480,946	
Prepaid Expenditures	21,012	(27,582)	(170,798)	21,453	(136)	(640)	(12,242)	12	-	-	-	-	56,907	154,039	
Other Current Assets	34,126	-	-	-	-	-	-	-	-	-	-	-	13,475	20,650	
<b>Liabilities</b>															
Accounts Payable	70,874	(43,726)	43,674	2,417	(48,504)	5,615	16,095	(19,445)	(27,000)	-	-	-	-	179,199	
Due To Grantor Governments	109,070	-	-	(8,820)	-	-	-	-	-	-	-	-	(100,250)	-	
Unearned Revenues	272,910	-	-	-	-	-	-	-	-	-	-	-	(157,563)	115,347	
Other Current Liabilities	36,961	-	-	-	-	-	-	-	-	-	-	-	(14,291)	22,670	
<b>Net Increases/Decreases</b>	<b>\$ (66,417)</b>	<b>\$ (107,873)</b>	<b>\$ 219,646</b>	<b>\$ 104,779</b>	<b>\$ 19,655</b>	<b>\$ 3,838</b>	<b>\$ (19,433)</b>	<b>\$ 200,784</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (201,722)</b>		
	<b>\$ 586,393</b>	<b>\$ 105,498</b>	<b>\$ 303,406</b>	<b>\$ 143,894</b>	<b>\$ 460,475</b>	<b>\$ 408,992</b>	<b>\$ 417,731</b>	<b>\$ 710,524</b>	<b>\$ 828,495</b>	<b>\$ 933,059</b>	<b>\$ 1,027,890</b>	<b>\$ 811,793</b>		<b>ENDING CASH</b>	
<b>Days Cash on Hand</b>	<b>59</b>	<b>11</b>	<b>30</b>	<b>14</b>	<b>46</b>	<b>41</b>	<b>42</b>	<b>71</b>	<b>83</b>	<b>93</b>	<b>103</b>	<b>81</b>			

## Coversheet

### Approval of Annual Audit Engagement Services and Tax Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools

**Section:** VIII. Business/Financial Services  
**Item:** B. Approval of Annual Audit Engagement Services and Tax Services  
between CliftonLarsonAllen (CLA) and California Pacific Charter Schools  
**Purpose:** Vote  
**Submitted by:** Shannon Green  
**Related Material:** CPCS 2026 Statement of Work - Audit Services.pdf  
CPCS 2026 Entity Tax Compliance Statement of Work.pdf

#### BACKGROUND:

In accordance with Education Code (EC) Section 41020(b)(3), the governing Board of each Local Educational Agency (LEA) is required to provide for an annual audit of its books and accounts, with an executed audit contract in place no later than April 1.

California Pacific Charter Schools (CalPac) has developed a comprehensive Statement of Work (SOW) with CliftonLarsonAllen LLP (CLA) to fulfill this statutory requirement. The SOW defines the scope and deliverables for CalPac's annual financial audit and ensures compliance with all applicable accounting standards and regulatory requirements. A Single Audit is not included, as CalPac does not anticipate federal expenditures meeting or exceeding the current \$1,000,000 threshold that would trigger this additional requirement.

Separately, CalPac has entered into a tax services agreement with CLA for the preparation and filing of required organizational tax returns, including IRS Form 990 and California Form 199.

Engaging CLA for both audit and tax services provides CalPac with a coordinated and efficient approach to financial reporting and compliance, leveraging the firm's expertise across these critical functions. Approval of these contracts enables CalPac to meet its legal obligations under the Education Code while benefiting from the professional support of a reputable and experienced accounting firm.

#### RECOMMENDATION:

It is recommended the Board approve the 2026 CLA Audit Services Statement of Work and the 2026 CLA Tax Services Statement of Work, as presented.



February 16, 2026

### ***Statement of Work - Audit Services***

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 8, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and California Pacific Charter Schools ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2026.

Lili Huang is responsible for the performance of the audit engagement. Per Education Code Section 41020(f)(2), there is a limit of six consecutive years for any firm where the principal of the audit and the reviewing principal have been the same in each of those years. This is the sixth year Lili Huang will be the engagement principal.

#### **Scope of audit services**

We will audit the financial statements of California Pacific Charter Schools, which comprise the financial statements identified below, and the related notes to the financial statements (collectively, the "financial statements") as of and for the year ended June 30, 2026.

The statement of financial position, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

#### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the supplementary information.
- Preparation of adjusting journal entries, as needed.
- Preparation of the informational tax returns.

#### **Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the

financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the 2025-2026 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel (State Audit Guide). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinions.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

We will provide an opinion (or disclaimer of opinion) on compliance with requirements described in the 2025-26 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel. The State Compliance report will include a paragraph that states that the purpose of the report over compliance is to express an opinion on compliance with the types of requirements described in the 2025-26 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting; however, that the audit does not provide a legal determination of the entity's compliance.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements,

noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

It is our understanding that our auditors' report will be included in your annual report which is comprised of Local Education Agency Organization Structure and that your annual report will be issued concurrent with the financial statement audit. 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 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.

### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* and the State Audit Guide.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the entity and its environment, including the system of internal control, relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Revenue Recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the State Audit Guide. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA

professional standards, *Government Auditing Standards*, and the State Audit Guide.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The California Department of Education and State Controller's Office requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes and regulations. Our procedures will consist of tests of transactions and other applicable procedures described in the State Audit Guide for the types of compliance requirements applicable to the entity. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to the State Audit Guide.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding

assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, grant agreements, and the State Audit Guide that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the State Audit Guide; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing

financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's operations, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

#### **Use of financial statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent

to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

#### **Engagement administration and other matters**

We expect to begin our audit on approximately April 1, 2026.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by a regulator. If we are aware that a federal or state

awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

**Fees**

Our professional fee is \$33,500.00. We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation. There is a ten percent withholding clause per Education Code 14505. Estimated fees based on the 2025-26 State Audit Guide dated July 1, 2025.

**Bill to be mailed on**

March 2026  
June 2026  
November 2026

**Amount to be billed**

One-third of our professional fees  
One-third of our professional fees  
One-third of our professional fees

**Unexpected circumstances**

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

**Changes in accounting and audit standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

**Response:**

This letter correctly sets forth the understanding of California Pacific Charter Schools.

DO NOT SIGN PDF -  
PLEASE USE LINK  
IN EMAIL

CLA  
CLA

*Lili Huang*

Lili Huang, Principal

SIGNED 2/16/2026, 11:20:12 AM PST

**Client**  
California Pacific Charter Schools

SIGN: \_\_\_\_\_

Christine Feher, Superintendent

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

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IN EMAIL



Date: February 16, 2026

### ***Statement of Work - Tax Exempt Returns and Filings***

This agreement constitutes a statement of work (“SOW”) under the master service agreement (“MSA”) dated November 8, 2023, or any superseding MSA, made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and California Pacific Charter Schools (“you,” “your,” or “the organization”). The purpose of this SOW is to confirm our understanding of the scope of services, responsibilities, limitations, and related terms of our engagement for the year ended June 30, 2026.

#### **Our responsibility to you**

We will prepare the entity's federal and state returns and filings as defined herein in accordance with the applicable tax laws. We will use our judgment in resolving questions where the law is unclear, and where there is reasonable authority, we will resolve questions in your favor whenever possible.

We will not audit or otherwise verify the accuracy or completeness of the information we receive from you for the preparation of the returns and filings, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information.

#### **Your responsibilities**

It is your responsibility to provide us with all of the information needed to prepare complete and accurate returns and filings. We will have no obligation to prepare the returns and filings until you have provided such information to us. It is your responsibility to comply with all foreign jurisdiction filing requirements. We have no obligation to prepare returns for foreign jurisdictions.

CLA requires that you provide information 60 days prior to the filing deadline. If you provide information after that date, we may be unable to complete the return(s) by the original filing deadline and may need to file an extension. If an extension is filed and information is not provided by 60 days prior to the extended filing deadline, we may be unable to complete your return(s) by the extended due date. Failure to timely file your return(s) or to file for an extension can result in penalties which can be substantial.

The United States Supreme Court ruled in *South Dakota versus Wayfair* that physical presence is no longer required to establish nexus for sales tax. This ruling may have broad implications, even beyond sales tax, as to where an entity is subject to tax. Please note that if the entity had a taxable presence in more than one jurisdiction, such as an employee or agent within the jurisdiction, any tangible property owned or rented within the jurisdiction, or if the entity exceeds any applicable economic nexus thresholds, the entity, its owners, or related entities may be subject to state or local income, sales, use, franchise, or gross receipts tax in that jurisdiction depending upon the particular facts. It is the entity's responsibility, not CLA's, to

determine if assistance is needed in deciding whether the entity, its owners, or related entities may be liable for income, sales, use, franchise, or gross receipts tax, or have a filing requirement in the various state or local jurisdictions.

It is important for you to identify any ownership OR signature authority over a foreign bank account or other foreign financial assets which includes but is not limited to foreign: stocks, mutual funds, partnerships, bonds, retirement accounts, estates, trusts, annuities, swaps, and derivatives. Failure to disclose penalties can be significant, starting at \$10,000 and can be upwards of 50 percent of the value of the asset. Please provide account statements if you have any foreign account ownership or signature authority. Note that these rules do not apply to foreign investments held by U.S. mutual funds. In addition, ownership in a foreign business entity (association, corporation, disregarded entity, or partnership) could trigger additional U.S. foreign informational reporting requirements. These reporting requirements require the disclosure of ownership, financial information, and related-party transactions. Failure to properly disclose ownership, related-party transactions, and the required information could trigger a penalty of up to \$25,000 penalty per filing. We cannot be held responsible if you fail to identify or provide such information to us.

For all nonattest services we may provide to you, including these tax services, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services. You are responsible to carefully review the returns and filings that we prepare on your behalf before they are signed and submitted to tax authorities. We will advise you with regard to tax positions taken in the preparation of the returns and filings, but the responsibility for the returns and filings remains with you.

### **Section 174 capitalization requirement**

For tax years beginning after December 31, 2021, research and experimental (“R&E”) expenditures under Internal Revenue Code Section 174 were required to be capitalized and amortized. The legislation referred to as the “One Big Beautiful Bill Act” (the “Act”), signed on July 4, 2025, modified these rules.

The Act reinstated the ability to fully expense domestic R&E expenditures for tax years beginning after December 31, 2024. Unamortized domestic R&E expenditures from 2022 through 2024 can be deducted in 2025. Alternatively, they can be deducted ratably in 2025 and 2026. Additionally, small business taxpayers may elect to deduct such unamortized expenditures for tax years 2022 through 2024 on amended income tax returns if filed by July 4, 2026. Note that amending prior year tax returns may reduce previously claimed research and development tax credits and result in other impacts to prior year tax liabilities.

The Act did not change the treatment of foreign R&E expenditures. Therefore, such expenditures must continue to be identified, capitalized, and amortized over 15 years.

We are available to model and analyze the impacts of each option available to you under the Act. Such services, if requested, will be covered under a separate SOW.

### **Beneficial ownership information reporting**

Under the Corporate Transparency Act (CTA), foreign entities (non-US entities) doing business in the U.S. are required to report information to the Financial Crimes Enforcement Network (FinCEN) as to their beneficial ownership. It is your responsibility to prepare and submit any BOI report to FinCEN that is required under the CTA. In addition, certain states may have beneficial ownership disclosure requirements for foreign and domestic entities. We have no obligation to identify any filing requirements or provide any services related to BOI reporting.

### **Tax examinations**

All returns and filings are subject to potential examination by the IRS and state taxing authorities. In the event of an examination, we will be available, at your request, to assist or represent you. Services in connection with tax examinations are not included in our fee for preparation of your returns and filings. Our fee for such services will be billed to you, along with any direct costs.

### **Record retention**

You are responsible for retaining all documents, records, canceled checks, receipts, or other evidence in support of information and amounts reported on your returns and filings. These items may be necessary in the event a taxing authority examines or challenges your returns or filings. These records should be kept for at least seven years. Your copy of the returns and filings should be retained indefinitely.

If carryover item(s) exist (e.g., capital loss, net operating loss, tax credits, etc.), you should retain the supporting records related to the carryover item(s) until the item has either been utilized (and the statute of limitations associated with the year of utilization has expired) or the carryforward period has expired.

In preparing the returns and filings, we rely on your representation that you understand and have complied with these documentation requirements. You are responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of your financial records.

All of the records that you provide to us to prepare your returns and filings will be returned to you after our use. Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for your records.

### **Tax consulting services**

This statement of work also covers tax consulting services that may arise for which you seek our consultation and advice, both written and oral, that are not the subject of a separate statement of work. These additional services are not included in our fees for the preparation of the federal and state returns and filings. Our fee for such services will be billed to you, along with any direct costs.

We will base our tax analysis and conclusions on the facts you provide to us, and will not independently verify those facts. We will review the applicable tax law, tax regulations, and other tax authorities, all of which are subject to change. At your request, we will provide a memorandum of our conclusions. Written

advice provided by us is for your information and use only and is not to be provided to any third party without our express written consent.

Unless we are separately engaged to do so, we will not continuously monitor and update our advice for subsequent changes or modifications to the tax law and regulations, or to the related judicial and administrative interpretations.

<b>Tax Compliance Services or Form Description</b>	<b>Fee Detail</b>
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IRS Form 990 – Return of Organization Exempt from Income Tax	\$4,750
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Our customary billing practice is to invoice up to 50% of the estimated professional services fees upon receipt of your tax return information, or upon the preparation of an application for an extension of time to file your tax return(s) if earlier. We will continue to periodically bill for our time as work progresses.

Our professional fee reflects that, if needed, CLA will provide you with first and second drafts of each return or filing. Additional drafts requested by you may result in additional professional fees.

Additional charges may apply if you request a paper copy of your return(s), your circumstances are complex, changes to the tax law occur, or unexpected circumstances require additional time. We may apply a 20% surcharge (based on prior year invoice) if you do not provide accurate and complete tax information at least 60 days prior to the extended federal filing deadline, and an additional 5% surcharge for each and every two-week period thereafter until accurate and complete tax information is provided.

We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

**Termination of agreement**

Either party (you or CLA) may terminate this SOW at any time by giving written notice to the other party. In that event, the provisions of this SOW and the MSA shall continue to apply to all services rendered prior to termination.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

**CliftonLarsonAllen LLP**

Lili Huang  
Principal  
lili.huang@claconnect.com

**Accepted on behalf of:**

CLA  
CLA

*Lili Huang*

Lili Huang, Principal

SIGNED 2/16/2026, 10:51:50 AM PST

**Client**  
California Pacific Charter Schools

SIGN:

Christine Feher, Superintendent

DATE:

DO NOT SIGN PDF -  
PLEASE USE LINK  
IN EMAIL

## Coversheet

### Approval of 2024 IRS Tax Form 990 and California Tax Form 199 Prepared by CliftonLarsonAllen (CLA) for Fiscal Year Ended June 30, 2025

**Section:** VIII. Business/Financial Services  
**Item:** C. Approval of 2024 IRS Tax Form 990 and California Tax Form 199  
Prepared by CliftonLarsonAllen (CLA) for Fiscal Year Ended June 30, 2025  
**Purpose:** Vote  
**Submitted by:** Shannon Green  
**Related Material:** 2024 CalPac 990 and 199 Draft.pdf

#### BACKGROUND:

California Pacific Charter School's independent public accounting firm, CLA (CliftonLarsonAllen), has prepared draft versions of the organization's federal and state tax returns for the 2024 tax year (corresponding to the fiscal year ended June 30, 2025). CalPac management has reviewed the draft forms and confirmed that the data aligns with the year-end audited financial statements. Final versions will be issued and submitted in advance of the May 15 filing deadline.

These tax filings are primary public disclosure documents for nonprofit organizations like CalPac, as they provide transparency regarding the school's financial health, governance practices, and overall operations.

#### RECOMMENDATION:

It is recommended that the Board review and approve the draft 2024 IRS Tax Form 990 and California Tax Form 199, prepared by CLA for the fiscal year ended June 30, 2025, for California Pacific Charter Schools – Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Upon approval, the Board authorizes the Director of Fiscal Services to execute and file the final returns, including the authority to approve any non-substantive, technical, or clerical changes requested by the tax preparer (CLA) prior to submission.



CliftonLarsonAllen LLP  
CLAconnect.com

February 20, 2026

California Pacific Charter Schools  
940 South Coast Drive 185  
Costa Mesa, CA 92626  
Attention: Christine Feher

Dear Christine,

Enclosed is the organization's 2024 Exempt Organization return.

Specific filing instructions are as follows.

### **FORM 990 RETURN:**

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-TE to our office. We will transmit the return electronically to the IRS and no further action is required. Please return Form 8879-TE to us as soon as possible, but no later than by May 15, 2026 the filing deadline.

In addition, tax-exempt organizations must make available for public inspection a copy of their annual returns for the preceding three years and exemption application, if applicable. An organization generally must furnish filings to anyone who requests them in person or in writing. An exempt organization may meet this requirement by posting all the documents on its website or at another organizations site as part of a database of similar materials. Specific requirements must be met to meet this exception.

### **CALIFORNIA FORM 199 RETURN:**

The California Form 199 return has qualified for electronic filing. After you have reviewed your return for completeness and accuracy, please sign, date and return Form 8453-EO to our office. We will then transmit your return to the FTB. Do not mail the paper copy of the return to the FTB.

No payment is required.

### **A few final reminders relating to your tax return filings:**

- There are substantial penalties for failure to properly disclose and report foreign financial accounts and foreign activity. Please make sure you have informed us of any foreign financial accounts or foreign activity so that we have the necessary information to complete any required disclosures or filings.
- Be sure to review the returns prior to signing as you have final responsibility for all information included in the returns. Please contact us if you have any questions or concerns.
- We recommend you keep a paper or electronic copy of your tax returns permanently. Supporting documentation should be kept for a minimum of seven years based on IRS guidance.

CLA exists to create opportunities – for our clients, our people, and our communities. We value our relationship with you and thank you for your trust and confidence in allowing us to serve you. If we can assist you in making strategic, informed decisions in areas of tax or beyond, please contact us as questions arise throughout the year.

Sincerely,

CliftonLarsonAllen LLP

Draft



CliftonLarsonAllen LLP  
CLAconnect.com

**CALIFORNIA PACIFIC CHARTER SCHOOLS**  
**FORM 990 INCOME TAX RETURN**  
**FOR YEAR ENDED JUNE 30, 2025**

Draft

\*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\*\*\*

IRS E-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

Form 8879-TE

For calendar year 2024, or fiscal year beginning JUL 1, 2024, and ending JUN 30, 2025

2024

Department of the Treasury Internal Revenue Service

Do not send to the IRS. Keep for your records. Go to www.irs.gov/Form8879TE for the latest information.

Name of filer

CALIFORNIA PACIFIC CHARTER SCHOOLS

EIN or SSN

83-2637864

Name and title of officer or person subject to tax CHRISTINE FEHER SUPERINTENDENT

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

Table with 2 columns: Line number and description, and Amount. Includes rows for Form 990, Form 990-EZ, Form 1120-POL, Form 990-PF, Form 8868, Form 990-T, Form 4720, Form 5227, Form 5330, and Form 8038-CP.

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) CLIFTONLARSONALLEN LLP, (EIN) and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize CLIFTONLARSONALLEN LLP to enter my PIN 41740. Enter five numbers, but do not enter all zeros.

as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\*\*

Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

3074245902

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature MEI-LI HUANG

Date 02/20/26

ERO Must Retain This Form - See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form 8879-TE (2024)

Form **990**

# Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**2024**  
Open to Public Inspection

**A** For the **2024** calendar year, or tax year beginning **JUL 1, 2024** and ending **JUN 30, 2025**

<b>B</b> Check if applicable:  <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>CALIFORNIA PACIFIC CHARTER SCHOOLS</b> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>940 SOUTH COAST DRIVE 185</b> City or town, state or province, country, and ZIP or foreign postal code <b>COSTA MESA, CA 92626</b> <b>F</b> Name and address of principal officer: <b>CHRISTINE FEHER</b> <b>SAME AS C ABOVE</b>	<b>D</b> Employer identification number <b>83-2637864</b> <b>E</b> Telephone number <b>(949)-752-0527</b> <b>G</b> Gross receipts \$ <b>14,323,546.</b> <b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions <b>H(c)</b> Group exemption number
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
<b>J</b> Website: <b>HTTPS://WWW.CAL-PACS.ORG</b>		
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		<b>L</b> Year of formation: <b>2019</b> <b>M</b> State of legal domicile: <b>CA</b>

**Part I Summary**

	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>TO SUPPORT STUDENTS TO PURSUE THEIR LIFE GOALS BY PROVIDING AN INCLUSIVE LEARNING COMMUNITY.</b>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
<b>Activities &amp; Governance</b>	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>5</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>5</b>
	<b>5</b>	Total number of individuals employed in calendar year 2024 (Part V, line 2a)	<b>5</b>	<b>130</b>
	<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	<b>5</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0.</b>
	<b>7b</b>	Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0.</b>
	<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b> 13,199,018.
<b>9</b>		Program service revenue (Part VIII, line 2g)	0.	0.
<b>10</b>		Investment income (Part VIII, column (A), lines 3, 4, and 7d)	46,376.	42,464.
<b>11</b>		Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	47,089.	43,855.
<b>12</b>		Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	13,292,483.	14,323,546.
<b>Expenses</b>		<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	9,999,524.	10,621,216.
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25)	0.	
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	2,850,650.	3,214,451.
	<b>18</b>	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	12,850,174.	13,835,667.
	<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	442,309.	487,879.
<b>Net Assets or Fund Balances</b>	<b>20</b>	Total assets (Part X, line 16)	<b>Beginning of Current Year</b> 8,495,353.	<b>End of Year</b> 8,385,872.
	<b>21</b>	Total liabilities (Part X, line 26)	2,631,216.	2,033,856.
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	5,864,137.	6,352,016.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <b>CHRISTINE FEHER, SUPERINTENDENT</b>	Date
	Type or print name and title	
<b>Paid Preparer Use Only</b>	Preparer's name <b>MEI-LI HUANG</b>	Preparer's signature <b>MEI-LI HUANG</b>
	Firm's name <b>CLIFTONLARSONALLEN LLP</b>	Date <b>02/20/26</b>
	Firm's address <b>901 VIA PIEMONTE, SUITE 300 ONTARIO, CA 91764</b>	Check if self-employed <input type="checkbox"/> PTIN <b>P02383735</b>
		Firm's EIN <b>41-0746749</b>
		Phone no. <b>(909) 985-7286</b>

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [ ]

1 Briefly describe the organization's mission: CALPAC'S MISSION IS TO SUPPORT AND ENCOURAGE ALL STUDENTS TO RELENTLESSLY PURSUE THEIR LIFE GOALS BY PROVIDING AN ACCESSIBLE, INCLUSIVE, AND PERSONALIZED LEARNING COMMUNITY.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 11,953,802. including grants of \$ 0. ) (Revenue \$ 0. ) PROGRAMS PROVIDE ENGAGING AND RELEVANT STATE STANDARDS ALIGNED CURRICULUM. STUDENT NEEDS ARE IDENTIFIED THROUGH ONGOING ASSESSMENTS TO INFORM AND GUIDE APPROPRIATE AND EFFECTIVE INTERVENTION STRATEGIES. WE OFFER A COMPREHENSIVE SYSTEM OF SUPPORT TO PARENTS AND STUDENTS TO ENSURE STUDENTS ARE ON TRACK WITH GRADE LEVEL REQUIREMENTS AND ARE COLLEGE AND CAREER READY. DURING FY 2024-2025 THE SCHOOL SERVED APPROXIMATELY 946 STUDENTS.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 11,953,802.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....		X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....	X	
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....		X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....		
<b>25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....		X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....		X
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i> .....		X
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>b</b> A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>29</b> Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M</i> .....		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....		X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		
<b>36 Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....		X
<b>38</b> Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? .....	X	

**Note:** All Form 990 filers are required to complete Schedule O

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
<b>1a</b> Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable .....		
<b>b</b> Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable .....		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? .....	X	

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return ..... <b>2a</b> 130		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? .....	X	
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year? .....		X
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? <i>If "No" to line 3b, provide an explanation on Schedule O</i> .....		
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? .....		X
<b>b</b>	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? .....		X
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? .....		X
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T? .....		
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? .....		X
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? .....		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? .....		X
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided? .....		
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? .....		X
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year ..... <b>7d</b>		
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? .....		X
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? .....		X
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? ...		
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? .....		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966? .....		
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? .....		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12 ..... <b>10a</b>		
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities ..... <b>10b</b>		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders ..... <b>11a</b>		
<b>b</b>	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) ..... <b>11b</b>		
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? .....		
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year ..... <b>12b</b>		
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? .....		
	<b>Note:</b> See the instructions for additional information the organization must report on Schedule O.		
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans ..... <b>13b</b>		
<b>c</b>	Enter the amount of reserves on hand ..... <b>13c</b>		
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year? .....		X
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? <i>If "No," provide an explanation on Schedule O</i> .....		
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? .....		X
	If "Yes," see the instructions and file Form 4720, Schedule N.		
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? .....		X
	If "Yes," complete Form 4720, Schedule O.		
<b>17</b>	<b>Section 501(c)(21) organizations.</b> Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? .....		
	If "Yes," complete Form 6069.		

**Part VI Governance, Management, and Disclosure.** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b>	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
<b>1b</b>	Enter the number of voting members included on line 1a, above, who are independent		
<b>2</b>	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
<b>3</b>	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
<b>4</b>	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
<b>5</b>	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
<b>6</b>	Did the organization have members or stockholders?		X
<b>7a</b>	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
<b>7b</b>	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
<b>8</b>	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>8a</b>	The governing body?	X	
<b>8b</b>	Each committee with authority to act on behalf of the governing body?	X	
<b>9</b>	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
<b>10a</b>	Did the organization have local chapters, branches, or affiliates?		X
<b>10b</b>	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
<b>11a</b>	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
<b>11b</b>	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b>	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
<b>12b</b>	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
<b>12c</b>	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	X	
<b>13</b>	Did the organization have a written whistleblower policy?	X	
<b>14</b>	Did the organization have a written document retention and destruction policy?	X	
<b>15</b>	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>15a</b>	The organization's CEO, Executive Director, or top management official	X	
<b>15b</b>	Other officers or key employees of the organization	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
<b>16a</b>	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
<b>16b</b>	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed CA
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records  
SHANNON GREEN - (949) 427-6526  
940 SOUTH COAST DRIVE, SUITE 185, COSTA MESA, CA 92626

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
  - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CHRISTINE FEHER SUPERINTENDENT	40.00			X			176,457.	0.	50,300.	
(2) SHANNON GREEN DIRECTOR OF FISCAL SERVICES	40.00			X			139,953.	0.	10,667.	
(3) DAISY CARLOS EXECUTIVE ASSISTANT	40.00			X			82,898.	0.	13,269.	
(4) ERICKA ZEMMER ASSISTANT SUPERINTENDENT - EDUCATION	40.00				X		164,608.	0.	46,853.	
(5) CORRIE AMADOR DIRECTOR HUMAN RESOURCES	40.00					X	153,091.	0.	10,558.	
(6) GRETCHEN CHAMBERLAIN DIRECTOR COMPLIANCE AND ACCOUNTABILI	40.00					X	134,265.	0.	36,007.	
(7) EVANGELINE AKRIDGE DIRECTOR OF SPECIAL EDUCATION	40.00					X	134,027.	0.	42,327.	
(8) VICTORIA LAW SCHOOL PSYCHOLOGIST	40.00					X	124,843.	0.	37,216.	
(9) AMY ROBINSON SCIENCE DEPARTMENT CHAIR	40.00					X	118,943.	0.	35,990.	
(10) KELLY CARIN WYLIE BOARD PRESIDENT	5.00	X		X			7,200.	0.	0.	
(11) SHIRLEY Y PETERSON BOARD VICE PRESIDENT	5.00	X		X			7,676.	0.	0.	
(12) TANYA ROGERS BOARD CLERK	5.00	X		X			7,622.	0.	0.	
(13) WILLIAM J HOWARD JR. BOARD MEMBER	5.00	X					9,637.	0.	0.	
(14) JASON D. MCFAUL BOARD MEMBER	5.00	X					8,678.	0.	0.	



**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	<b>1 a</b>	Federated campaigns .....	<b>1a</b>				
	<b>b</b>	Membership dues .....	<b>1b</b>				
	<b>c</b>	Fundraising events .....	<b>1c</b>				
	<b>d</b>	Related organizations .....	<b>1d</b>				
	<b>e</b>	Government grants (contributions) .....	<b>1e</b>	14,237,227.			
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above ...	<b>1f</b>				
	<b>g</b>	Noncash contributions included in lines 1a-1f	<b>1g</b>	\$			
	<b>h</b>	<b>Total.</b> Add lines 1a-1f .....		14,237,227.			
Program Service Revenue	<b>2 a</b>	_____	<b>Business Code</b>				
	<b>b</b>	_____					
	<b>c</b>	_____					
	<b>d</b>	_____					
	<b>e</b>	_____					
	<b>f</b>	All other program service revenue .....					
	<b>g</b>	<b>Total.</b> Add lines 2a-2f .....					
Other Revenue	<b>3</b>	Investment income (including dividends, interest, and other similar amounts) .....		42,464.		42,464.	
	<b>4</b>	Income from investment of tax-exempt bond proceeds .....					
	<b>5</b>	Royalties .....					
	<b>6 a</b>	Gross rents .....	(i) Real				
			(ii) Personal				
	<b>6 b</b>	Less: rental expenses ...	<b>6b</b>				
	<b>6 c</b>	Rental income or (loss)	<b>6c</b>				
	<b>d</b>	Net rental income or (loss) .....					
	<b>7 a</b>	Gross amount from sales of assets other than inventory .....	(i) Securities				
			(ii) Other				
	<b>7 b</b>	Less: cost or other basis and sales expenses .....	<b>7b</b>				
	<b>7 c</b>	Gain or (loss) .....	<b>7c</b>				
<b>d</b>	Net gain or (loss) .....						
<b>8 a</b>	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....						
<b>8 b</b>	Less: direct expenses .....	<b>8b</b>					
<b>c</b>	Net income or (loss) from fundraising events .....						
<b>9 a</b>	Gross income from gaming activities. See Part IV, line 19 .....						
<b>9 b</b>	Less: direct expenses .....	<b>9b</b>					
<b>c</b>	Net income or (loss) from gaming activities .....						
<b>10 a</b>	Gross sales of inventory, less returns and allowances .....						
<b>10 b</b>	Less: cost of goods sold .....	<b>10b</b>					
<b>c</b>	Net income or (loss) from sales of inventory .....						
Miscellaneous Revenue	<b>11 a</b>	CONTRACT SERVICES	Business Code	523000	40,606.	40,606.	
	<b>b</b>	CREDIT REFUNDS	523000	2,864.	2,864.		
	<b>c</b>	OTHER REVENUE	611600	385.	385.		
	<b>d</b>	All other revenue .....					
	<b>e</b>	<b>Total.</b> Add lines 11a-11d .....		43,855.			
<b>12</b>	<b>Total revenue.</b> See instructions .....		14,323,546.	0.	0.	86,319.	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22 .....				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 .....				
4 Benefits paid to or for members .....				
5 Compensation of current officers, directors, trustees, and key employees .....	766,967.	263,214.	503,753.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) .....				
7 Other salaries and wages .....	7,562,871.	7,414,387.	148,484.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) .....	1,086,985.	1,086,985.		
9 Other employee benefits .....	967,926.	952,333.	15,593.	
10 Payroll taxes .....	236,467.	189,511.	46,956.	
11 Fees for services (nonemployees):				
a Management .....				
b Legal .....	243,422.		243,422.	
c Accounting .....	69,364.		69,364.	
d Lobbying .....				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees .....				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	765,820.	642,800.	123,020.	
12 Advertising and promotion .....	385,353.		385,353.	
13 Office expenses .....	135,025.	126,724.	8,301.	
14 Information technology .....	120,104.	99,733.	20,371.	
15 Royalties .....				
16 Occupancy .....	102,356.	9,650.	92,706.	
17 Travel .....	165,723.	141,229.	24,494.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings .....				
20 Interest .....	737.		737.	
21 Payments to affiliates .....				
22 Depreciation, depletion, and amortization .....	196.	196.		
23 Insurance .....	46,746.		46,746.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a <b>INSTRUCTIONAL MATERIALS</b>	947,115.	941,402.	5,713.	
b <b>OTHER EXPENSES</b>	232,490.	85,638.	146,852.	
c _____				
d _____				
e All other expenses _____				
<b>25 Total functional expenses.</b> Add lines 1 through 24e	<b>13,835,667.</b>	<b>11,953,802.</b>	<b>1,881,865.</b>	<b>0.</b>
<b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)
		Beginning of year		End of year
Assets	<b>1</b> Cash - non-interest-bearing .....	4,520,677.	<b>1</b>	5,795,860.
	<b>2</b> Savings and temporary cash investments .....	2,176,242.	<b>2</b>	613,150.
	<b>3</b> Pledges and grants receivable, net .....	1,208,293.	<b>3</b>	1,663,060.
	<b>4</b> Accounts receivable, net .....		<b>4</b>	
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	392,762.	<b>9</b>	100,176.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 5,485.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 196.	<b>0.</b>	<b>10c</b> 5,289.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 .....	197,379.	<b>15</b>	208,337.
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) .....	8,495,353.	<b>16</b>	8,385,872.	
Liabilities	<b>17</b> Accounts payable and accrued expenses .....	776,927.	<b>17</b>	574,944.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....	1,599,179.	<b>19</b>	1,233,263.
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....	46,198.	<b>24</b>	0.
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	208,912.	<b>25</b>	225,649.
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....	2,631,216.	<b>26</b>	2,033,856.
Net Assets or Fund Balances	<b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>			
	<b>27</b> Net assets without donor restrictions .....	5,864,137.	<b>27</b>	6,352,016.
	<b>28</b> Net assets with donor restrictions .....		<b>28</b>	
	<b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>			
	<b>29</b> Capital stock or trust principal, or current funds .....		<b>29</b>	
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>30</b>	
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>31</b>	
	<b>32</b> Total net assets or fund balances .....	5,864,137.	<b>32</b>	6,352,016.
	<b>33</b> Total liabilities and net assets/fund balances .....	8,495,353.	<b>33</b>	8,385,872.

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**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	14,323,546.
2	Total expenses (must equal Part IX, column (A), line 25)	2	13,835,667.
3	Revenue less expenses. Subtract line 2 from line 1	3	487,879.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	5,864,137.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	6,352,016.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990:  Cash  Accrual  Other \_\_\_\_\_  
If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant? .....  
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  
 Separate basis  Consolidated basis  Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant? .....  
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:  
 Separate basis  Consolidated basis  Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? .....  
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? .....
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits .....

	Yes	No
1		
2a		X
2b	X	
2c	X	
3a		X
3b		

Form 990 (2024)



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>4 Total.</b> Add lines 1 through 3 .....						
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
<b>7</b> Amounts from line 4 .....						
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	
<b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2024 (line 6, column (f), divided by line 11, column (f)) .....	14	%
<b>15</b> Public support percentage from 2023 Schedule A, Part II, line 14 .....	15	%
<b>16a 33 1/3% support test - 2024.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>b 33 1/3% support test - 2023.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>17a 10% -facts-and-circumstances test - 2024.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>b 10% -facts-and-circumstances test - 2023.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		<input type="checkbox"/>

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2024 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2023 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2024</b> (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from <b>2023</b> Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2024.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

**b 33 1/3% support tests - 2023.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
<b>b</b> A family member of a person described on line 11a above?		
<b>c</b> A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		
<b>11a</b>		
<b>11b</b>		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		
<b>1</b>		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
<b>3</b> By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
<b>1</b>		
<b>2</b>		
<b>3</b>		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
<b>2</b> Activities Test. Answer lines 2a and 2b below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
<b>b</b> Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
<b>3</b> Parent of Supported Organizations. Answer lines 3a and 3b below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
<b>2a</b>		
<b>2b</b>		
<b>3a</b>		
<b>3b</b>		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 ( explain in Part VI). See instructions.  
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2024

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	<b>Total annual distributions.</b> Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2024 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2024	(iii) Distributable Amount for 2024
1	Distributable amount for 2024 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2024 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2024		
a	From 2019		
b	From 2020		
c	From 2021		
d	From 2022		
e	From 2023		
f	<b>Total</b> of lines 3a through 3e		
g	Applied to under distributions of prior years		
h	Applied to 2024 distributable amount		
i	Carryover from 2019 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2024 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2024 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2024, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2024. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	<b>Excess distributions carryover to 2025.</b> Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2020		
b	Excess from 2021		
c	Excess from 2022		
d	Excess from 2023		
e	Excess from 2024		

Schedule A (Form 990) 2024

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Lined area for supplemental information with a large diagonal 'Draft' watermark.

**SCHEDULE D**  
**(Form 990)**

(Rev. December 2024)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
Attach to Form 990.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**Open to Public Inspection**

Name of the organization **CALIFORNIA PACIFIC CHARTER SCHOOLS** Employer identification number **83-2637864**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (for example, recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included on line 2a .....	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year \_\_\_\_\_

4 Number of states where property subject to conservation easement is located \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year \_\_\_\_\_

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 ..... \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X ..... \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ..... \$ \_\_\_\_\_

b Assets included in Form 990, Part X ..... \$ \_\_\_\_\_

For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) (Rev. 12-2024)

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange program
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII

**Part V Endowment Funds** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment \_\_\_\_\_ %
  - b Permanent endowment \_\_\_\_\_ %
  - c Term endowment \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |  | Yes    | No |
|--|--------|----|
| (i) Unrelated organizations?   | 3a(i)  |    |
| (ii) Related organizations?  | 3a(ii) |    |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		5,485.	196.	5,289.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B))				5,289.

**Part VII Investments - Other Securities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely held equity interests .....		
(3) Other .....		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

**Part IX Other Assets**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, line 15, col. (B))	

**Part X Other Liabilities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) <b>OPERATING LEASE LIABILITY</b>	<b>225,649.</b>
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, line 25, col. (B))	<b>225,649.</b>

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements		<b>1</b>	14,323,546.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>		
<b>b</b>	Donated services and use of facilities	<b>2b</b>		
<b>c</b>	Recoveries of prior year grants	<b>2c</b>		
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>		
<b>e</b>	Add lines 2a through 2d		<b>2e</b>	0.
<b>3</b>	Subtract line 2e from line 1		<b>3</b>	14,323,546.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>		
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>		
<b>c</b>	Add lines 4a and 4b		<b>4c</b>	0.
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.)		<b>5</b>	14,323,546.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements		<b>1</b>	13,835,667.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
<b>a</b>	Donated services and use of facilities	<b>2a</b>		
<b>b</b>	Prior year adjustments	<b>2b</b>		
<b>c</b>	Other losses	<b>2c</b>		
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>		
<b>e</b>	Add lines 2a through 2d		<b>2e</b>	0.
<b>3</b>	Subtract line 2e from line 1		<b>3</b>	13,835,667.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>		
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>		
<b>c</b>	Add lines 4a and 4b		<b>4c</b>	0.
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.)		<b>5</b>	13,835,667.

**Part XIII Supplemental Information**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE SCHOOL IS 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 AND EXEMPT SCHOOL RETURN AND APPLICABLE UNRELATED BUSINESS INCOME TAX RETURN IN THE U.S. FEDERAL JURISDICTION AND WITH THE CALIFORNIA FRANCHISE TAX BOARD.

**Part XIII** Supplemental Information *(continued)*

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**SCHEDULE E  
(Form 990)**

(Rev. December 2024)

Department of the Treasury  
Internal Revenue Service

**Schools**

Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.

Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**Open to Public Inspection**

Name of the organization

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

Employer identification number

**83-2637864**

**Part I**

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Has the organization publicized its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during its tax year in a manner reasonably expected to be noticed by visitors to the homepage, or through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>THE SCHOOL PUBLICIZES ITS POLICY ON ITS WEBSITE, REGISTRATION MATERIALS AND DOCUMENTS USED TO SOLICIT STUDENTS.</b>		
4 Does the organization maintain the following:		
a Records indicating the racial composition of the student body, faculty, and administrative staff? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d Copies of all material used by the organization or on its behalf to solicit contributions? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you answered "No" to any of the above, please explain. If you need more space, use Part II.		
<b>THE ORGANIZATION IS A PUBLIC CHARTER SCHOOL WHICH OPERATES TUITION-FREE. THEREFORE, SCHOLARSHIPS AND FINANCIAL ASSISTANCE ARE NOT APPLICABLE.</b>		
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Admissions policies? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Employment of faculty or administrative staff? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Scholarships or other financial assistance? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Educational policies? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f Use of facilities? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g Athletic programs? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h Other extracurricular activities? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		
6a Does the organization receive any financial aid or assistance from a governmental agency? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Has the organization's right to such aid ever been revoked or suspended? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you answered "Yes" on either line 6a or line 6b, explain in Part II.		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, as modified by Rev. Proc. 2019-22, 2019-22 I.R.B. 1260, covering racial nondiscrimination? If "No," explain in Part II .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule E (Form 990) (Rev. 12-2024)

**Part II Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

**LINE 6B - EXPLANATION OF GOVERNMENT FINANCIAL AID:**  
**THE SCHOOL IS A PUBLIC CHARTER SCHOOL PRINCIPALLY FUNDED BY CALIFORNIA AND FEDERAL MONIES RECEIVED THROUGH THE CALIFORNIA DEPARTMENT OF EDUCATION.**

Draft

**SCHEDULE J  
(Form 990)**

(Rev. December 2024)  
Department of the Treasury  
Internal Revenue Service

**Compensation Information**

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees  
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.  
Attach to Form 990.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization <b>CALIFORNIA PACIFIC CHARTER SCHOOLS</b>	Employer identification number <b>83-2637864</b>
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**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....

**3** Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |  |   |
|--|---|
| <input type="checkbox"/> Compensation committee              | <input checked="" type="checkbox"/> Written employment contract                     |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations     | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment? .....
- b** Participate in or receive payment from a supplemental nonqualified retirement plan? .....
- c** Participate in or receive payment from an equity-based compensation arrangement? .....
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization? .....
- b** Any related organization? .....
- If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization? .....
- b** Any related organization? .....
- If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

	Yes	No
<b>1b</b>		
<b>2</b>		
<b>4a</b>		<b>X</b>
<b>4b</b>		<b>X</b>
<b>4c</b>		<b>X</b>
<b>5a</b>		<b>X</b>
<b>5b</b>		<b>X</b>
<b>6a</b>		<b>X</b>
<b>6b</b>		<b>X</b>
<b>7</b>		<b>X</b>
<b>8</b>		<b>X</b>
<b>9</b>		

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) (Rev. 12-2024)

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) CHRISTINE FEHER SUPERINTENDENT	(i)	173,857.	2,600.	0.	34,700.	15,600.	226,757.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) SHANNON GREEN DIRECTOR OF FISCAL SERVICES	(i)	137,353.	2,600.	0.	10,667.	0.	150,620.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) ERICKA ZEMMER ASSISTANT SUPERINTENDENT - EDUCATION	(i)	162,008.	2,600.	0.	31,253.	15,600.	211,461.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) CORRIE AMADOR DIRECTOR HUMAN RESOURCES	(i)	150,491.	2,600.	0.	10,558.	0.	163,649.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) GRETCHEN CHAMBERLAIN DIRECTOR COMPLIANCE AND ACCOUNTABILI	(i)	131,665.	2,600.	0.	25,334.	10,673.	170,272.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(6) EVANGELINE AKRIDGE DIRECTOR OF SPECIAL EDUCATION	(i)	131,427.	2,600.	0.	26,727.	15,600.	176,354.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(7) VICTORIA LAW SCHOOL PSYCHOLOGIST	(i)	122,243.	2,600.	0.	23,839.	13,377.	162,059.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(8) AMY ROBINSON SCIENCE DEPARTMENT CHAIR	(i)	116,343.	2,600.	0.	22,109.	13,881.	154,933.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							



**SCHEDULE O  
(Form 990)**

(Rev. December 2024)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**Open to Public  
Inspection**

Name of the organization

CALIFORNIA PACIFIC CHARTER SCHOOLS

Employer identification number

83-2637864

**FORM 990, PART VI, SECTION A, LINE 1A:**

THERE IS A COMMITTEE THAT HAS MEETINGS AND TAKES MINUTES WHO HAS THE AUTHORITY TO ACT ON BEHALF OF THE BOARD. THE BOARD CAN CREATE COMMITTEES MADE UP OF BOARD MEMBERS, AND THOSE COMMITTEES CAN ONLY DO WHAT THE BOARD SPECIFICALLY AUTHORIZES THEM TO DO THROUGH A FORMAL BOARD RESOLUTION; THEY DO NOT AUTOMATICALLY HAVE POWER TO ACT FOR THE FULL BOARD. COMMITTEES MUST FOLLOW THE BROWN ACT, KEEP MINUTES, AND FILE THOSE MINUTES IN THE CORPORATE RECORDS, BUT THEY CANNOT TAKE ACTIONS LIKE CHANGING BYLAWS, FILLING BOARD SEATS, OR APPROVING CONFLICTED CONTRACTS. IF A COMMITTEE IS ACTING ON BEHALF OF THE BOARD, THE BYLAWS REQUIRE THE BOARD TO CLEARLY GRANT THAT AUTHORITY IN WRITING.

**FORM 990, PART VI, SECTION B, LINE 11B:**

THE FORM 990 IS PREPARED BY THE ORGANIZATION'S OUTSIDE PUBLIC ACCOUNTING FIRM BASED ON INFORMATION PROVIDED BY MANAGEMENT. ONCE A DRAFT OF THE RETURN IS AVAILABLE, IT IS REVIEWED BY MANAGEMENT WITH ANY CHANGES OR REVISIONS INCORPORATED INTO THE FILING. THE REVISED RETURN IS THEN SUBMITTED TO THE BOARD OF DIRECTORS FOR THEIR REVIEW AND APPROVAL PRIOR TO SUBMITTING TO THE IRS.

**FORM 990, PART VI, SECTION B, LINE 12C:**

THE ORGANIZATION MAINTAINS A CONFLICT OF INTERESTS POLICY FOR BOARD MEMBERS, OFFICERS, AND EMPLOYEES. IN CONNECTION WITH ANY ACTUAL OR POTENTIAL CONFLICT OF INTERESTS, AN INTERESTED PERSON MUST DISCLOSE THE EXISTENCE AND NATURE OF ANY OUTSIDE INTEREST, OUTSIDE ACTIVITY, AND FINANCIAL INTEREST TO THE BOARD OF DIRECTORS, OR THE BOARD COMMITTEE DELEGATED THE AUTHORITY TO RECEIVE SUCH DISCLOSURES.

MONITORING IS PERFORMED REGULARLY BY THE OFFICERS TO IDENTIFY POTENTIAL CONFLICTS OF INTEREST. ANY QUESTION OF A CONFLICT IS ADDRESSED WITH THE INTERESTED PERSON, WHO IS REQUIRED TO DISCLOSE THE EXISTENCE OF ANY FINANCIAL INTEREST AND BE AFFORDED THE OPPORTUNITY TO DISCLOSE ALL MATERIAL FACTS TO THE BOARD AND SUPERINTENDENT. IF A CONFLICT OF INTEREST IS IDENTIFIED, THE APPROPRIATE ACTION IS TAKEN, INCLUDING LIMITATIONS TO THE INDIVIDUAL'S INFLUENCE ON RELATED BUSINESS MATTERS.

**FORM 990, PART VI, SECTION B, LINE 15:**

THE SUPERINTENDENT'S PAY IS DETERMINED BASED ON DATA PROVIDED THROUGH COMPARISON STUDIES OF OTHER CHARTER SCHOOLS. THE BOARD MUST VOTE TO APPROVE THE SUPERINTENDENT'S COMPENSATION AS A DIRECT ACTION. THE OFFICERS' AND KEY EMPLOYEES' PAY IS DETERMINE BASED ON DATA PROVIDED BY EXTERNAL CHARTER MANAGEMENT ORGANIZATIONS AND THROUGH COMPARISON STUDIES OF OTHER CHARTER SCHOOLS. THE BOARD MUST VOTE TO APPROVE THE OFFICERS' AND KEY EMPLOYEES' COMPENSATION AS A DIRECT ACTION.  
THE PROCESS DESCRIBED HERE WAS LAST COMPLETED IN 2024.

**FORM 990, PART VI, SECTION C, LINE 18:**

THE FORM 1023 AND 990 ARE AVAILABLE UPON REQUEST.

**FORM 990, PART VI, SECTION C, LINE 19:**

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE UPON REQUEST.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) (Rev. 12-2024)

LHA 432211 01-15-25

Name of the organization <b>CALIFORNIA PACIFIC CHARTER SCHOOLS</b>	Employer identification number <b>83-2637864</b>
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**FORM 990, PART XII, LINE 2C:  
 THE PROCESS FOR OVERSIGHT AND SELECTION OF AN INDEPENDENT ACCOUNTANT  
 HAS NOT CHANGED FROM THE PRIOR YEAR.**

Draft



TAXABLE YEAR  
**2024**

# California Exempt Organization Annual Information Return

428941 01-14-25  
FORM  
**199**

Calendar Year 2024 or fiscal year beginning (mm/dd/yyyy) **07/01/2024**, and ending (mm/dd/yyyy) **06/30/2025**

Corporation/Organization name **CALIFORNIA PACIFIC CHARTER SCHOOLS** California corporation number **4211439**

Additional information. See instructions. FEIN **83-2637864**

Street address (suite or room) **940 SOUTH COAST DRIVE, 185** PMB no.

City **COSTA MESA** State **CA** ZIP code **92626**

Foreign country name Foreign province/state/county Foreign postal code

**A** First return  Yes  No  
**B** Amended return  Yes  No  
**C** IRC Section 4947(a)(1) trust  Yes  No  
**D** Final information return?  
 Dissolved  Surrendered (Withdrawn)  Merged/Reorganized  
 Enter date: (mm/dd/yyyy)  
**E** Check accounting method: (1)  Cash (2)  Accrual (3)  Other  
**F** Federal return filed? (1)  990T (2)  990PF  
 (3)  Sch H (990) (4)  Other 990 series  
**G** Is this a group filing? See instructions  Yes  No  
**H** Is this organization in a group exemption  Yes  No  
 If "Yes," what is the parent's name?  
**I** Did the organization have any changes to its guidelines not reported to the FTB? See instructions  Yes  No  
**J** If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions.  Yes  No  
**K** Is the organization exempt under R&TC Section 23701g?  Yes  No  
 If "Yes," enter the gross receipts from nonmember sources \$  
**L** Is the organization a limited liability company?  Yes  No  
**M** Did the organization file Form 100 or Form 109 to report taxable income?  Yes  No  
**N** Is the organization under audit by the IRS or has the IRS audited in a prior year?  Yes  No  
**O** Is federal Form 1023/1024 pending?  Yes  No  
 Date filed with IRS

**Part I Complete Part I unless not required to file this form. See General Information B and C.**

<b>Receipts and Revenues</b>	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	86,319	00
	2	Gross dues and assessments from members and affiliates	2		00
	3	Gross contributions, gifts, grants, and similar amounts received	3	14,237,227	00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. <b>This line must be completed.</b> If the result is less than \$50,000, see General Information B	4	14,323,546	00
	5	Cost of goods sold	5		00
	6	Cost or other basis, and sales expenses of assets sold	6		00
	7	Total costs. Add line 5 and line 6	7		00
	8	Total gross income. Subtract line 7 from line 4	8	14,323,546	00
<b>Expenses</b>	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	13,835,667	00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	487,879	00
<b>Payments</b>	11	Total payments	11		00
	12	Use tax. See General Information K	12		00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	13		00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14		00
	15	Penalties and interest. See General Information J	15		00
	16	<b>Balance due.</b> Add line 12 and line 15. Then subtract line 11 from the result	16		00
<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.				
	Signature of officer	Title <b>SUPERINTENDENT</b>	Date	• Telephone	
<b>Paid Preparer's Use Only</b>	Preparer's signature	<b>MEI-LI HUANG</b>	Date <b>02/20/26</b>	Check if self-employed <input type="checkbox"/>	• PTIN <b>P02383735</b>
	Firm's name (or yours, if self-employed) and address	<b>CLIFTONLARSONALLEN LLP</b>			• Firm's FEIN <b>41-0746749</b>
		<b>901 VIA PIEMONTE, SUITE 300</b>			• Telephone <b>(909) 985-7286</b>
		<b>ONTARIO, CA 91764</b>			
May the FTB discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

CALIFORNIA PACIFIC CHARTER SCHOOLS

83-2637864

**Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.**

428951 01-14-25

<b>Receipts from Other Sources</b>	1	Gross sales or receipts from all business activities. See instructions	•	1		00
	2	Interest	•	2	42,464	00
	3	Dividends	•	3		00
	4	Gross rents	•	4		00
	5	Gross royalties	•	5		00
	6	Gross amount received from sale of assets (See instructions)	•	6		00
	7	Other income. Attach schedule	•	7	43,855	00
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	•	8	86,319	00
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	•	9		00
	10	Disbursements to or for members.	•	10		00
	11	Compensation of officers, directors, and trustees. Attach schedule	•	11	766,967	00
	12	Other salaries and wages	•	12	7,562,871	00
	13	Interest	•	13	737	00
	14	Taxes	•	14	236,467	00
	15	Rents	•	15	102,356	00
	16	Depreciation and depletion (See instructions)	•	16	196	00
	17	Other expenses and disbursements. Attach schedule	•	17	5,166,073	00
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	•	18	13,835,667	00

Schedule L Balance Sheet	Beginning of taxable year		End of taxable year	
	(a)	(b)	(c)	(d)
<b>Assets</b>				
1 Cash		6,696,919		6,409,010
2 Net accounts receivable				
3 Net notes receivable				
4 Inventories				
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments. Attach schedule				
10 a Depreciable assets			5,485	
b Less accumulated depreciation			196	5,289
11 Land				
12 Other assets. Attach schedule <b>STMT 4</b>		1,798,434		1,971,573
13 <b>Total assets</b>		8,495,353		8,385,872
<b>Liabilities and net worth</b>				
14 Accounts payable		776,927		574,944
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable				
18 Other liabilities. Attach schedule <b>STMT 5</b>		1,854,289		1,458,912
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		5,864,137		6,352,016
22 <b>Total liabilities and net worth</b>		8,495,353		8,385,872

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1 Net income per books	•	487,879	7 Income recorded on books this year not included in this return. Attach schedule	•	
2 Federal income tax	•		8 Deductions in this return not charged against book income this year. Attach schedule	•	
3 Excess of capital losses over capital gains	•		9 Total. Add line 7 and line 8		
4 Income not recorded on books this year. Attach schedule	•		10 Net income per return. Subtract line 9 from line 6		487,879
5 Expenses recorded on books this year not deducted in this return. Attach schedule	•				
6 Total. Add line 1 through line 5		487,879			

CALIFORNIA PACIFIC CHARTER SCHOOLS

83-2637864

CA 199

OTHER INCOME

STATEMENT 1

<u>DESCRIPTION</u>	<u>AMOUNT</u>
CONTRACT SERVICES	40,606.
CREDIT REFUNDS	2,864.
OTHER REVENUE	385.
TOTAL TO FORM 199, PART II, LINE 7	<u>43,855.</u>

Draft

CALIFORNIA PACIFIC CHARTER SCHOOLS83-2637864CA 199                    COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES                    STATEMENT 2

<u>NAME AND ADDRESS</u>	<u>TITLE AND AVERAGE HRS WORKED/WK</u>	<u>COMPENSATION</u>
CHRISTINE FEHER 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	SUPERINTENDENT 40.00	251,866.
SHANNON GREEN 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	DIRECTOR OF FISCAL SERVICE 40.00	150,893.
DAISY CARLOS 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	EXECUTIVE ASSISTANT 40.00	95,964.
ERICKA ZEMMER 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	ASSISTANT SUPERINTENDENT - 40.00	222,915.
KELLY CARIN WYLIE 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	BOARD PRESIDENT 5.00	7,200.
SHIRLEY Y PETERSON 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	BOARD VICE PRESIDENT 5.00	7,654.
TANYA ROGERS 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	BOARD CLERK 5.00	7,623.
WILLIAM J HOWARD JR. 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	BOARD MEMBER 5.00	11,902.
JASON D. MCFAUL 940 SOUTH COAST DRIVE, 185 COSTA MESA, CA 92626	BOARD MEMBER 5.00	10,950.
TOTAL TO FORM 199, PART II, LINE 11		<u>766,967.</u>

CALIFORNIA PACIFIC CHARTER SCHOOLS

83-2637864

CA 199 OTHER EXPENSES STATEMENT 3

<u>DESCRIPTION</u>	<u>AMOUNT</u>
INSTRUCTIONAL MATERIALS	947,115.
OTHER EXPENSES	232,490.
PENSION PLAN CONTRIBUTIONS	1,086,985.
OTHER EMPLOYEE BENEFITS	967,926.
LEGAL FEES	243,422.
ACCOUNTING FEES	69,364.
OTHER PROFESSIONAL FEES	765,820.
ADVERTISING AND PROMOTION	385,353.
OFFICE EXPENSES	135,025.
INFORMATION TECHNOLOGY	120,104.
TRAVEL	165,723.
INSURANCE	46,746.
TOTAL TO FORM 199, PART II, LINE 17	5,166,073.

CA 199 OTHER ASSETS STATEMENT 4

<u>DESCRIPTION</u>	<u>BEG. OF YEAR</u>	<u>END OF YEAR</u>
PLEDGES AND GRANTS RECEIVABLE	1,208,293.	1,663,060.
PREPAID EXPENSES AND DEFERRED CHARGES	392,762.	100,176.
ROU ASSETS	197,379.	208,337.
TOTAL TO FORM 199, SCHEDULE L, LINE 12	1,798,434.	1,971,573.

CA 199 OTHER LIABILITIES STATEMENT 5

<u>DESCRIPTION</u>	<u>BEG. OF YEAR</u>	<u>END OF YEAR</u>
OPERATING LEASE LIABILITY	208,912.	225,649.
DEFERRED REVENUE	1,599,179.	1,233,263.
UNSECURED NOTES AND LOANS PAYABLE	46,198.	0.
TOTAL TO FORM 199, SCHEDULE L, LINE 18	1,854,289.	1,458,912.

TAXABLE YEAR  
**2024**

**Corporation Depreciation and Amortization**

CALIFORNIA FORM  
**3885**

Attach to Form 100 or Form 100W.

**FORM 199**

**FEIN 83-2637864**

Corporation name

California corporation number

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

**4211439**

**Part I Election To Expense Certain Property Under IRC Section 179**

1	Maximum deduction under IRC Section 179 for California .....	1	\$25,000
2	Total cost of IRC Section 179 property placed in service .....	2	
3	Threshold cost of IRC Section 179 property before reduction in limitation .....	3	\$200,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0- .....	4	
5	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0- .....	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property (elected IRC Section 179 cost) .....	7	
8	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7 .....	8	
9	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8 .....	9	
10	Carryover of disallowed deduction from prior taxable years .....	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 .....	11	
12	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11 .....	12	
13	Carryover of disallowed deduction to 2025. Add line 9 and line 10, less line 12 .....	13	

**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation	
14 <b>1 FIXED ASSETS</b>								
	VARIOUS	5,485	196		.000	0		
15	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h) .....						15	

**Part III Summary**

16	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g) .....	<input checked="" type="radio"/>	16
17	Total depreciation claimed for federal purposes from federal Form 4562, line 22 .....	<input checked="" type="radio"/>	17
18	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.) .....	<input checked="" type="radio"/>	18

**Part IV Amortization**

(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC Section (see instructions)	(f) Period or percentage	(g) Amortization for this year	
19							
20	Total. Add the amounts in column (g) .....						20
21	Total amortization claimed for federal purposes from federal Form 4562, line 44 .....						21
22	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12 .....						<input checked="" type="radio"/> 22

022

Date Accepted \_\_\_\_\_

**DO NOT MAIL THIS FORM TO THE FTB**

TAXABLE YEAR  
**2024**

**California e-file Return Authorization for Exempt Organizations**

FORM  
**8453-EO**

Exempt Organization name <b>CALIFORNIA PACIFIC CHARTER SCHOOLS</b>	Identifying number <b>83-2637864</b>
---	---

**Part I Electronic Return Information** (whole dollars only)

<b>1</b> Total gross receipts or unrelated business taxable income (Form 199, line 4 or Form 109, line 5) .....	<b>1</b>	<u>14,323,546</u>
<b>2</b> Total gross income or total tax (Form 199, line 8 or Form 109, line 14) .....	<b>2</b>	<u>14,323,546</u>
<b>3</b> Refund (Form 109, line 26) .....	<b>3</b>	
<b>4</b> Balance due or Total amount due (Form 199, line 16 or Form 109, line 29) .....	<b>4</b>	

**Part II Settle Your Account Electronically for Taxable Year 2024**

<b>5</b> <input type="checkbox"/> Direct deposit of refund (Form 109 only.)		
<b>6</b> <input type="checkbox"/> Electronic funds withdrawal	<b>6a</b> Amount	<b>6b</b> Withdrawal date (mm/dd/yyyy)

**Part III Schedule of Estimated Tax Payments for Taxable Year 2025** (These are **not** installment payments for the current amount the exempt organization owes.)

	First Payment	Second Payment	Third Payment	Fourth Payment
<b>7</b> Amount				
<b>8</b> Withdrawal Date				

**Part IV Banking Information** (Have you verified the exempt organization's banking information?)

<b>9</b> Routing number _____	
<b>10</b> Account number _____	<b>11</b> Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings

**Part V Declaration of Officer**

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 5, I declare that the bank account specified in Part IV for the direct deposit refund agrees with the authorization stated on my return. If I check Part II, box 6, I authorize an electronic funds withdrawal for the amount listed on line 6a and any estimated payment amounts listed on Part III, line 7 from the bank account specified in Part IV.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2024 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's tax liability, the exempt organization will remain liable for the tax liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay or the date when the refund was sent.**

**Sign Here** **SUPERINTENDENT**

**Part VI Declaration of Electronic Return Originator (ERO) and Paid Preparer.**

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB. I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2024 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>ERO</b> ERO's signature	<b>MEI-LI HUANG</b>	Date	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN <b>P02383735</b>
<b>Must Sign</b> Firm's name (or yours if self-employed) and address	<b>CLIFTONLARSONALLEN LLP</b> <b>901 VIA PIEMONTE, SUITE 300</b> <b>ONTARIO, CA</b>			Firm's FEIN <b>41-0746749</b>	ZIP code <b>91764</b>

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>Paid Preparer</b> Paid preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
<b>Must Sign</b> Firm's name (or yours if self-employed) and address	Firm's FEIN		ZIP code

# Coversheet

## Approval of Parsec (Renewal)

**Section:** IX. Education Services  
**Item:** A. Approval of Parsec (Renewal)  
**Purpose:** Vote  
**Submitted by:** Dr. Ericka Zemmer  
**Related Material:** Parsec Renewal 2026-2027.pdf

### BACKGROUND:

Parsec Education is dedicated to transforming K-12 education by empowering schools with the tools to understand and utilize their data effectively. They offer solutions that provide clear insights into student growth and measurements, helping educators track progress and identify areas for improvement. Their Analytics premium package converts complex data into actionable reports and user-friendly dashboards, enabling proactive planning and data-driven decision-making. Parsec Education also provides custom dashboards that visually represent a school's unique data story, facilitating strategic planning and accountability by bringing all essential data into one accessible platform. This is a one year contract renewal for 2026-27.

### RECOMMENDATION:

It is recommended the Board approve Parsec for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) as presented.



# 2026 Partner Renewals

# What's new for Premium partners?

Package Offerings	2024	2025	2026
Interactive Analytics Dashboard	✓	✓	✓
Presentation-Ready Reports	✓	✓	✓
3 Insights Meetings	✓	✓	✓
Regular Partner Success Meetings	✓	✓	✓
Access to a Network Community	✓	✓	✓
Dedicated Learning Integration Specialist	✓	✓	✓
Onboarding		✓	✓
CA Growth Results by Student Group and Race/Ethnicity			✓
CA Growth Ranking Table			✓
CA Growth Trend Analysis			✓
CA School Dashboard Presentation-Ready reports			✓
Early adopter for Analytics 2.0			✓

# Overview of Premium Offerings

*Now included in your package!*

**NEW to Premium**

# The CA Growth Dashboard



Reset Filters

Download PDF

# Overall by Race/Ethnicity



Select an Agency/County **Select a Single Year**

Agency: District (1)

Year: 2025 (1)

School

School Type

Grades Served

Charter

Magnet

Virtual

DASS

County

Student Group

District: Alamed... (1)

District Type

Students With Disabilities

Student Enrollment

Econ. Disadvantaged Percent

English Learner Percent



Indicator: ELA (1)

Not Applicable

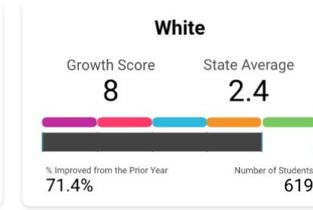
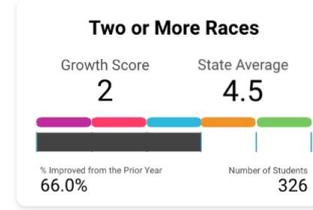
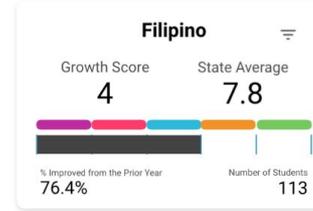
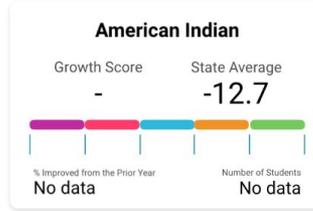
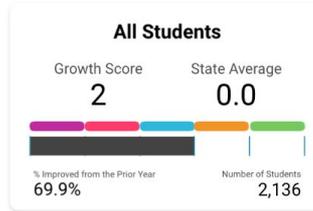
Minimal Moderate Average Accelerated Exceptional

## Student



## Growth

Lowest Score **1 2 3 4 5** Highest Score



Reset Filters

Download PDF

# Overall by Student Group



Select an Agency/County **Select a Single Year**

Agency: District (1)

Year: 2025 (1)

School

School Type

Grades Served

Charter

Magnet

Virtual

DASS

County

Student Group

District: Alamed... (1)

District Type

Students With Disabilities

Student Enrollment

Econ. Disadvantaged Percent

English Learner Percent

0.00% 100.00%

0 9,292

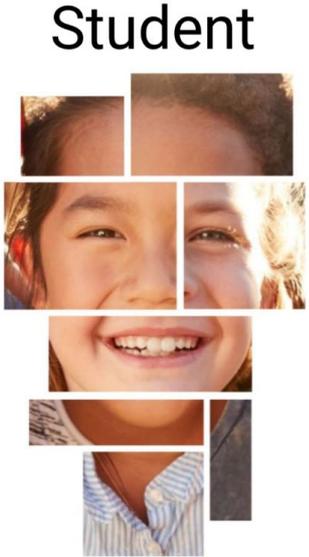
0.00% 100.00%

0.00% 100.00%

Indicator: ELA (1)

Not Applicable

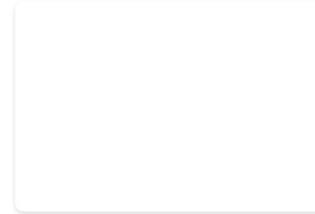
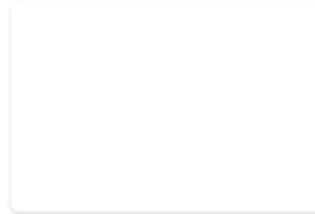
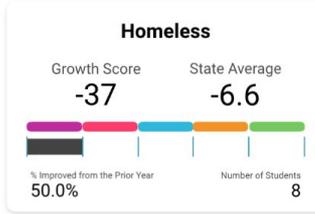
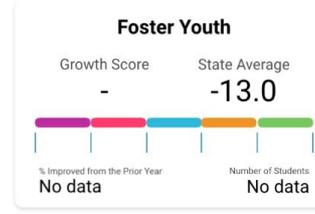
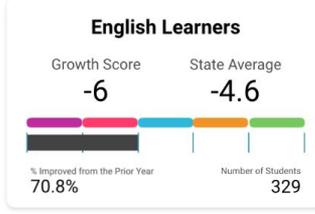
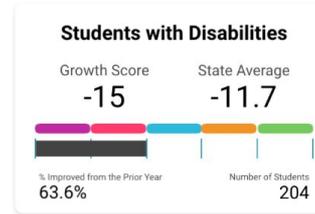
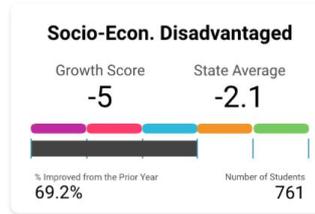
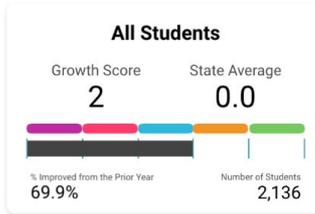
Minimal Moderate Average Accelerated Exceptional



## Student

## Growth

Lowest Score 1 2 3 4 5 Highest Score



CA GROWTH DASHBOARD

# Growth Ranking Table

Reset Filters Download PDF



Select an Agency/County **Select a Single Year**

Agency: District (1) Year: 2025 (1) School School Type Grades Served Charter Magnet Virtual DASS  
 County Student Group: ... (1) District District Type  
 Indicator: ELA (1) **Select a Group**

Must Select School as Educational Agency to Use Gray Filters



Click on Column Name to Sort

Year	Indicator	Group	District Name	School Name	Admin Email	LCAP	Color	DFS	w/o Penalty	Change	Count	Growth	Perf. Level	% Improved	Count	Enrollment
1.	2025	ELA	All Students	New Hope Elementary	cjohnson@nhesd.net	<a href="#">Details</a>	Yellow	-17.7	-17.7	5	108	24	5	79%	92	164
2.	2025	ELA	All Students	Vallecitos Elementary	cwheeler@vallecitosd.net	<a href="#">Details</a>	Green	-1.3	-1.3	4.6	129	17	4	77%	115	195
3.	2025	ELA	All Students	Chualar Union	rpulido@chualarusd.org	<a href="#">Details</a>	Yellow	-5.6	-5.6	16.6	140	15	4	81%	118	234
4.	2025	ELA	All Students	Orange Center	thirschfield@orangecenter.org	<a href="#">Details</a>	Yellow	-17.2	-17.2	8.3	150	13	4	79%	121	261
5.	2025	ELA	All Students	Shoreline Unified	adam.jennings@shorelineuni...	<a href="#">Details</a>	Orange	-45.3	-33	-8.1	244	13	4	74%	149	469
6.	2025	ELA	All Students	Delano Union Element...	rivera@duesd.org	<a href="#">Details</a>	Green	0.1	0.1	7.5	2,863	12	4	74%	2,342	4,390
7.	2025	ELA	All Students	Buttonwillow Union Ele...	hwitcher@buttonwillowschoo...	<a href="#">Details</a>	Yellow	-55.3	-55.3	8.1	178	11	4	80%	138	288
8.	2025	ELA	All Students	Empire Union Element...	bhale@empire.k12.ca.us	<a href="#">Details</a>	Yellow	-31.6	-31.6	16.2	1,728	10	4	76%	1,392	2,803
9.	2025	ELA	All Students	Wright Elementary	lsaxon@wrightesd.org	<a href="#">Details</a>	Green	7.2	7.2	7.2	406	10	4	78%	290	744
10.	2025	ELA	All Students	El Centro Elementary	kcurry@ecesd.org	<a href="#">Details</a>	Yellow	-23.5	-23.5	10.9	3,187	9	4	74%	2,538	5,026
11.	2025	ELA	All Students	Seeley Union Elementa...	aellis@seeley.k12.ca.us	<a href="#">Details</a>	Yellow	-47.2	-47.2	27.3	213	9	4	85%	185	325
12.	2025	ELA	All Students	Borrego Springs Unified	mstevens@bsusd.net	<a href="#">Details</a>	Yellow	-46.7	-46.7	13.8	166	9	4	72%	119	344
13.	2025	ELA	All Students	Esparto Unified	cgoennier@eusdk12.org	<a href="#">Details</a>	Yellow	-43.5	-43.5	11.4	462	9	4	77%	332	994
14.	2025	ELA	All Students	Savanna Elementary	sue.johnson@savsd.org	<a href="#">Details</a>	Yellow	-6.4	-6.4	4	931	8	4	80%	675	1,682
15.	2025	ELA	All Students	San Lucas Union Elem...	ljimenez@sanlucasschool.com	<a href="#">Details</a>	Yellow	-37.1	-37.1	19.2	49	8	4	66%	38	72
16.	2025	ELA	All Students	Rosemead Elementary	communications@rosemead...	<a href="#">Details</a>	Green	17.8	17.8	-1.1	1,491	7	4	73%	1,177	2,322
17.	2025	ELA	All Students	Raisin City Elementary	orhirschkom@caruthers.k12...	<a href="#">Details</a>	Yellow	-53.4	-53.4	15.6	164	7	4	77%	139	255
18.	2025	ELA	All Students	Nuview Union	jhuber@nuview.k12.ca.us	<a href="#">Details</a>	Orange	-27.9	-27.9	-1.4	977	7	4	73%	778	1,557
19.	2025	ELA	All Students	Riverbank Unified	cagular@riverbankusd.org	<a href="#">Details</a>	Yellow	-52.5	-52.5	14.1	1,223	7	4	76%	808	2,403
20.	2025	ELA	All Students	South Bay Union	superintendent@sbusd.org	<a href="#">Details</a>	Yellow	-49.7	-49.7	10.6	1,961	7	4	78%	1,364	3,647

CA GROWTH DASHBOARD

Trend

Reset Filters

Download PDF



Select an Agency/County

Select Multiple Years

Must Select School as Educational Agency to Use Gray Filters

Agency: District (1)

Year: 2025 (1)

School

School Type

Grades Served

Charter

Magnet

Virtual

DASS

County

Student Group

District: Alamed... (1)

District Type

Students With Disabilities  
0.00% 100.00%

Student Enrollment  
0 9,292

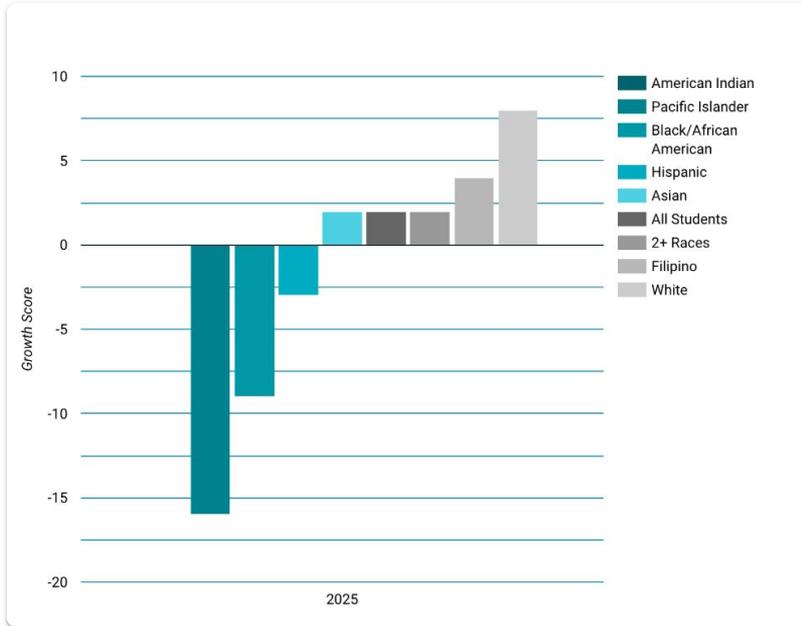
Econ. Disadvantaged Percent  
0.00% 100.00%

English Learner Percent  
0.00% 100.00%

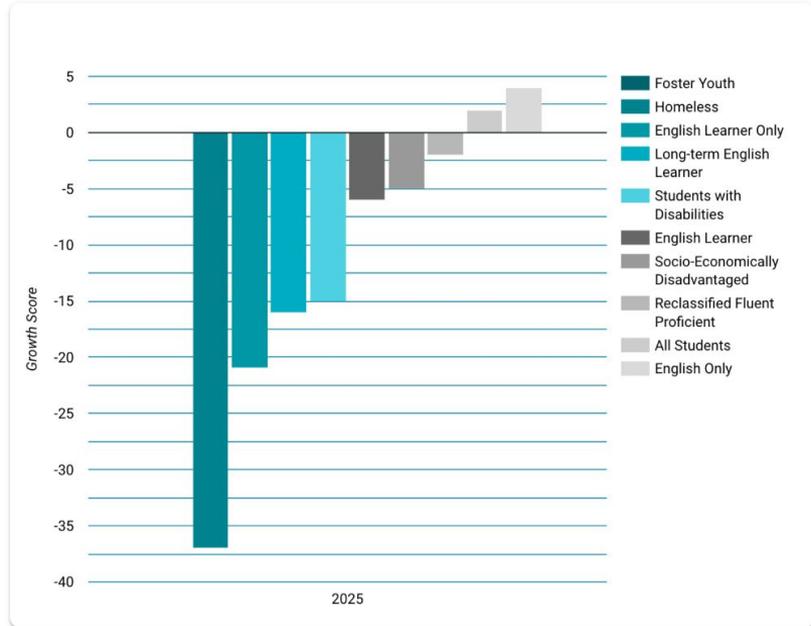
Indicator: ELA (1)

Select Multiple Groups

Growth Score by Year and Race/Ethnicity



Growth Score by Year and Program

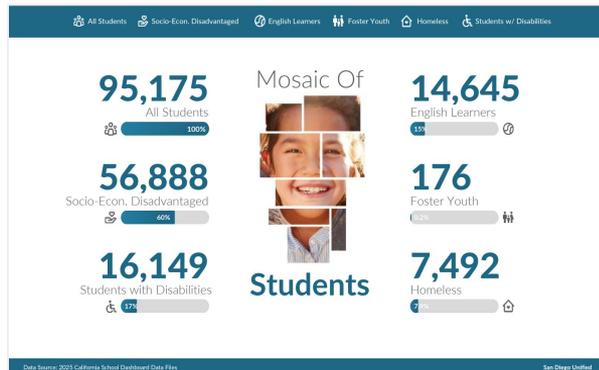


**NEW to Premium**

# CA School Dashboard Presentation-Ready PDF Reports

30+ pages of your system's data.

Ready to share.



## CA School Dashboard Results - Performance Levels

"

The California School Dashboard provides parents and educators with meaningful information on school and district progress so they can participate in decisions to improve student learning.

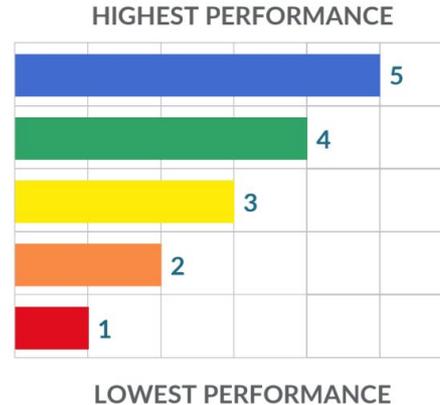
Local educational agencies and schools receive one of five color-coded performance levels on the state indicators. From lowest to highest, the five performance levels are: Red, Orange, Yellow, Green, and Blue. Performance levels are determined by most recent performance on a given metric and year-over-year change.

"

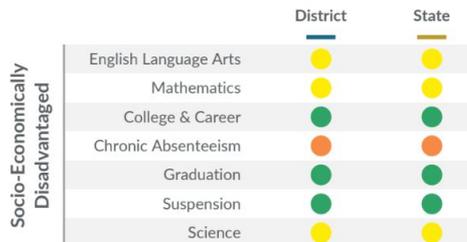
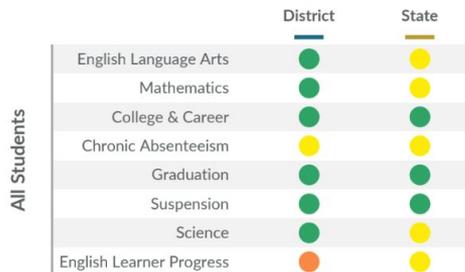
## Each statewide indicator receives a performance level.

Quickly compare district or school results to statewide averages.

- District Results
- Statewide Average



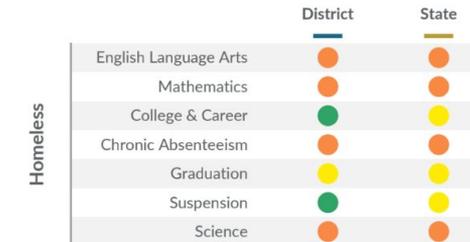
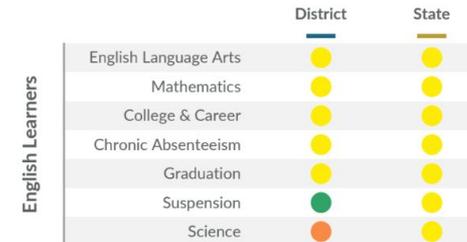
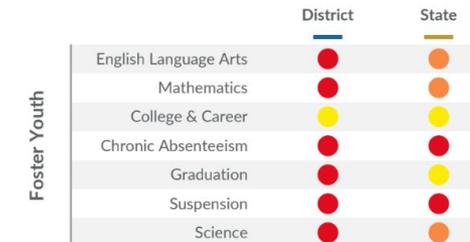
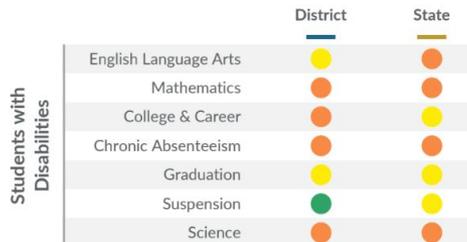
## CA School Dashboard Results - Local Agency vs. State Comparison



*"Quickly compare how the local agency performed relative to the state."*

Statewide  
**Indicators**

Lower ● ● ● ● ● Higher



Note: less than 11 students - data not displayed for privacy

Reset Filters

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**NAVIGATION MENU**

- Overview - Expected Growth
- Overview - Ambitious Growth
- Progress Toward Growth Goals
- Expected Growth By School
- Ambitious Growth By School
- Median Growth By Grade
- Median Growth By School
- Student Group Analysis
- Trend Analysis
- Contiguous Enrollment
- Correlation Analysis
- Student List

**NEED HELP?**

Contact Parsec

# Overview of Expected Growth



School  Year: 2025 (1) Subject: ELA (1) Grade  SocioEconomical...  EnglishLearner  StudentswithDis...  EthnicityRace

Performance Band  districtname

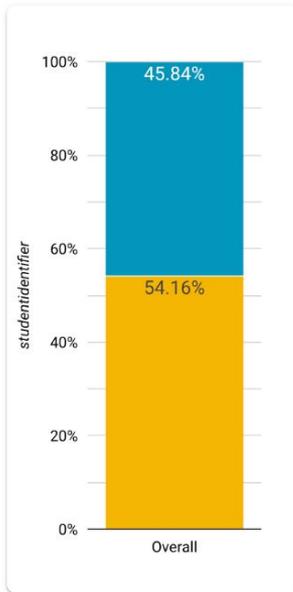
**The charts on the right display information about how students performed relative to their Expected Growth Goals\* over the course of a school year.**

These visuals are designed to help school and district leaders quickly assess how students are performing against their individualized growth projections (Expected Growth). By examining both the overall cohort and disaggregated grade-level performance for grades 4–8, leaders can identify patterns in growth achievement, prioritize targeted supports where they're most needed, and track the impact of instructional strategies over time.

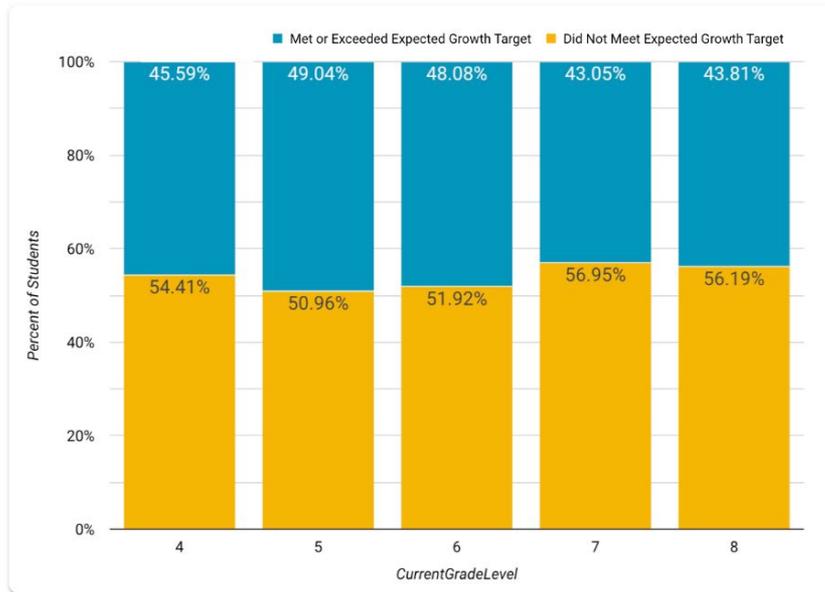
It is important to note that this growth measurement only applies to students in grades 4 through 8.

*\* Expected Growth is determined based on the scale score received in the prior year and is calculated to keep the student on the same trajectory of relative placement within the scale score range of their current grade level.*

**Overall**



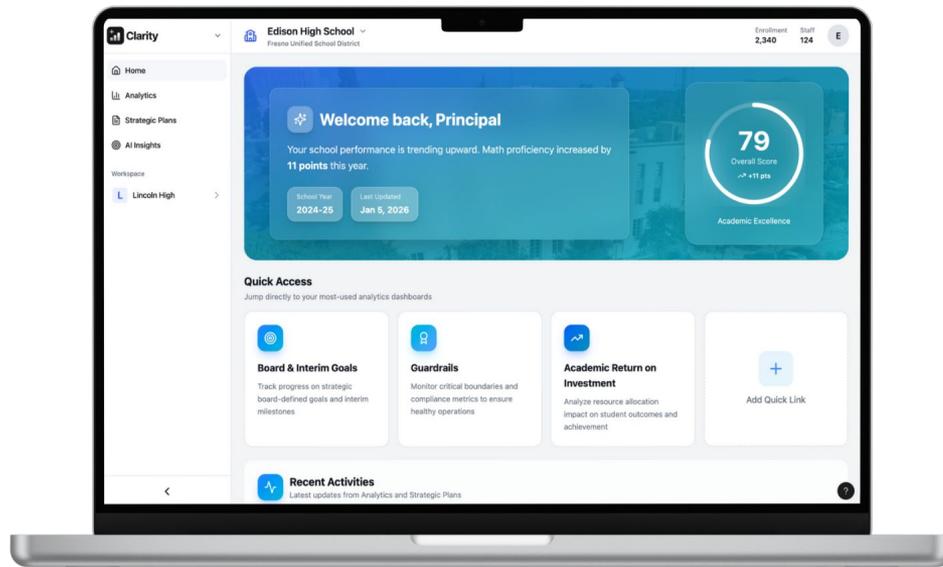
**By Grade Level**

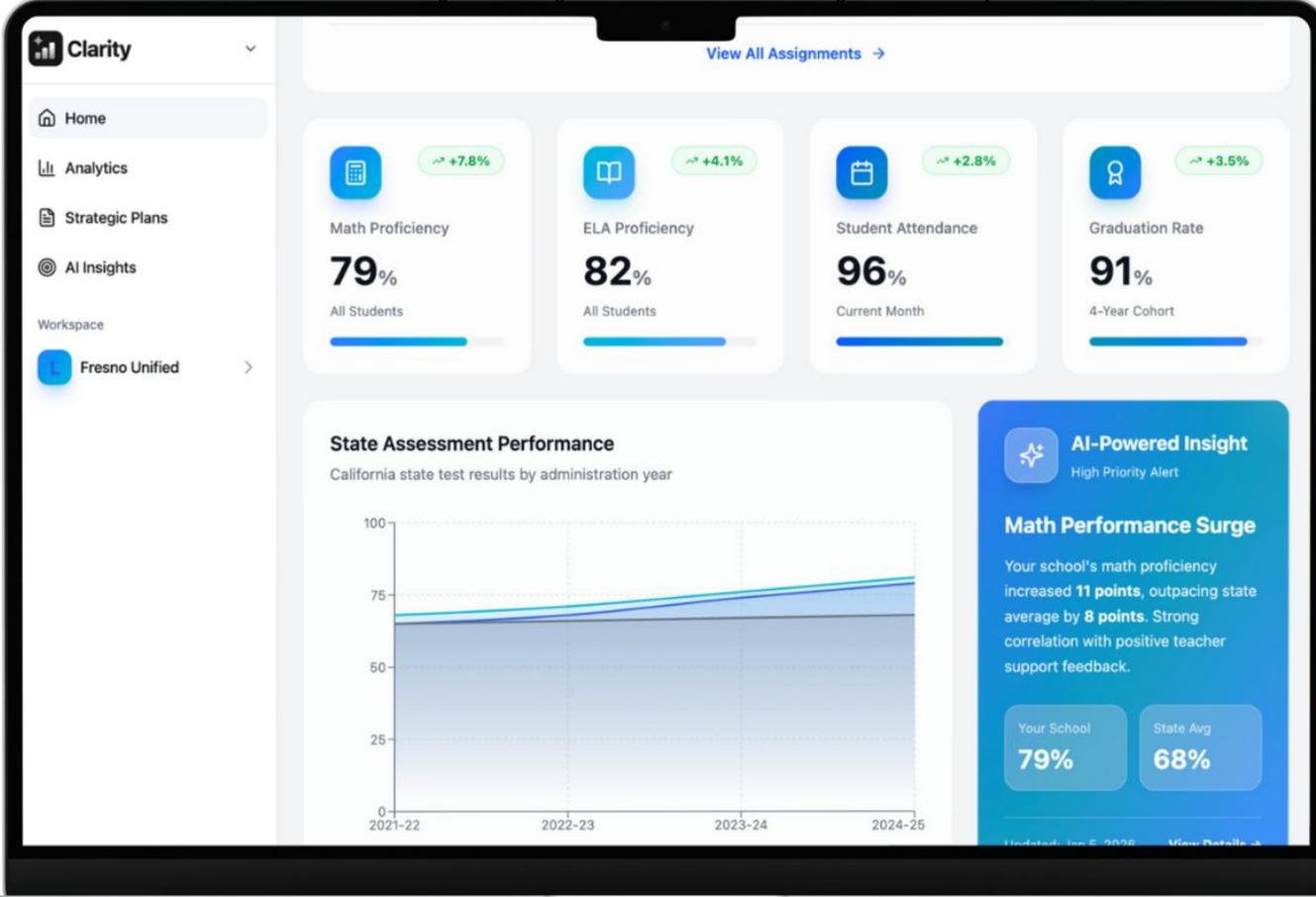


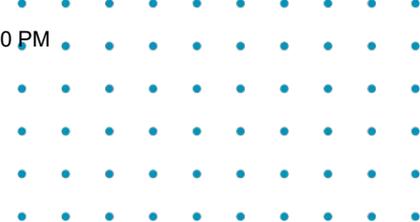
**Early access**

# Analytics 2.0

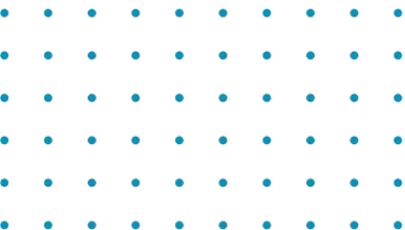
- Unified data experience
- Instant AI data insights
- Improved design







# Add-On Services Available



# Add-On Opportunities

Add-On	Description
Charter Support & Renewal	<p>Ongoing support and creation of data narrative for authorizer.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Charter Renewal Dashboard</li> <li>• Kickoff – level set on where we are and where we want to be</li> <li>• 1 Real Campaign</li> <li>• 1 Charter Renewal Insights Meeting</li> <li>• 1 Presentation Review Meeting</li> </ul> <p><b>100% renewal success rate for charters working with us for 6+ months.</b></p>
Multiple Measures	<p>PDF report capturing Summative and Interim Assessment data (up to 3 times/year) in a parent-friendly format. Optional attendance &amp; behavior add-on.</p>

Add-On	Description
<p>Template Dashboards</p> <p><i>Note: Some Dashboards require additional integrations</i></p>	<p>CAST</p> <p>Attendance</p> <p>Best Growth Targets</p> <p>Parsec Growth Model</p> <p>Discipline</p> <p>Edmentum</p> <p>ELPAC</p> <p>Enrollment</p> <p>Grades</p> <p>Graduation Rate</p> <p>Historical Grades</p> <p>i-Ready</p> <p>IAB</p> <p>Intervention</p> <p>IXL</p> <p>Local Assessment</p> <p>MAP Growth (NWEA)</p> <p>MAP Reading Fluency</p> <p>Percent Towards Proficient</p> <p>Renaissance Early Literacy</p> <p>Renaissance Star</p> <p>State Test</p>

# Add-On Opportunities

Feature	Description
General Professional Development	Professional development support for your staff. Examples include: <ul style="list-style-type: none"> <li>● Merging quantitative metrics with qualitative feedback</li> <li>● Crafting Real campaigns and analyzing student feedback</li> <li>● Identifying quantitative and qualitative metrics in SPSA plans</li> <li>● Creating clear and measurable goals</li> </ul>
Additional Onboarding	An additional onboarding (in-person or virtual) outside of the included onboarding with Analytics or Real
Additional Insights Meetings	<ul style="list-style-type: none"> <li>● In-depth insights presentation deck</li> <li>● 2-hr meeting with a Learning Integration Specialist</li> </ul>
Custom Filters	Custom filters built using additional datasets not normally ingested by Parsec. Examples would be: Teacher, Program, Learning Center, Student's receiving targeted intervention.

# Package Options

1-Year Renewal	
Premium Analytics with: <ul style="list-style-type: none"> <li>• MMR</li> <li>• Growth Dashboard</li> <li>• Custom Attendance Dashboard</li> </ul>	\$32,000
Premium Onboarding	Included
Discount (10%)	-\$3,200
<b>Annual Total</b>	<b>\$28,800</b>

3-Year Renewal	
Premium Analytics with: <ul style="list-style-type: none"> <li>• MMR</li> <li>• Growth Dashboard</li> <li>• Custom Attendance Dashboard</li> </ul>	\$32,000
Premium Onboarding	Included
Discount (20% Y1 and 10% yr 2 and 3)	-\$6,400
<b>Annual Total</b>	<b>\$25,600</b>

\$28,800 Yr 2 and 3

# Coversheet

## Approval of Board Policy - Certificated Employee Requirements Policy

**Section:** X. Policy Development  
**Item:** A. Approval of Board Policy - Certificated Employee Requirements Policy  
**Purpose:** Vote  
**Submitted by:** Corrie Amador  
**Related Material:** 4011 - CPCS Certificated Employee Requirements.pdf

### BACKGROUND:

California law requires charter schools to employ teachers who hold the appropriate Commission on Teacher Credentialing (CTC) certificate, permit, or other document required for the assignment, and to maintain those documents on file for inspection (Education Code section 47605(l)(1)). Consistent with these requirements, CPCS is adopting the Certificated Employee Requirements policy to formalize internal procedures for verifying and monitoring certificated staff credentials and related authorizations, including requirements for teachers who provide instructional services to English Learners to hold the necessary English Learner authorization. The policy also reflects statewide requirements for Transitional Kindergarten (TK) staffing by documenting the qualifying TK pathways recognized by the CTC (e.g., early childhood coursework, verified comparable experience, or a Child Development Teacher Permit), and it incorporates credential/permit expectations for substitute service (including special education substitute service limits described in Education Code section 56061).

### RECOMMENDATION:

It is recommended the board approve the new policy CPCS 4011 - Certificated Employee Requirements as presented.

**PERSONNEL SERVICES****4011-CPCS****CERTIFICATED EMPLOYEE REQUIREMENTS**

California Pacific Charter Schools (“CPCS” or the “School”) adopts this Certificated Employee Requirements policy to ensure that all certificated staff employed by the School meet the certification, licensing, and statutory requirements established by the State of California. This policy affirms the School’s commitment to maintaining a highly qualified teaching workforce in compliance with state and federal law.

**Certification and Licensing Requirements****Valid Credential Requirement**

All certificated staff are required to hold a valid and current certificate, permit, or other credentialing document issued by the California Commission on Teacher Credentialing (CTC) that authorizes them to serve in the assigned position (“Certificated Employee”). Teachers serving students identified as English Learners (EL) must also hold an appropriate EL authorization. Certificated staff are required to pursue continuing education in accordance with the School and CTC recommendations or requirements.

**Employee Responsibility**

While the School will make an attempt to provide advance notification to certificated employees of expiration dates or noncompliance, each certificated employee is responsible for ensuring that their credential, permit, or authorization remains valid and is renewed in a timely manner. Upon renewal of credentials, employees must submit proof of renewal to the Human Resources Department for placement in the personnel file.

**CDE Requirements for Servicing Transitional Kindergarten (TK) Students**

Existing law requires a credentialed teacher assigned to a TK classroom to have met one of the following criteria as a condition of employment:

1. At least 24 units in early childhood education, childhood development, or combination of both;
2. As determined by the employing LEA, professional experience in a classroom setting with preschool-age children that is comparable to the 24 units of education described above:
  - a. Teachers who have taught a minimum of two (2) years of preschool or transitional kindergarten in a classroom setting will be eligible to support TK students based on their prior experience with a commitment to ongoing professional development.
  - b. Teachers who have worked with TK students at CalPac for a minimum of one (1) years and have successfully completed 12 units of approved child development or early childhood education will be eligible to support TK students.

**PERSONNEL SERVICES****4011-CPCS****CERTIFICATED EMPLOYEE REQUIREMENTS**

- c. Teachers with at least two (2) years of experience teaching in a lower elementary grade assignment (K-3), with a signed commitment to complete 12 units of approved child development or early childhood education by the end of the school year in which they are assigned to a TK class.
    - i. To support their certification process, these teachers will be paired with an Instructional Coach for one year and will participate in ongoing internal professional development.
3. A Child Development Teacher Permit issued by the CTC. Permit options include:
- a. Child Development Teacher Permit
  - b. Child Development Master Teacher Permit
  - c. Child Development Site Supervisor Permit
  - d. Child Development Program Director Permit

**Substitutes**

The School may employ substitute teachers on a temporary, day-to-day, or short-term basis to ensure continuity of instruction during the absence of a certificated employee due to illness, leave, professional development, vacancy, or other operational need. All substitute teachers must hold a valid California teaching credential or substitute permit issued by the California Commission on Teacher Credentialing (CTC), complete all required background clearances, and meet applicable health and employment eligibility requirements. Substitute teachers are at-will employees and may be assigned as needed at the discretion of the Superintendent or designee.

Compensation rates for substitute teachers shall be established and approved by the Board of Directors and may include separate rates for day-to-day and long-term assignments. Substitute teachers are paid only for days worked and are not eligible for health or other fringe benefits unless required by law; however, they shall receive all legally mandated benefits, including participation in CalSTRS, workers' compensation coverage, unemployment insurance, and paid sick leave in accordance with applicable state and local laws.

**Compliance and Oversight**

The Human Resources Department is responsible for verifying and maintaining records of all required credentials, permits, background clearances, and health certifications. Employees and supervisors shall be notified promptly if an employee's credential or clearance is determined to be invalid, expired, or otherwise non-compliant.

**Enforcement**

## **PERSONNEL SERVICES**

**4011-CPCS**

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### **CERTIFICATED EMPLOYEE REQUIREMENTS**

Failure to maintain the required credentials, clearances, or health certifications may result in removal from the assignment, disciplinary action, or termination of employment in accordance with School policy and applicable law.

# Coversheet

## Approval of Board Policy - Immigration Enforcement Policy

**Section:** X. Policy Development  
**Item:** B. Approval of Board Policy - Immigration Enforcement Policy  
**Purpose:** Vote  
**Submitted by:** Dr. Ericka Zemmer  
**Related Material:** 5135 - CPCS Immigration Enforcement Activity Policy.pdf

### BACKGROUND:

California law requires public schools, including charter schools, to adopt and implement policies and procedures addressing immigration enforcement activity and the handling of requests for access to students, school sites, and student records. This requirement stems from Assembly Bill 699, which amended Education Code section 234.7 and requires local educational agencies to adopt the California Attorney General's model policies (or equivalent policies) and update them as the Attorney General revises the guidance. The proposed Immigration Enforcement Activity Policy formalizes CPCS's legally required response framework, including campus access limitations, absent and appropriate judicial authorization, documentation, and notification steps when requests are made, protections for student and family information consistent with privacy laws, and required family communications and "Know Your Educational Rights" resources.

### RECOMMENDATION:

It is recommended the Board approve the new policy for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) as presented.

**STUDENT SERVICES****5135-CPCS****IMMIGRATION ENFORCEMENT ACTIVITY POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) fosters a safe, welcoming environment where all students, educators, and staff feel supported and connected. The Charter School supports all students' right to education regardless of immigration status. State law requires that all public schools adopt policies in that regard.

The Charter School finds school offices, official school activities (including those in public places), adjacent areas, and all property owned, controlled, or leased by The Charter School as "sensitive locations" under state law, and seeks commitments from contractors and service providers not to facilitate immigration enforcement at these locations unless law requires it.

The Charter School provides the California Attorney General's Know Your Educational Rights handout to all families upon enrollment. This handout is also posted in all administrative buildings and is available on the school website. The Charter School also provides the California Attorney General's "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes", which can be found at <https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf>.

The Charter School also provides information about children's educational rights as contained in this Policy to all families through the Parent and Student Handbook.

All notices, enrollment materials, registration information, and complaint procedures are language-accessible pursuant to state and federal law.

**DEFINITION**

"Immigration enforcement" includes any efforts to investigate, enforce, or assist in investigating or enforcing federal civil immigration law, and any efforts to investigate, enforce, or assist in investigating or enforcing federal criminal immigration law that penalizes a person's presence in, entry, reentry to, or employment in the United States.

**ANTI-DISCRIMINATION AND HARASSMENT**

The Charter School prohibits discrimination, harassment, intimidation, and bullying based on protected characteristics, including but not limited to immigration status, nationality, race, ethnicity, citizenship status, color, religion, national origin, ancestry, or association with any protected group. This applies to school offices, at school-related events, and through school-owned technology.

## STUDENT SERVICES

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### IMMIGRATION ENFORCEMENT ACTIVITY POLICY

The Charter School promptly and thoroughly investigates complaints of unlawful harassment or discrimination and takes appropriate corrective action when warranted. The Charter School educates students to respect all peers regardless of protected characteristics and teaches them about bullying's negative impact.

The Charter School trains teachers, staff, and personnel to recognize their legal duty to eliminate hostile environments and respond to harassment incidents, and informs students who experience hate crimes of their right to report them.

The Charter School's Uniform Complaint Policy and Procedures and Harassment, Discrimination, Intimidation, & Bullying Policy are available for review upon request and/or on the school's website.

### STUDENT INFORMATION COLLECTION AND PROTECTION

#### General Principles

The Charter School does not request citizenship or immigration documents, information, or proof of citizenship or immigration status for enrollment, other than documents we might review to establish a child's birthdate. The Charter School does not collect information about students' or families' citizenship or immigration status except when state or federal law requires it to administer education programs.

The Charter School does not:

- Allow school resources or data to create registries based on race, gender, sexual orientation, religion, ethnicity, or national origin
- Inquire about students' or parents' citizenship or immigration status
- Require documentation that may indicate immigration status (green cards, voter registration, passports, citizenship papers) to the exclusion of other permissible documents
- Use any information the school might possess about immigration status, citizenship status, or national origin to discriminate against students or families or bar children from enrollment

#### Enrollment Documentation

**For Proof of Residency**, The Charter School accepts:

- Rental contracts, leases, or payment receipts
- Mortgage statements or payment receipts

## STUDENT SERVICES

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### IMMIGRATION ENFORCEMENT ACTIVITY POLICY

- Utility service contracts, statements, or payment receipts
- Auto insurance or registration statements
- Credit card, cable, or cell phone statements
- Pay stubs

**For Age Verification**, the Charter School accepts:

- Certified birth record
- Passport
- When none are available, an affidavit of birth from parent, guardian, or custodian

Age-verification documents (e.g. birth certificates or passports) that reveal immigration or citizenship status will be used only to verify age, and will not be retained in the student's education record.

Students experiencing homelessness may enroll even without typical documentation if otherwise eligible, consistent with the McKinney-Vento Homeless Assistance Act.

#### Special Program Information

When law requires national origin information for special programs (such as language instruction for English learners), the Charter School collects it separately from enrollment. The Charter School may ask for place of birth, U.S. entry date, and date first attending U.S. school. The Charter School does not use this information to discriminate or prevent enrollment if families choose not to provide it.

#### Social Security Information

The Charter School does not collect entire Social Security numbers or cards for enrollment.

### SHARING STUDENT INFORMATION

#### General Policy

The Charter School requires written parental consent (or consent from students aged 18+) before releasing personally identifiable student information, except when FERPA permits disclosure without consent (such as directory information or information relevant to legitimate educational interests).

The Charter School's requests for written consent include:

- Parent, guardian, or eligible student's signature and date

**STUDENT SERVICES****5135-CPCS****IMMIGRATION ENFORCEMENT ACTIVITY POLICY**

- Description of records disclosed
- Reason for release
- Parties receiving the information
- If requested, a copy of the records

Parents may choose to withhold such consent, in which case the Charter School does not release it. The Charter School permanently keeps consent notices with record files.

The Charter School avoids disclosing information that might indicate a student's or family's citizenship or immigration status unless the Family Educational Rights and Privacy Act (FERPA), other federal or state law, or a valid court order, warrant, or subpoena authorizes it. The Charter School provides parent or guardian notification before responding to court orders, warrants, or subpoenas, except for child abuse/neglect investigations or when the subpoena, warrant, or order prohibits disclosure.

FERPA exceptions do not authorize disclosure for immigration enforcement purposes. Immigration enforcement does not serve a legitimate educational interest, and immigration status is not directory information.

Families can review our complete Educational Records and Student Information Policy on the school website. The Charter School provides annual notice of this policy, including directory information and opt-out rights.

**Immigration Enforcement Officers**

Unless required by a valid judicial warrant or subpoena, or other court order, the Charter School does not disclose student education records or any personally identifiable information about students or their families—in any form—to immigration enforcement officers conducting an immigration enforcement action without written parental consent, including students' home address and travel schedules.

When a valid judicial warrant, subpoena, or other court order requires disclosure, the Charter School notifies parents or guardians as soon as practicable.

**Response to Information Requests**

When the Charter School receives information requests related to the immigration or citizenship status of a student, staff:

1. Notify the Superintendent or designee
2. Provide students and families with appropriate notice and description of the request

## STUDENT SERVICES

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### IMMIGRATION ENFORCEMENT ACTIVITY POLICY

3. Document verbal or written requests from immigration authorities
4. Unless prohibited, provide students and parents copies of documents issued by immigration enforcement officers

### ACCESS FOR IMMIGRATION ENFORCEMENT

Consistent with California law, the Charter School does not permit immigration enforcement officers to enter nonpublic areas of the Charter School for immigration enforcement activity unless they present a valid judicial warrant or court order.

#### Response Procedures

Staff will notify the Superintendent or designee as soon as practicable about any immigration enforcement official request for student access or document review.

Staff take these steps when an immigration or any other law enforcement official arrives at a nonpublic school office:

1. **Initial Contact:** Explain to the official that staff must first notify and receive direction from the Superintendent or designee
2. **Purpose:** Ask and document the official's stated reason for the request
3. **Documentation:** Request and copy the officer's credentials (name and badge number) and supervisor's phone number, and produce documentation authorizing access
4. **Record Keeping:** Make and retain copies of documentation that the official produces
5. **Exigent Circumstances:** If the official declares exigent circumstances (such as a felony in progress) and demands immediate access, comply with orders and immediately contact the Superintendent or designee
6. **Levels of Response:** If no exigent circumstances exist, respond according to the official's documentation:
  - **ICE or other administrative warrant:** For warrants not signed by a judge, do not permit entry. Refer to the Superintendent or designee.
  - **Judicial/court-issued warrant or court order:** Compliance is usually required to follow what is described in the court-issued order. Consult the Superintendent or designee for next steps.
  - **Subpoena:** Subpoenas seek documents. Inform the Superintendent or designee and await instructions.
7. **Cooperation Without Consent:** While staff should not consent to access except as described above, they should not physically impede law enforcement officials, even if officials appear to exceed warrant authorization. Document law enforcement officials' actions if they enter without consent.

**STUDENT SERVICES****5135-CPCS****IMMIGRATION ENFORCEMENT ACTIVITY POLICY**

8. **Parental Notification:** The Superintendent or designee may notify the student's parent or guardian if a law enforcement official requests or gains access to a student for immigration enforcement, unless access is pursuant to a judicial warrant.
9. **Required Notifications:**
  - The Superintendent or designee submits a timely report to the Board of Directors regarding immigration enforcement requests, actions, and the Charter School's responses, ensuring confidentiality of potentially identifying information
  - The Superintendent or designee emails the Bureau of Children's Justice at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov) regarding any immigration enforcement official's attempt to access the school site or a student.
  - The Charter School follows its Comprehensive School Safety Plan procedures for notifying parents, guardians, students, teachers, administrators, and staff related to immigration enforcement.

**SUPPORT FOR AFFECTED FAMILIES****Emergency Preparedness**

The Charter School encourages families to have emergency phone numbers and know where they keep important documentation (birth certificates, passports, Social Security cards, doctors' contacts, medication lists, allergy lists) to prepare for potential family member detention or deportation.

The Charter School permits and encourages students and families to update emergency contact information throughout the school year and provide alternative contacts when no parent or guardian is available. Families may include a trusted adult guardian as a secondary or tertiary emergency contact in case parents or guardians are detained. The Charter School uses emergency card information only for specified emergencies, not for other purposes.

**Caregiver Authorization Affidavits**

The Charter School encourages families to support relative caregivers in completing a Caregivers Authorization Affidavit. The Charter School will rely on a signed, completed Affidavit to allow an authorized caregiver to enroll a student in school and to consent to school-related medical care. A parent's signature is not required on the Caregiver Authorization Affidavit.

**When Parents Are Detained or Deported**

If immigration authorities detain or deport a student's parent or guardian, The Charter School:

## STUDENT SERVICES

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### IMMIGRATION ENFORCEMENT ACTIVITY POLICY

- Uses the student's emergency card contact information to release the student to designated emergency contacts
- Releases the student or student information to an adult presenting a Caregiver's Authorization Affidavit on the student's behalf
- Contacts child protective services if the school cannot arrange timely care through emergency contacts, a Caregiver's Authorization Affidavit, or other parent-provided information or instructions

#### Family Safety Plans

The Charter School encourages families to develop Family Safety Plans to store at known locations. These plans identify trusted adults who can care for students if parents or guardians cannot. Students should know who their trusted adult is, that this person is their contact if parents are detained or deported, and how to reach them.

#### Additional Resources

When a family member is detained, The Charter School may refer students and families to:

#### ICE Detainee Locator (<https://locator.ice.gov/odls#/search>):

- Helps determine if and where family members are detained
- Requires date of birth and Alien Registration Number (A-Number) if available
- **Note:** Use this only to locate detained individuals. The Charter School never refers students, parents, or guardians to ICE or immigration enforcement for general immigration status questions.

#### Legal Assistance

- Legal aid organizations may secure detained parents' release or arrange student visits.
- California organizations accredited by the Board of Immigration Appeals: <https://www.justice.gov/eoir/recognition-accreditation-roster-reports>
- California court Self-Help Centers for family law assistance: <http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>
- Legal aid offices and lawyer referral services: <http://www.courts.ca.gov/1001.htm>

#### Consulates or Embassies

- The parent's or guardian's country of origin may offer additional information and assistance.