Voices College-Bound Language Academies

Annual Meeting

Date and Time

Saturday August 5, 2023 at 12:30 PM PDT

Location

233 W Santa Clara St., San Jose, CA 95113
715 Hellyer Ave., San Jose, Ca 95111
14271 Story Rd., San Jose, Ca 95127
201 28th St., Richmond CA 94804
321 E. Weber St., Stockton CA95202
17740 Peak Ave., Morgan Hill, CA 95037

Instructions For Presentations To The Board By Parents and Citizens
PUBLIC COMMENTS OF PERSONS DESIRING TO ADDRESS THE BOARD
SUBMIT PUBLIC COMMENT: http://bit.ly/voices-public-comment
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Individual commenters are limited to a single comment per agenda item.
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3. 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 may request assistance by contacting Lizzette Ramirez at (408)791-1609 Ex.1052
4. All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The executive director recommends approval of all consent items.
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Agenda

		Purpose	Presenter
I.	**Opening Items**		
	Opening Items		
A.	Record Attendance and Guests		Servando Sandoval
B.	Call the Meeting to Order		Servando Sandoval
C.	Approve Order of Agenda	Vote	Servando Sandoval
D.	Public Comment (on items not on the Agenda)		

PUBLIC COMMENTS OF PERSONS DESIRING TO ADDRESS THE BOARD
SUBMIT PUBLIC COMMENT: http://bit.ly/voices-public-comment
Non-agenda items: No individual presentation shall be more than 3 minutes and the total time for this purpose shall not exceed 15 minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.

II.	**Board Business: Discussion/Action Items**		
A.	Brown Act and Conflict of Interest Training for Charter School Board Members	FYI	
B.	Elect New Officers	Vote	
	Appoint Board Chair, Vice-chair, Secretary, Treasurer and President		
C.	Readopt Board Code of Ethics Resolution	Vote	
D.	Form Board advisory committees	Vote	
E.	Approve Voices Academies and VCBLA NIDO LLC Authorized signer Resolutions for Heritage Banking	Vote	
III.	**Board Business: Consent Items**		
A.	Approve Minutes	Approve Minutes	
	Approve minutes for Board Meeting on June 29, 2023		
B.	Approve Contract(s) Over $15,000	Vote	

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		Purpose	Presenter
	• Consultant agreement - F.Teso • Goldin Solutions		
C.	Approve 23-24 Bell Schedules for Voices FS, WCC, MP, MH and Stockton	Vote	
D.	Approve 23-24 Instructional Minutes for Voices FS, MH, MP, WCC, ST	Vote	
E.	Approve CARS Application 23-24SY Morgan Hill Mt. Pleasant Flagship West Contra Costa Stockton	Vote	
F.	Approve Safety Plan	Vote	
G.	Rescind Credit Card Policy	Vote	
H.	Approve Revised Polices -Fiscal Policy -Nondiscrimitation Statement	Vote	

IV. Board Business

A.	Finance Training	FYI	Josh Kemp

V. Closed Session

A.	Anticipated Litigation (Pursuant to Gov. Code § 54956.9(d)(2) or (3)	Discuss	
B.	Public Employee Performance Evaluation- CEO (Pursuant to Gov. Code Section 54957(b)(1)	Discuss	

VI. Reconvene Open Session

A.	Report on action taken in closed session	FYI	

		Purpose	Presenter
VII.	**Closing Items**		
A.	Norms Check and Future Business	Discuss	
B.	Adjourn Meeting	Vote	Servando Sandoval

Coversheet

Readopt Board Code of Ethics Resolution

Section:	II. Board Business: Discussion/Action Items
Item:	C. Readopt Board Code of Ethics Resolution
Purpose:	Vote
Submitted by:	
Related Material:	Code of Ethics Policy 12.09.16 - Google Docs.pdf Code of Ethics Resolution_08052023.docx.pdf

Board Policy #: (BG) 01
Adopted/Ratified: 12/09/2016
Revision Date:

Code of Ethics For Board Members

As a member of the Board, I shall promote the best interests of Voices College-Bound Language Academies (Voices) as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

1. I will be fair, just, and impartial in all my decisions and actions.
2. I will accord others the respect I wish for myself.
3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.
4. I will be aware of the implications on my role and of how it affects my relationships with other school community members

Trustworthiness In Stewardship

1. I will be accountable to the public by representing Voices policies, programs, priorities, and progress accurately.
2. I will be responsive to the community by seeking its involvement in Voices affairs and by communicating its priorities and concerns.
3. I will be accountable to represent the board's opinions and not my own personal opinion.
4. I will work to ensure prudent, equitable, and accountable use of Voices resources.
5. I will make no personal promise or take private action that may compromise my performance or my responsibilities.
6. I will act in accordance with the Voices Bylaws and policies; including the Conflict of Interest Policy.

Honor In Conduct

1. I will tell the truth.
2. I will share my views while working for consensus.
3. I will respect the majority decision as the decision of the Board.
4. I will base my decisions on fact rather than supposition, opinion, or public favor.

Board Policy #: (BG) 01
Adopted/Ratified: 12/09/2016
Revision Date:

Integrity Of Character

1. I will refuse to surrender judgment to any individual or group at the expense of the Voices as a whole.

2. I will consistently uphold all applicable laws, rules, policies, and governance procedures.

3. I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed.

Commitment To Service

1. I will focus my attention on fulfilling the Board's responsibilities of strategic planning, policymaking, and evaluation.

2. I will diligently prepare for and attend Board meetings.

3. I will avoid personal involvement in activities the Board has delegated to the Principal or Executive Director.

4. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

1. I will be continuously guided by what is best and equitable for all students of Voices.
2. I will align my actions to always serve in the best interest of our students and families.

RESOLUTION RE-ADOPTING OF THE CODE OF ETHICS FOR BOARD MEMBERS 2023-2024

RESOLUTION NO. 08052023

WHEREAS, Voices College-Bound Language Academies Board desires to comply with the Voices College-Bound Language Academies Bylaws and policies;

WHEREAS, the Voices College-Bound Language Academies Board is committed to conduct business in an ethical manner;

WHEREAS, the Voices College-Bound Language Academies Board has reviewed Code of Conduct for Board Members Policy on August 5, 2023;

NOW, THEREFORE BE IT RESOLVED that the Voices College-Bound Language Academies Board hereby:

1. Re-adopts the Code of ethics for Board Members policy,

2. Will promote the best interest of the School as a whole and, to that end, shall adhere to the ethical standard stated in said policy.

PASSED AND ADOPTED by the Voices College-Bound Language Academies Board at a meeting held on August 5, 2023.

_____	_____
Chair	Vice-Chair
_____	_____
Member	Member
_____	_____
Member	Member
_____	_____
Member	Member
_____	_____
Member	Member
_____	
Member	

Coversheet

Approve Voices Academies and VCBLA NIDO LLC Authorized signer Resolutions for Heritage Banking

Section: II. Board Business: Discussion/Action Items
Item: E. Approve Voices Academies and VCBLA NIDO LLC Authorized signer Resolutions for Heritage Banking
Purpose: Vote
Submitted by:
Related Material: 0380_230802103942_001.pdf

HERITAGE
BANK OF COMMERCE

Deposit Account - LLC

VCBLA NIDO LLC

("Company") Resolutions

I/we, the undersigned ("Undersigned"), hereby certify to Heritage Bank of Commerce ("Bank") that the undersigned am/are all the members (if management is by members), or all the managers (if management is by the managers), and designated keeper of the records and minutes of the Company;

WHEREAS, the following is a true and correct copy of Company Resolutions duly adopted by the members/managers at a meeting held on the 5 day of August, 2023, at which a quorum was present and acting throughout, or adopted by the written consent of a majority of those entitled or required to act to bind the Company, and that such Company Resolutions are in full force and effect and have not been amended, modified or repealed;

WHEREAS, the Undersigned has/have reviewed and approved the Heritage Bank of Commerce Signature Card and Deposit Account Agreement and Disclosure (the "Agreement") to be entered into by and between the Company and Heritage Bank of Commerce;

WHEREAS, defined terms in this document shall have the meaning provided in the Agreement, unless otherwise provided herein; and

WHEREAS, the parties desire that the Agreement shall serve as the signature card for all accounts opened at Bank by Company, excepting such accounts as may be specifically designated in writing by Company as not subject to this Agreement;

WHEREAS, Company has determined that it is in the best interests of the Company to enter into the Agreement and subject to the terms and conditions of the Agreement, as amended from time to time;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

RESOLVED, that it is in the best interest of Company to establish and maintain one or more deposit accounts at Bank;

RESOLVED, that each person signing as an "Authorized Signer": (a) is an "Authorized Signer," as that terms is defined in the Agreement; and (b) all Authorized Signers, as well as all officers of Company (whether acting individually or together) are authorized to do each of the following on Company's own behalf: (i) negotiate and agree to the terms of the Agreement and related service agreements, as to accounts and services established for Company now and in the future; (ii) to open or close any deposit account that is subject to the Agreement, including any new accounts established in the future; and (iii) take such other action for and on behalf of Company as may be deemed by any one or more Authorized Signers or officers of Company as they deem reasonable or appropriate for the furtherance of the foregoing. Furthermore, any Authorized Signer (whether acting individually or together) are authorized to transact on any deposit account that is subject to the Agreement on behalf of Company, including any new accounts established in the future. Any Company restrictions on access to or authority to transact on any of the accounts by one or more Authorized Signers shall not apply to or limit Bank, even if Bank is aware of the same. For the avoidance of doubt, "transact" on an account shall include all services made available by Bank in connection with an account, signing and indorsing checks, making deposits and withdrawals, initiating payment orders and otherwise using the account services that are provided by Bank;

RESOLVED, that all such acts and deeds by an Authorized Signer or officer of Company are and shall be deemed to be the acts and deeds of Company;

RESOLVED, for the avoidance of doubt, the grant of authority to an Authorized Signer under these Company Resolutions does not preclude any person who is otherwise duly authorized by Company from performing or acting on behalf of Company in connection with an account or an account service, including as to matters included as within the scope of authority of an Authorized Signer;

RESOLVED, to the extent these Resolutions are inconsistent with prior resolutions of Company with respect to the authority granted herein, these Resolutions will supersede the prior resolutions; and

RESOLVED, the addition, deletion or other modification of an Authorized Signer may be taken by any person authorized by Company to do so and without limitation, the following are so authorized: any member or manager.

The Undersigned hereby certifies under penalty of perjury under the laws of the state of California that the foregoing resolutions were duly and legally adopted by the governing body of the Company and that said Company Resolutions have not been revoked and are currently in full force and effect:

Date: _____

/x/_____
Title: Secretary
Print Name: _____

Date: _____

/x/_____
Title: Chair
Print Name: _____

Date: _____

/x/_____
Title: _____
Print Name: _____

Date: _____

/x/_____
Title: _____
Print Name: _____

HERITAGE
BANK OF COMMERCE

Deposit Account - Corporation
VOICES COLLEGE-BOUND LANGUAGE ACADEMIES

_____

_____ **("Company") Resolutions**

I/we, the undersigned ("Undersigned"), hereby certify to Heritage Bank of Commerce ("Bank") that the undersigned am/are the secretary of the corporation, and designated keeper of the records and minutes of the Company;

WHEREAS, the following is a true and correct copy of Company Resolutions duly adopted by the Board of Directors of the Company at a meeting held on the 5 day of August, 2023, at which a quorum was present and acting throughout, or adopted by the written consent of a majority of those entitled or required to act to bind the Company, and that such Company Resolutions are in full force and effect and have not been amended, modified or repealed;

WHEREAS, the Undersigned has/have reviewed and approved the Heritage Bank of Commerce Signature Card and Deposit Account Agreement and Disclosure (the "Agreement") to be entered into by and between the Company and Heritage Bank of Commerce;

WHEREAS, defined terms in this document shall have the meaning provided in the Agreement, unless otherwise provided herein; and

WHEREAS, the parties desire that the Agreement shall serve as the signature card for all accounts opened at Bank by Company, excepting such accounts as may be specifically designated in writing by Company as not subject to this Agreement;

WHEREAS, Company has determined that it is in the best interests of the Company to enter into the Agreement and subject to the terms and conditions of the Agreement, as amended from time to time;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

RESOLVED, that it is in the best interest of Company to establish and maintain one or more deposit accounts at Bank;

RESOLVED, that each person signing as an "Authorized Signer": (a) is an "Authorized Signer," as that terms is defined in the Agreement; and (b) all Authorized Signers, as well as all officers of Company (whether acting individually or together) are authorized to do each of the following on Company's own behalf: (i) negotiate and agree to the terms of the Agreement and related service agreements, as to accounts and services established for Company now and in the future; (ii) to open or close any deposit account that is subject to the Agreement, including any new accounts established in the future; and (iii) take such other action for and on behalf of Company as may be deemed by any one or more Authorized Signers or officers of Company as they deem reasonable or appropriate for the furtherance of the foregoing. Furthermore, any Authorized Signer (whether acting individually or together) are authorized to transact on any deposit account that is subject to the Agreement on behalf of Company, including any new accounts established in the future. Any Company restrictions on access to or authority to transact on any of the accounts by one or more Authorized Signers shall not apply to or limit Bank, even if Bank is aware of the same. For the avoidance of doubt, "transact" on an account shall include all services made available by Bank in connection with an account, signing and indorsing checks, making deposits and withdrawals, initiating payment orders and otherwise using the account services that are provided by Bank;

RESOLVED, that all such acts and deeds by an Authorized Signer or officer of Company are and shall be deemed to be the acts and deeds of Company;

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Date: _____

/x/_____
Title: Secretary
Print Name: _____

Date: _____

/x/_____
Title: _____
Print Name: _____

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Coversheet

Approve Minutes

Section:	III. Board Business: Consent Items
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on June 29, 2023

APPROVED

Voices College-Bound Language Academies

Minutes

Board Meeting

Date and Time
Thursday June 29, 2023 at 5:00 PM

Location
6840 Via Del Oro #160 San Jose, CA 95119
300 East 4th Street Austin, TX 78701
5168 Summerhill Dr. Oceanside, CA 92057
715 Hellyer Ave. San Jose, Ca 95111
14271 Story Rd. San Jose, Ca 95127
201 28th St, Richmond CA 94804
321 E. Weber St. Stockton CA95202
17000 Monterey Rd. Morgan Hill, CA 95037
41 Henderson Place, Palo Alto, CA 94306
1365 Locus St, Denver, CO 80220

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Directors Present
A. Miller (remote), I. Connell (remote), J. Arciga, J. Nguyen (remote), K. Wisckol, S. Sandoval

Directors Absent
P. Carreño

Non Voting Members Present
F. Teso

Guests Present
D. Koren (remote), T. Avila

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Sandoval called a meeting of the board of directors of Voices College-Bound Language Academies to order on Thursday Jun 29, 2023 at 5:05 PM.

C. Public Comment (on items not on the Agenda)

No Public Comments

D. Welcome new CEO, Aldo Ramirez

A. Ramirez shared comments and Board welcomed him.

II. Consent Items

A. Approve Minutes 6-15-23

Motion to approve the minutes from Board Meeting on 06-15-23.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Miller	Aye
J. Arciga	Aye
S. Sandoval	Aye
K. Wisckol	Aye
I. Connell	Aye
J. Nguyen	Aye

Roll Call

P. Carreño Absent

B. Approve Minutes 3-20-2023

Motion to approve the minutes from Special Board Meeting on 03-20-23.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Carreño Absent
S. Sandoval Aye
K. Wisckol Aye
A. Miller Aye
J. Nguyen Aye
I. Connell Aye
J. Arciga Aye

C. 2023-24 EPA Resolution & Spending Plan (for each Voices school)

K. Wisckol made a motion to approve 23-24 EPA Resolution & Spending Plan for each school site.
I. Connell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Carreño Absent
S. Sandoval Aye
K. Wisckol Aye
A. Miller Aye
J. Arciga Aye
J. Nguyen Aye
I. Connell Aye

D. Approval of Spending Plan for Arts, Music, and Instructional Materials (AMIM) Discretionary Block Grant - All Schools

K. Wisckol made a motion to approve Spending Plan for Arts, Music, and Instructional Materials Discretionary Block Grant for all schools.
I. Connell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Carreño Absent
S. Sandoval Aye
K. Wisckol Aye
J. Nguyen Aye
A. Miller Aye
J. Arciga Aye
I. Connell Aye

E. Approve Contracts for 23-24 SY

K. Wisckol made a motion to approve contracts for 23-24 SY.
I. Connell seconded the motion.
Frances Teso made motion to remove MAP.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Carreño	Absent
J. Arciga	Aye
A. Miller	Aye
K. Wisckol	Aye
S. Sandoval	Aye
I. Connell	Aye
J. Nguyen	Aye

F. Adopt Revised Polices

K. Wisckol made a motion to approve Adopted Revised Policies.
I. Connell seconded the motion.
Frances Teso requested to remove Fiscal Policy.
The board **VOTED** unanimously to approve the motion.

Roll Call

I. Connell	Aye
S. Sandoval	Aye
J. Nguyen	Aye
A. Miller	Aye
P. Carreño	Absent
K. Wisckol	Aye
J. Arciga	Aye

G. Rescind Recommended Policies

K. Wisckol made a motion to approve to rescind recommended policies.
I. Connell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Carreño	Absent
I. Connell	Aye
J. Nguyen	Aye
S. Sandoval	Aye
K. Wisckol	Aye
A. Miller	Aye
J. Arciga	Aye

H.

Approve Voices Academies Employee Handbook for 23-24

K. Wisckol made a motion to approve 23-24 employee handbook.
I. Connell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Wisckol	Aye
S. Sandoval	Aye
P. Carreño	Absent
J. Nguyen	Aye
A. Miller	Aye
J. Arciga	Aye
I. Connell	Aye

III. 23-24 Local Indicators Review and LCAP Approval

A. "Flagship" (FS) Review of Local Indicators and 23-24 LCAP Approval

A. Miller made a motion to approve LCAP for Flagship.
K. Wisckol seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Wisckol	Aye
I. Connell	Aye
A. Miller	Aye
J. Nguyen	Aye
S. Sandoval	Aye
P. Carreño	Absent
J. Arciga	Aye

B. Morgan Hill (MH) Review of Local Indicators and 23-24 LCAP Approval

A. Miller made a motion to approve 23-24 LCAP for Morgan Hill with any necessary edits.
J. Arciga seconded the motion.
Servando made motion to approve with any edits necessary
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Arciga	Aye
P. Carreño	Absent
S. Sandoval	Aye
K. Wisckol	Aye
I. Connell	Aye
A. Miller	Aye
J. Nguyen	Aye

C.

Mount Pleasant (MP) Review of Local Indicators and 23-24 LCAP Approval

A. Miller made a motion to approve 23-24 LCAP for Mount Pleasant.
K. Wisckol seconded the motion.
approve with necessary edits
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Wisckol	Aye
J. Nguyen	Aye
A. Miller	Aye
J. Arciga	Aye
I. Connell	Aye
S. Sandoval	Aye
P. Carreño	Absent

D. West contra Costa (WCC) Review of Local Indicators and 23-24 LCAP Approval

K. Wisckol made a motion to approve 23-24 LCAP for West Contra Costa.
J. Arciga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Nguyen	Aye
I. Connell	Aye
A. Miller	Aye
P. Carreño	Absent
S. Sandoval	Aye
K. Wisckol	Aye
J. Arciga	Aye

E. Stockton (ST) Review of Local Indicators and 23-24 LCAP Approval

J. Arciga made a motion to approve 23-24 LCAP for Stockton.
K. Wisckol seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Nguyen	Aye
S. Sandoval	Aye
P. Carreño	Absent
J. Arciga	Aye
A. Miller	Aye
K. Wisckol	Aye
I. Connell	Aye

IV. Finance/Budget

A.

Overview of Morgan Hill School Construction Project

B. Resolution: Short-Term Loan Agreement between Voices College-Bound Language Academy and Voices College-Bound Language Academy at Mt. Pleasant

Josh Kemp, from EdTec, discussed loan agreement
K. Wisckol made a motion to approve resolution between Voices Flagship and Voices Mount Pleasant.
J. Arciga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Miller	Aye
P. Carreño	Absent
S. Sandoval	Aye
J. Nguyen	Aye
J. Arciga	Aye
K. Wisckol	Aye
I. Connell	Aye

C. Resolution: Short-Term Loan Agreement between Voices College-Bound Language Academy and Voices College-Bound Language Academy at Stockton

K. Wisckol made a motion to approve resolution between Voices Flagship and Voices Stockton.
J. Arciga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Sandoval	Aye
J. Arciga	Aye
P. Carreño	Absent
K. Wisckol	Aye
J. Nguyen	Aye
A. Miller	Aye
I. Connell	Aye

D. Resolution: Financial Support for Voices College-Bound Language Academy at WCC

K. Wisckol made a motion to approve grant from CMO to Voices WCC.
I. Connell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

I. Connell	Aye
P. Carreño	Absent
J. Arciga	Aye
K. Wisckol	Aye

Roll Call

A. Miller	Aye
S. Sandoval	Aye
J. Nguyen	Aye

E. 2023-24 Budget – Review, discussion and approval of budget for the 23-24 school year (each school separately)

Josh Kemp, from EdTec, presented on budget for all school sites.
I. Connell made a motion to 23-24 Flagship budget.
J. Arciga seconded the motion.
Voting member Jessica Arciga made a motion to approve 23-24 Morgan Hill budget, second by Kim Wisckol.
Voting member Jessica Arciga made a motion to approve 23-24 Mount Pleasant budget, second by Kim Wisckol.
Voting member Ian Connell made a motion to approve 23-24 West Contra Costa budget, second by Kim Wisckol.
Voting member Kim Wisckol made a motion to approve 23-24 Stockton budget, second by Jessica Arciga.
The board **VOTED** unanimously to approve the motion.

Roll Call

I. Connell	Aye
J. Arciga	Aye
K. Wisckol	Aye
P. Carreño	Absent
A. Miller	Aye
S. Sandoval	Aye
J. Nguyen	Aye

F. Cash Management Services Resolutions for Voices College-Bound Language Academies

Frances Teso presented on cash management services resolutions.
K. Wisckol made a motion to approve cash management services resolutions.
J. Arciga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Miller	Aye
J. Arciga	Aye
S. Sandoval	Aye
J. Nguyen	Aye
K. Wisckol	Aye
I. Connell	Aye
P. Carreño	Absent

V. Board Business

A. Verification of Elgibility for Assignment in a Transitational Kindergarten Classroom

K. Wisckol made a motion to approve verification of eligibility for assignment in a TK classroom.
J. Arciga seconded the motion.
Frances requested to remove Jenifer De La Fuente at Flagship.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Carreño	Absent
S. Sandoval	Aye
J. Nguyen	Aye
J. Arciga	Aye
A. Miller	Aye
K. Wisckol	Aye
I. Connell	Aye

B. Periodic review of Voices ESSER III Safe Return to In-person Instruction and Continuity of Services Plan for Voices FS, MP, MH, WCC, and ST

C. Determine 23-24 Board Meeting Dates

Board discussed board meeting dates for 23-24 SY.
Saturday, August 5th @ 8 am
Thursday, October 12th @ 3 pm
Thursday, December 7th @ 3 pm
Thursday, March 7th @ 3 pm
Thursday June 6th @ 3 pm
Thursday June 25th @ 3 pm

VI. Closed Session

A. Anticipated Litigation (Pursuant to Gov. Code§ 54956.9(d)(1)

Closed session convened at 6:38 pm.

B. Conference with Real Property Negotiators (Gov. Code § 54956.8)

C. CEO Employee Performance Evaluation

VII. Reconvene Open Session

A. Report on action taken in closed session

Open session convened at 7:28 pm. No action taken during closed session.

VIII. Closing Items

A. Adjourn Meeting

K. Wisckol made a motion to adjourn meeting.
J. Arciga seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Miller	Aye
J. Arciga	Aye
K. Wisckol	Aye
I. Connell	Aye
P. Carreño	Absent
S. Sandoval	Aye
J. Nguyen	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:31 PM.

Respectfully Submitted,
T. Avila

Coversheet

Approve Contract(s) Over $15,000

Section: III. Board Business: Consent Items
Item: B. Approve Contract(s) Over $15,000
Purpose: Vote
Submitted by:
Related Material:
0379_230726184307_001.pdf
Communications Agreement for Voices College-Bound Language Academies 2.pdf
VOICES COLLEGE-BOUND LANGUAGE ACADEMIES KAISER RENEWAl 2023.pdf

Voices
College-Bound Language Academies

INDEPENDENT CONTRACTOR AGREEMENT BETWEEN VOICES COLLEGE-BOUND LANGUAGE ACADEMIES AND Frances Teso

THIS INDEPENDENT AGREEMENT (hereinafter referred to as "Agreement") is made and entered into as of the date below by and between the Board of Directors ("Board") of Voices College-Bound Language Academy ("VCBLA"), a California Non-Profit Public Benefit Corporation and Frances Teso hereinafter referred to as "CONTRACTOR").

RECITALS

WHEREAS, VCBLA is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, VCBLA is authorized pursuant to its Articles of Incorporation and By-Laws to contract for the services of an individual with expertise as an enrichment specialist to provide extra-curricular services at VCBLA and to perform the scope of services outlined in the attached document which is incorporated into this Agreement as Statement of Work.

WHEREAS, VCBLA desires to contract with Contractor to provide services by way of this Agreement and Contractor is qualified to perform such duties; and

WHEREAS, Contractor and VCBLA desire to formalize this contractual arrangement by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereby agree as follows:

AGREEMENT

1. **INDEPENDENT CONTRACTOR:** Subject to the terms and conditions of this Agreement, VCBLA hereby engages Contractor as an independent contractor to perform the services outlined in attached Statement of Work, and CONTRACTOR hereby accepts such engagement. CONTRACTOR enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall CONTRACTOR look to VCBLA as his/her employer, or as a partner, agent, or principal. CONTRACTOR shall not be entitled to any benefits afforded to VCBLA's employees including workers' compensation, disability insurance, vacation or sick pay. CONTRACTOR shall be responsible for providing, at CONTRACTOR's expense, and in CONTRACTOR's name, disability, workers' compensation or other insurance as well as licenses and permits usual or necessary for performing the services necessary under this Agreement.

2. **TERM:** Subject to the potential of charter revocation and Section 6 herein, VCBLA hereby contracts with CONTRACTOR to provide services at VCBLA during the 2023-24 academic year according to the terms and conditions set forth herein and in the attached Statement of Work.

3. **COMPENSATION:** Subject to Section 12, this contract is for $10,000/month to be paid by VCBLA to CONTRACTOR in exchange for his/her services, exclusive of travel and/or materials expenses (as approved by the project supervisor).

4. Further, CONTRACTOR shall submit his/her invoice to the project supervisor on a monthly basis reflecting work performed.

5. **SCOPE OF SERVICES: CONTRACTOR** shall perform the scope of work specified in the attached description of duties and performance objectives (Statement of Work). This scope may be altered as needed in consultation with the project supervisor and/or the Board. CONTRACTOR shall also report on a weekly basis to the project supervisor regarding progress of the work performed and work to be performed in accordance with this Agreement.

6. **TERMINATION OF AGREEMENT:** This Agreement may be terminated by mutual written agreement of the parties, or if either party provides five (5) days advance written notice to the other party of termination. In the event of termination, VCBLA shall pay CONTRACTOR all amounts owed to CONTRACTOR for work completed by CONTRACTOR. In addition, CONTRACTOR shall provide VCBLA with a full status report regarding all ongoing projects under his/her supervision.

7. **NONRENEWAL OF AGREEMENT BY THE VCBLA BOARD:** The project supervisor and/or Board may elect not to renew this Agreement without cause at its sole discretion by providing the CONTRACTOR with written notice of non-renewal prior to the end of the term.

8. **INTELLECTUAL PROPERTY:** Any and all inventions, discoveries, developments and innovations conceived by CONTRACTOR during this engagement relative to the duties under this Agreement shall be the exclusive property of VCBLA; and CONTRACTOR hereby assigns all right, title, and interest in the same to VCBLA. Any and all inventions, discoveries, developments and innovations conceived by CONTRACTOR prior to the term of this Agreement and utilized by CONTRACTOR in rendering duties to VCBLA are hereby licensed to VCBLA for use in its operations and for the duration of this Agreement. This license is non-exclusive, and may be assigned without CONTRACTOR's prior written approval by VCBLA to a wholly-owned subsidiary of VCBLA.

9. **CONFIDENTIALITY:** CONTRACTOR acknowledges that during the engagement it will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by VCBLA and/or used by VCBLA in connection with the operation of its business including, without limitation, VCBLA's business and product processes, methods, customer lists, accounts and procedures. CONTRACTOR agrees that it will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with VCBLA. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of VCBLA, whether prepared by CONTRACTOR or otherwise coming into CONTRACTOR's possession, shall remain the exclusive property of VCBLA. CONTRACTOR shall not retain any copies of the foregoing without VCBLA's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by VCBLA, CONTRACTOR shall immediately deliver to VCBLA all such files, records, documents, specifications, information, and other items in their possession or under their control. CONTRACTOR further agrees that it will not disclose his/her retention as an independent contractor or the terms of this Agreement to any person without the prior written consent of VCBLA and shall at all times preserve the confidential nature of their relationship to VCBLA and of the services hereunder.

10. **BACKGROUND CHECK:** If CONTRACTOR and/or CONTRACTOR'S employees or subcontractors are to have regular or intermittent contact with children of VCBLA, this Agreement shall be conditional upon the completion of a background check, including, but not limited to, fingerprinting and criminal background investigation, pursuant to VCBLA policies.

11. **CONFLICTS OF INTEREST; NON-HIRE PROVISION:** CONTRACTOR represents that he is free to enter into this Agreement and that this engagement does not violate the terms of any agreement between CONTRACTOR and any third party. Further, CONTRACTOR, in rendering duties shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which it does not have a proprietary interest. During the term of this agreement, CONTRACTOR shall devote as much of his/her productive time, energy and abilities to the performance of his/her duties hereunder as is necessary to perform the required duties in a timely and productive manner. CONTRACTOR is expressly free to perform services for other parties while

performing services for the Charter School. For a period of six months following any termination, CONTRACTOR shall not, directly or indirectly hire, solicit, or encourage leaving VCBLA's employment, any employee, consultant, or contractor of VCBLA or hiring any such employee, consultant, or contractor who has left the VCBLA's employment or contractual engagement within one year of such employment or engagement.

12. **WORKERS' COMPENSATION:** VCBLA shall not obtain workers' compensation insurance on behalf of CONTRACTOR.

13. **LOCAL, STATE AND FEDERAL TAXES:** CONTRACTOR shall pay all income taxes and FICA (Social Security and Medicare Taxes) incurred while performing services under this Agreement. VCBLA shall not:

A. Withhold FICA from CONTRACTOR's payments or make FICA payments on CONTRACTOR's behalf;
B. Make state or federal unemployment compensation contributions on CONTRACTOR's behalf; or
C. Withhold state or federal income tax from CONTRACTOR's payments.

If CONTRACTOR is required to pay any federal, state or local sales, use, property or value added taxes based on the services provided under this Agreement, the taxes shall be separately billed to VCBLA. CONTRACTOR shall not pay any interest or penalties incurred due to late payment or nonpayment of any taxes by VCBLA.

14. **ENTIRE AGREEMENT:** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.

15. **WAIVER:** Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

16. **ASSIGNMENT:** CONTRACTOR shall not assign any of his/her rights under this Agreement, or delegate the performance of any of his/her duties hereunder, without the prior written consent of VCBLA.

17. **JURISDICTION:** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.

18. **AMENDMENTS:** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.

19. **ARBITRATION OF DISPUTES:** The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorneys' fees, costs and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order or Arbitrator may be entered as a judgment of the Superior Court.

20. **NOTICE:** Any and all notices, demands, or other communications required or desired to be given hereunder by either party shall be in writing and shall be validly given or made to the other party if personally served, or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such notice, demand or other communication is to be given as follows:

If to CONTRACTOR:
148 Piazza Way, San Jose, CA 95127

If to VCBLA:
6840 Via Del Oro #160, San Jose CA 95119

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

21. **INTERPRETATION AND OPPORTUNITY TO COUNSEL:** In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.

22. **SEVERABILITY:** If any term, provision, condition or covenant of the Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

23. **COUNTERPART EXECUTION:** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

24. **SIGNATURES:** We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

Dated: _____ By: _____
~~VCBLA~~ Contractor

Dated: _____ By: _____
Project Supervisor

Goldin SOLUTIONS
1235 Broadway, 4th Floor
New York, New York 10001
goldinsolutions.com
tel 212.319.3451

COMMUNICATIONS AGREEMENT FOR VOICES COLLEGE-BOUND LANGUAGE ACADEMIES

Aldo Ramirez
CEO
Voices College-Bound Language Academies
(via email)

July 31, 2023

We are pleased to confirm that Voices College-Bound Language Academies (Voices) retains Goldin Solutions (Solutions) for media engagement and related efforts.

TERM & FEES

This agreement is effective August 7, 2023 for a minimum period of two months with the monthly $20,000 fee payable by Voices upon receipt of an invoice. Voices may terminate this agreement at any time effective October 7, 2023 upon 30 days written notice, with services continuing during any such notice period.

EXPENSES & TRAVEL

Voices agrees to pay 5% of the monthly retainer to cover routine expenses (such as local transportation, research, overnight mail, photocopying, messengers, telephone calls, sentiment-monitoring databases and online media databases). Costs of out-of-town travel, posting press releases (such as Business Wire) and third-party vendors engaged at the direction of Voices are billed separately at no markup from the invoice received by Solutions. Any individual expense in excess of $100 will be approved by Voices in advance.

LEGAL

By execution of this agreement, Voices agrees to indemnify, defend and hold harmless Solutions against any and all claims, actions, damages, liabilities, costs and expenses, including advancement of attorney's fees and expenses, arising out of the use of authorized information on behalf of Voices.

This document constitutes the entire agreement between the parties with respect to the subject matter herein and there are no representations, understandings or agreements relative hereto which are not fully expressed herein. This agreement and performance hereunder is governed by the laws of the State of New York.

_____

Aldo Ramirez (DATE)
Voices College-Bound Language Academies

_____

John Eddy (DATE)
Goldin Solutions

KAISER PERMANENTE®
Small Business
3100 Thornton Ave.
Burbank, CA 91504

LIZZETTE RAMIREZ
VOICES COLLEGE-BOUND
LANGUAGE ACADEMIES
6840 VIA DEL ORO STE 160
SAN JOSE, CA 95119-1372

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CALIFORNIA

Your 2023 Renewal

A BETTER WAY TO MANAGE RENEWALS

LIZZETTE RAMIREZ
VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
6840 VIA DEL ORO STE 160
SAN JOSE, CA 95119-1372

Group ID: 659709
Renewal Effective Date: September 01, 2023

Fredrick Wiener
Fredrick Doron Wiener

Renewal Monthly Premium: ***$64,261.42***
Current Monthly Premium: ***$59,102.99***
% Change: ***8.73%***
$ Change: ***$5,158.43***

Important Information about your renewal

- **If you'd like to continue with your renewal plan(s), there's nothing you need to do.**
- **Premium change —** The 2023 premium estimate shown above is based on your group's current enrollment and may change depending on the number of employees and dependents who actually enroll.
- **Please visit account.kp.org for information on:**
  - 2023 renewal support documents—
    - Refer to the Plan Highlights for all Kaiser Permanente small business medical and dental plans.
    - See our Small Business Guidelines for policy and qualification updates.
  - 2023 plan and benefit changes -
    - We made plan and benefit changes to comply with recent ACA regulation updates. As you renew or make plan changes, we're confident you'll determine the best options for you and your employees.
  - 2023 change and clarification notices — Learn about plan updates and health benefit changes.

We value your business and are committed to the health of your employees.

On ACCOUNT.KP.ORG

- Explore different renewal options
- Submit plan changes
- View and pay your monthly premium
- Easy access to important documents

Need help?

Contact your broker who may transact on your behalf or Small Business Account Management Support Team at 800-790-4661, option 3.

To learn how to protect your employees from COVID-19, please visit: healthy.kaiserpermanente.org/health-wellness/coronavirus-information.

CA_RNWL_3/1/19

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Your 2023 renewal checklist

Use this checklist to review your 2023 plans, rates and to complete your 2023 renewal. For expediency, log on to account.kp.org to access your dashboard to review your renewal, make plan or member changes, get real time renewal quotes for different plan options. Avoid the manual process of downloading, printing forms, faxing or emailing changes for a less immediate transaction.

Groups undergoing recertification review: 2023 renewal changes won't be effective until your group has received approval to renew from our Recertification Department. Visit account.kp.org for more information.

☐ 1. **Review your 2023 plan(s) and premium. Explore different renewal options**

- **Renewal Options and Plan Benefits:** Your dashboard on account.kp.org allows you to explore different renewal options — easily add or change plans to compare plan options and get rate quotes and benefit information in real time.
- **Plan Highlights and Small Business Guidelines:** For more information about plan and product options and for policy and qualification guidelines, visit account.kp.org.
- **Health savings account (HSA) and health reimbursement arrangement (HRA) options:** See the "Health Payment Accounts" page in the Plan Highlights to earn about the advantages of pairing an HDHP or HRA medical plan with an HSA or HRA administered through Kaiser Permanente. Contact our Small Business Account Management Support Team at **800-790-4661, option 3**, about additional required documents and administration fees for these options.

☐ 2. **Make enrollee or dependent changes**

Your dashboard on account.kp.org allows for simple and immediate processing of all your changes. Access the links under "Make renewal plan changes" to make the changes for immediate processing.

☐ 3. **Continue to meet grandfathered (nonmetal) plan requirements.**

If your Employee Retirement Income Security Act (ERISA) status shown on the "2023 renewal changes" form is incorrect, please update and e email your changes to **amt@kp.org** or fax to **800-369-8010**.

☐ 4. **Review your ERISA status.**

If your Employee Retirement Income Security Act (ERISA) status shown on the "2023 renewal changes" form is incorrect, please update and e email your changes to amt@kp.org or fax to 800-369-8010.

☐ 5. **2023 Renewal Change Form**

If you are satisfied with your 2023 renewal and no changes are required, then no action is needed.

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If you do want to make changes, go to your dashboard on account.kp.org to access the links under “Make renewal plan changes” to update changes for immediate processing. Renewal plan changes on account.kp.org must be received by the 15th of the effective month by 11:59 p.m Pacific Time (PT). to be applied retroactively to the 1st of your renewal month. Thereafter, the renewal plan changes capabilities on account.kp.org will not be available after the 15th of the effective month.

Renewal plan changes submitted by email or fax must have all sections (1–10) signed and received by the 15th of the effective month by 5 p.m. PT. to be applied retroactively to the 1st of your renewal month. Plan change forms received after 5 p.m. PT on or after the 15th of the month will be effective on the 1st of the following month.

Download the most current versions of our forms at account.kp.org:

- **Employee Enrollment:** Add employees and their dependents.
- **Employee/Dependent Change:** Update employee and dependent information.
- **Subscriber Termination and Transfer:** Terminate coverage for an employee and dependent.

Note: If you decide to cancel any grandfathered (nonmetal) plans, you won’t be able to go back to it.

Email changes to amt@kp.org or fax to 800-369-8010
You'll receive a plan change acknowledgment email when the request is approved.

☐ 6. **Provide your employees and their dependents with SBCs.**

Under the Affordable Care Act (ACA), you’re required to give Summary of Benefits and Coverage (SBC) documents to employees and dependents for the plans they enroll in. For more information about SBCs, please visit account.kp.org

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VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Your Kaiser Permanente Portfolio

Your current medical plans are listed below. **The lists are not intended to show plan mapping from current plan to renewal plan.** Please see the Medical Plan Renewal Rates census section for employee plan mapping from their current medical plan to their renewal medical plan.

Current Medical Plans	Renewal Medical Plans
Platinum 90 HMO 0/20 + Child Dental Gold 80 HMO 250/35 + Child Dental Silver 70 HMO 2250/55 + Child Dental	Platinum 90 HMO 0/20 + Child Dental Gold 80 HMO 250/35 + Child Dental Silver 70 HMO 2500/55 + Child Dental

Current Dental Plans	Renewal Dental Plans
Not offered	Not offered

Contribution to Employee Medical Plan Premium	Contribution to Dependent Medical Plan Premium
50% of the premium for the plan the employee enrolls in	Not contributing

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VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Medical Plan Renewal Rates

All metal plans cover ACA-defined essential health benefits, which include child dental services only for enrolled children age 0-18. See the Small Business Guidelines at account.kp.org for more information

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
1 **AGUILAR, GABRIELA**	Employee	33	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$406.28	$429.77	5.78%	$23.49
					Employee Total	**$406.28**	**$429.77**	**5.78%**	**$23.49**
2 **AGUILERA ALVAREZ, IVON**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**
3 **ALCALA, VANESSA**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**
4 **ALCANTAR GONSALEZ, VICTORIA**	Employee	27	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$465.59	$510.41	9.63%	$44.82
					Employee Total	**$465.59**	**$510.41**	**9.63%**	**$44.82**
5 **ALCAZAR, JOSE**	Employee	24	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
					Employee Total	**$454.67**	**$487.03**	**7.12%**	**$32.36**
6 **ALEJANDRE, CAROLINA**	Employee	33	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$537.88	$583.46	8.47%	$45.58
					Employee Total	**$537.88**	**$583.46**	**8.47%**	**$45.58**
7 **ANAYA, MAYRA**	Employee	30	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$458.14	$497.28	8.54%	$39.14
					Employee Total	**$458.14**	**$497.28**	**8.54%**	**$39.14**

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VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
8 **ARTEAGA RANGEL, JESUS**	Employee	32	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$526.97	$576.16	9.33%	$49.19
					Employee Total	**$526.97**	**$576.16**	**9.33%**	**$49.19**
9 **AVILA, TALINA**	Employee	32	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$474.52	$518.31	9.23%	$43.79
					Employee Total	**$474.52**	**$518.31**	**9.23%**	**$43.79**
10 **BALASSOUBRAMANIANE, YAMINI**	Employee	45	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$479.77	$518.02	7.97%	$38.25
					Employee Total	**$479.77**	**$518.02**	**7.97%**	**$38.25**
11 **BANUELOS, LILIANA**	Employee	27	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$465.59	$510.41	9.63%	$44.82
					Employee Total	**$465.59**	**$510.41**	**9.63%**	**$44.82**
12 **BARAHONA, JEORJANA**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**
13 **BARAHONA, NANCY**	Employee	29	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$445.04	$490.27	10.16%	$45.23
	Dependent	1				$327.19	$349.16	6.71%	$21.97
					Employee Total	**$772.23**	**$839.43**	**8.70%**	**$67.20**
14 **BAUTISTA, BEYYANIRA**	Employee	26	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$411.06	$448.65	9.14%	$37.59
					Employee Total	**$411.06**	**$448.65**	**9.14%**	**$37.59**
15 **BECERRA, LEONOR**	Employee	35	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$551.97	$595.15	7.82%	$43.18
					Employee Total	**$551.97**	**$595.15**	**7.82%**	**$43.18**

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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
16 **BERNAL, ROBERTO**	Employee	35	Employee + Spouse	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$551.97	$595.15	7.82%	$43.18
	Spouse	29				$494.23	$544.99	10.27%	$50.76
					Employee Total	**$1,046.20**	**$1,140.14**	**8.98%**	**$93.94**
17 **BRASIL, ANTONIO**	Employee	61	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$1,233.99	$1,368.55	10.90%	$134.56
					Employee Total	**$1,233.99**	**$1,368.55**	**10.90%**	**$134.56**
18 **CASTILLO, VIRIDIANA**	Employee	28	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$476.50	$529.40	11.10%	$52.90
					Employee Total	**$476.50**	**$529.40**	**11.10%**	**$52.90**
19 **CAZARES, SUSANA**	Employee	34	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$490.48	$531.89	8.44%	$41.41
					Employee Total	**$490.48**	**$531.89**	**8.44%**	**$41.41**
20 **CENTENO, LYDIA**	Employee	36	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$555.61	$599.05	7.82%	$43.44
					Employee Total	**$555.61**	**$599.05**	**7.82%**	**$43.44**
21 **CERVANTES, NINA**	Employee	26	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$456.49	$498.72	9.25%	$42.23
					Employee Total	**$456.49**	**$498.72**	**9.25%**	**$42.23**
22 **CHAVEZ GAMA, MIRIAM**	Employee	28	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$476.50	$529.40	11.10%	$52.90
					Employee Total	**$476.50**	**$529.40**	**11.10%**	**$52.90**
23 **CIPRIANO, CECILIA**	Employee	31	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$389.79	$415.78	6.67%	$25.99
					Employee Total	**$389.79**	**$415.78**	**6.67%**	**$25.99**

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Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
24 **CISNEROS, DIANA**	Employee	32	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$474.52	$518.31	9.23%	$43.79
					Employee Total	**$474.52**	**$518.31**	**9.23%**	**$43.79**
25 **CONTRERAS, SUGHEY**	Employee	35	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$551.97	$595.15	7.82%	$43.18
					Employee Total	**$551.97**	**$595.15**	**7.82%**	**$43.18**
26 **CORONA, JENIFER**	Employee	27	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$465.59	$510.41	9.63%	$44.82
					Employee Total	**$465.59**	**$510.41**	**9.63%**	**$44.82**
27 **COUGHLIN, HALEY**	Employee	27	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$465.59	$510.41	9.63%	$44.82
					Employee Total	**$465.59**	**$510.41**	**9.63%**	**$44.82**
28 **DAHAN, OLIVIA**	Employee	23	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
					Employee Total	**$454.67**	**$487.03**	**7.12%**	**$32.36**
29 **DARLING, JESSE**	Employee	26	Employee + Family	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$344.80	$367.35	6.54%	$22.55
	Spouse	32				$398.03	$424.39	6.62%	$26.36
	Dependent	4				$276.71	$288.43	4.24%	$11.72
					Employee Total	**$1,019.54**	**$1,080.17**	**5.95%**	**$60.63**
30 **DE LA FUENTE, JENNIFER**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**

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Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
31 **DE LEON, DAVAGY**	Employee	37	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$559.25	$602.94	7.81%	$43.69
	Dependent	9				$361.82	$386.57	6.84%	$24.75
	Dependent	5				$361.82	$386.57	6.84%	$24.75
					Employee Total	**$1,282.89**	**$1,376.08**	**7.26%**	**$93.19**
32 **DEBERRY, CHRISTINA**	Employee	37	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$422.42	$444.12	5.14%	$21.70
					Employee Total	**$422.42**	**$444.12**	**5.14%**	**$21.70**
33 **FELLIS, MONICA**	Employee	33	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$537.88	$583.46	8.47%	$45.58
					Employee Total	**$537.88**	**$583.46**	**8.47%**	**$45.58**
34 **FERNANDEZ, BIANCA**	Employee	26	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$411.06	$448.65	9.14%	$37.59
					Employee Total	**$411.06**	**$448.65**	**9.14%**	**$37.59**
35 **FLORES, DEANNA**	Employee	60	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$1,065.71	$1,189.09	11.58%	$123.38
					Employee Total	**$1,065.71**	**$1,189.09**	**11.58%**	**$123.38**
36 **FLORES, DIANDRA**	Employee	43	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$455.04	$486.81	6.98%	$31.77
					Employee Total	**$455.04**	**$486.81**	**6.98%**	**$31.77**
37 **FRIAS, JOCELYN**	Employee	26	Employee + Spouse	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$456.49	$498.72	9.25%	$42.23
	Spouse	31				$516.06	$564.47	9.38%	$48.41
					Employee Total	**$972.55**	**$1,063.19**	**9.32%**	**$90.64**

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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
38 **GARCIA, ELIZABETH**	Employee	54	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$927.54	$1,039.81	12.10%	$112.27
					Employee Total	**$927.54**	**$1,039.81**	**12.10%**	**$112.27**
39 **GODINEZ URIBE, JESSICA**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**
40 **GOMEZ, DANIELA**	Employee	31	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$516.06	$564.47	9.38%	$48.41
					Employee Total	**$516.06**	**$564.47**	**9.38%**	**$48.41**
41 **GOMEZ, JORGE**	Employee	33	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$537.88	$583.46	8.47%	$45.58
					Employee Total	**$537.88**	**$583.46**	**8.47%**	**$45.58**
42 **GUEVARA, DELLANIRA**	Employee	30	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$508.78	$552.78	8.65%	$44.00
	Dependent	8				$361.82	$386.57	6.84%	$24.75
					Employee Total	**$870.60**	**$939.35**	**7.90%**	**$68.75**
43 **GUTIERREZ, ISEL**	Employee	24	Employee + Family	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
	Spouse	27				$465.59	$510.41	9.63%	$44.82
	Dependent	1				$361.82	$386.57	6.84%	$24.75
					Employee Total	**$1,282.08**	**$1,384.01**	**7.95%**	**$101.93**
44 **GUTIERREZ, LAURA**	Employee	32	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$526.97	$576.16	9.33%	$49.19
					Employee Total	**$526.97**	**$576.16**	**9.33%**	**$49.19**

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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
45 **GUTIERREZ, LUZ**	Employee	45	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$571.96	$632.66	10.61%	$60.70
					Employee Total	**$571.96**	**$632.66**	**10.61%**	**$60.70**
46 **HERNANDEZ, SARA**	Employee	40	Employee + Family	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$433.41	$458.47	5.78%	$25.06
	Spouse	44				$466.03	$501.16	7.54%	$35.13
	Dependent	11				$276.71	$288.43	4.24%	$11.72
	Dependent	7				$276.71	$288.43	4.24%	$11.72
					Employee Total	**$1,452.86**	**$1,536.49**	**5.76%**	**$83.63**
47 **HUERTA DE LA CRUZ, CHRISTOPHER**	Employee	28	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$476.50	$529.40	11.10%	$52.90
					Employee Total	**$476.50**	**$529.40**	**11.10%**	**$52.90**
48 **JOHNSON, VANESSA**	Employee	28	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$429.07	$476.25	11.00%	$47.18
					Employee Total	**$429.07**	**$476.25**	**11.00%**	**$47.18**
49 **LARA, CHELSEA**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**
50 **LARA, DIANA**	Employee	25	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$488.98	7.55%	$34.31
					Employee Total	**$454.67**	**$488.98**	**7.55%**	**$34.31**
51 **LEDESMA, RIGOBERTO**	Employee	29	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$373.31	$401.43	7.53%	$28.12
					Employee Total	**$373.31**	**$401.43**	**7.53%**	**$28.12**

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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
52 **LEWIS, JASMIN**	Employee	26	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$456.49	$498.72	9.25%	$42.23
					Employee Total	**$456.49**	**$498.72**	**9.25%**	**$42.23**
53 **LIMON, EMILY**	Employee	26	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$344.80	$367.35	6.54%	$22.55
					Employee Total	**$344.80**	**$367.35**	**6.54%**	**$22.55**
54 **LOPEZ, VICKY**	Employee	24	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$438.13	7.01%	$28.71
					Employee Total	**$409.42**	**$438.13**	**7.01%**	**$28.71**
55 **LOPEZ SERRANO, LUISA**	Employee	26	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$456.49	$498.72	9.25%	$42.23
					Employee Total	**$456.49**	**$498.72**	**9.25%**	**$42.23**
56 **LOYA, PATRICIA**	Employee	54	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$700.59	$765.91	9.32%	$65.32
					Employee Total	**$700.59**	**$765.91**	**9.32%**	**$65.32**
57 **LUQUIN, IVAN**	Employee	31	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$516.06	$564.47	9.38%	$48.41
					Employee Total	**$516.06**	**$564.47**	**9.38%**	**$48.41**
58 **MACHUCA, CHELSEA**	Employee	24	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
					Employee Total	**$454.67**	**$487.03**	**7.12%**	**$32.36**
59 **MALLAMACE, MEGAN**	Employee	43	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$542.48	$594.55	9.60%	$52.07
	Dependent	12				$327.19	$349.16	6.71%	$21.97
					Employee Total	**$869.67**	**$943.71**	**8.51%**	**$74.04**

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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
60 **MARTINEZ, ALMA**	Employee	27	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$419.24	$459.16	9.52%	$39.92
					Employee Total	**$419.24**	**$459.16**	**9.52%**	**$39.92**
61 **MARTINEZ ALMANZA, ALMA**	Employee	28	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$429.07	$476.25	11.00%	$47.18
					Employee Total	**$429.07**	**$476.25**	**11.00%**	**$47.18**
62 **MEDINA, GUADALUPE**	Employee	25	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$343.43	$360.17	4.87%	$16.74
					Employee Total	**$343.43**	**$360.17**	**4.87%**	**$16.74**
63 **MIJANGOS, ARIANA**	Employee	25	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$439.89	7.44%	$30.47
	Dependent	3				$327.19	$349.16	6.71%	$21.97
					Employee Total	**$736.61**	**$789.05**	**7.12%**	**$52.44**
64 **MONTERROSA, VANESSA**	Employee	28	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$476.50	$529.40	11.10%	$52.90
					Employee Total	**$476.50**	**$529.40**	**11.10%**	**$52.90**
65 **MOORE, MARIE**	Employee	45	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$479.77	$518.02	7.97%	$38.25
					Employee Total	**$479.77**	**$518.02**	**7.97%**	**$38.25**
66 **MORALES, ARIANA**	Employee	24	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
					Employee Total	**$454.67**	**$487.03**	**7.12%**	**$32.36**
67 **MORALES, BIRIDIANA**	Employee	26	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$456.49	$498.72	9.25%	$42.23
					Employee Total	**$456.49**	**$498.72**	**9.25%**	**$42.23**

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Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
68 **NAVA, ANALISSE**	Employee	28	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$359.91	$389.95	8.35%	$30.04
					Employee Total	**$359.91**	**$389.95**	**8.35%**	**$30.04**
69 **NGUYEN-CRUZ, MARIA**	Employee	26	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$411.06	$448.65	9.14%	$37.59
					Employee Total	**$411.06**	**$448.65**	**9.14%**	**$37.59**
70 **NUNEZ, ROMELIA**	Employee	45	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$635.18	$703.27	10.72%	$68.09
					Employee Total	**$635.18**	**$703.27**	**10.72%**	**$68.09**
71 **OSUNA, ALEJANDRA**	Employee	28	Employee + Spouse	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$429.07	$476.25	11.00%	$47.18
	Spouse	28				$429.07	$476.25	11.00%	$47.18
					Employee Total	**$858.14**	**$952.50**	**11.00%**	**$94.36**
72 **PERALES, ABBYGAEL**	Employee	27	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$419.24	$459.16	9.52%	$39.92
					Employee Total	**$419.24**	**$459.16**	**9.52%**	**$39.92**
73 **PULIDO, MIREYA**	Employee	25	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$488.98	7.55%	$34.31
	Dependent	3				$361.82	$386.57	6.84%	$24.75
					Employee Total	**$816.49**	**$875.55**	**7.23%**	**$59.06**
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	25	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$488.98	7.55%	$34.31
					Employee Total	**$454.67**	**$488.98**	**7.55%**	**$34.31**

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Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
75 **RAMIREZ SOTO, LIZBETH**	Employee	26	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$456.49	$498.72	9.25%	$42.23
					Employee Total	**$456.49**	**$498.72**	**9.25%**	**$42.23**
76 **RIAHI, ELAHEH**	Employee	40	Employee + Child(ren)	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$433.41	$458.47	5.78%	$25.06
	Dependent	5				$276.71	$288.43	4.24%	$11.72
	Dependent	3				$276.71	$288.43	4.24%	$11.72
					Employee Total	**$986.83**	**$1,035.33**	**4.91%**	**$48.50**
77 **RIVAS, ALYCE**	Employee	31	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$516.06	$564.47	9.38%	$48.41
					Employee Total	**$516.06**	**$564.47**	**9.38%**	**$48.41**
78 **ROCHA-ORTIZ, BERTHA**	Employee	29	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$494.23	$544.99	10.27%	$50.76
					Employee Total	**$494.23**	**$544.99**	**10.27%**	**$50.76**
79 **SALCEDO, EDUARDO**	Employee	28	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$429.07	$476.25	11.00%	$47.18
					Employee Total	**$429.07**	**$476.25**	**11.00%**	**$47.18**
80 **SAMANO RUIZ, MAYRA**	Employee	40	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$516.69	$559.93	8.37%	$43.24
					Employee Total	**$516.69**	**$559.93**	**8.37%**	**$43.24**
81 **SANCHEZ, JASMINE**	Employee	28	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$429.07	$476.25	11.00%	$47.18
					Employee Total	**$429.07**	**$476.25**	**11.00%**	**$47.18**

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
82 **SANTIBANEZ, ANGELICA**	Employee	36	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$555.61	$599.05	7.82%	$43.44
					Employee Total	**$555.61**	**$599.05**	**7.82%**	**$43.44**
83 **SCHOPP-ORTEGA, YVETTE**	Employee	38	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$506.86	$545.91	7.70%	$39.05
					Employee Total	**$506.86**	**$545.91**	**7.70%**	**$39.05**
84 **SERNA, BIANCA**	Employee	24	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
					Employee Total	**$454.67**	**$487.03**	**7.12%**	**$32.36**
85 **SERRANO RIVERA, LIZBETH**	Employee	25	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$409.42	$439.89	7.44%	$30.47
					Employee Total	**$409.42**	**$439.89**	**7.44%**	**$30.47**
86 **SIERRA ORNELAS, JESSICA**	Employee	26	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$411.06	$448.65	9.14%	$37.59
					Employee Total	**$411.06**	**$448.65**	**9.14%**	**$37.59**
87 **SILVESTRE DELGADO, YENIFER**	Employee	31	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$464.69	$507.80	9.28%	$43.11
					Employee Total	**$464.69**	**$507.80**	**9.28%**	**$43.11**
88 **SOLORZANO, MARIA**	Employee	41	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$581.07	$634.11	9.13%	$53.04
	Dependent	0				$361.82	$386.57	6.84%	$24.75
					Employee Total	**$942.89**	**$1,020.68**	**8.25%**	**$77.79**

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Group ID: 659709
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Medical Rate Area: 7
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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
89 **SZYMANSKI, KERI**	Employee	46	Employee + Spouse	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$656.55	$730.54	11.27%	$73.99
	Spouse	48				$710.66	$796.29	12.05%	$85.63
					Employee Total	**$1,367.21**	**$1,526.83**	**11.67%**	**$159.62**
90 **TEJADA, ANA**	Employee	34	Employee	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$490.48	$531.89	8.44%	$41.41
					Employee Total	**$490.48**	**$531.89**	**8.44%**	**$41.41**
91 **TESO, FRANCES**	Employee	54	Employee + Family	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$927.54	$1,039.81	12.10%	$112.27
	Spouse	55				$970.73	$1,086.08	11.88%	$115.35
	Dependent	24				$454.67	$487.03	7.12%	$32.36
					Employee Total	**$2,352.94**	**$2,612.92**	**11.05%**	**$259.98**
92 **TORRES, ISABEL**	Employee	23	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$454.67	$487.03	7.12%	$32.36
					Employee Total	**$454.67**	**$487.03**	**7.12%**	**$32.36**
93 **VALDEZ, DAISY**	Employee	36	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 250/35 + Child Dental	$500.31	$538.90	7.71%	$38.59
	Dependent	16				$355.03	$390.35	9.95%	$35.32
	Dependent	15				$327.19	$378.95	15.82%	$51.76
	Dependent	2				$327.19	$349.16	6.71%	$21.97
					Employee Total	**$1,509.72**	**$1,657.36**	**9.78%**	**$147.64**
94 **VALDOVINOS, ADILENI**	Employee	30	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$508.78	$552.78	8.65%	$44.00
	Dependent	7				$361.82	$386.57	6.84%	$24.75
					Employee Total	**$870.60**	**$939.35**	**7.90%**	**$68.75**

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Group ID: 659709
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Medical Plan Renewal Rates (continued)

Employee Name	Status	Age at Renewal	Tier	Current Medical Plan	Renewal Medical Plan	Current Rate	Renewal Rate	% Change	$ Change
95 **VALENCIA RUIZ, ASHLEY**	Employee	27	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$465.59	$510.41	9.63%	$44.82
					Employee Total	**$465.59**	**$510.41**	**9.63%**	**$44.82**
96 **VALENZUELA, CINDY**	Employee	39	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$566.52	$614.63	8.49%	$48.11
					Employee Total	**$566.52**	**$614.63**	**8.49%**	**$48.11**
97 **VASQUEZ, KAREN**	Employee	27	Employee	Silver 70 HMO 2250/55 + Child Dental	Silver 70 HMO 2500/55 + Child Dental	$351.67	$375.96	6.91%	$24.29
					Employee Total	**$351.67**	**$375.96**	**6.91%**	**$24.29**
98 **VILLASENOR, JUAN**	Employee	36	Employee	Platinum 90 HMO 0/20 + Child Dental	Platinum 90 HMO 0/20 + Child Dental	$555.61	$599.05	7.82%	$43.44
					Employee Total	**$555.61**	**$599.05**	**7.82%**	**$43.44**

Total Employee Premium	$48,290.65	$52,556.27	8.83%	$4,265.62
Total Dependent Premium	$10,812.34	$11,705.15	8.26%	$892.81
Total Monthly Premium	**$59,102.99**	**$64,261.42**	**8.73%**	**$5,158.43**

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Renewal Options: HMO Plans

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
1 **AGUILAR, GABRIELA**	Employee	33	Employee	$594.13	$583.46	$552.30	$524.88	$493.56
2 **AGUILERA ALVAREZ, IVON**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
3 **ALCALA, VANESSA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
4 **ALCANTAR GONSALEZ, VICTORIA**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
5 **ALCAZAR, JOSE**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
6 **ALEJANDRE, CAROLINA**	Employee	33	Employee	$594.13	$583.46	$552.30	$524.88	$493.56
7 **ANAYA, MAYRA**	Employee	30	Employee	$562.88	$552.78	$523.26	$497.28	$467.61
8 **ARTEAGA RANGEL, JESUS**	Employee	32	Employee	$586.69	$576.16	$545.39	$518.31	$487.38
9 **AVILA, TALINA**	Employee	32	Employee	$586.69	$576.16	$545.39	$518.31	$487.38
10 **BALASSOUBRAMA NIANE, YAMINI**	Employee	45	Employee	$716.13	$703.27	$665.71	$632.66	$594.91
11 **BANUELOS, LILIANA**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
12 **BARAHONA, JEORJANA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
13 **BARAHONA, NANCY**	Employee	29	Employee + Child(ren)	$554.95	$544.99	$515.88	$490.27	$461.01
	Dependent	1		$393.38	$386.57	$366.67	$349.16	$329.16

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Renewal Options: HMO Plans (continued)

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
14 **BAUTISTA, BEYYANIRA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
15 **BECERRA, LEONOR**	Employee	35	Employee	$606.03	$595.15	$563.36	$535.40	$503.45
16 **BERNAL, ROBERTO**	Employee	35	Employee + Spouse	$606.03	$595.15	$563.36	$535.40	$503.45
	Spouse	29		$554.95	$544.99	$515.88	$490.27	$461.01
17 **BRASIL, ANTONIO**	Employee	61	Employee	$1,393.57	$1,368.55	$1,295.46	$1,231.15	$1,157.69
18 **CASTILLO, VIRIDIANA**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
19 **CAZARES, SUSANA**	Employee	34	Employee	$602.06	$591.25	$559.68	$531.89	$500.15
20 **CENTENO, LYDIA**	Employee	36	Employee	$610.00	$599.05	$567.05	$538.90	$506.74
21 **CERVANTES, NINA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
22 **CHAVEZ GAMA, MIRIAM**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
23 **CIPRIANO, CECILIA**	Employee	31	Employee	$574.79	$564.47	$534.32	$507.80	$477.49
24 **CISNEROS, DIANA**	Employee	32	Employee	$586.69	$576.16	$545.39	$518.31	$487.38
25 **CONTRERAS, SUGHEY**	Employee	35	Employee	$606.03	$595.15	$563.36	$535.40	$503.45
26 **CORONA, JENIFER**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
27 **COUGHLIN, HALEY**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
28 **DAHAN, OLIVIA**	Employee	23	Employee	$495.93	$487.03	$461.02	$438.13	$411.99

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Renewal Options: HMO Plans (continued)

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
29 **DARLING, JESSE**	Employee	26	Employee + Family	$507.84	$498.72	$472.08	$448.65	$421.88
	Spouse	32		$586.69	$576.16	$545.39	$518.31	$487.38
	Dependent	4		$393.38	$386.57	$366.67	$349.16	$329.16
30 **DE LA FUENTE, JENNIFER**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
31 **DE LEON, DAVAGY**	Employee	37	Employee + Child(ren)	$613.96	$602.94	$570.74	$542.41	$510.04
	Dependent	9		$393.38	$386.57	$366.67	$349.16	$329.16
	Dependent	5		$393.38	$386.57	$366.67	$349.16	$329.16
32 **DEBERRY, CHRISTINA**	Employee	37	Employee	$613.96	$602.94	$570.74	$542.41	$510.04
33 **FELLIS, MONICA**	Employee	33	Employee	$594.13	$583.46	$552.30	$524.88	$493.56
34 **FERNANDEZ, BIANCA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
35 **FLORES, DEANNA**	Employee	60	Employee	$1,345.96	$1,321.80	$1,251.20	$1,189.09	$1,118.13
36 **FLORES, DIANDRA**	Employee	43	Employee	$672.98	$660.90	$625.60	$594.55	$559.07
37 **FRIAS, JOCELYN**	Employee	26	Employee + Spouse	$507.84	$498.72	$472.08	$448.65	$421.88
	Spouse	31		$574.79	$564.47	$534.32	$507.80	$477.49
38 **GARCIA, ELIZABETH**	Employee	54	Employee	$1,058.82	$1,039.81	$984.27	$935.41	$879.59

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Renewal Options: HMO Plans (continued)

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
39 **GODINEZ URIBE, JESSICA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
40 **GOMEZ, DANIELA**	Employee	31	Employee	$574.79	$564.47	$534.32	$507.80	$477.49
41 **GOMEZ, JORGE**	Employee	33	Employee	$594.13	$583.46	$552.30	$524.88	$493.56
42 **GUEVARA, DELLANIRA**	Employee	30	Employee + Child(ren)	$562.88	$552.78	$523.26	$497.28	$467.61
	Dependent	8		$393.38	$386.57	$366.67	$349.16	$329.16
43 **GUTIERREZ, ISEL**	Employee	24	Employee + Family	$495.93	$487.03	$461.02	$438.13	$411.99
	Spouse	27		$519.74	$510.41	$483.15	$459.16	$431.76
	Dependent	1		$393.38	$386.57	$366.67	$349.16	$329.16
44 **GUTIERREZ, LAURA**	Employee	32	Employee	$586.69	$576.16	$545.39	$518.31	$487.38
45 **GUTIERREZ, LUZ**	Employee	45	Employee	$716.13	$703.27	$665.71	$632.66	$594.91
46 **HERNANDEZ, SARA**	Employee	40	Employee + Family	$633.80	$622.42	$589.18	$559.93	$526.52
	Spouse	44		$692.82	$680.38	$644.04	$612.07	$575.55
	Dependent	11		$393.38	$386.57	$366.67	$349.16	$329.16
	Dependent	7		$393.38	$386.57	$366.67	$349.16	$329.16
47 **HUERTA DE LA CRUZ, CHRISTOPHER**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
48 **JOHNSON, VANESSA**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83

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Renewal Options: HMO Plans (continued)

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
49 **LARA, CHELSEA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
50 **LARA, DIANA**	Employee	25	Employee	$497.92	$488.98	$462.86	$439.89	$413.64
51 **LEDESMA, RIGOBERTO**	Employee	29	Employee	$554.95	$544.99	$515.88	$490.27	$461.01
52 **LEWIS, JASMIN**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
53 **LIMON, EMILY**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
54 **LOPEZ, VICKY**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
55 **LOPEZ SERRANO, LUISA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
56 **LOYA, PATRICIA**	Employee	54	Employee	$1,058.82	$1,039.81	$984.27	$935.41	$879.59
57 **LUQUIN, IVAN**	Employee	31	Employee	$574.79	$564.47	$534.32	$507.80	$477.49
58 **MACHUCA, CHELSEA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
59 **MALLAMACE, MEGAN**	Employee	43	Employee + Child(ren)	$672.98	$660.90	$625.60	$594.55	$559.07
	Dependent	12		$393.38	$386.57	$366.67	$349.16	$329.16
60 **MARTINEZ, ALMA**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
61 **MARTINEZ ALMANZA, ALMA**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
62 **MEDINA, GUADALUPE**	Employee	25	Employee	$497.92	$488.98	$462.86	$439.89	$413.64

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Renewal Options: HMO Plans (continued)

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
63 **MIJANGOS, ARIANA**	Employee	25	Employee + Child(ren)	$497.92	$488.98	$462.86	$439.89	$413.64
	Dependent	3		$393.38	$386.57	$366.67	$349.16	$329.16
64 **MONTERROSA, VANESSA**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
65 **MOORE, MARIE**	Employee	45	Employee	$716.13	$703.27	$665.71	$632.66	$594.91
66 **MORALES, ARIANA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
67 **MORALES, BIRIDIANA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
68 **NAVA, ANALISSE**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
69 **NGUYEN-CRUZ, MARIA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
70 **NUNEZ, ROMELIA**	Employee	45	Employee	$716.13	$703.27	$665.71	$632.66	$594.91
71 **OSUNA, ALEJANDRA**	Employee	28	Employee + Spouse	$539.08	$529.40	$501.13	$476.25	$447.83
	Spouse	28		$539.08	$529.40	$501.13	$476.25	$447.83
72 **PERALES, ABBYGAEL**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
73 **PULIDO, MIREYA**	Employee	25	Employee + Child(ren)	$497.92	$488.98	$462.86	$439.89	$413.64
	Dependent	3		$393.38	$386.57	$366.67	$349.16	$329.16
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	25	Employee	$497.92	$488.98	$462.86	$439.89	$413.64

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Renewal Options: HMO Plans (continued)

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Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
75 **RAMIREZ SOTO, LIZBETH**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88
76 **RIAHI, ELAHEH**	Employee	40	Employee + Child(ren)	$633.80	$622.42	$589.18	$559.93	$526.52
	Dependent	5		$393.38	$386.57	$366.67	$349.16	$329.16
	Dependent	3		$393.38	$386.57	$366.67	$349.16	$329.16
77 **RIVAS, ALYCE**	Employee	31	Employee	$574.79	$564.47	$534.32	$507.80	$477.49
78 **ROCHA-ORTIZ, BERTHA**	Employee	29	Employee	$554.95	$544.99	$515.88	$490.27	$461.01
79 **SALCEDO, EDUARDO**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
80 **SAMANO RUIZ, MAYRA**	Employee	40	Employee	$633.80	$622.42	$589.18	$559.93	$526.52
81 **SANCHEZ, JASMINE**	Employee	28	Employee	$539.08	$529.40	$501.13	$476.25	$447.83
82 **SANTIBANEZ, ANGELICA**	Employee	36	Employee	$610.00	$599.05	$567.05	$538.90	$506.74
83 **SCHOPP-ORTEGA, YVETTE**	Employee	38	Employee	$617.93	$606.84	$574.43	$545.91	$513.34
84 **SERNA, BIANCA**	Employee	24	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
85 **SERRANO RIVERA, LIZBETH**	Employee	25	Employee	$497.92	$488.98	$462.86	$439.89	$413.64
86 **SIERRA ORNELAS, JESSICA**	Employee	26	Employee	$507.84	$498.72	$472.08	$448.65	$421.88

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Renewal Options: HMO Plans (continued)

The abbreviation “Alt,” in certain plan names, designates Kaiser Permanente developed plans that are different from the standard plans and are available through Covered California for Small Business. These Alt plans also include chiro/acu benefits with the exception of the Gold 80 HDHP HMO 1600/15% Alt plan.

Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
87 **SILVESTRE DELGADO, YENIFER**	Employee	31	Employee	$574.79	$564.47	$534.32	$507.80	$477.49
88 **SOLORZANO, MARIA**	Employee	41	Employee + Child(ren)	$645.70	$634.11	$600.25	$570.45	$536.41
	Dependent	0		$393.38	$386.57	$366.67	$349.16	$329.16
89 **SZYMANSKI, KERI**	Employee	46	Employee + Spouse	$743.90	$730.54	$691.53	$657.20	$617.98
	Spouse	48		$810.85	$796.29	$753.77	$716.35	$673.60
90 **TEJADA, ANA**	Employee	34	Employee	$602.06	$591.25	$559.68	$531.89	$500.15
91 **TESO, FRANCES**	Employee	54	Employee + Family	$1,058.82	$1,039.81	$984.27	$935.41	$879.59
	Spouse	55		$1,105.93	$1,086.08	$1,028.07	$977.04	$918.73
	Dependent	24		$495.93	$487.03	$461.02	$438.13	$411.99
92 **TORRES, ISABEL**	Employee	23	Employee	$495.93	$487.03	$461.02	$438.13	$411.99
93 **VALDEZ, DAISY**	Employee	36	Employee + Child(ren)	$610.00	$599.05	$567.05	$538.90	$506.74
	Dependent	16		$440.00	$432.35	$410.01	$390.35	$367.89
	Dependent	15		$427.10	$419.69	$398.02	$378.95	$357.18
	Dependent	2		$393.38	$386.57	$366.67	$349.16	$329.16
94 **VALDOVINOS, ADILENI**	Employee	30	Employee + Child(ren)	$562.88	$552.78	$523.26	$497.28	$467.61
	Dependent	7		$393.38	$386.57	$366.67	$349.16	$329.16

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Renewal Options: HMO Plans (continued)

The abbreviation “Alt,” in certain plan names, designates Kaiser Permanente developed plans that are different from the standard plans and are available through Covered California for Small Business. These Alt plans also include chiro/acu benefits with the exception of the Gold 80 HDHP HMO 1600/15% Alt plan.

Employee Name	Status	Age at Renewal	Tier	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
95 **VALENCIA RUIZ, ASHLEY**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
96 **VALENZUELA, CINDY**	Employee	39	Employee	$625.87	$614.63	$581.81	$552.92	$519.93
97 **VASQUEZ, KAREN**	Employee	27	Employee	$519.74	$510.41	$483.15	$459.16	$431.76
98 **VILLASENOR, JUAN**	Employee	36	Employee	$610.00	$599.05	$567.05	$538.90	$506.74

Total Employee Premium	$57,875.46	$56,836.43	$53,800.87	$51,130.03	$48,078.99
Total Dependent Premium	$13,041.96	$12,812.37	$12,141.52	$11,551.24	$10,876.97
Total Monthly Premium	**$70,917.42**	**$69,648.80**	**$65,942.39**	**$62,681.27**	**$58,955.96**
Differential from current premium if all members renew on this plan	**19.99%**	**17.84%**	**11.57%**	**6.05%**	**-0.25%**

KAISER PERMANENTE®

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
1 **AGUILAR, GABRIELA**	Employee	33	Employee	$456.62	$460.25	$439.91	$430.26	$429.77
2 **AGUILERA ALVAREZ, IVON**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
3 **ALCALA, VANESSA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
4 **ALCANTAR GONSALEZ, VICTORIA**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
5 **ALCAZAR, JOSE**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
6 **ALEJANDRE, CAROLINA**	Employee	33	Employee	$456.62	$460.25	$439.91	$430.26	$429.77
7 **ANAYA, MAYRA**	Employee	30	Employee	$432.60	$436.05	$416.77	$407.63	$407.17
8 **ARTEAGA RANGEL, JESUS**	Employee	32	Employee	$450.90	$454.49	$434.40	$424.87	$424.39
9 **AVILA, TALINA**	Employee	32	Employee	$450.90	$454.49	$434.40	$424.87	$424.39
10 **BALASSOUBRAMA NIANE, YAMINI**	Employee	45	Employee	$550.38	$554.76	$530.24	$518.61	$518.02
11 **BANUELOS, LILIANA**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
12 **BARAHONA, JEORJANA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
13 **BARAHONA, NANCY**	Employee	29	Employee + Child(ren)	$426.50	$429.90	$410.90	$401.89	$401.43
	Dependent	1		$305.57	$307.89	$294.90	$288.74	$288.43
14 **BAUTISTA, BEYYANIRA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
15 **BECERRA, LEONOR**	Employee	35	Employee	$465.76	$469.47	$448.72	$438.88	$438.38

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
16 **BERNAL, ROBERTO**	Employee	35	Employee + Spouse	$465.76	$469.47	$448.72	$438.88	$438.38
	Spouse	29		$426.50	$429.90	$410.90	$401.89	$401.43
17 **BRASIL, ANTONIO**	Employee	61	Employee	$1,071.03	$1,079.56	$1,031.83	$1,009.20	$1,008.06
18 **CASTILLO, VIRIDIANA**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
19 **CAZARES, SUSANA**	Employee	34	Employee	$462.71	$466.40	$445.78	$436.00	$435.51
20 **CENTENO, LYDIA**	Employee	36	Employee	$468.81	$472.55	$451.66	$441.75	$441.25
21 **CERVANTES, NINA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
22 **CHAVEZ GAMA, MIRIAM**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
23 **CIPRIANO, CECILIA**	Employee	31	Employee	$441.75	$445.27	$425.58	$416.25	$415.78
24 **CISNEROS, DIANA**	Employee	32	Employee	$450.90	$454.49	$434.40	$424.87	$424.39
25 **CONTRERAS, SUGHEY**	Employee	35	Employee	$465.76	$469.47	$448.72	$438.88	$438.38
26 **CORONA, JENIFER**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
27 **COUGHLIN, HALEY**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
28 **DAHAN, OLIVIA**	Employee	23	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
29 **DARLING, JESSE**	Employee	26	Employee + Family	$390.30	$393.41	$376.01	$367.77	$367.35
	Spouse	32		$450.90	$454.49	$434.40	$424.87	$424.39
	Dependent	4		$305.57	$307.89	$294.90	$288.74	$288.43
30 **DE LA FUENTE, JENNIFER**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
31 **DE LEON, DAVAGY**	Employee	37	Employee + Child(ren)	$471.86	$475.62	$454.59	$444.62	$444.12
	Dependent	9		$305.57	$307.89	$294.90	$288.74	$288.43
	Dependent	5		$305.57	$307.89	$294.90	$288.74	$288.43
32 **DEBERRY, CHRISTINA**	Employee	37	Employee	$471.86	$475.62	$454.59	$444.62	$444.12
33 **FELLIS, MONICA**	Employee	33	Employee	$456.62	$460.25	$439.91	$430.26	$429.77
34 **FERNANDEZ, BIANCA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
35 **FLORES, DEANNA**	Employee	60	Employee	$1,034.44	$1,042.68	$996.58	$974.72	$973.62
36 **FLORES, DIANDRA**	Employee	43	Employee	$517.22	$521.34	$498.29	$487.36	$486.81
37 **FRIAS, JOCELYN**	Employee	26	Employee + Spouse	$390.30	$393.41	$376.01	$367.77	$367.35
	Spouse	31		$441.75	$445.27	$425.58	$416.25	$415.78
38 **GARCIA, ELIZABETH**	Employee	54	Employee	$813.75	$820.23	$783.97	$766.78	$765.91
39 **GODINEZ URIBE, JESSICA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
40 **GOMEZ, DANIELA**	Employee	31	Employee	$441.75	$445.27	$425.58	$416.25	$415.78
41 **GOMEZ, JORGE**	Employee	33	Employee	$456.62	$460.25	$439.91	$430.26	$429.77
42 **GUEVARA, DELLANIRA**	Employee	30	Employee + Child(ren)	$432.60	$436.05	$416.77	$407.63	$407.17
	Dependent	8		$305.57	$307.89	$294.90	$288.74	$288.43

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
43 **GUTIERREZ, ISEL**	Employee	24	Employee + Family	$381.15	$384.18	$367.20	$359.15	$358.74
	Spouse	27		$399.44	$402.63	$384.83	$376.39	$375.96
	Dependent	1		$305.57	$307.89	$294.90	$288.74	$288.43
44 **GUTIERREZ, LAURA**	Employee	32	Employee	$450.90	$454.49	$434.40	$424.87	$424.39
45 **GUTIERREZ, LUZ**	Employee	45	Employee	$550.38	$554.76	$530.24	$518.61	$518.02
46 **HERNANDEZ, SARA**	Employee	40	Employee + Family	$487.11	$490.99	$469.28	$458.99	$458.47
	Spouse	44		$532.46	$536.71	$512.98	$501.73	$501.16
	Dependent	11		$305.57	$307.89	$294.90	$288.74	$288.43
	Dependent	7		$305.57	$307.89	$294.90	$288.74	$288.43
47 **HUERTA DE LA CRUZ, CHRISTOPHER**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
48 **JOHNSON, VANESSA**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
49 **LARA, CHELSEA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
50 **LARA, DIANA**	Employee	25	Employee	$382.67	$385.72	$368.67	$360.58	$360.17
51 **LEDESMA, RIGOBERTO**	Employee	29	Employee	$426.50	$429.90	$410.90	$401.89	$401.43
52 **LEWIS, JASMIN**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
53 **LIMON, EMILY**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
54 **LOPEZ, VICKY**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
55 **LOPEZ SERRANO, LUISA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
56 **LOYA, PATRICIA**	Employee	54	Employee	$813.75	$820.23	$783.97	$766.78	$765.91

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
57 **LUQUIN, IVAN**	Employee	31	Employee	$441.75	$445.27	$425.58	$416.25	$415.78
58 **MACHUCA, CHELSEA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
59 **MALLAMACE, MEGAN**	Employee	43	Employee + Child(ren)	$517.22	$521.34	$498.29	$487.36	$486.81
	Dependent	12		$305.57	$307.89	$294.90	$288.74	$288.43
60 **MARTINEZ, ALMA**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
61 **MARTINEZ ALMANZA, ALMA**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
62 **MEDINA, GUADALUPE**	Employee	25	Employee	$382.67	$385.72	$368.67	$360.58	$360.17
63 **MIJANGOS, ARIANA**	Employee	25	Employee + Child(ren)	$382.67	$385.72	$368.67	$360.58	$360.17
	Dependent	3		$305.57	$307.89	$294.90	$288.74	$288.43
64 **MONTERROSA, VANESSA**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
65 **MOORE, MARIE**	Employee	45	Employee	$550.38	$554.76	$530.24	$518.61	$518.02
66 **MORALES, ARIANA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
67 **MORALES, BIRIDIANA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
68 **NAVA, ANALISSE**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
69 **NGUYEN-CRUZ, MARIA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
70 **NUNEZ, ROMELIA**	Employee	45	Employee	$550.38	$554.76	$530.24	$518.61	$518.02

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
71 **OSUNA, ALEJANDRA**	Employee	28	Employee + Spouse	$414.31	$417.61	$399.15	$390.39	$389.95
	Spouse	28		$414.31	$417.61	$399.15	$390.39	$389.95
72 **PERALES, ABBYGAEL**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
73 **PULIDO, MIREYA**	Employee	25	Employee + Child(ren)	$382.67	$385.72	$368.67	$360.58	$360.17
	Dependent	3		$305.57	$307.89	$294.90	$288.74	$288.43
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	25	Employee	$382.67	$385.72	$368.67	$360.58	$360.17
75 **RAMIREZ SOTO, LIZBETH**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
76 **RIAHI, ELAHEH**	Employee	40	Employee + Child(ren)	$487.11	$490.99	$469.28	$458.99	$458.47
	Dependent	5		$305.57	$307.89	$294.90	$288.74	$288.43
	Dependent	3		$305.57	$307.89	$294.90	$288.74	$288.43
77 **RIVAS, ALYCE**	Employee	31	Employee	$441.75	$445.27	$425.58	$416.25	$415.78
78 **ROCHA-ORTIZ, BERTHA**	Employee	29	Employee	$426.50	$429.90	$410.90	$401.89	$401.43
79 **SALCEDO, EDUARDO**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
80 **SAMANO RUIZ, MAYRA**	Employee	40	Employee	$487.11	$490.99	$469.28	$458.99	$458.47
81 **SANCHEZ, JASMINE**	Employee	28	Employee	$414.31	$417.61	$399.15	$390.39	$389.95
82 **SANTIBANEZ, ANGELICA**	Employee	36	Employee	$468.81	$472.55	$451.66	$441.75	$441.25

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
83 **SCHOPP-ORTEGA, YVETTE**	Employee	38	Employee	$474.91	$478.69	$457.53	$447.50	$446.99
84 **SERNA, BIANCA**	Employee	24	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
85 **SERRANO RIVERA, LIZBETH**	Employee	25	Employee	$382.67	$385.72	$368.67	$360.58	$360.17
86 **SIERRA ORNELAS, JESSICA**	Employee	26	Employee	$390.30	$393.41	$376.01	$367.77	$367.35
87 **SILVESTRE DELGADO, YENIFER**	Employee	31	Employee	$441.75	$445.27	$425.58	$416.25	$415.78
88 **SOLORZANO, MARIA**	Employee	41	Employee + Child(ren)	$496.26	$500.21	$478.09	$467.61	$467.08
	Dependent	0		$305.57	$307.89	$294.90	$288.74	$288.43
89 **SZYMANSKI, KERI**	Employee	46	Employee + Spouse	$571.72	$576.28	$550.80	$538.72	$538.11
	Spouse	48		$623.18	$628.14	$600.37	$587.21	$586.54
90 **TEJADA, ANA**	Employee	34	Employee	$462.71	$466.40	$445.78	$436.00	$435.51
91 **TESO, FRANCES**	Employee	54	Employee + Family	$813.75	$820.23	$783.97	$766.78	$765.91
	Spouse	55		$849.96	$856.73	$818.86	$800.90	$799.99
	Dependent	24		$381.15	$384.18	$367.20	$359.15	$358.74
92 **TORRES, ISABEL**	Employee	23	Employee	$381.15	$384.18	$367.20	$359.15	$358.74
93 **VALDEZ, DAISY**	Employee	36	Employee + Child(ren)	$468.81	$472.55	$451.66	$441.75	$441.25
	Dependent	16		$341.40	$344.00	$329.41	$322.50	$322.15
	Dependent	15		$331.49	$334.02	$319.87	$313.16	$312.82
	Dependent	2		$305.57	$307.89	$294.90	$288.74	$288.43

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Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
94 **VALDOVINOS, ADILENI**	Employee	30	Employee + Child(ren)	$432.60	$436.05	$416.77	$407.63	$407.17
	Dependent	7		$305.57	$307.89	$294.90	$288.74	$288.43
95 **VALENCIA RUIZ, ASHLEY**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
96 **VALENZUELA, CINDY**	Employee	39	Employee	$481.01	$484.84	$463.41	$453.24	$452.73
97 **VASQUEZ, KAREN**	Employee	27	Employee	$399.44	$402.63	$384.83	$376.39	$375.96
98 **VILLASENOR, JUAN**	Employee	36	Employee	$468.81	$472.55	$451.66	$441.75	$441.25
	Total Employee Premium			$44,480.04	$44,834.35	$42,852.30	$41,912.51	$41,864.93
	Total Dependent Premium			$10,081.66	$10,159.92	$9,721.95	$9,514.28	$9,503.79
	Total Monthly Premium			**$54,561.70**	**$54,994.27**	**$52,574.25**	**$51,426.79**	**$51,368.72**
	Differential from current premium if all members renew on this plan			**-7.68%**	**-6.95%**	**-11.05%**	**-12.99%**	**-13.09%**

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
1 **AGUILAR, GABRIELA**	Employee	33	Employee	$421.19	$402.98	$370.56	$379.48	$356.84
2 **AGUILERA ALVAREZ, IVON**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
3 **ALCALA, VANESSA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
4 **ALCANTAR GONSALEZ, VICTORIA**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
5 **ALCAZAR, JOSE**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
6 **ALEJANDRE, CAROLINA**	Employee	33	Employee	$421.19	$402.98	$370.56	$379.48	$356.84
7 **ANAYA, MAYRA**	Employee	30	Employee	$399.04	$381.78	$351.07	$359.52	$338.07
8 **ARTEAGA RANGEL, JESUS**	Employee	32	Employee	$415.92	$397.93	$365.92	$374.73	$352.37
9 **AVILA, TALINA**	Employee	32	Employee	$415.92	$397.93	$365.92	$374.73	$352.37
10 **BALASSOUBRAMA NIANE, YAMINI**	Employee	45	Employee	$507.68	$485.72	$446.65	$457.40	$430.11
11 **BANUELOS, LILIANA**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
12 **BARAHONA, JEORJANA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
13 **BARAHONA, NANCY**	Employee	29	Employee + Child(ren)	$393.42	$376.40	$346.12	$354.45	$333.31
	Dependent	1		$282.95	$271.32	$250.62	$256.31	$241.86
14 **BAUTISTA, BEYYANIRA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
15 **BECERRA, LEONOR**	Employee	35	Employee	$429.63	$411.05	$377.98	$387.08	$363.99

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
16 **BERNAL, ROBERTO**	Employee	35	Employee + Spouse	$429.63	$411.05	$377.98	$387.08	$363.99
	Spouse	29		$393.42	$376.40	$346.12	$354.45	$333.31
17 **BRASIL, ANTONIO**	Employee	61	Employee	$987.94	$945.21	$869.18	$890.10	$837.00
18 **CASTILLO, VIRIDIANA**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
19 **CAZARES, SUSANA**	Employee	34	Employee	$426.82	$408.36	$375.51	$384.55	$361.61
20 **CENTENO, LYDIA**	Employee	36	Employee	$432.44	$413.74	$380.46	$389.62	$366.37
21 **CERVANTES, NINA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
22 **CHAVEZ GAMA, MIRIAM**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
23 **CIPRIANO, CECILIA**	Employee	31	Employee	$407.48	$389.86	$358.50	$367.13	$345.22
24 **CISNEROS, DIANA**	Employee	32	Employee	$415.92	$397.93	$365.92	$374.73	$352.37
25 **CONTRERAS, SUGHEY**	Employee	35	Employee	$429.63	$411.05	$377.98	$387.08	$363.99
26 **CORONA, JENIFER**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
27 **COUGHLIN, HALEY**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
28 **DAHAN, OLIVIA**	Employee	23	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
29 **DARLING, JESSE**	Employee	26	Employee + Family	$360.02	$344.45	$316.74	$324.36	$305.01
	Spouse	32		$415.92	$397.93	$365.92	$374.73	$352.37
	Dependent	4		$282.95	$271.32	$250.62	$256.31	$241.86
30 **DE LA FUENTE, JENNIFER**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86

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Dental Rate Area: A

Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
31 **DE LEON, DAVAGY**	Employee	37	Employee + Child(ren)	$435.25	$416.43	$382.93	$392.15	$368.75
	Dependent	9		$282.95	$271.32	$250.62	$256.31	$241.86
	Dependent	5		$282.95	$271.32	$250.62	$256.31	$241.86
32 **DEBERRY, CHRISTINA**	Employee	37	Employee	$435.25	$416.43	$382.93	$392.15	$368.75
33 **FELLIS, MONICA**	Employee	33	Employee	$421.19	$402.98	$370.56	$379.48	$356.84
34 **FERNANDEZ, BIANCA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
35 **FLORES, DEANNA**	Employee	60	Employee	$954.19	$912.92	$839.48	$859.69	$808.40
36 **FLORES, DIANDRA**	Employee	43	Employee	$477.09	$456.46	$419.74	$429.84	$404.20
37 **FRIAS, JOCELYN**	Employee	26	Employee + Spouse	$360.02	$344.45	$316.74	$324.36	$305.01
	Spouse	31		$407.48	$389.86	$358.50	$367.13	$345.22
38 **GARCIA, ELIZABETH**	Employee	54	Employee	$750.62	$718.16	$660.39	$676.28	$635.94
39 **GODINEZ URIBE, JESSICA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
40 **GOMEZ, DANIELA**	Employee	31	Employee	$407.48	$389.86	$358.50	$367.13	$345.22
41 **GOMEZ, JORGE**	Employee	33	Employee	$421.19	$402.98	$370.56	$379.48	$356.84
42 **GUEVARA, DELLANIRA**	Employee	30	Employee + Child(ren)	$399.04	$381.78	$351.07	$359.52	$338.07
	Dependent	8		$282.95	$271.32	$250.62	$256.31	$241.86

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
43 **GUTIERREZ, ISEL**	Employee	24	Employee + Family	$351.58	$336.37	$309.32	$316.76	$297.86
	Spouse	27		$368.45	$352.52	$324.16	$331.96	$312.16
	Dependent	1		$282.95	$271.32	$250.62	$256.31	$241.86
44 **GUTIERREZ, LAURA**	Employee	32	Employee	$415.92	$397.93	$365.92	$374.73	$352.37
45 **GUTIERREZ, LUZ**	Employee	45	Employee	$507.68	$485.72	$446.65	$457.40	$430.11
46 **HERNANDEZ, SARA**	Employee	40	Employee + Family	$449.32	$429.89	$395.31	$404.82	$380.67
	Spouse	44		$491.16	$469.91	$432.11	$442.51	$416.11
	Dependent	11		$282.95	$271.32	$250.62	$256.31	$241.86
	Dependent	7		$282.95	$271.32	$250.62	$256.31	$241.86
47 **HUERTA DE LA CRUZ, CHRISTOPHER**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
48 **JOHNSON, VANESSA**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
49 **LARA, CHELSEA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
50 **LARA, DIANA**	Employee	25	Employee	$352.99	$337.72	$310.55	$318.03	$299.05
51 **LEDESMA, RIGOBERTO**	Employee	29	Employee	$393.42	$376.40	$346.12	$354.45	$333.31
52 **LEWIS, JASMIN**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
53 **LIMON, EMILY**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
54 **LOPEZ, VICKY**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
55 **LOPEZ SERRANO, LUISA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
56 **LOYA, PATRICIA**	Employee	54	Employee	$750.62	$718.16	$660.39	$676.28	$635.94

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
57 **LUQUIN, IVAN**	Employee	31	Employee	$407.48	$389.86	$358.50	$367.13	$345.22
58 **MACHUCA, CHELSEA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
59 **MALLAMACE, MEGAN**	Employee	43	Employee + Child(ren)	$477.09	$456.46	$419.74	$429.84	$404.20
	Dependent	12		$282.95	$271.32	$250.62	$256.31	$241.86
60 **MARTINEZ, ALMA**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
61 **MARTINEZ ALMANZA, ALMA**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
62 **MEDINA, GUADALUPE**	Employee	25	Employee	$352.99	$337.72	$310.55	$318.03	$299.05
63 **MIJANGOS, ARIANA**	Employee	25	Employee + Child(ren)	$352.99	$337.72	$310.55	$318.03	$299.05
	Dependent	3		$282.95	$271.32	$250.62	$256.31	$241.86
64 **MONTERROSA, VANESSA**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
65 **MOORE, MARIE**	Employee	45	Employee	$507.68	$485.72	$446.65	$457.40	$430.11
66 **MORALES, ARIANA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
67 **MORALES, BIRIDIANA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
68 **NAVA, ANALISSE**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
69 **NGUYEN-CRUZ, MARIA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
70 **NUNEZ, ROMELIA**	Employee	45	Employee	$507.68	$485.72	$446.65	$457.40	$430.11

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
71 **OSUNA, ALEJANDRA**	Employee	28	Employee + Spouse	$382.17	$365.64	$336.23	$344.32	$323.78
	Spouse	28		$382.17	$365.64	$336.23	$344.32	$323.78
72 **PERALES, ABBYGAEL**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
73 **PULIDO, MIREYA**	Employee	25	Employee + Child(ren)	$352.99	$337.72	$310.55	$318.03	$299.05
	Dependent	3		$282.95	$271.32	$250.62	$256.31	$241.86
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	25	Employee	$352.99	$337.72	$310.55	$318.03	$299.05
75 **RAMIREZ SOTO, LIZBETH**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
76 **RIAHI, ELAHEH**	Employee	40	Employee + Child(ren)	$449.32	$429.89	$395.31	$404.82	$380.67
	Dependent	5		$282.95	$271.32	$250.62	$256.31	$241.86
	Dependent	3		$282.95	$271.32	$250.62	$256.31	$241.86
77 **RIVAS, ALYCE**	Employee	31	Employee	$407.48	$389.86	$358.50	$367.13	$345.22
78 **ROCHA-ORTIZ, BERTHA**	Employee	29	Employee	$393.42	$376.40	$346.12	$354.45	$333.31
79 **SALCEDO, EDUARDO**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
80 **SAMANO RUIZ, MAYRA**	Employee	40	Employee	$449.32	$429.89	$395.31	$404.82	$380.67
81 **SANCHEZ, JASMINE**	Employee	28	Employee	$382.17	$365.64	$336.23	$344.32	$323.78
82 **SANTIBANEZ, ANGELICA**	Employee	36	Employee	$432.44	$413.74	$380.46	$389.62	$366.37

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
83 **SCHOPP-ORTEGA, YVETTE**	Employee	38	Employee	$438.07	$419.12	$385.41	$394.68	$371.14
84 **SERNA, BIANCA**	Employee	24	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
85 **SERRANO RIVERA, LIZBETH**	Employee	25	Employee	$352.99	$337.72	$310.55	$318.03	$299.05
86 **SIERRA ORNELAS, JESSICA**	Employee	26	Employee	$360.02	$344.45	$316.74	$324.36	$305.01
87 **SILVESTRE DELGADO, YENIFER**	Employee	31	Employee	$407.48	$389.86	$358.50	$367.13	$345.22
88 **SOLORZANO, MARIA**	Employee	41	Employee + Child(ren)	$457.76	$437.96	$402.73	$412.42	$387.82
	Dependent	0		$282.95	$271.32	$250.62	$256.31	$241.86
89 **SZYMANSKI, KERI**	Employee	46	Employee + Spouse	$527.37	$504.56	$463.97	$475.14	$446.79
	Spouse	48		$574.83	$549.97	$505.73	$517.90	$487.01
90 **TEJADA, ANA**	Employee	34	Employee	$426.82	$408.36	$375.51	$384.55	$361.61
91 **TESO, FRANCES**	Employee	54	Employee + Family	$750.62	$718.16	$660.39	$676.28	$635.94
	Spouse	55		$784.02	$750.11	$689.78	$706.38	$664.23
	Dependent	24		$351.58	$336.37	$309.32	$316.76	$297.86
92 **TORRES, ISABEL**	Employee	23	Employee	$351.58	$336.37	$309.32	$316.76	$297.86
93 **VALDEZ, DAISY**	Employee	36	Employee + Child(ren)	$432.44	$413.74	$380.46	$389.62	$366.37
	Dependent	16		$316.00	$302.94	$279.69	$286.09	$269.85
	Dependent	15		$306.86	$294.19	$271.65	$277.85	$262.11
	Dependent	2		$282.95	$271.32	$250.62	$256.31	$241.86

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Renewal Options: HMO Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
94 **VALDOVINOS, ADILENI**	Employee	30	Employee + Child(ren)	$399.04	$381.78	$351.07	$359.52	$338.07
	Dependent	7		$282.95	$271.32	$250.62	$256.31	$241.86
95 **VALENCIA RUIZ, ASHLEY**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
96 **VALENZUELA, CINDY**	Employee	39	Employee	$443.69	$424.50	$390.36	$399.75	$375.90
97 **VASQUEZ, KAREN**	Employee	27	Employee	$368.45	$352.52	$324.16	$331.96	$312.16
98 **VILLASENOR, JUAN**	Employee	36	Employee	$432.44	$413.74	$380.46	$389.62	$366.37
	Total Employee Premium			$41,029.35	$39,254.85	$36,097.20	$36,965.90	$34,760.51
	Total Dependent Premium			$9,319.09	$8,926.96	$8,229.13	$8,421.04	$7,933.77
	Total Monthly Premium			**$50,348.44**	**$48,181.81**	**$44,326.33**	**$45,386.94**	**$42,694.28**
	Differential from current premium if all members renew on this plan			**-14.81%**	**-18.48%**	**-25.00%**	**-23.21%**	**-27.76%**

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HMO Plan Benefits

Summary of Benefits and Coverage (SBC) documents for all our plans are available at account.kp.org. For more information about plan benefits and restrictions, refer to the plan highlight information at account.kp.org.
The abbreviation "Alt," in certain plan names, designates Kaiser Permanente developed plans that are different from the standard plans and are available through Covered California for Small Business. These Alt plans also include chiro/acu benefits with the exception of the Gold 80 HDHP HMO 1600/15% Alt plan..

Benefits/Services	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20 + Child Dental	Gold 80 HMO 0/30 + Child Dental Alt	Gold 80 HMO 250/35 + Child Dental	Gold 80 HMO 1000/40 + Child Dental Alt
Plan Deductible	$0	$0	$0	$250 $500	$1,000 Individual $2,000 Family
Out-of-Pocket (OOP) Maximum	$3,000 Individual $6,000 Family	$4,500 Individual $9,000 Family	$7,500 Individual $15,000 Family	$7,800 Individual $15,600 Family	$7,800 Individual $15,600 Family
Primary Care Visits	$10	$20	$30	$35	$40
Specialty Care Visits	$20	$30	$50	$55	$60
Outpatient Surgery	$300	$125	$320	$335 (after deductible)	$350
Emergency Visits	$200	$150	$250	$250 (after deductible)	$350
Inpatient Hospital Care	$500 per admission	$250 per day up to 5 days per admission	$600 per day up to 5 days per admission	$600 per day up to 5 days per admission (after deductible)	$600 per day up to 5 days per admission (after deductible)
Prescriptions					
Generic *Up to a 30-day supply*	$5	$5	$15	$15	$20
Brand *Up to a 30-day supply*	$15	$20	$50	$40	$50 (after $250 drug deductible)
Specialty *Up to a 30-day supply*	10% up to $250 maximum	10% up to $250 maximum	20% up to $250 maximum	20% up to $250 maximum	20% up to $250 maximum (after $250 drug deductible)

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HMO Plan Benefits (continued)

Benefits/Services	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental	Silver 70 HMO 1900/65 + Child Dental Alt	Silver 70 HMO 2300/65 + Child Dental Alt	Silver 70 HMO 2500/55 + Child Dental
Plan Deductible	$3,000 Individual $1,600 Self-only $3,200 Family	$2,250 Individual $4,500 Family	$1,900 Individual $3,800 Family	$2,300 Individual $4,600 Family	$2,500 Individual $5,000 Family
Out-of-Pocket (OOP) Maximum	$3,550 Individual $7,100 Family	$8,500 Individual $17,000 Family	$8,750 Individual $17,500 Family	$8,750 Individual $17,500 Family	$8,750 Individual $17,500 Family
Primary Care Visits	15% (after deductible)	$35	$65	$65	$55
Specialty Care Visits	15% (after deductible)	$50	$100	$100	$90
Outpatient Surgery	15% (after deductible)	25% (after deductible)	45% (after deductible)	45% (after deductible)	35% (after deductible)
Emergency Visits	15% (after deductible)	25% (after deductible)	45% (after deductible)	45% (after deductible)	30% (after deductible)
Inpatient Hospital Care	15% (after deductible)	25% (after deductible)	45% (after deductible)	45% (after deductible)	40% (after deductible)
Prescriptions					
Generic *Up to a 30-day supply*	$15 (after deductible)	$15	$20	$20	$19
Brand *Up to a 30-day supply*	$45 (after deductible)	$30 (after $100 drug deductible)	$100	$100 (after $500 drug deductible)	$85 (after $370 drug deductible)
Specialty *Up to a 30-day supply*	15% up to $250 maximum (after deductible)	20% (after $100 drug deductible) up to $250 maximum	20% up to $250 maximum (after deductible)	20% up to $250 maximum (after $500 drug deductible)	30% up to $250 maximum (after $370 drug deductible)

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
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HMO Plan Benefits (continued)

Benefits/Services	Silver 70 HMO 2800/65 + Child Dental Alt	Silver 70 HDHP HMO 2700/25% + Child Dental	Bronze 60 HMO 5400/60 + Child Dental Alt	Bronze 60 HMO 6300/65 + Child Dental	Bronze 60 HDHP HMO 7000/0 + Child Dental
Plan Deductible	$2,800 Individual $5,600 Family	$3,000 Individual $2,700 Self-only $5,400 Family	$5,400 Individual $10,800 Family	$6,300 Individual $12,600 Family	$7,000 Individual $14,000 Family
Out-of-Pocket (OOP) Maximum	$8,750 Individual $17,500 Family	$7,200 Individual $14,400 Family	$8,300 Individual $16,600 Family	$8,600 Individual $17,200 Family	$7,000 Individual $14,000 Family
Primary Care Visits	$65	25% (after deductible)	$60 (after deductible	$65 (after deductible)	$0 (after deductible)
Specialty Care Visits	$100	25% (after deductible)	$80 (after deductible)	$95 (after deductible)	$0 (after deductible)
Outpatient Surgery	45% (after deductible)	25% (after deductible)	50% (after deductible)	40% (after deductible)	$0 (after deductible)
Emergency Visits	45% (after deductible)	25% (after deductible)	50% (after deductible)	40% (after deductible)	$0 (after deductible)
Inpatient Hospital Care	45% (after deductible)	25% (after deductible)	50% (after deductible)	40% (after deductible)	$0 (after deductible)
Prescriptions					
Generic *Up to a 30-day supply*	$20	25% up to $250 maximum (after deductible)	$20	$18 (after $500 drug deductible)	$0 (after deductible)
Brand *Up to a 30-day supply*	$100 (after deductible)	25% up to $250 maximum (after deductible)	50% up to $500 maximum (after deductible)	40% up to $500 maximum(after $500 drug deductible)	$0 (after deductible)
Specialty *Up to a 30-day supply*	45% up to $250 maximum (after deductible)	25% up to $250 maximum (after deductible)	50% up to $500 maximum (after deductible)	40% up to $500 maximum (after $500 drug deductible)	$0 (after deductible)

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Renewal Options: PPO Insurance Plans

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
1 **AGUILAR, GABRIELA**	Employee	33	Employee	$1,158.03	$1,018.94	$837.43	$735.25
2 **AGUILERA ALVAREZ, IVON**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
3 **ALCALA, VANESSA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
4 **ALCANTAR GONSALEZ, VICTORIA**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19
5 **ALCAZAR, JOSE**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
6 **ALEJANDRE, CAROLINA**	Employee	33	Employee	$1,158.03	$1,018.94	$837.43	$735.25
7 **ANAYA, MAYRA**	Employee	30	Employee	$1,097.13	$965.36	$793.40	$696.58
8 **ARTEAGA RANGEL, JESUS**	Employee	32	Employee	$1,143.53	$1,006.18	$826.95	$726.04
9 **AVILA, TALINA**	Employee	32	Employee	$1,143.53	$1,006.18	$826.95	$726.04
10 **BALASSOUBRAMA NIANE, YAMINI**	Employee	45	Employee	$1,395.82	$1,228.17	$1,009.40	$886.22
11 **BANUELOS, LILIANA**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19
12 **BARAHONA, JEORJANA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
13 **BARAHONA, NANCY**	Employee	29	Employee + Child(ren)	$1,081.67	$951.75	$782.21	$686.76
	Dependent	1		$739.48	$650.66	$534.76	$469.50
14 **BAUTISTA, BEYYANIRA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
15 **BECERRA, LEONOR**	Employee	35	Employee	$1,181.23	$1,039.35	$854.21	$749.98

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
16 **BERNAL, ROBERTO**	Employee	35	Employee + Spouse	$1,181.23	$1,039.35	$854.21	$749.98
	Spouse	29		$1,081.67	$951.75	$782.21	$686.76
17 **BRASIL, ANTONIO**	Employee	61	Employee	$2,716.25	$2,390.00	$1,964.27	$1,724.57
18 **CASTILLO, VIRIDIANA**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
19 **CAZARES, SUSANA**	Employee	34	Employee	$1,173.50	$1,032.55	$848.62	$745.07
20 **CENTENO, LYDIA**	Employee	36	Employee	$1,188.96	$1,046.16	$859.80	$754.89
21 **CERVANTES, NINA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
22 **CHAVEZ GAMA, MIRIAM**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
23 **CIPRIANO, CECILIA**	Employee	31	Employee	$1,120.33	$985.77	$810.17	$711.31
24 **CISNEROS, DIANA**	Employee	32	Employee	$1,143.53	$1,006.18	$826.95	$726.04
25 **CONTRERAS, SUGHEY**	Employee	35	Employee	$1,181.23	$1,039.35	$854.21	$749.98
26 **CORONA, JENIFER**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19
27 **COUGHLIN, HALEY**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19
28 **DAHAN, OLIVIA**	Employee	23	Employee	$966.64	$850.53	$699.03	$613.73
29 **DARLING, JESSE**	Employee	26	Employee + Family	$989.84	$870.95	$715.80	$628.46
	Spouse	32		$1,143.53	$1,006.18	$826.95	$726.04
	Dependent	4		$739.48	$650.66	$534.76	$469.50
30 **DE LA FUENTE, JENNIFER**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
31 **DE LEON, DAVAGY**	Employee	37	Employee + Child(ren)	$1,196.70	$1,052.96	$865.40	$759.79
	Dependent	9		$739.48	$650.66	$534.76	$469.50
	Dependent	5		$739.48	$650.66	$534.76	$469.50
32 **DEBERRY, CHRISTINA**	Employee	37	Employee	$1,196.70	$1,052.96	$865.40	$759.79
33 **FELLIS, MONICA**	Employee	33	Employee	$1,158.03	$1,018.94	$837.43	$735.25
34 **FERNANDEZ, BIANCA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
35 **FLORES, DEANNA**	Employee	60	Employee	$2,623.45	$2,308.35	$1,897.16	$1,665.66
36 **FLORES, DIANDRA**	Employee	43	Employee	$1,311.73	$1,154.18	$948.58	$832.83
37 **FRIAS, JOCELYN**	Employee	26	Employee + Spouse	$989.84	$870.95	$715.80	$628.46
	Spouse	31		$1,120.33	$985.77	$810.17	$711.31
38 **GARCIA, ELIZABETH**	Employee	54	Employee	$2,063.77	$1,815.89	$1,492.42	$1,310.31
39 **GODINEZ URIBE, JESSICA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
40 **GOMEZ, DANIELA**	Employee	31	Employee	$1,120.33	$985.77	$810.17	$711.31
41 **GOMEZ, JORGE**	Employee	33	Employee	$1,158.03	$1,018.94	$837.43	$735.25
42 **GUEVARA, DELLANIRA**	Employee	30	Employee + Child(ren)	$1,097.13	$965.36	$793.40	$696.58
	Dependent	8		$739.48	$650.66	$534.76	$469.50
43 **GUTIERREZ, ISEL**	Employee	24	Employee + Family	$966.64	$850.53	$699.03	$613.73
	Spouse	27		$1,013.04	$891.36	$732.58	$643.19
	Dependent	1		$739.48	$650.66	$534.76	$469.50

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
44 **GUTIERREZ, LAURA**	Employee	32	Employee	$1,143.53	$1,006.18	$826.95	$726.04
45 **GUTIERREZ, LUZ**	Employee	45	Employee	$1,395.82	$1,228.17	$1,009.40	$886.22
46 **HERNANDEZ, SARA**	Employee	40	Employee + Family	$1,235.36	$1,086.98	$893.36	$784.34
	Spouse	44		$1,350.39	$1,188.20	$976.54	$857.38
	Dependent	11		$739.48	$650.66	$534.76	$469.50
	Dependent	7		$739.48	$650.66	$534.76	$469.50
47 **HUERTA DE LA CRUZ, CHRISTOPHER**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
48 **JOHNSON, VANESSA**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
49 **LARA, CHELSEA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
50 **LARA, DIANA**	Employee	25	Employee	$970.50	$853.94	$701.82	$616.18
51 **LEDESMA, RIGOBERTO**	Employee	29	Employee	$1,081.67	$951.75	$782.21	$686.76
52 **LEWIS, JASMIN**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
53 **LIMON, EMILY**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
54 **LOPEZ, VICKY**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
55 **LOPEZ SERRANO, LUISA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
56 **LOYA, PATRICIA**	Employee	54	Employee	$2,063.77	$1,815.89	$1,492.42	$1,310.31
57 **LUQUIN, IVAN**	Employee	31	Employee	$1,120.33	$985.77	$810.17	$711.31
58 **MACHUCA, CHELSEA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
59 **MALLAMACE, MEGAN**	Employee	43	Employee + Child(ren)	$1,311.73	$1,154.18	$948.58	$832.83
	Dependent	12		$739.48	$650.66	$534.76	$469.50
60 **MARTINEZ, ALMA**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19
61 **MARTINEZ ALMANZA, ALMA**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
62 **MEDINA, GUADALUPE**	Employee	25	Employee	$970.50	$853.94	$701.82	$616.18
63 **MIJANGOS, ARIANA**	Employee	25	Employee + Child(ren)	$970.50	$853.94	$701.82	$616.18
	Dependent	3		$739.48	$650.66	$534.76	$469.50
64 **MONTERROSA, VANESSA**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
65 **MOORE, MARIE**	Employee	45	Employee	$1,395.82	$1,228.17	$1,009.40	$886.22
66 **MORALES, ARIANA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
67 **MORALES, BIRIDIANA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
68 **NAVA, ANALISSE**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
69 **NGUYEN-CRUZ, MARIA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
70 **NUNEZ, ROMELIA**	Employee	45	Employee	$1,395.82	$1,228.17	$1,009.40	$886.22
71 **OSUNA, ALEJANDRA**	Employee	28	Employee + Spouse	$1,050.73	$924.53	$759.84	$667.12
	Spouse	28		$1,050.73	$924.53	$759.84	$667.12
72 **PERALES, ABBYGAEL**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
73 **PULIDO, MIREYA**	Employee	25	Employee + Child(ren)	$970.50	$853.94	$701.82	$616.18
	Dependent	3		$739.48	$650.66	$534.76	$469.50
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	25	Employee	$970.50	$853.94	$701.82	$616.18
75 **RAMIREZ SOTO, LIZBETH**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
76 **RIAHI, ELAHEH**	Employee	40	Employee + Child(ren)	$1,235.36	$1,086.98	$893.36	$784.34
	Dependent	5		$739.48	$650.66	$534.76	$469.50
	Dependent	3		$739.48	$650.66	$534.76	$469.50
77 **RIVAS, ALYCE**	Employee	31	Employee	$1,120.33	$985.77	$810.17	$711.31
78 **ROCHA-ORTIZ, BERTHA**	Employee	29	Employee	$1,081.67	$951.75	$782.21	$686.76
79 **SALCEDO, EDUARDO**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
80 **SAMANO RUIZ, MAYRA**	Employee	40	Employee	$1,235.36	$1,086.98	$893.36	$784.34
81 **SANCHEZ, JASMINE**	Employee	28	Employee	$1,050.73	$924.53	$759.84	$667.12
82 **SANTIBANEZ, ANGELICA**	Employee	36	Employee	$1,188.96	$1,046.16	$859.80	$754.89
83 **SCHOPP-ORTEGA, YVETTE**	Employee	38	Employee	$1,204.43	$1,059.77	$870.99	$764.70
84 **SERNA, BIANCA**	Employee	24	Employee	$966.64	$850.53	$699.03	$613.73
85 **SERRANO RIVERA, LIZBETH**	Employee	25	Employee	$970.50	$853.94	$701.82	$616.18

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
86 **SIERRA ORNELAS, JESSICA**	Employee	26	Employee	$989.84	$870.95	$715.80	$628.46
87 **SILVESTRE DELGADO, YENIFER**	Employee	31	Employee	$1,120.33	$985.77	$810.17	$711.31
88 **SOLORZANO, MARIA**	Employee	41	Employee + Child(ren)	$1,258.56	$1,107.40	$910.13	$799.07
	Dependent	0		$739.48	$650.66	$534.76	$469.50
89 **SZYMANSKI, KERI**	Employee	46	Employee + Spouse	$1,449.96	$1,275.80	$1,048.54	$920.59
	Spouse	48		$1,580.45	$1,390.62	$1,142.91	$1,003.44
90 **TEJADA, ANA**	Employee	34	Employee	$1,173.50	$1,032.55	$848.62	$745.07
91 **TESO, FRANCES**	Employee	54	Employee + Family	$2,063.77	$1,815.89	$1,492.42	$1,310.31
	Spouse	55		$2,155.60	$1,896.69	$1,558.83	$1,368.61
	Dependent	24		$966.64	$850.53	$699.03	$613.73
92 **TORRES, ISABEL**	Employee	23	Employee	$966.64	$850.53	$699.03	$613.73
93 **VALDEZ, DAISY**	Employee	36	Employee + Child(ren)	$1,188.96	$1,046.16	$859.80	$754.89
	Dependent	16		$830.34	$730.61	$600.46	$527.19
	Dependent	15		$805.21	$708.50	$582.29	$511.24
	Dependent	2		$739.48	$650.66	$534.76	$469.50
94 **VALDOVINOS, ADILENI**	Employee	30	Employee + Child(ren)	$1,097.13	$965.36	$793.40	$696.58
	Dependent	7		$739.48	$650.66	$534.76	$469.50
95 **VALENCIA RUIZ, ASHLEY**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19

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Renewal Options: PPO Insurance Plans (continued)

Employee Name	Status	Age at Renewal	Tier	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
96 **VALENZUELA, CINDY**	Employee	39	Employee	$1,219.90	$1,073.38	$882.17	$774.52
97 **VASQUEZ, KAREN**	Employee	27	Employee	$1,013.04	$891.36	$732.58	$643.19
98 **VILLASENOR, JUAN**	Employee	36	Employee	$1,188.96	$1,046.16	$859.80	$754.89
			Total Employee Premium	$112,806.56	$99,257.36	$81,576.41	$71,622.09
			Total Dependent Premium	$24,929.61	$21,935.30	$18,027.97	$15,828.01
			Total Monthly Premium	**$137,736.17**	**$121,192.66**	**$99,604.38**	**$87,450.10**
			Differential from current premium if all members renew on this plan	**133.04%**	**105.05%**	**68.53%**	**47.96%**

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PPO Insurance Plan Benefits

Summary of Benefits and Coverage (SBC) documents for all our plans are available at account.kp.org. SBCs include information to help employees make the right plan choice based on their needs, and you are required to provide eligible employees with SBCs for your renewal plan(s) or for any plan(s) you change to in the future. For more information about plan benefits and restrictions, refer to the plan highlight information at account.kp.org.

	Platinum 90 PPO 0/15 + Child Dental		Gold 80 PPO 350/25 + Child Dental	
Benefits/Services	**Participating Providers (in-network)**	**Non-Participating Providers (out-of-network)**	**Participating Providers (in-network)**	**Non-Participating Providers (out-of-network)**
Plan Deductible	$0	$500 Individual $1,000 Family	$350 $700 Family	$1,000 Individual $2,000 Family
Out-of-Pocket (OOP) Maximum	$4,500 Individual $9,000 Family	$9,000 Individual $18,000 Family	$7,800 Individual $15,600 Family	$15,600 Individual $31,200 Family
Primary Care Visits	$15	30% (after deductible)	$25	40% (after deductible)
Specialty Care Visits	$30	30% (after deductible)	$50	40% (after deductible)
Outpatient Surgery	10%	30% (after deductible)	20%	40% (after deductible)
Emergency Visits	$200	$200	20% (after deductible)	20% (after deductible)
Inpatient Hospital Care	10%	30% (after deductible)	20% (after deductible)	40% (after deductible)
Prescriptions: In-network prescriptions must be filled at a MedImpact pharmacy				
Generic *Up to a 30-day supply*	$10	Not Covered	$15	Not Covered
Brand *Up to a 30-day supply*	$25	Not Covered	$50	Not Covered
Specialty *Up to a 30-day supply*	10% up to $250 maximum	Not Covered	20% up to $250 maximum	Not Covered

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PPO Insurance Plan Benefits (continued)

	Silver 70 PPO 2500/55 + Child Dental		Bronze 60 PPO 6300/65 + Child Dental	
Benefits/Services	**Participating Providers (in-network)**	**Non-Participating Providers (out-of-network)**	**Participating Providers (in-network)**	**Non-Participating Providers (out-of-network)**
Plan Deductible	$2,500 Individual $5,000 Family	$5,000 Individual $10,000 Family	$6,300 Individual $12,600 Family	$12,600 Individual $25,200 Family
Out-of-Pocket (OOP) Maximum	$8,750 Individual $17,500Family	$17,500 Individual $35,000 Family	$8,200 Individual $16,400 Family	$16,400 Individual $32,800 Family
Primary Care Visits	$55	40% (after deductible)	$65 (after deductible)	100% (up to OOP maximum)
Specialty Care Visits	$90	40% (after deductible)	$95 (after deductible)	100% (up to OOP maximum)
Outpatient Surgery	35% (after deductible)	50% (after deductible)	40% (after deductible)	100% (up to OOP maximum)
Emergency Visits	30% (after deductible)	30% (after deductible)	40% (after deductible)	40% (up to OOP maximum)
Inpatient Hospital Care	40% (after deductible)	50% (after deductible)	40% (after deductible)	100% (up to OOP maximum)
Prescriptions: In-network prescriptions must be filled at a MedImpact pharmacy				
Generic *Up to a 30-day supply*	$19	Not Covered	$18 (after $500 drug deductible)	Not Covered
Brand *Up to a 30-day supply*	$85 (after $300 drug deductible)	Not Covered	40% up to $500 maximum(after $500 drug deductible)	Not Covered
Specialty *Up to a 30-day supply*	30% up to $250 maximum (after $300 drug deductible)	Not Covered	40% up to $500 maximum (after $500 drug deductible)	Not Covered

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Renewal Options: Supplemental Family Dental Plans—DeltaCare HMO

Dental rates are based on the ZIP code of your business location.

Employee Name	Status	Tier	DeltaCare HMO 10A	DeltaCare HMO 13B
1 AGUILAR, GABRIELA	Employee	Employee	$23.71	$17.36
2 AGUILERA ALVAREZ, IVON	Employee	Employee	$23.71	$17.36
3 ALCALA, VANESSA	Employee	Employee	$23.71	$17.36
4 ALCANTAR GONSALEZ, VICTORIA	Employee	Employee	$23.71	$17.36
5 ALCAZAR, JOSE	Employee	Employee	$23.71	$17.36
6 ALEJANDRE, CAROLINA	Employee	Employee	$23.71	$17.36
7 ANAYA, MAYRA	Employee	Employee	$23.71	$17.36
8 ARTEAGA RANGEL, JESUS	Employee	Employee	$23.71	$17.36
9 AVILA, TALINA	Employee	Employee	$23.71	$17.36
10 BALASSOUBRAMANIANE, YAMINI	Employee	Employee	$23.71	$17.36
11 BANUELOS, LILIANA	Employee	Employee	$23.71	$17.36
12 BARAHONA, JEORJANA	Employee	Employee	$23.71	$17.36
13 BARAHONA, NANCY	Employee	Employee + Child(ren)	$63.07	$46.18
14 BAUTISTA, BEYYANIRA	Employee	Employee	$23.71	$17.36
15 BECERRA, LEONOR	Employee	Employee	$23.71	$17.36
16 BERNAL, ROBERTO	Employee	Employee + Spouse	$45.29	$33.16
17 BRASIL, ANTONIO	Employee	Employee	$23.71	$17.36
18 CASTILLO, VIRIDIANA	Employee	Employee	$23.71	$17.36
19 CAZARES, SUSANA	Employee	Employee	$23.71	$17.36
20 CENTENO, LYDIA	Employee	Employee	$23.71	$17.36
21 CERVANTES, NINA	Employee	Employee	$23.71	$17.36

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Renewal Options: Supplemental Family Dental Plans—DeltaCare HMO (continued)

Employee Name	Status	Tier	DeltaCare HMO 10A	DeltaCare HMO 13B
22 CHAVEZ GAMA, MIRIAM	Employee	Employee	$23.71	$17.36
23 CIPRIANO, CECILIA	Employee	Employee	$23.71	$17.36
24 CISNEROS, DIANA	Employee	Employee	$23.71	$17.36
25 CONTRERAS, SUGHEY	Employee	Employee	$23.71	$17.36
26 CORONA, JENIFER	Employee	Employee	$23.71	$17.36
27 COUGHLIN, HALEY	Employee	Employee	$23.71	$17.36
28 DAHAN, OLIVIA	Employee	Employee	$23.71	$17.36
29 DARLING, JESSE	Employee	Employee + Family	$87.02	$63.71
30 DE LA FUENTE, JENNIFER	Employee	Employee	$23.71	$17.36
31 DE LEON, DAVAGY	Employee	Employee + Child(ren)	$63.07	$46.18
32 DEBERRY, CHRISTINA	Employee	Employee	$23.71	$17.36
33 FELLIS, MONICA	Employee	Employee	$23.71	$17.36
34 FERNANDEZ, BIANCA	Employee	Employee	$23.71	$17.36
35 FLORES, DEANNA	Employee	Employee	$23.71	$17.36
36 FLORES, DIANDRA	Employee	Employee	$23.71	$17.36
37 FRIAS, JOCELYN	Employee	Employee + Spouse	$45.29	$33.16
38 GARCIA, ELIZABETH	Employee	Employee	$23.71	$17.36
39 GODINEZ URIBE, JESSICA	Employee	Employee	$23.71	$17.36
40 GOMEZ, DANIELA	Employee	Employee	$23.71	$17.36
41 GOMEZ, JORGE	Employee	Employee	$23.71	$17.36
42 GUEVARA, DELLANIRA	Employee	Employee + Child(ren)	$63.07	$46.18
43 GUTIERREZ, ISEL	Employee	Employee + Family	$87.02	$63.71
44 GUTIERREZ, LAURA	Employee	Employee	$23.71	$17.36
45 GUTIERREZ, LUZ	Employee	Employee	$23.71	$17.36

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Renewal Options: Supplemental Family Dental Plans—DeltaCare HMO (continued)

Employee Name	Status	Tier	DeltaCare HMO 10A	DeltaCare HMO 13B
46 HERNANDEZ, SARA	Employee	Employee + Family	$87.02	$63.71
47 HUERTA DE LA CRUZ, CHRISTOPHER	Employee	Employee	$23.71	$17.36
48 JOHNSON, VANESSA	Employee	Employee	$23.71	$17.36
49 LARA, CHELSEA	Employee	Employee	$23.71	$17.36
50 LARA, DIANA	Employee	Employee	$23.71	$17.36
51 LEDESMA, RIGOBERTO	Employee	Employee	$23.71	$17.36
52 LEWIS, JASMIN	Employee	Employee	$23.71	$17.36
53 LIMON, EMILY	Employee	Employee	$23.71	$17.36
54 LOPEZ, VICKY	Employee	Employee	$23.71	$17.36
55 LOPEZ SERRANO, LUISA	Employee	Employee	$23.71	$17.36
56 LOYA, PATRICIA	Employee	Employee	$23.71	$17.36
57 LUQUIN, IVAN	Employee	Employee	$23.71	$17.36
58 MACHUCA, CHELSEA	Employee	Employee	$23.71	$17.36
59 MALLAMACE, MEGAN	Employee	Employee + Child(ren)	$63.07	$46.18
60 MARTINEZ, ALMA	Employee	Employee	$23.71	$17.36
61 MARTINEZ ALMANZA, ALMA	Employee	Employee	$23.71	$17.36
62 MEDINA, GUADALUPE	Employee	Employee	$23.71	$17.36
63 MIJANGOS, ARIANA	Employee	Employee + Child(ren)	$63.07	$46.18
64 MONTERROSA, VANESSA	Employee	Employee	$23.71	$17.36
65 MOORE, MARIE	Employee	Employee	$23.71	$17.36
66 MORALES, ARIANA	Employee	Employee	$23.71	$17.36
67 MORALES, BIRIDIANA	Employee	Employee	$23.71	$17.36
68 NAVA, ANALISSE	Employee	Employee	$23.71	$17.36

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Renewal Options: Supplemental Family Dental Plans—DeltaCare HMO (continued)

Employee Name	Status	Tier	DeltaCare HMO 10A	DeltaCare HMO 13B
69 **NGUYEN-CRUZ, MARIA**	Employee	Employee	$23.71	$17.36
70 **NUNEZ, ROMELIA**	Employee	Employee	$23.71	$17.36
71 **OSUNA, ALEJANDRA**	Employee	Employee + Spouse	$45.29	$33.16
72 **PERALES, ABBYGAEL**	Employee	Employee	$23.71	$17.36
73 **PULIDO, MIREYA**	Employee	Employee + Child(ren)	$63.07	$46.18
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	Employee	$23.71	$17.36
75 **RAMIREZ SOTO, LIZBETH**	Employee	Employee	$23.71	$17.36
76 **RIAHI, ELAHEH**	Employee	Employee + Child(ren)	$63.07	$46.18
77 **RIVAS, ALYCE**	Employee	Employee	$23.71	$17.36
78 **ROCHA-ORTIZ, BERTHA**	Employee	Employee	$23.71	$17.36
79 **SALCEDO, EDUARDO**	Employee	Employee	$23.71	$17.36
80 **SAMANO RUIZ, MAYRA**	Employee	Employee	$23.71	$17.36
81 **SANCHEZ, JASMINE**	Employee	Employee	$23.71	$17.36
82 **SANTIBANEZ, ANGELICA**	Employee	Employee	$23.71	$17.36
83 **SCHOPP-ORTEGA, YVETTE**	Employee	Employee	$23.71	$17.36
84 **SERNA, BIANCA**	Employee	Employee	$23.71	$17.36
85 **SERRANO RIVERA, LIZBETH**	Employee	Employee	$23.71	$17.36
86 **SIERRA ORNELAS, JESSICA**	Employee	Employee	$23.71	$17.36
87 **SILVESTRE DELGADO, YENIFER**	Employee	Employee	$23.71	$17.36
88 **SOLORZANO, MARIA**	Employee	Employee + Child(ren)	$63.07	$46.18
89 **SZYMANSKI, KERI**	Employee	Employee + Spouse	$45.29	$33.16

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Renewal Options: Supplemental Family Dental Plans—DeltaCare HMO (continued)

Employee Name	Status	Tier	DeltaCare HMO 10A	DeltaCare HMO 13B
90 **TEJADA, ANA**	Employee	Employee	$23.71	$17.36
91 **TESO, FRANCES**	Employee	Employee + Family	$87.02	$63.71
92 **TORRES, ISABEL**	Employee	Employee	$23.71	$17.36
93 **VALDEZ, DAISY**	Employee	Employee + Child(ren)	$63.07	$46.18
94 **VALDOVINOS, ADILENI**	Employee	Employee + Child(ren)	$63.07	$46.18
95 **VALENCIA RUIZ, ASHLEY**	Employee	Employee	$23.71	$17.36
96 **VALENZUELA, CINDY**	Employee	Employee	$23.71	$17.36
97 **VASQUEZ, KAREN**	Employee	Employee	$23.71	$17.36
98 **VILLASENOR, JUAN**	Employee	Employee	$23.71	$17.36
		Total Monthly Premium	**$3,056.74**	**$2,238.08**

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Supplemental Family Dental Plan Benefits—DeltaCare HMO

For more information about plan benefits and restrictions, refer to the plan highlight information at account.kp.org or your *Disclosure Form/Evidence of Coverage.*

Benefits/Services	DeltaCare HMO 10A	DeltaCare HMO 13B
Year deductible per member	None	None
Benefit maximum per member per year	None	None
Procedures not subject to deductible		
Exams	$0	$0
Bitewing X-rays	$0	$0
Other X-rays	$0	$0
Procedures subject to deductible		
Fillings	$0	$0
Crowns	$195 (porcelain)	$355 (porcelain)
Prosthodontics	$100	$285
Orthodontics (Children to age 19)	$1,700	$1,900
Orthodontics (Adults)	$1,900	$2,100

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Renewal Options: Supplemental Family Dental Plans—KPIC PPO

Dental rates are based on the ZIP code of your business location.

Employee Name	Status	Tier	KPIC PPO AG 1500	KPIC PPO AH 2000	KPIC PPO D 1500	KPIC PPO E 1000	KPIC PPO E 1500
1 AGUILAR, GABRIELA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
2 AGUILERA ALVAREZ, IVON	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
3 ALCALA, VANESSA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
4 ALCANTAR GONSALEZ, VICTORIA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
5 ALCAZAR, JOSE	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
6 ALEJANDRE, CAROLINA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
7 ANAYA, MAYRA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
8 ARTEAGA RANGEL, JESUS	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
9 AVILA, TALINA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
10 BALASSOUBRAMANIANE, YAMINI	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
11 BANUELOS, LILIANA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
12 BARAHONA, JEORJANA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
13 BARAHONA, NANCY	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
14 BAUTISTA, BEYYANIRA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
15 BECERRA, LEONOR	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
16 BERNAL, ROBERTO	Employee	Employee + Spouse	$132.90	$144.77	$90.86	$110.78	$122.13
17 BRASIL, ANTONIO	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
18 CASTILLO, VIRIDIANA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
19 CAZARES, SUSANA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
20 CENTENO, LYDIA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
21 CERVANTES, NINA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58

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Renewal Options: Supplemental Family Dental Plans—KPIC PPO (continued)

Employee Name	Status	Tier	KPIC PPO AG 1500	KPIC PPO AH 2000	KPIC PPO D 1500	KPIC PPO E 1000	KPIC PPO E 1500
22 CHAVEZ GAMA, MIRIAM	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
23 CIPRIANO, CECILIA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
24 CISNEROS, DIANA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
25 CONTRERAS, SUGHEY	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
26 CORONA, JENIFER	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
27 COUGHLIN, HALEY	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
28 DAHAN, OLIVIA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
29 DARLING, JESSE	Employee	Employee + Family	$215.24	$234.46	$147.15	$179.41	$197.79
30 DE LA FUENTE, JENNIFER	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
31 DE LEON, DAVAGY	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
32 DEBERRY, CHRISTINA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
33 FELLIS, MONICA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
34 FERNANDEZ, BIANCA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
35 FLORES, DEANNA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
36 FLORES, DIANDRA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
37 FRIAS, JOCELYN	Employee	Employee + Spouse	$132.90	$144.77	$90.86	$110.78	$122.13
38 GARCIA, ELIZABETH	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
39 GODINEZ URIBE, JESSICA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
40 GOMEZ, DANIELA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
41 GOMEZ, JORGE	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
42 GUEVARA, DELLANIRA	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
43 GUTIERREZ, ISEL	Employee	Employee + Family	$215.24	$234.46	$147.15	$179.41	$197.79
44 GUTIERREZ, LAURA	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
45 GUTIERREZ, LUZ	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58

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Renewal Options: Supplemental Family Dental Plans—KPIC PPO (continued)

Employee Name	Status	Tier	KPIC PPO AG 1500	KPIC PPO AH 2000	KPIC PPO D 1500	KPIC PPO E 1000	KPIC PPO E 1500
46 **HERNANDEZ, SARA**	Employee	Employee + Family	$215.24	$234.46	$147.15	$179.41	$197.79
47 **HUERTA DE LA CRUZ, CHRISTOPHER**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
48 **JOHNSON, VANESSA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
49 **LARA, CHELSEA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
50 **LARA, DIANA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
51 **LEDESMA, RIGOBERTO**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
52 **LEWIS, JASMIN**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
53 **LIMON, EMILY**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
54 **LOPEZ, VICKY**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
55 **LOPEZ SERRANO, LUISA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
56 **LOYA, PATRICIA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
57 **LUQUIN, IVAN**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
58 **MACHUCA, CHELSEA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
59 **MALLAMACE, MEGAN**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
60 **MARTINEZ, ALMA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
61 **MARTINEZ ALMANZA, ALMA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
62 **MEDINA, GUADALUPE**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
63 **MIJANGOS, ARIANA**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
64 **MONTERROSA, VANESSA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
65 **MOORE, MARIE**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
66 **MORALES, ARIANA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
67 **MORALES, BIRIDIANA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
68 **NAVA, ANALISSE**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58

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Renewal Options: Supplemental Family Dental Plans—KPIC PPO (continued)

Employee Name	Status	Tier	KPIC PPO AG 1500	KPIC PPO AH 2000	KPIC PPO D 1500	KPIC PPO E 1000	KPIC PPO E 1500
69 **NGUYEN-CRUZ, MARIA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
70 **NUNEZ, ROMELIA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
71 **OSUNA, ALEJANDRA**	Employee	Employee + Spouse	$132.90	$144.77	$90.86	$110.78	$122.13
72 **PERALES, ABBYGAEL**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
73 **PULIDO, MIREYA**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
75 **RAMIREZ SOTO, LIZBETH**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
76 **RIAHI, ELAHEH**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
77 **RIVAS, ALYCE**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
78 **ROCHA-ORTIZ, BERTHA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
79 **SALCEDO, EDUARDO**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
80 **SAMANO RUIZ, MAYRA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
81 **SANCHEZ, JASMINE**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
82 **SANTIBANEZ, ANGELICA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
83 **SCHOPP-ORTEGA, YVETTE**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
84 **SERNA, BIANCA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
85 **SERRANO RIVERA, LIZBETH**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
86 **SIERRA ORNELAS, JESSICA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
87 **SILVESTRE DELGADO, YENIFER**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
88 **SOLORZANO, MARIA**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
89 **SZYMANSKI, KERI**	Employee	Employee + Spouse	$132.90	$144.77	$90.86	$110.78	$122.13

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
Renewal Effective Date: September 01, 2023
Medical Rate Area: 7
Dental Rate Area: A

Renewal Options: Supplemental Family Dental Plans—KPIC PPO (continued)

Employee Name	Status	Tier	KPIC PPO AG 1500	KPIC PPO AH 2000	KPIC PPO D 1500	KPIC PPO E 1000	KPIC PPO E 1500
90 **TEJADA, ANA**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
91 **TESO, FRANCES**	Employee	Employee + Family	$215.24	$234.46	$147.15	$179.41	$197.79
92 **TORRES, ISABEL**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
93 **VALDEZ, DAISY**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
94 **VALDOVINOS, ADILENI**	Employee	Employee + Child(ren)	$136.14	$148.30	$93.07	$113.48	$125.11
95 **VALENCIA RUIZ, ASHLEY**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
96 **VALENZUELA, CINDY**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
97 **VASQUEZ, KAREN**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
98 **VILLASENOR, JUAN**	Employee	Employee	$64.83	$70.62	$44.32	$54.04	$59.58
	Total Monthly Premium		**$7,940.36**	**$8,649.52**	**$5,428.34**	**$6,618.76**	**$7,297.18**

KAISER PERMANENTE®

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Supplemental Family Dental Plan Benefits—KPIC PPO

For more information about plan benefits and restrictions, refer to the plan highlight information at account.kp.org or your *Disclosure Form/Evidence of Coverage.*

Benefits/Services	KPIC PPO AG 1500	KPIC PPO AH 2000	KPIC PPO D 1500	KPIC PPO E 1000	KPIC PPO E 1500
	In Network/Out of Network				
Year deductible per member	$50/$50 per member	$50/$50 per member	$25/$50	$25/$50	$25/$50
Benefit maximum per member per year	$1,500 per member	$2,000 per member	$1,500	$1,000	$1,500
Procedures not subject to deductible					
	Plan Pays				
Exams	100%/90%	100%/90%	100%/50%	100%/50%	100%/50%
Bitewing X-rays	100%/90%	100%/90%	100%/50%	100%/50%	100%/50%
Other X-rays	80%/70%	80%/70%	80%/50%	80%/50%	80%/50%
Procedures subject to deductible					
Fillings	80%/70%	80%/70%	80%/50%	80%/50%	80%/50%
Crowns	80%/70%	80%/70%	80%/50% (stainless steel)	80%/50% (stainless steel)	80%/50% (stainless steel)
Prosthodontics	50%/50%	50%/50%	Not covered	50%/50%	50%/50%
Orthodontics (Children to age 19)	Not covered	Not covered	Not covered	Not covered	Not covered
Orthodontics (Adults)	Not covered	Not covered	Not covered	Not covered	Not covered

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Renewal Options: Supplemental Family Dental Plans—KPIC Fee-for-Service (Premier)

Dental rates are based on the ZIP code of your business location.

Employee Name	Status	Tier	KPIC Fee-for-Service Plan C	KPIC Fee-for-Service Plan D	KPIC Fee-for-Service Plan E	KPIC Fee-for-Service Plan E with Ortho
1 AGUILAR, GABRIELA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
2 AGUILERA ALVAREZ, IVON	Employee	Employee	$39.03	$60.68	$78.80	$80.45
3 ALCALA, VANESSA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
4 ALCANTAR GONSALEZ, VICTORIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
5 ALCAZAR, JOSE	Employee	Employee	$39.03	$60.68	$78.80	$80.45
6 ALEJANDRE, CAROLINA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
7 ANAYA, MAYRA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
8 ARTEAGA RANGEL, JESUS	Employee	Employee	$39.03	$60.68	$78.80	$80.45
9 AVILA, TALINA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
10 BALASSOUBRAMANIANE, YAMINI	Employee	Employee	$39.03	$60.68	$78.80	$80.45
11 BANUELOS, LILIANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
12 BARAHONA, JEORJANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
13 BARAHONA, NANCY	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
14 BAUTISTA, BEYYANIRA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
15 BECERRA, LEONOR	Employee	Employee	$39.03	$60.68	$78.80	$80.45
16 BERNAL, ROBERTO	Employee	Employee + Spouse	$80.01	$124.39	$161.54	$164.92
17 BRASIL, ANTONIO	Employee	Employee	$39.03	$60.68	$78.80	$80.45
18 CASTILLO, VIRIDIANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
19 CAZARES, SUSANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
20 CENTENO, LYDIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
21 CERVANTES, NINA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
22 CHAVEZ GAMA, MIRIAM	Employee	Employee	$39.03	$60.68	$78.80	$80.45

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Renewal Options: Supplemental Family Dental Plans—KPIC Fee-for-Service (Premier) (continued)

Employee Name	Status	Tier	KPIC Fee-for-Service Plan C	KPIC Fee-for-Service Plan D	KPIC Fee-for-Service Plan E	KPIC Fee-for-Service Plan E with Ortho
23 CIPRIANO, CECILIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
24 CISNEROS, DIANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
25 CONTRERAS, SUGHEY	Employee	Employee	$39.03	$60.68	$78.80	$80.45
26 CORONA, JENIFER	Employee	Employee	$39.03	$60.68	$78.80	$80.45
27 COUGHLIN, HALEY	Employee	Employee	$39.03	$60.68	$78.80	$80.45
28 DAHAN, OLIVIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
29 DARLING, JESSE	Employee	Employee + Family	$129.58	$201.45	$261.62	$267.09
30 DE LA FUENTE, JENNIFER	Employee	Employee	$39.03	$60.68	$78.80	$80.45
31 DE LEON, DAVAGY	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
32 DEBERRY, CHRISTINA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
33 FELLIS, MONICA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
34 FERNANDEZ, BIANCA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
35 FLORES, DEANNA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
36 FLORES, DIANDRA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
37 FRIAS, JOCELYN	Employee	Employee + Spouse	$80.01	$124.39	$161.54	$164.92
38 GARCIA, ELIZABETH	Employee	Employee	$39.03	$60.68	$78.80	$80.45
39 GODINEZ URIBE, JESSICA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
40 GOMEZ, DANIELA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
41 GOMEZ, JORGE	Employee	Employee	$39.03	$60.68	$78.80	$80.45
42 GUEVARA, DELLANIRA	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
43 GUTIERREZ, ISEL	Employee	Employee + Family	$129.58	$201.45	$261.62	$267.09
44 GUTIERREZ, LAURA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
45 GUTIERREZ, LUZ	Employee	Employee	$39.03	$60.68	$78.80	$80.45
46 HERNANDEZ, SARA	Employee	Employee + Family	$129.58	$201.45	$261.62	$267.09

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES
Group ID: 659709
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Renewal Options: Supplemental Family Dental Plans—KPIC Fee-for-Service (Premier) (continued)

Employee Name	Status	Tier	KPIC Fee-for-Service Plan C	KPIC Fee-for-Service Plan D	KPIC Fee-for-Service Plan E	KPIC Fee-for-Service Plan E with Ortho
47 HUERTA DE LA CRUZ, CHRISTOPHER	Employee	Employee	$39.03	$60.68	$78.80	$80.45
48 JOHNSON, VANESSA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
49 LARA, CHELSEA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
50 LARA, DIANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
51 LEDESMA, RIGOBERTO	Employee	Employee	$39.03	$60.68	$78.80	$80.45
52 LEWIS, JASMIN	Employee	Employee	$39.03	$60.68	$78.80	$80.45
53 LIMON, EMILY	Employee	Employee	$39.03	$60.68	$78.80	$80.45
54 LOPEZ, VICKY	Employee	Employee	$39.03	$60.68	$78.80	$80.45
55 LOPEZ SERRANO, LUISA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
56 LOYA, PATRICIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
57 LUQUIN, IVAN	Employee	Employee	$39.03	$60.68	$78.80	$80.45
58 MACHUCA, CHELSEA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
59 MALLAMACE, MEGAN	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
60 MARTINEZ, ALMA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
61 MARTINEZ ALMANZA, ALMA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
62 MEDINA, GUADALUPE	Employee	Employee	$39.03	$60.68	$78.80	$80.45
63 MIJANGOS, ARIANA	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
64 MONTERROSA, VANESSA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
65 MOORE, MARIE	Employee	Employee	$39.03	$60.68	$78.80	$80.45
66 MORALES, ARIANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
67 MORALES, BIRIDIANA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
68 NAVA, ANALISSE	Employee	Employee	$39.03	$60.68	$78.80	$80.45
69 NGUYEN-CRUZ, MARIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45
70 NUNEZ, ROMELIA	Employee	Employee	$39.03	$60.68	$78.80	$80.45

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Renewal Options: Supplemental Family Dental Plans—KPIC Fee-for-Service (Premier) (continued)

Employee Name	Status	Tier	KPIC Fee-for-Service Plan C	KPIC Fee-for-Service Plan D	KPIC Fee-for-Service Plan E	KPIC Fee-for-Service Plan E with Ortho
71 **OSUNA, ALEJANDRA**	Employee	Employee + Spouse	$80.01	$124.39	$161.54	$164.92
72 **PERALES, ABBYGAEL**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
73 **PULIDO, MIREYA**	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
74 **RAMIREZ LOPEZ, CLAUDIA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
75 **RAMIREZ SOTO, LIZBETH**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
76 **RIAHI, ELAHEH**	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
77 **RIVAS, ALYCE**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
78 **ROCHA-ORTIZ, BERTHA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
79 **SALCEDO, EDUARDO**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
80 **SAMANO RUIZ, MAYRA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
81 **SANCHEZ, JASMINE**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
82 **SANTIBANEZ, ANGELICA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
83 **SCHOPP-ORTEGA, YVETTE**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
84 **SERNA, BIANCA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
85 **SERRANO RIVERA, LIZBETH**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
86 **SIERRA ORNELAS, JESSICA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
87 **SILVESTRE DELGADO, YENIFER**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
88 **SOLORZANO, MARIA**	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
89 **SZYMANSKI, KERI**	Employee	Employee + Spouse	$80.01	$124.39	$161.54	$164.92
90 **TEJADA, ANA**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
91 **TESO, FRANCES**	Employee	Employee + Family	$129.58	$201.45	$261.62	$267.09
92 **TORRES, ISABEL**	Employee	Employee	$39.03	$60.68	$78.80	$80.45

KAISER PERMANENTE®

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Medical Rate Area: 7
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Renewal Options: Supplemental Family Dental Plans—KPIC Fee-for-Service (Premier) (continued)

Employee Name	Status	Tier	KPIC Fee-for-Service Plan C	KPIC Fee-for-Service Plan D	KPIC Fee-for-Service Plan E	KPIC Fee-for-Service Plan E with Ortho
93 **VALDEZ, DAISY**	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
94 **VALDOVINOS, ADILENI**	Employee	Employee + Child(ren)	$81.97	$127.42	$165.48	$168.94
95 **VALENCIA RUIZ, ASHLEY**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
96 **VALENZUELA, CINDY**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
97 **VASQUEZ, KAREN**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
98 **VILLASENOR, JUAN**	Employee	Employee	$39.03	$60.68	$78.80	$80.45
	Total Monthly Premium		**$4,780.46**	**$7,431.96**	**$9,651.44**	**$9,853.44**

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Medical Rate Area: 7
Dental Rate Area: A

Supplemental Family Dental Plan Benefits—KPIC Fee-for-Service (Premier)

For more information about plan benefits and restrictions, refer to the plan highlight information at account.kp.org or your *Disclosure Form/Evidence of Coverage.* Benefits payable will be based on the lesser of the usual, customary, and reasonable fees or the fees actually charged.

Benefits/Services	KPIC Fee-for-Service Plan C	KPIC Fee-for-Service Plan D	KPIC Fee-for-Service Plan E	KPIC Fee-for-Service Plan E with Ortho
Year deductible per member	None	$25	$25	$25
Benefit maximum per member per year	$500	$1,000	$1,000	$1,000
	Plan Pays			
Procedures not subject to deductible				
Exams	100%	100%	100%	100%
Bitewing X-rays	100%	100%	100%	100%
Other X-rays	80%	80%	80%	80%
Procedures subject to deductible				
Fillings	80%	80%	80%	80%
Crowns	80%	80%	80%	80%
Prosthodontics	Not covered	Not covered	50%	50%
Orthodontics (Children to age 19)	Not covered	Not covered	Not covered	50%
Orthodontics (Adults)	Not covered	Not covered	Not covered	Not covered

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES

KAISER PERMANENTE®

Group ID: 659709

Renewal Effective Date: September 01, 2023

2023 Renewal Changes

If you are satisfied and have no changes for your 2023 renewal, then no action is needed.

To make changes, go to your dashboard on account.kp.org to access the links under “Make renewal plan changes” to make the changes for immediate processing. Renewal plan changes on account.kp.org must be received by the 15th of the effective month by 11:59 p.m. Thereafter, renewal plan changes capabilities on account.kp.org will not be available after the 15th of the effective month.

Renewal plan changes submitted by email or fax must have all sections (1–10) signed and received by the 15th of the effective month by 5 p.m. Pacific Time (PT) will be applied retroactively to the 1st of your renewal month. Plan change forms received after 5 p.m. PT on or after the 15th of the month will be effective on the 1st of the following month. Email to amt@kp.org or fax to 800-369-8010

Avoid the manual process of downloading, printing forms, faxing or emailing changes for a less immediate transaction.

1. CANCEL PLANS

If you don't want to offer any of these plan(s) at your renewal, check the box next to the plan name.

Cancel medical plan(s)

- ☐ Platinum 90 HMO 0/20 + Child Dental
- ☐ Gold 80 HMO 250/35 + Child Dental
- ☐ Silver 70 HMO 2500/55 + Child Dental

CONFIRM CHANGES BY SIGNING HERE

Sign each page and return. Please correct or supply signer, phone, and email as appropriate.
I affirm that I have authority to contract with KFHP and KPIC on behalf of the group.

LIZZETTE RAMIREZ

Authorized Company Signer	**Company Title (please print)**
X **Signature**	**Date**
	LRAMIREZ@VOICESCHARTERSCHOOL.COM
Phone number	**Email address**

Please sign and email all renewal change pages to amt@kp.org, or fax them to 800-369-8010.

KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES

Group ID: 659709

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2. ADD NEW MEDICAL PLANS

To add plans, check the box next to the plan name.

- Groups with 1 to 5 enrolled subscribers are eligible to offer up to 4 plans, plus 1 PPO plan[1] for a maximum of 5 plans.
- Groups with 6 or more enrolled subscribers are eligible to offer 1 or more plans, plus 2 PPO plans.
- Summary of Benefits and Coverage (SBC) documents for all our plans are available at account.kp.org[2].

HMO Plans	PPO Insurance Plans[2]
☐ Platinum 90 HMO 0/10 + Child Dental Alt ☐ Platinum 90 HMO 0/20 + Child Dental	☐ Platinum 90 PPO 0/15 + Child Dental
☐ Gold 80 HMO 0/30 + Child Dental Alt ☐ Gold 80 HMO 250/35 + Child Dental ☐ Gold 80 HMO 1000/40 + Child Dental Alt ☐ Gold 80 HDHP HMO 1600/15% + Child Dental Alt ☐ Gold 80 HRA HMO 2250/35 + Child Dental	☐ Gold 80 PPO 350/25 + Child Dental
☐ Silver 70 HMO 1900/65 + Child Dental Alt ☐ Silver 70 HMO 2300/65 + Child Dental Alt ☐ Silver 70 HMO 2500/55 + Child Dental ☐ Silver 70 HMO 2800/65 + Child Dental Alt ☐ Silver 70 HDHP HMO 2700/25% + Child Dental	☐ Silver 70 PPO 2500/55 + Child Dental
☐ Bronze 60 HMO 5400/60 + Child Dental Alt ☐ Bronze 60 HMO 6300/65 + Child Dental ☐ Bronze 60 HDHP HMO 7000/0 + Child Dental	☐ Bronze 60 PPO 6300/65 + Child Dental

If you've selected an **HDHP** or **HRA** medical plan and you would like to pair it with an HSA or HRA administered through Kaiser Permanente, you **must** contact our Small Business Account Management Support Team at **800-790-4661**, option 3, as additional documents are required and administration fees will apply.

If you selected the Gold 80 HRA HMO 2250/35 above, you must establish and fund an HRA for each enrolled employee. The allowable funding range is $100 to $400 per employee. If your group covers dependents, the allowable funding range per family is $200 to $800.

3. ADD INFERTILITY BENEFIT

The optional infertility benefit is available only to groups with 20 or more eligible employees where Kaiser Permanente is the sole carrier. If you select this benefit, it will be added to all the HMO plans you offer, and the cost will be included in the medical plan rate.

Add: ☐ Infertility benefit

CONFIRM CHANGES BY SIGNING HERE

Sign each page and return. Please correct or supply signer, phone, and email as appropriate.

I affirm that I have authority to contract with KFHP and KPIC on behalf of the group.

LIZZETTE RAMIREZ

Authorized Company Signer	**Company Title (please print)**
X **Signature**	**Date**
Phone number	LRAMIREZ@VOICESCHARTERSCHOOL.COM **Email address**

Please sign and email all renewal change pages to amt@kp.org, or fax them to 800-369-8010.

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4. ADD SUPPLEMENTAL FAMILY DENTAL PLAN (Optional)[3]

Select only 1 plan

KPIC Fee-for-service (Premier)	☐ Plan C	☐ Plan D	☐ Plan E	☐ Plan E w/ Ortho[4]
KPIC PPO	☐ PPO AG 1500	☐ PPO AH 2000	☐ PPO D 1500	
	☐ PPO E 1000	☐ PPO E 1500		
DeltaCare HMO	☐ 10A HMO	☐ 13B HMO		

5. ADD CHIROPRACTIC/ACUPUNCTURE BENEFIT

The chiropractic/acupuncture benefit can only be added at renewal and is only available to employees enrolled in a grandfathered (nonmetal) HMO medical plan. If you add the chiropractic/acupuncture benefit, all eligible subscribers and dependents must participate. The benefit cannot be offered with any metal plan, or with any grandfathered (nonmetal) HSA-qualified deductible HMO plan.

Add: ☐ Chiropractic/acupuncture benefit for grandfathered (nonmetal) copay, deductible HMO, and deductible HMO with HRA plans

6. CHANGE EMPLOYER PREMIUM CONTRIBUTION

Company contribution for employee coverage

Your contribution to coverage can be a percentage or a fixed dollar amount. **Your minimum contribution must be at least 50% of the "employee only" monthly premium for the lowest-priced Kaiser Permanente medical plan offered by you, the employer.**

Percentage of the premium is based on the following (select 1 only):

☐ Lowest plan offered ☐ All plans offered

Employer contribution (50%–100%): _____ % per employee _____ % per dependent (optional)

Employer contribution (fixed $): _____ $ per employee _____ $ per dependent (optional)

CONFIRM CHANGES BY SIGNING HERE

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I affirm that I have authority to contract with KFHP and KPIC on behalf of the group.

LIZZETTE RAMIREZ

Authorized Company Signer

Company Title (please print)

X_____
Signature

Date

LRAMIREZ@VOICESCHARTERSCHOOL.COM
Phone number

Email address

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KAISER PERMANENTE®

VOICES COLLEGE-BOUND LANGUAGE ACADEMIES

Group ID: 659709

Renewal Effective Date: September 01, 2023

7. CHANGE ERISA STATUS[5]

Our records indicate that your group is subject to ERISA.

If your ERISA status has changed, please indicate the new status below:

☐ Subject to ERISA ☐ Not subject to ERISA

If you return this form without checking a box, we will assume you are not changing your ERISA status, and we will retain your group health plan's status as it is currently listed in our records.

8. UNDERWRITING STATEMENT

The copay HMO plans, HSA-qualified high deductible health plans, deductible HMO plans, and the deductible HMO plans with HRA, are underwritten by Kaiser Foundation Health Plan, Inc. (KFHP). Kaiser Permanente Insurance Company (KPIC), a subsidiary of KFHP, underwrites the Preferred Provider Organization (PPO) plans as well as the Premier and PPO dental plans. The chiropractic/acupuncture benefit is administered by American Specialty Health Plans of California, Inc.

9. FOOTNOTES

1. For your group to be eligible for the PPO plan, you must have Kaiser Permanente as your sole carrier. Groups with 1 to 5 enrolled subscribers may have 1 PPO plan. If you add a PPO plan, you must complete and submit an Employer Application with this "renewal changes" form.
2. You can access Summary of Benefits and Coverage (SBC) documents to help you make an informed choice about your health plan(s). These documents summarize information about your health coverage options so you can easily compare Kaiser Permanente benefits and coverage with those of other carriers. Please provide your eligible employees with SBCs for your renewal plan(s) or for any plan(s) you change to in the future.
3. Dental plans are only available when purchased with a medical plan at group enrollment or group renewal. If you choose a dental plan, all eligible subscribers and dependents must participate. A medical PPO plan member living outside California is not eligible for the DeltaCare HMO plan.
4. At least 10 subscribers are needed to enroll the group in Dental Plan E with Orthodontics.
5. ERISA is a federal law that sets minimum standards for employee benefit plans established by private employers and employee organizations. Many group health plans are subject to ERISA, although government and church plans generally aren't. If you're unsure of your group health plan's ERISA status, we recommend that you consult with your financial or legal advisor before responding.

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10. UPDATE RENEWAL HEALTH PLAN SELECTION FOR EACH EMPLOYEE (Census)

Fill in the new plan name on "N/C" (no change) for each employee. To add or to terminate coverage for an employee, and all COBRA members not listed on this page go to your dashboard on account.kp.org to access the links under "Make renewal plan changes" to make the changes for immediate processing.

This census was taken approximately 120 days before your group renewal date. To see an up to date census and make same-day membership changes, please refer to your dashboard on account.kp.org

RENEWAL PLAN SELECTION FOR EACH EMPLOYEE					
	Employee Name	Age	Tier	Renewal Plan	New Plan Selection
1.	AGUILAR, GABRIELA	33	Employee	Silver 70 HMO 2500/55 + Child Dental	
2.	AGUILERA ALVAREZ, IVON	24	Employee	Gold 80 HMO 250/35 + Child Dental	
3.	ALCALA, VANESSA	24	Employee	Gold 80 HMO 250/35 + Child Dental	
4.	ALCANTAR GONSALEZ, VICTORIA	27	Employee	Platinum 90 HMO 0/20 + Child Dental	
5.	ALCAZAR, JOSE	24	Employee	Platinum 90 HMO 0/20 + Child Dental	
6.	ALEJANDRE, CAROLINA	33	Employee	Platinum 90 HMO 0/20 + Child Dental	
7.	ANAYA, MAYRA	30	Employee	Gold 80 HMO 250/35 + Child Dental	
8.	ARTEAGA RANGEL, JESUS	32	Employee	Platinum 90 HMO 0/20 + Child Dental	
9.	AVILA, TALINA	32	Employee	Gold 80 HMO 250/35 + Child Dental	
10.	BALASSOUBRAMANIAN E, YAMINI	45	Employee	Silver 70 HMO 2500/55 + Child Dental	
11.	BANUELOS, LILIANA	27	Employee	Platinum 90 HMO 0/20 + Child Dental	
12.	BARAHONA, JEORJANA	24	Employee	Gold 80 HMO 250/35 + Child Dental	
13.	BARAHONA, NANCY	29	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	

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RENEWAL PLAN SELECTION FOR EACH EMPLOYEE					
	Employee Name	Age	Tier	Renewal Plan	New Plan Selection
14.	BAUTISTA, BEYYANIRA	26	Employee	Gold 80 HMO 250/35 + Child Dental	
15.	BECERRA, LEONOR	35	Employee	Platinum 90 HMO 0/20 + Child Dental	
16.	BERNAL, ROBERTO	35	Employee + Spouse	Platinum 90 HMO 0/20 + Child Dental	
17.	BRASIL, ANTONIO	61	Employee	Platinum 90 HMO 0/20 + Child Dental	
18.	CASTILLO, VIRIDIANA	28	Employee	Platinum 90 HMO 0/20 + Child Dental	
19.	CAZARES, SUSANA	34	Employee	Gold 80 HMO 250/35 + Child Dental	
20.	CENTENO, LYDIA	36	Employee	Platinum 90 HMO 0/20 + Child Dental	
21.	CERVANTES, NINA	26	Employee	Platinum 90 HMO 0/20 + Child Dental	
22.	CHAVEZ GAMA, MIRIAM	28	Employee	Platinum 90 HMO 0/20 + Child Dental	
23.	CIPRIANO, CECILIA	31	Employee	Silver 70 HMO 2500/55 + Child Dental	
24.	CISNEROS, DIANA	32	Employee	Gold 80 HMO 250/35 + Child Dental	
25.	CONTRERAS, SUGHEY	35	Employee	Platinum 90 HMO 0/20 + Child Dental	
26.	CORONA, JENIFER	27	Employee	Platinum 90 HMO 0/20 + Child Dental	
27.	COUGHLIN, HALEY	27	Employee	Platinum 90 HMO 0/20 + Child Dental	
28.	DAHAN, OLIVIA	23	Employee	Platinum 90 HMO 0/20 + Child Dental	
29.	DARLING, JESSE	26	Employee + Family	Silver 70 HMO 2500/55 + Child Dental	
30.	DE LA FUENTE, JENNIFER	24	Employee	Gold 80 HMO 250/35 + Child Dental	
31.	DE LEON, DAVAGY	37	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	

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	Employee Name	Age	Tier	Renewal Plan	New Plan Selection
32.	DEBERRY, CHRISTINA	37	Employee	Silver 70 HMO 2500/55 + Child Dental	
33.	FELLIS, MONICA	33	Employee	Platinum 90 HMO 0/20 + Child Dental	
34.	FERNANDEZ, BIANCA	26	Employee	Gold 80 HMO 250/35 + Child Dental	
35.	FLORES, DEANNA	60	Employee	Gold 80 HMO 250/35 + Child Dental	
36.	FLORES, DIANDRA	43	Employee	Silver 70 HMO 2500/55 + Child Dental	
37.	FRIAS, JOCELYN	26	Employee + Spouse	Platinum 90 HMO 0/20 + Child Dental	
38.	GARCIA, ELIZABETH	54	Employee	Platinum 90 HMO 0/20 + Child Dental	
39.	GODINEZ URIBE, JESSICA	24	Employee	Gold 80 HMO 250/35 + Child Dental	
40.	GOMEZ, DANIELA	31	Employee	Platinum 90 HMO 0/20 + Child Dental	
41.	GOMEZ, JORGE	33	Employee	Platinum 90 HMO 0/20 + Child Dental	
42.	GUEVARA, DELLANIRA	30	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	
43.	GUTIERREZ, ISEL	24	Employee + Family	Platinum 90 HMO 0/20 + Child Dental	
44.	GUTIERREZ, LAURA	32	Employee	Platinum 90 HMO 0/20 + Child Dental	
45.	GUTIERREZ, LUZ	45	Employee	Gold 80 HMO 250/35 + Child Dental	
46.	HERNANDEZ, SARA	40	Employee + Family	Silver 70 HMO 2500/55 + Child Dental	
47.	HUERTA DE LA CRUZ, CHRISTOPHER	28	Employee	Platinum 90 HMO 0/20 + Child Dental	
48.	JOHNSON, VANESSA	28	Employee	Gold 80 HMO 250/35 + Child Dental	
49.	LARA, CHELSEA	24	Employee	Gold 80 HMO 250/35 + Child Dental	

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	Employee Name	Age	Tier	Renewal Plan	New Plan Selection
50.	LARA, DIANA	25	Employee	Platinum 90 HMO 0/20 + Child Dental	
51.	LEDESMA, RIGOBERTO	29	Employee	Silver 70 HMO 2500/55 + Child Dental	
52.	LEWIS, JASMIN	26	Employee	Platinum 90 HMO 0/20 + Child Dental	
53.	LIMON, EMILY	26	Employee	Silver 70 HMO 2500/55 + Child Dental	
54.	LOPEZ, VICKY	24	Employee	Gold 80 HMO 250/35 + Child Dental	
55.	LOPEZ SERRANO, LUISA	26	Employee	Platinum 90 HMO 0/20 + Child Dental	
56.	LOYA, PATRICIA	54	Employee	Silver 70 HMO 2500/55 + Child Dental	
57.	LUQUIN, IVAN	31	Employee	Platinum 90 HMO 0/20 + Child Dental	
58.	MACHUCA, CHELSEA	24	Employee	Platinum 90 HMO 0/20 + Child Dental	
59.	MALLAMACE, MEGAN	43	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	
60.	MARTINEZ, ALMA	27	Employee	Gold 80 HMO 250/35 + Child Dental	
61.	MARTINEZ ALMANZA, ALMA	28	Employee	Gold 80 HMO 250/35 + Child Dental	
62.	MEDINA, GUADALUPE	25	Employee	Silver 70 HMO 2500/55 + Child Dental	
63.	MIJANGOS, ARIANA	25	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	
64.	MONTERROSA, VANESSA	28	Employee	Platinum 90 HMO 0/20 + Child Dental	
65.	MOORE, MARIE	45	Employee	Silver 70 HMO 2500/55 + Child Dental	
66.	MORALES, ARIANA	24	Employee	Platinum 90 HMO 0/20 + Child Dental	

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	Employee Name	Age	Tier	Renewal Plan	New Plan Selection
67.	MORALES, BIRIDIANA	26	Employee	Platinum 90 HMO 0/20 + Child Dental	
68.	NAVA, ANALISSE	28	Employee	Silver 70 HMO 2500/55 + Child Dental	
69.	NGUYEN-CRUZ, MARIA	26	Employee	Gold 80 HMO 250/35 + Child Dental	
70.	NUNEZ, ROMELIA	45	Employee	Platinum 90 HMO 0/20 + Child Dental	
71.	OSUNA, ALEJANDRA	28	Employee + Spouse	Gold 80 HMO 250/35 + Child Dental	
72.	PERALES, ABBYGAEL	27	Employee	Gold 80 HMO 250/35 + Child Dental	
73.	PULIDO, MIREYA	25	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	
74.	RAMIREZ LOPEZ, CLAUDIA	25	Employee	Platinum 90 HMO 0/20 + Child Dental	
75.	RAMIREZ SOTO, LIZBETH	26	Employee	Platinum 90 HMO 0/20 + Child Dental	
76.	RIAHI, ELAHEH	40	Employee + Child(ren)	Silver 70 HMO 2500/55 + Child Dental	
77.	RIVAS, ALYCE	31	Employee	Platinum 90 HMO 0/20 + Child Dental	
78.	ROCHA-ORTIZ, BERTHA	29	Employee	Platinum 90 HMO 0/20 + Child Dental	
79.	SALCEDO, EDUARDO	28	Employee	Gold 80 HMO 250/35 + Child Dental	
80.	SAMANO RUIZ, MAYRA	40	Employee	Gold 80 HMO 250/35 + Child Dental	
81.	SANCHEZ, JASMINE	28	Employee	Gold 80 HMO 250/35 + Child Dental	
82.	SANTIBANEZ, ANGELICA	36	Employee	Platinum 90 HMO 0/20 + Child Dental	
83.	SCHOPP-ORTEGA, YVETTE	38	Employee	Gold 80 HMO 250/35 + Child Dental	

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	Employee Name	Age	Tier	Renewal Plan	New Plan Selection
84.	SERNA, BIANCA	24	Employee	Platinum 90 HMO 0/20 + Child Dental	
85.	SERRANO RIVERA, LIZBETH	25	Employee	Gold 80 HMO 250/35 + Child Dental	
86.	SIERRA ORNELAS, JESSICA	26	Employee	Gold 80 HMO 250/35 + Child Dental	
87.	SILVESTRE DELGADO, YENIFER	31	Employee	Gold 80 HMO 250/35 + Child Dental	
88.	SOLORZANO, MARIA	41	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	
89.	SZYMANSKI, KERI	46	Employee + Spouse	Platinum 90 HMO 0/20 + Child Dental	
90.	TEJADA, ANA	34	Employee	Gold 80 HMO 250/35 + Child Dental	
91.	TESO, FRANCES	54	Employee + Family	Platinum 90 HMO 0/20 + Child Dental	
92.	TORRES, ISABEL	23	Employee	Platinum 90 HMO 0/20 + Child Dental	
93.	VALDEZ, DAISY	36	Employee + Child(ren)	Gold 80 HMO 250/35 + Child Dental	
94.	VALDOVINOS, ADILENI	30	Employee + Child(ren)	Platinum 90 HMO 0/20 + Child Dental	
95.	VALENCIA RUIZ, ASHLEY	27	Employee	Platinum 90 HMO 0/20 + Child Dental	
96.	VALENZUELA, CINDY	39	Employee	Platinum 90 HMO 0/20 + Child Dental	
97.	VASQUEZ, KAREN	27	Employee	Silver 70 HMO 2500/55 + Child Dental	
98.	VILLASENOR, JUAN	36	Employee	Platinum 90 HMO 0/20 + Child Dental	

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RENEWAL PLAN SELECTION FOR EACH EMPLOYEE					
	Employee Name	**Age**	**Tier**	**Renewal Plan**	**New Plan Selection**

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KAISER PERMANENTE®

Rate Area 7

For effective dates January 1-December 1, 2023

*Also available in Covered California and CaliforniaChoice®

Small Business medical plan rates

Age on 2022 effective date	Platinum 90 HMO 0/10 + Child Dental Alt	Platinum 90 HMO 0/20* + Child Dental
0-14[1]	$393.38	$386.57
15[1]	$427.10	$419.69
16[1]	$440.00	$432.35
17[1]	$452.89	$445.01
18[1]	$466.78	$458.65
19	$466.67	$458.29
20	$481.05	$472.42
21	$495.93	$487.03
22	$495.93	$487.03
23	$495.93	$487.03
24	$495.93	$487.03
25	$497.92	$488.98
26	$507.84	$498.72
27	$519.74	$510.41
28	$539.08	$529.40
29	$554.95	$544.99
30	$562.88	$552.78
31	$574.79	$564.47
32	$586.69	$576.16
33	$594.13	$583.46
34	$602.06	$591.25
35	$606.03	$595.15
36	$610.00	$599.05
37	$613.96	$602.94
38	$617.93	$606.84
39	$625.87	$614.63
40	$633.80	$622.42
41	$645.70	$634.11
42	$657.11	$645.31
43	$672.98	$660.90
44	$692.82	$680.38
45	$716.13	$703.27
46	$743.90	$730.54
47	$775.14	$761.23
48	$810.85	$796.29
49	$846.06	$830.87
50	$885.74	$869.83
51	$924.91	$908.31
52	$968.06	$950.68
53	$1,011.70	$993.54
54	$1,058.82	$1,039.81
55	$1,105.93	$1,086.08
56	$1,157.01	$1,136.24
57	$1,208.59	$1,186.89
58	$1,263.64	$1,240.95
59	$1,290.91	$1,267.74
60	$1,345.96	$1,321.80
61	$1,393.57	$1,368.55
62	$1,424.82	$1,399.24
63	$1,463.99	$1,437.71
64+	$1,487.79	$1,461.09

[1]HMO 0-14, 15, 16, 17 and 18 age rates include the cost of $13.99 for Child Dental coverage.

KAISER PERMANENTE®

Rate Area 7

For effective dates January 1-December 1, 2023

*Also available in Covered California and CaliforniaChoice®

Small Business medical plan rates

Age on 2022 effective date	Gold 80 HMO 0/30* + Child Dental Alt	Gold 80 HMO 250/35* + Child Dental	Gold 80 HMO 1000/40* + Child Dental Alt	Gold 80 HDHP HMO 1600/15% + Child Dental Alt	Gold 80 HRA HMO 2250/35 + Child Dental
0-14[1]	$366.67	$349.16	$329.16	$305.57	$307.89
15[1]	$398.02	$378.95	$357.18	$331.49	$334.02
16[1]	$410.01	$390.35	$367.89	$341.40	$344.00
17[1]	$421.99	$401.74	$378.60	$351.31	$353.99
18[1]	$434.90	$414.01	$390.13	$361.98	$364.75
19	$433.82	$412.28	$387.68	$358.66	$361.52
20	$447.19	$424.99	$399.63	$369.71	$372.66
21	$461.02	$438.13	$411.99	$381.15	$384.18
22	$461.02	$438.13	$411.99	$381.15	$384.18
23	$461.02	$438.13	$411.99	$381.15	$384.18
24	$461.02	$438.13	$411.99	$381.15	$384.18
25	$462.86	$439.89	$413.64	$382.67	$385.72
26	$472.08	$448.65	$421.88	$390.30	$393.41
27	$483.15	$459.16	$431.76	$399.44	$402.63
28	$501.13	$476.25	$447.83	$414.31	$417.61
29	$515.88	$490.27	$461.01	$426.50	$429.90
30	$523.26	$497.28	$467.61	$432.60	$436.05
31	$534.32	$507.80	$477.49	$441.75	$445.27
32	$545.39	$518.31	$487.38	$450.90	$454.49
33	$552.30	$524.88	$493.56	$456.62	$460.25
34	$559.68	$531.89	$500.15	$462.71	$466.40
35	$563.36	$535.40	$503.45	$465.76	$469.47
36	$567.05	$538.90	$506.74	$468.81	$472.55
37	$570.74	$542.41	$510.04	$471.86	$475.62
38	$574.43	$545.91	$513.34	$474.91	$478.69
39	$581.81	$552.92	$519.93	$481.01	$484.84
40	$589.18	$559.93	$526.52	$487.11	$490.99
41	$600.25	$570.45	$536.41	$496.26	$500.21
42	$610.85	$580.53	$545.88	$505.02	$509.05
43	$625.60	$594.55	$559.07	$517.22	$521.34
44	$644.04	$612.07	$575.55	$532.46	$536.71
45	$665.71	$632.66	$594.91	$550.38	$554.76
46	$691.53	$657.20	$617.98	$571.72	$576.28
47	$720.57	$684.80	$643.94	$595.73	$600.48
48	$753.77	$716.35	$673.60	$623.18	$628.14
49	$786.50	$747.45	$702.85	$650.24	$655.42
50	$823.38	$782.51	$735.81	$680.73	$686.15
51	$859.80	$817.12	$768.36	$710.84	$716.50
52	$899.91	$855.24	$804.20	$744.00	$749.93
53	$940.48	$893.79	$840.45	$777.54	$783.74
54	$984.27	$935.41	$879.59	$813.75	$820.23
55	$1,028.07	$977.04	$918.73	$849.96	$856.73
56	$1,075.56	$1,022.16	$961.17	$889.22	$896.30
57	$1,123.50	$1,067.73	$1,004.01	$928.86	$936.26
58	$1,174.68	$1,116.36	$1,049.74	$971.17	$978.90
59	$1,200.03	$1,140.46	$1,072.40	$992.13	$1,000.03
60	$1,251.20	$1,189.09	$1,118.13	$1,034.44	$1,042.68
61	$1,295.46	$1,231.15	$1,157.69	$1,071.03	$1,079.56
62	$1,324.51	$1,258.76	$1,183.64	$1,095.04	$1,103.76
63	$1,360.93	$1,293.37	$1,216.19	$1,125.15	$1,134.11
64+	$1,383.06	$1,314.39	$1,235.97	$1,143.45	$1,152.54

[1]HMO 0-14, 15, 16, 17 and 18 age rates include the cost of $13.99 for Child Dental coverage.

KAISER PERMANENTE®

Rate Area 7

For effective dates January 1-December 1, 2023

*Also available in Covered California and CaliforniaChoice®

Small Business medical plan rates

Age on 2022 effective date	Silver 70 HMO 1900/65* + Child Dental Alt	Silver 70 HMO 2300/65* + Child Dental Alt	Silver 70 HMO 2500/55* + Child Dental	Silver 70 HMO 2800/65* + Child Dental Alt	Silver 70 HDHP HMO 2700/25%* + Child Dental
0-14[1]	$294.90	$288.74	$288.43	$282.95	$271.32
15[1]	$319.87	$313.16	$312.82	$306.86	$294.19
16[1]	$329.41	$322.50	$322.15	$316.00	$302.94
17[1]	$338.96	$331.83	$331.47	$325.14	$311.68
18[1]	$349.24	$341.89	$341.52	$334.98	$321.10
19	$345.54	$337.96	$337.57	$330.84	$316.53
20	$356.18	$348.37	$347.98	$341.03	$326.28
21	$367.20	$359.15	$358.74	$351.58	$336.37
22	$367.20	$359.15	$358.74	$351.58	$336.37
23	$367.20	$359.15	$358.74	$351.58	$336.37
24	$367.20	$359.15	$358.74	$351.58	$336.37
25	$368.67	$360.58	$360.17	$352.99	$337.72
26	$376.01	$367.77	$367.35	$360.02	$344.45
27	$384.83	$376.39	$375.96	$368.45	$352.52
28	$399.15	$390.39	$389.95	$382.17	$365.64
29	$410.90	$401.89	$401.43	$393.42	$376.40
30	$416.77	$407.63	$407.17	$399.04	$381.78
31	$425.58	$416.25	$415.78	$407.48	$389.86
32	$434.40	$424.87	$424.39	$415.92	$397.93
33	$439.91	$430.26	$429.77	$421.19	$402.98
34	$445.78	$436.00	$435.51	$426.82	$408.36
35	$448.72	$438.88	$438.38	$429.63	$411.05
36	$451.66	$441.75	$441.25	$432.44	$413.74
37	$454.59	$444.62	$444.12	$435.25	$416.43
38	$457.53	$447.50	$446.99	$438.07	$419.12
39	$463.41	$453.24	$452.73	$443.69	$424.50
40	$469.28	$458.99	$458.47	$449.32	$429.89
41	$478.09	$467.61	$467.08	$457.76	$437.96
42	$486.54	$475.87	$475.33	$465.84	$445.70
43	$498.29	$487.36	$486.81	$477.09	$456.46
44	$512.98	$501.73	$501.16	$491.16	$469.91
45	$530.24	$518.61	$518.02	$507.68	$485.72
46	$550.80	$538.72	$538.11	$527.37	$504.56
47	$573.93	$561.35	$560.71	$549.52	$525.75
48	$600.37	$587.21	$586.54	$574.83	$549.97
49	$626.44	$612.70	$612.01	$599.79	$573.85
50	$655.82	$641.44	$640.71	$627.92	$600.76
51	$684.83	$669.81	$669.05	$655.69	$627.34
52	$716.77	$701.05	$700.26	$686.28	$656.60
53	$749.09	$732.66	$731.83	$717.22	$686.20
54	$783.97	$766.78	$765.91	$750.62	$718.16
55	$818.86	$800.90	$799.99	$784.02	$750.11
56	$856.68	$837.89	$836.94	$820.23	$784.76
57	$894.87	$875.24	$874.25	$856.80	$819.74
58	$935.63	$915.11	$914.07	$895.82	$857.08
59	$955.82	$934.86	$933.80	$915.16	$875.58
60	$996.58	$974.72	$973.62	$954.19	$912.92
61	$1,031.83	$1,009.20	$1,008.06	$987.94	$945.21
62	$1,054.97	$1,031.83	$1,030.66	$1,010.09	$966.40
63	$1,083.97	$1,060.20	$1,059.00	$1,037.86	$992.98
64+	$1,101.60	$1,077.45	$1,076.22	$1,054.74	$1,009.11

[1]HMO 0-14, 15, 16, 17 and 18 age rates include the cost of $13.99 for Child Dental coverage.

KAISER PERMANENTE®

Rate Area 7

For effective dates January 1-December 1, 2023

*Also available in Covered California and CaliforniaChoice®

Small Business medical plan rates

Age on 2022 effective date	Bronze 60 HMO 5400/60* + Child Dental Alt	Bronze 60 HMO 6300/65* + Child Dental	Bronze 60 HDHP HMO 7000/0* + Child Dental
0-14[1]	$250.62	$256.31	$241.86
15[1]	$271.65	$277.85	$262.11
16[1]	$279.69	$286.09	$269.85
17[1]	$287.73	$294.32	$277.60
18[1]	$296.40	$303.19	$285.94
19	$291.07	$298.07	$280.29
20	$300.04	$307.26	$288.93
21	$309.32	$316.76	$297.86
22	$309.32	$316.76	$297.86
23	$309.32	$316.76	$297.86
24	$309.32	$316.76	$297.86
25	$310.55	$318.03	$299.05
26	$316.74	$324.36	$305.01
27	$324.16	$331.96	$312.16
28	$336.23	$344.32	$323.78
29	$346.12	$354.45	$333.31
30	$351.07	$359.52	$338.07
31	$358.50	$367.13	$345.22
32	$365.92	$374.73	$352.37
33	$370.56	$379.48	$356.84
34	$375.51	$384.55	$361.61
35	$377.98	$387.08	$363.99
36	$380.46	$389.62	$366.37
37	$382.93	$392.15	$368.75
38	$385.41	$394.68	$371.14
39	$390.36	$399.75	$375.90
40	$395.31	$404.82	$380.67
41	$402.73	$412.42	$387.82
42	$409.84	$419.71	$394.67
43	$419.74	$429.84	$404.20
44	$432.11	$442.51	$416.11
45	$446.65	$457.40	$430.11
46	$463.97	$475.14	$446.79
47	$483.46	$495.10	$465.56
48	$505.73	$517.90	$487.01
49	$527.69	$540.39	$508.15
50	$552.44	$565.73	$531.98
51	$576.87	$590.76	$555.51
52	$603.79	$618.32	$581.43
53	$631.01	$646.19	$607.64
54	$660.39	$676.28	$635.94
55	$689.78	$706.38	$664.23
56	$721.63	$739.00	$694.91
57	$753.80	$771.95	$725.89
58	$788.14	$807.11	$758.96
59	$805.15	$824.53	$775.34
60	$839.48	$859.69	$808.40
61	$869.18	$890.10	$837.00
62	$888.67	$910.05	$855.76
63	$913.10	$935.08	$879.29
64+	$927.96	$950.28	$893.58

[1]HMO 0-14, 15, 16, 17 and 18 age rates include the cost of $13.99 for Child Dental coverage.

KAISER PERMANENTE®

Rate Area 7

For effective dates January 1-December 1, 2023

*Also available in Covered California and CaliforniaChoice®

Small Business medical plan rates

Age on 2022 effective date	Platinum 90 PPO 0/15 + Child Dental	Gold 80 PPO 350/25 + Child Dental	Silver 70 PPO 2500/55 + Child Dental	Bronze 60 PPO 6300/65 + Child Dental
0-14[1]	$739.48	$650.66	$534.76	$469.50
15[1]	$805.21	$708.50	$582.29	$511.24
16[1]	$830.34	$730.61	$600.46	$527.19
17[1]	$855.47	$752.72	$618.64	$543.15
18[1]	$882.54	$776.54	$638.21	$560.33
19	$909.61	$800.35	$657.78	$577.52
20	$937.64	$825.02	$678.06	$595.32
21	$966.64	$850.53	$699.03	$613.73
22	$966.64	$850.53	$699.03	$613.73
23	$966.64	$850.53	$699.03	$613.73
24	$966.64	$850.53	$699.03	$613.73
25	$970.50	$853.94	$701.82	$616.18
26	$989.84	$870.95	$715.80	$628.46
27	$1,013.04	$891.36	$732.58	$643.19
28	$1,050.73	$924.53	$759.84	$667.12
29	$1,081.67	$951.75	$782.21	$686.76
30	$1,097.13	$965.36	$793.40	$696.58
31	$1,120.33	$985.77	$810.17	$711.31
32	$1,143.53	$1,006.18	$826.95	$726.04
33	$1,158.03	$1,018.94	$837.43	$735.25
34	$1,173.50	$1,032.55	$848.62	$745.07
35	$1,181.23	$1,039.35	$854.21	$749.98
36	$1,188.96	$1,046.16	$859.80	$754.89
37	$1,196.70	$1,052.96	$865.40	$759.79
38	$1,204.43	$1,059.77	$870.99	$764.70
39	$1,219.90	$1,073.38	$882.17	$774.52
40	$1,235.36	$1,086.98	$893.36	$784.34
41	$1,258.56	$1,107.40	$910.13	$799.07
42	$1,280.79	$1,126.96	$926.21	$813.19
43	$1,311.73	$1,154.18	$948.58	$832.83
44	$1,350.39	$1,188.20	$976.54	$857.38
45	$1,395.82	$1,228.17	$1,009.40	$886.22
46	$1,449.96	$1,275.80	$1,048.54	$920.59
47	$1,510.85	$1,329.39	$1,092.58	$959.26
48	$1,580.45	$1,390.62	$1,142.91	$1,003.44
49	$1,649.08	$1,451.01	$1,192.54	$1,047.02
50	$1,726.41	$1,519.06	$1,248.46	$1,096.12
51	$1,802.78	$1,586.25	$1,303.69	$1,144.60
52	$1,886.88	$1,660.24	$1,364.50	$1,198.00
53	$1,971.94	$1,735.09	$1,426.02	$1,252.00
54	$2,063.77	$1,815.89	$1,492.42	$1,310.31
55	$2,155.60	$1,896.69	$1,558.83	$1,368.61
56	$2,255.16	$1,984.30	$1,630.83	$1,431.83
57	$2,355.69	$2,072.75	$1,703.53	$1,495.65
58	$2,462.99	$2,167.16	$1,781.12	$1,563.78
59	$2,516.16	$2,213.94	$1,819.57	$1,597.53
60	$2,623.45	$2,308.35	$1,897.16	$1,665.66
61	$2,716.25	$2,390.00	$1,964.27	$1,724.57
62	$2,777.15	$2,443.59	$2,008.31	$1,763.24
63	$2,853.51	$2,510.78	$2,063.53	$1,811.72
64+	$2,899.92	$2,551.59	$2,097.09	$1,841.19

KAISER PERMANENTE®

Small Business
Family Dental Plans and Chiropractic/Acupuncture Coverage Rates
BAY AREA

KPIC Fee-for-Service (Premier)

Dental Plan C			
EE only	EE+S	EE+C	EE+S+C
$39.03	$80.01	$81.97	$129.58

Dental Plan D			
EE only	EE+S	EE+C	EE+S+C
$60.68	$124.39	$127.42	$201.45

Dental Plan E			
EE only	EE+S	EE+C	EE+S+C
$78.80	$161.54	$165.48	$261.62

Dental Plan E w/Ortho			
EE only	EE+S	EE+C	EE+S+C
$80.45	$164.92	$168.94	$267.09

KPIC PPO

PPO Dental Plan D 1500			
EE only	EE+S	EE+C	EE+S+C
$44.32	$90.86	$93.07	$147.15

PPO Dental Plan E 1000			
EE only	EE+S	EE+C	EE+S+C
$54.04	$110.78	$113.48	$179.41

PPO Dental Plan E 1500			
EE only	EE+S	EE+C	EE+S+C
$59.58	$122.13	$125.11	$197.79

PPO Dental Plan AG 1500			
EE only	EE+S	EE+C	EE+S+C
$64.83	$132.90	$136.14	$215.24

PPO Dental Plan AH 2000			
EE only	EE+S	EE+C	EE+S+C
$70.62	$144.77	$148.30	$234.46

DeltaCare HMO

DeltaCare 10A Dental Plan			
EE only	EE+S	EE+C	EE+S+C
$23.71	$45.29	$63.07	$87.02

DeltaCare 13B Dental Plan			
EE only	EE+S	EE+C	EE+S+C
$17.36	$33.16	$46.18	$63.71

Chiropractic/Acupuncture Coverage (grandfathered (nonmetal) plans only)

For Grandfathered copayment, deductible HMO, and deductible HMO with HRA plan			
EE only	EE+S	EE+C	EE+S+C
$3.05	$6.10	$4.58	$9.15

Employee/Dependent Codes	EE only = eligible employee only (subscriber) EE+S = eligible employee plus spouse (subscriber and spouse) EE+C = eligible employee plus child(ren) (subscriber and child[ren] without spouse) EE+S+C = eligible employee plus spouse and child(ren) (subscriber and spouse and child[ren])

For effective dates January 1–December 1, 2023 Small Business v1_A

2023 *Group Agreement* Summary of Changes and Clarifications Notice For Effective Dates from January 1, 2023, through December 1, 2023

This *Group Agreement Summary of Changes and Clarifications Notice ("Notice")* includes a summary of the changes and clarifications that will be effective when your *Group Agreement* ("*Agreement*") is renewed in 2023 ("*2023 Agreement")*, unless a different effective date is stated. Unless otherwise indicated, the changes and clarifications described here apply to each type of coverage that will be effective upon renewal of your *Agreement*. If you have not already received a *2023 Agreement*, please contact your broker or Kaiser Foundation Health Plan, Inc. ("Health Plan") account manager to obtain a copy. If your Group does not wish to renew your *Agreement*, your Group must give us advance written notice in accord with "Termination on Notice" in the "Termination of *Agreement*" section of your *Agreement*.

In certain circumstances, this summary may also include changes that we made to your *Agreement* during the 2022 plan year through an amendment. This summary does not include minor changes and clarifications that Health Plan is making to improve the readability of the *Agreement* or any changes we are making at your Group's request. In addition to the changes and clarifications listed below, Health Plan will also make any changes required by law or by any state or federal agency.

The "Calculating Monthly Premiums" section in your *2023 Agreement* includes the Premiums that will be applicable to your *Agreement* upon renewal.

Note: Some capitalized terms in this *Notice* have special meaning. Please see the "Definitions" section of the applicable *EOC* document in your *Agreement* for terms you should know. In this *Notice* "non-Medicare *EOCs*" means all *EOCs* other than "Kaiser Permanente Senior Advantage (HMO) when Medicare is secondary coverage" *EOCs*.

2023 Agreement

If you have not already received your *2023 Agreement* and your Group wants to make changes to benefits or Cost Share, please request them before your Anniversary Date. You will then receive your *2023 Agreement* shortly after you tell your Health Plan account manager about changes your Group wants to make. If you don't wish to make changes to benefits or Cost Share, you don't need to do anything to renew your *Agreement*. We will provide your Group with its *2023 Agreement* within 60 days after your Anniversary Date. If you would like to receive it sooner, please contact your Health Plan account manager.

We will provide the *2023 Agreement* to your Group online unless you have asked us to mail your Group a printed *2023 Agreement*. When we provide the *2023 Agreement* online, we will mail your Group a notice to let you know when the *2023 Agreement* is available to view and download.

Please keep in mind that unless your Group notifies us to make changes to benefits or Cost Share, your *2023 Agreement*, including the *EOC* documents, will reflect the same benefits and Cost Share information as your current *Agreement,* subject to the changes described in this *Notice*.

Global Changes to the *Group Agreement*, including *EOC* documents

Advanced Care at Home

Due to a change in policy, *in Medicare EOCs in our Northern California Region, we have updated the language under "Home Medical Care Not Covered by Medicare for Members Who Live in Contra Costa or Solano Counties (Advanced Care at Home)" to "Home Medical Care Not Covered by Medicare for Members Who Live in Certain Counties (Advanced Care at Home)," as the areas where this service is provided may expand in the future.*

Drug Manufacturer Coupons

Due to a change in policy, *in HSA-Qualified High Deductible Health Plans we accept certain manufacturer coupons for prescription drugs, effective January 1, 2022. A description of the Kaiser Permanente coupon program is under "Manufacturer coupon program" in the "Outpatient Prescription Drugs, Supplies, and Supplements" section of EOCs:*

> ***Manufacturer coupon program***
> For outpatient prescription drugs or items that are covered under this "Outpatient Prescription Drugs, Supplies, and Supplements" section and obtained at a Plan Pharmacy, you may be able to use approved manufacturer coupons as payment for the Cost Share that you owe, after reaching your applicable deductible amount and as allowed under Health Plan's coupon program. You will owe any additional amount if the coupon does not cover the entire amount of your Cost Share for your prescription. When you use an approved coupon for payment of your Cost Share, the coupon amount and any additional payment that you make will accumulate to your out-of-pocket maximum. Refer to the "Cost Share Summary" section of this EOC to find your applicable out-of-pocket maximum amount and to learn which drugs and items apply to the maximum. Certain health plan coverages are not eligible for coupons. You can get more information regarding the Kaiser Permanente coupon program rules and limitations at kp.org/rxcoupons.

Fertility Services

Due to a change in policy*, beginning January 1, 2023, diagnostic Services (sleep apnea studies and electrocardiograms) related to fertility treatment will be covered under "Outpatient imaging, laboratory, and other diagnostic and treatment Services" instead of "Fertility Services" in the EOC. In some plans, this may result in lower Cost Share for these Services. In accord with this change, we have also added a new cross-reference in the "Fertility Services" section, referring members to the "Outpatient Imaging, Laboratory, and Other Diagnostic and Treatment Services" section of the EOC for information on diagnostic Services.*

HRSA-related EOC Changes

We have made the following changes to non-Medicare EOCs, ***to align with guidance released by the United States Health Resources and Services Administration ("HRSA")****:*

- *Under "Breastfeeding Supplies" in the "Durable Medical Equipment "DME" for Home Use" section, we have clarified that we cover supplies associated with breastfeeding, as described on our website at kp.org/prevention*
- *In the "Contraceptive drugs and devices" table under "Outpatient prescription drugs, supplies, and supplements" in the "Cost Share Summary," we have deleted the reference to "female condoms" and added "condoms" instead. Female and male condoms are both covered when prescribed for women, up to a 30-day supply. This change does not apply to EOCs for religious purchasers that do not cover contraception*
- *Under "Preventive Services" in the "Cost Share Summary," we have clarified that postpartum follow-up visits are covered when Medically Necessary. Additionally, postpartum follow-up visits will no longer be subject to the Plan Deductible in HSA-Qualified High Deductible Health Plans*

Medicare Part D Outpatient Prescription Drug Coverage

In accordance with the Centers for Medicare & Medicaid Services requirements*, in Medicare EOCs with Part D coverage, the Senior Advantage Medicare Part D Catastrophic Coverage Stage threshold is increasing from* ***$7,050*** *to* ***$7,400*** *for calendar year 2023.*

If your drug plan includes a Coverage Gap Stage, the Initial Coverage Stage threshold is increasing from ***$4,430*** *to* ***$4,660*** *for calendar year 2023.*

Over-the-Counter Health and Wellness products

Due to a change in policy, *in Medicare EOCs when Medicare is Secondary Coverage where a Group has purchased the transportation or enhanced meals benefit, we have added coverage for Over-the-Counter (OTC) Health and Wellness products obtained through our OTC catalog (No charge for a quarterly benefit limit of $70), in the "Benefits and Your Cost Share" section.*

Plan Out of Pocket Maximum

Due to a change in policy, *in Medicare EOCs with a Plan Out-of-Pocket Maximum of $1,500 for any one Member, the maximum will be decreased to $1,000.*

Renewal

For consistency with state law*, under "Renewal" in the "Term of Agreement and Renewal" section of Agreements, we have removed the specific timeframe for providing prior written notice of any offer to renew the Agreement. Notice will be provided in a timely manner, consistent with applicable state and federal requirements.*

Timely Access to Care (SB 221)

In accordance with state law*, under "Timely Access to Care" in the "How to Obtain Services" section of non-Medicare EOCs, we have added a new access standard for follow-up (non-urgent) mental health care or substance use disorder treatment appointments with a practitioner other than a physician, for those undergoing a course of treatment for an ongoing mental health or substance use disorder condition. We have also reorganized this section for readability and to better align with the terminology in state law.*

Global Clarifications to the *Agreement*, including *EOC* documents

Claims

Under "Initial Claims" in the "Post-Service Claims and Appeals" section of non-Medicare *EOCs*, we have clarified the process by which a member may submit a claim for Emergency Services, Post-Stabilization Care, Out-of-Area Urgent Care, and emergency ambulance Services.

Confidential Information (AB 1184)

Under "Privacy Practices" in the "Miscellaneous Provisions" section of non-Medicare *EOCs*, we have clarified that a member may request a confidential communication by completing a confidential communication request form available on kp.org.

Covid-19 Vaccines

In Medicare *EOCs*, we have added Covid-19 vaccines to the list of immunizations under "Preventive Services" in the "Benefits and Your Cost Share" section.

Deductibles and Out of Pocket Maximums

Under "Deductibles and Out-of-Pocket Maximums" in the "Cost Share Summary" section of non-Medicare *EOCs*, we have clarified that if a Member experiences a plan change in the middle of their current Accumulation Period, their deductible and out-of-pocket maximum amounts may increase or decrease, therefore changing the amount that must accumulate during their current Accumulation Period.

Dependent Foster Children

Under "Eligibility as a Dependent" in the "Who is Eligible" section of *EOCs*, we have replaced the bullet point describing foster child eligibility with a new bullet point stating that foster children are eligible to enroll as Dependents under the plan, if the Subscriber or Spouse has the legal authority to direct their care. Groups continue to be required to allow enrollment of eligible foster children during a special enrollment period triggered by the placement of the child in foster care, and may also allow enrollment of foster children at other times in accord with Group's eligibility requirements.

Grievances

Under "How to file" in the "Grievances" section of non-Medicare *EOCs*, we have clarified the process by which a member may submit a claim or grievance electronically, orally, or in writing.

Mail Order Service

Under "Mail-order service" in the "Outpatient Prescription Drugs, Supplies, and Supplements" section of *EOCs*, we have updated the mailing timeframe for prescription refills from "7 to 10 days" to "3 to 5 days" to align with other Plan

materials. Additionally, we have revised the “note” in this section for clarity and to explain that prescription drugs cannot be mailed to all states.

Notices

Under “Notices Regarding Your Coverage” in the “Miscellaneous Provisions” section of *EOCs*, we have clarified that a Subscriber is responsible for notifying their Group of any change in contact information.

Receiving Care Outside of Your Home Region Service Area

Under “Receiving Care Outside of Your Home Region Service Area” in the “How to Obtain Services” section of *EOCs*, we have simplified the description of how to receive care when you are away from your Home Region.

Surrogacy

We have moved the definition of Surrogacy Arrangements to the “Definitions” section of the *EOC*. Previously this definition appeared in two places in the *EOC*: under “Surrogacy” in the “Exclusions” section and under “Surrogacy Arrangements” in the “Reductions” section.

Termination for Nonpayment of Cal-COBRA Premiums

We have simplified language describing the termination process under "Termination for nonpayment of Cal-COBRA Premiums" in the "Continuation of Membership" section of non-Medicare *EOCs*. The details removed from this section can be found in the notices sent to Members regarding nonreceipt of payment and termination for nonpayment of Cal-COBRA Premiums.

Plan-Specific Changes to Cost Share, Deductible, and Out-of-Pocket Maximum

These benefit changes were made to ensure that the plan complies with metal level (i.e. platinum, gold, silver, bronze) requirements. Unless otherwise specified, the Services listed are not subject to any deductible. This summary does not include all the benefit changes to your plan for next year. To see specific information on the benefits for your plan, please visit account.kp.org.

Platinum 90 HMO 0/20 + Child Dental Plan

Benefits	2022 Cost Share	2023 Cost Share
Substance Abuse: Outpatient Items/Services	$20	*$0*
Mental Health: Other Outpatient Items/Services	$20	*$0*

Gold 80 HMO 0/30 + Child Dental Alt

Benefits	2022 Cost Share	2023 Cost Share
Annual out-of-pocket maximum (individual/family)	$7,000/$14,000	*$7,500/$15,000*
Specialist care office visit	$35	*$50*
Preferred brand drugs	$40	*$50*

Gold 80 HMO 250/35 + Child Dental

Benefits	2022 Cost Share	2023 Cost Share
Mental Health: Other Outpatient Items/Services	$35	*$0*
Substance Abuse: Outpatient Items/Services	$35	*$0*

Gold 80 HMO 1000/40 + Child Dental Alt

Benefits	2022 Cost Share	2023 Cost Share
Mental Health: Other Outpatient Items/Services	$40	*$0*

Gold 80 HRA HMO 2250/35 + Child Dental

Benefits	2022 Cost Share	2023 Cost Share
Annual out-of-pocket maximum (individual/family)	$7,800/$15,600	*$8,500/$17,000*
Mental Health: Other Outpatient Items/Services	25% up to $35 (after deductible)	*$0*
Substance Abuse: Outpatient Items/Services	25% up to $5	*$0*

Gold 80 HDHP HMO 1600/15% + Child Dental Alt

Benefits	2022 Cost Share	2023 Cost Share
Annual medical deductible (Self-only/Individual/Family or Individual//Family)	$1,600/$2,800/$3,200	*$1,600/$3,000/$3,200*
Annual out-of-pocket maximum (individual/family)	$3,250/$6,500	*$3,550/$7,100*
Hospice	No Charge	*0% (after deductible)*

Silver 70 HMO 1900/65 + Child Dental Alt - previously called the Silver 1650/55 + Child Dental Alt

Benefits	2022 Cost Share	2023 Cost Share
Annual medical deductible (individual/family)	$1,650/$3,300	*$1,900/$3,800*
Annual deductible type (Medical only or Integrated Medical/Pharmacy)	Medical only	*Integrated Medical/Pharmacy*
Annual Pharmacy Deductible (individual/family)	$350/$700	*Integrated Medical/Pharmacy*
Annual out-of-pocket maximum (individual/family)	$8,200/$16,400	*$8,750/$17,500*
Primary care office visit	$55	*$65*
Other Practitioner office visit	$55	*$65*
Specialist care office visit	$80	*$100*
MRI, CT, PET imaging	$350 (after deductible)	*$400 (after deductible)*
Preferred brand drugs	$75 (after pharmacy deductible)	*$100*
Outpatient Surgery	40% (after deductible)	*45% (after deductible)*

Emergency Room	40% (after deductible)	*45% (after deductible)*
Ambulance services	40% (after deductible)	*45% (after deductible)*
Urgent Care	$55	*$65*
Inpatient hospital care facility fee, per day	40% (after deductible)	*45% (after deductible)*
Mental health services, outpatient, per visit	$55	*$0*
Mental health services, inpatient, per admission	40% (after deductible)	*45% (after deductible)*
Substance Abuse/Outpatient	$55	*$0*
Substance Abuse/Inpatient	40% (after deductible)	*45% (after deductible)*
Pregnancy delivery	40% (after deductible)	*45% (after deductible)*
Skilled Nursing Facility	40% (after deductible)	*45% (after deductible)*
Durable medical equipment (Base)	40%	*45%*
Durable medical equipment (Supplemental)	40% (after deductible) to $2,000 annual max	*45% (after deductible) to $2,000 annual max*

Silver 70 HMO 2300/65 + Child Dental Alt - previously called the Silver 70 HMO 2100/55 + Child Dental Alt

Benefits	**2022 Cost Share**	**2023 Cost Share**
Annual medical deductible (Self-only/Individual/Family or Individual//Family)	$2,100/$4,200	*$2,300/$4,600*
Annual out-of-pocket maximum (individual/family)	$8,200/$16.400	*$8,750/$17,500*
Primary care office visit	$55	*$65*
Other Practitioner office visit	$55	*$65*
Specialist care office visit	$80	*$100*
MRI, CT, PET imaging	$350 (after deductible	*$400 (after deductible*
Preferred brand drugs	$75 (after pharmacy deductible)	*$100 (after pharmacy deductible)*
Urgent Care	$55	*$65*

Mental health services, outpatient, per visit	$55	*$0*
Substance Abuse/Outpatient	$55	*$0*

Silver 70 HMO 2500/55 + Child Dental - previously called the Silver 70 HMO 2250/55 + Child Dental

Benefits	2022 Cost Share	2023 Cost Share
Annual medical deductible (individual/family)	$2250/$4,500	*$2,500/$5,000*
Annual pharmacy deductible (individual/family)	$300/$600	*$370/$740*
Annual out-of-pocket maximum (individual/family)	$8,200/$16,400	*$8,750/$17,500*
Generic drugs	$17	*$19*
Preferred brand drugs	$80 (after pharmacy deductible)	*$85 (after pharmacy deductible)*
Outpatient Surgery	30% (after deductible)	*35% (after deductible)*
Inpatient hospital care facility fee, per day	30% (after deductible)	*40% (after deductible)*
Mental health services, inpatient, per admission	30% (after deductible)	*40% (after deductible)*
Substance Abuse/Outpatient	$55	*$0*
Substance Abuse/Inpatient	30% (after deductible)	*40% (after deductible)*
Pregnancy Delivery	30% (after deductible)	*40% (after deductible)*
Skilled Nursing Facility	30% (after deductible)	*40% (after deductible)*
Durable medical equipment (Base)	30%	*40%*

Silver 70 HMO 2500/55 + Child Dental w/o Contraceptives - previously called the Silver 70 HMO 2250/55 + Child Dental w/o Contraceptives

Benefits	2022 Cost Share	2023 Cost Share
Annual medical deductible (individual/family)	$2250/$4,500	*$2,500/$5,000*
Annual pharmacy deductible (individual/family)	$300/$600	*$370/$740*
Annual out-of-pocket maximum (individual/family)	$8,200/$16,400	*$8,750/$17,500*

Generic drugs	$17	*$19*
Preferred brand drugs	$80 (after pharmacy deductible)	*$85 (after pharmacy deductible)*
Outpatient Surgery	30% (after deductible)	*35% (after deductible)*
Inpatient hospital care facility fee, per day	30% (after deductible)	*40% (after deductible)*
Mental health services, inpatient, per admission	30% (after deductible)	*40% (after deductible)*
Substance Abuse/Outpatient	$55	*$0*
Substance Abuse/Inpatient	30% (after deductible)	*40% (after deductible)*
Pregnancy Delivery	30% (after deductible)	*40% (after deductible)*
Skilled Nursing Facility	30% (after deductible)	*40% (after deductible)*
Durable medical equipment (Base)	30%	*40%*

Silver 70 HMO 2800/65 + Child Dental Alt - previously called the Silver 70 HMO 2600/55 + Child Dental Alt

Benefits	2022 Cost Share	2023 Cost Share
Annual Medical Deductible (individual/family)	$2,600/$5,200	*$2,800/$5,600*
Annual out-of-pocket maximum (individual/family)	$8,200/$16,400	*$8,750/$17,500*
Primary care office visit	$55	*$65*
Other Practitioner office visit	$55	*$65*
Specialist care office visit	$80	*$100*
MRI, CT, PET imaging	$350 (after deductible)	*$400 (after deductible)*
Preferred brand drugs	$75 (after deductible)	*$100 (after deductible)*
Urgent Care	$55	*$65*
Mental health services, outpatient, per visit	$55	*$0*
Substance Abuse/Outpatient	$55	*$0*

Silver 70 HDHP HMO 2700/25% + Child Dental - previously called the Silver 70 HDHP HMO 2500/20%

Benefits	2022 Cost Share	2023 Cost Share
Annual medical deductible (Self-only/Individual/Family or Individual//Family)	$2,500/$2,800/$5,000	*$2,700/$3,000/$5,400*
Annual out-of-pocket maximum (individual/family)	$6,850/$13,700	*$7,200/$14,400*
Primary care office visit	20% (after deductible)	*25% (after deductible)*
Other Practitioner office visit	20% (after deductible)	*25% (after deductible)*
Specialist care office visit	20% (after deductible)	*25% (after deductible)*
Most lab tests	20% (after deductible)	*25% (after deductible)*
Most X-rays	20% (after deductible)	*25% (after deductible)*
MRI, CT, PET imaging	20% (after deductible)	*25% (after deductible)*
Generic drugs	20% (after deductible) up to $250 per script	*25% (after deductible) up to $250 per script*
Preferred brand drugs	20% (after deductible) up to $250 per script	*25% (after deductible) up to $250 per script*
Specialty drugs	20% (after deductible) up to $250 per script	*25% (after deductible) up to $250 per script*
Outpatient surgery	20% (after deductible)	*25% (after deductible)*
Outpatient service visit	20% (after deductible)	*25% (after deductible)*
Emergency Department visit	20% (after deductible)	*25% (after deductible)*
Ambulance services	20% (after deductible)	*25% (after deductible)*
Urgent care	20% (after deductible)	*25% (after deductible)*
Inpatient hospital care facility fee, per day	20% (after deductible)	*25% (after deductible)*
Mental health services, outpatient, per visit	20% (after deductible)	*$0 (after deductible)*
Mental Health: Other Outpatient Items/Services	20% (after deductible)	*$0 (after deductible)*
Mental health services, inpatient, per admission	20% (after deductible)	*$0 (after deductible)*

Substance Abuse/Outpatient	20% (after deductible)	*$0 (after deductible)*
Substance Abuse: Outpatient Items/Services	20% (after deductible)	*25% (after deductible)*
Substance Abuse/Inpatient	20% (after deductible)	*25% (after deductible)*
Pregnancy delivery	20% (after deductible)	*25% (after deductible)*
Home health	20% (after deductible)	*25% (after deductible)*
Rehab/Hab Therapies (ST)	20% (after deductible)	*25% (after deductible)*
Rehab/Hab Therapies (PT)	20% (after deductible)	*25% (after deductible)*
Skilled Nursing Facility	20% (after deductible)	*25% (after deductible)*
Durable medical equipment (Base)	20% (after deductible)	*25% (after deductible)*

Bronze 60 HMO 6300/65 + Child Dental

Benefits	2022 Cost Share	2023 Cost Share
Mental health services, outpatient, per visit	$65 (after deductible)	*$0*
Mental Health: Other Outpatient Items/Services	40% up to $65 (after deductible)	*$0*
Substance Abuse/Outpatient	$65 (after deductible)	*$0*
Substance Abuse: Outpatient Items/Services	40% up to $65 (after deductible)	*$0*

Bronze 60 HMO 5400/60 + Child Dental Alt

Benefits	2022 Cost Share	2023 Cost Share
Annual out-of-pocket maximum (individual/family)	$8,200/$16,400	*$8,300/$16,600*
Mental health services, outpatient, per visit	$60 (after deductible)	*$0*
Mental Health: Other Outpatient Items/Services	50% (after deductible)	*$0*

$0/$3,000 HSA-Qualified Deductible HMO Plan - previously call the $0/$2,800 HSA-Qualified Deductible HMO Plan (Grandfathered - non-metal)

Benefits	2022 Cost Share	2023 Cost Share
Annual medical deductible (individual/family)	$2,800/$5,450	*$3,000/$6,000*

KAISER PERMANENTE INSURANCE COMPANY
One Kaiser Plaza
Oakland, CA 94612

Employers: Please provide a copy of this notice to all affected certificate holders

Summary of Benefit Changes for 2023

Small Group PPO Plans

Each year at contract renewal, we inform you about changes to the Kaiser Permanente Insurance Company (KPIC) health insurance benefits. The following is a summary of the benefit changes affecting your group's coverage under the Group Policy. Unless otherwise indicated, the changes summarized below will be effective upon your group's renewal date. Upon renewal, a new *Certificate of Insurance* (*COI)* will be issued to you. The new *COI* becomes part of your KPIC Group Policy and replaces and supersedes any previous certificate or rider that may have been issued to you and your covered employees.

This notice provides a listing of plan changes known at this time that will become effective upon your group's renewal date, unless a different date is indicated. Benefits may be subject to further changes for subsequently enacted state or federal legislation or regulations.

I. Coverage of Preventive Services in accordance with Affordable Care Act (ACA) requirements - The preventive care services that are covered at no charge and not subject to any Deductible when received at the Participating Provider tier have been expanded to include coverage for the following:

a. *Behavioral/Social/Emotional Screening for children newborn to 21 years.*

b. *Sudden cardiac arrest and sudden cardiac death risk assessment in children 12-21 years of age*

c. *Colonoscopies after a positive non-invasive stool-based screening test or direct visualization screening test*

Applies to: Platinum, Gold, Silver and Bronze plans

Please refer to your *COI* for a detailed list of the preventive benefits that are covered based on the ACA guidelines.

THE ABOVE IS ONLY A SUMMARY OF THE BENEFIT CHANGES AFFECTING YOUR GROUP'S COVERAGE. PLEASE CONSULT THE GROUP POLICY FOR COMPLETE DETAILS REGARDING THE TERMS OF COVERAGE.

Coversheet

Approve 23-24 Bell Schedules for Voices FS, WCC, MP, MH and Stockton

Section: III. Board Business: Consent Items
Item: C. Approve 23-24 Bell Schedules for Voices FS, WCC, MP, MH and Stockton
Purpose: Vote
Submitted by:
Related Material: WCC Bell Schedule 23-24.pdf
Morgan Hill - Bell Schedules 23-24.pdf
FM - Bell Schedule 23-24.pdf
MP Bell Schedule 23-24.pdf
Stockton Bell Schedule 23-24.pdf

Voices College-Bound Language Academy (WCC)
Bell Schedule SY 23-24

Regular Day Schedule	Minimum Day Schedule
Kinder Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:15 (105) 1:15-1:30 Snack Recess <15> 1:30-3:00 (90) 3:00 - 4:00 Enrichment <60>	**Kinder Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
First Grade Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:15 (105) 1:15-1:30 Snack Recess <15> 1:30-3:00 (90) 3:00 - 4:00 Enrichment <60>	**First Grade Minimum Day** 8:00-9:25 (85) 9:25-9:40- Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Second Grade Regular Day 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:00 (65) 11:00-11:30 Lunch <30> 11:30-1:45 (135) 1:45-2:00 Snack Recess <15> 2:00-3:00 (60) 3:00 - 4:00 Enrichment <60>	**Second Grade Minimum Day** 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:00 (65) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Third Grade Regular Day 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:30 (95) 11:30-12:00 Lunch <30> 12:00-1:45 (105) 1:45-2:00 Snack Recess <15> 2:00-3:00 (60) 3:00 - 4:00 Enrichment <60>	**Third Grade Minimum Day** 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:30 (95) 11:30-12:00 Lunch <30> 12:00-12:30 Dismissal (30)
Fourth Grade Regular Day	**Fourth Grade Minimum Day**

8:00-10:00 (120) 10:00-10:15 Recess <15> 10:15-12:00 (105) 12:00-12:30 Lunch <30> 12:30-1:15 (45) 1:30-1:45 Snack Recess <15> 1:45-3:00 (75) 3:00 - 4:00 Enrichment <60>	8:00-10:00 (120) 10:00- 10:15 Recess <15> 10:15-11:30 (90) 11:30-12:00 Lunch <30> 12:00-12:30 Dismissal (30)
Fifth Grade Regular Day 8:00-10:00 (120) 10:00-10:15 Recess <15> 10:15-12:00 (105) 12:00-12:30 Lunch <30> 12:30-1:30 (60) 1:30-1:45 Snack Recess <15> 1:45-3:00 (75) 3:00 - 4:00 Enrichment <60>	**Fifth Grade Minimum Day** 8:00-10:00(120) 10:00-10:15 Recess <15> 10:15-11:30 (105) 11:30-12:00 Lunch <30> 12:00-12:30 Dismissal (30)

Sixth-Eighth Grade Regular Day			
	Start	**End**	**Minutes**
Block 1	8:00	10:00	(120)
Break	10:00	10:15	<15>
Block 2	10:15	11:30	(75)
Lunch	11:30	12:00	<30>
Block 2	12:00	1:30	(90)
Snack	1:30	1:45	<15>
Block 3	1:45	3:00	(75)
Enrichment	3:00	4:00	<60>

Sixth-Eighth Grade Minimum Day			
	Start	**End**	**Minutes**
Block 1	8:00	9:15	(75)
Block 2	9:15	10:30	(75)
Break	10:30	10:40	<10>
Block 3	10:40	11:30	(50)
Lunch	11:30	12:00	<30>
Block 3	12:00	12:30	(30)

Voices College-Bound Language Academy (Morgan Hill)
Bell Schedule SY 23-24

PEAK

Regular Day Schedule	Minimum Day Schedule
Kinder Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:00 (90) 1:00-1:15 Snack Recess <15> 1:15-3:00 (105) 3:00 - 4:00 Enrichment <60>	**Kinder Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
First Grade Regular Day 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:00 (65) 11:00-11:30 Lunch <30> 11:30-12:45 (75) 12:45-1:00 Snack Recess <15> 1:00-3:00 (120) 3:00 - 4:00 Enrichment <60>	**First Grade Minimum Day** 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:00 (65) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Second Grade Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:45 (75) 12:45-1:00 Snack Recess <15> 1:00-3:00 (120) 3:00 - 4:00 Enrichment <60>	**Second Grade Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)

ADVENT

Regular Day Schedule	Minimum Day Schedule
2/Third Grade Regular Day 8:15-10:00 (105) 10:00-10:15 Recess <15> 10:15-11:45 (90) 11:45-12:15 Lunch <30> 12:15-1:30 (75) 1:30-1:45 Snack Recess <15> 1:45-3:15 (90) 3:15 - 4:15 Enrichment <60>	**2/Third Grade Minimum Day** 8:15-10:00 (105) 10:00-10:15 Recess <15> 10:15-11:15 (60) 11:15-11:45 Lunch <30> 11:45-12:45 Dismissed (60)
Fourth Grade Regular Day 8:15-10:00 (105) 10:00-10:15 Recess <15> 10:15-11:45 (90) 11:45-12:15 Lunch <30> 12:15-1:30 (75) 1:30-1:45 Snack Recess <15> 1:45-3:15 (90) 3:15 - 4:15 Enrichment <60>	**Fourth Grade Minimum Day** 8:15-10:00 (105) 10:00-10:15 Recess <15> 10:15-11:15 (60) 11:15-11:45 Lunch <30> 11:45-12:45 Dismissal (60)
Fifth Grade Regular Day 8:15-9:45 (90) 9:45-10:00 Recess <15> 10:00-11:45 (105) 11:45-12:15 Lunch <30> 12:15-1:45 (90) 1:45-2:00 Snack Recess <15> 2:00-3:15 (75) 3:15 - 4:15 Enrichment <60>	**Fifth Grade Minimum Day** 8:15-9:45 (90) 9:45-10:00 Recess <15> 10:00-11:45 (105) 11:45-12:15 Lunch <30> 12:15-12:45 Dismissal (30)

MHCCC

Sixth-Eighth Grade Regular Day			
	Start	**End**	**Minutes**
Block 1	8:00	10:00	(120)
Break	10:00	10:15	<15>
Block 2	10:15	11:30	(75)
Lunch	11:30	12:00	<30>
Block 2	12:00	12:45	(45)
Snack	12:45	1:00	<15>
Block 3	1:00	3:00	(120)
Enrichment	3:00	4:00	<60>

Sixth-Eighth Grade Minimum Day			
	Start	**End**	**Minutes**
Block 1	8:00	9:15	(75)
Block 2	9:15	10:30	(75)
Break	10:30	10:40	<10>
Block 3	10:40	11:30	(50)
Lunch	11:30	12:00	<30>
Block 3	12:00	12:30	(30)

Voices College-Bound Language Academy Flagship
Bell Schedule SY 23-24

Regular Day Schedule	Minimum Day Schedule
Kinder Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:00 (90) 1:00-1:15 Snack Recess <15> 1:15-3:00 (105) 3:00 - 4:00 Enrichment <60>	**Kinder Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
First Grade Regular Day 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:00 (65) 11:00-11:30 Lunch <30> 11:30-12:45 (75) 12:45-1:00 Snack Recess <15> 1:00-3:00 (120) 3:00 - 4:00 Enrichment <60>	**First Grade Minimum Day** 8:00-9:40 (100) 9:40-9:55 Recess <15> 9:55-11:00 (65) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Second Grade Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:45 (75) 12:45-1:00 Snack Recess <15> 1:00-3:00 (120) 3:00 - 4:00 Enrichment <60>	**Second Grade Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Third Grade Regular Day 8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:30 (90) 11:30-12:00 Lunch <30> 12:00-1:15 (75) 1:15-1:30 Snack Recess <15> 1:30-3:00 (90) 3:00 - 4:00 Enrichment <60>	**Third Grade Minimum Day** 8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)

Fourth Grade Regular Day	Fourth Grade Minimum Day
8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:30 (90) 11:30-12:00 Lunch <30> 12:00-1:15 (75) 1:15-1:30 Snack Recess <15> 1:30-3:00 (90) 3:00 - 4:00 Enrichment <60>	8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissal (60)
Fifth Grade Regular Day	**Fifth Grade Minimum Day**
8:00-9:30 (90) 9:30-9:45 Recess <15> 9:45-11:30 (105) 11:30-12:00 Lunch <30> 12:00-1:30 (90) 1:30-1:45 Snack Recess <15> 1:45-3:00 (75) 3:00 - 4:00 Enrichment <60>	8:00-9:30 (90) 9:30-9:45 Recess <15> 9:45-11:30 (105) 11:30-12:00 Lunch <30> 12:00-12:30 Dismissal (30)

Sixth-Eighth Grade Regular Day			
	Start	**End**	**Minutes**
Block 1	8:00	10:00	(120)
Break	10:00	10:15	<15>
Block 2	10:15	11:30	(75)
Lunch	11:30	12:00	<30>
Block 2	12:00	12:45	(45)
Snack	12:45	1:00	<15>
Block 3	1:00	3:00	(120)
Enrichment	3:00	4:00	<60>

Sixth-Eighth Grade Minimum Day			
	Start	**End**	**Minutes**
Block 1	8:00	9:15	(75)
Block 2	9:15	10:30	(75)
Break	10:30	10:40	<10>
Block 3	10:40	11:30	(50)
Lunch	11:30	12:00	<30>
Block 3	12:00	12:30	(30)

Voices College-Bound Language Academy Mount Pleasant
Bell Schedule SY 23-24

Regular Day Schedule	Minimum Day Schedule
Kinder Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:00 (90) 1:00-1:15 Snack Recess <15> 1:15-3:00 (105) 3:00 - 4:00 Enrichment <60>	**Kinder Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess (15) 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
First Grade Regular Day 8:00-9:40 (100) (9:25-9:40) Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:00 (90) 1:00-1:15 Snack Recess <15> 1:15-3:00 (105) 3:00 - 4:00 Enrichment <60>	**First Grade Minimum Day** 8:00-9:40 (100) 9:25-9:40 Recess <15> 9:40-11:00 (65) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Second Grade Regular Day 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-1:00 (90) 1:00-1:15 Snack Recess <15> 1:15-3:00 (105) 3:00 - 4:00 Enrichment <60>	**Second Grade Minimum Day** 8:00-9:25 (85) 9:25-9:40 Recess <15> 9:40-11:00 (80) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)
Third Grade Regular Day 8:00-9:45 (105) 9:25-9:40 Recess <15> 9:40-11:00(80) 12:00-12:30 Lunch <30> 12:00-1:15 (75) 1:00-1:15 Snack Recess <15> 1:30-3:00 (90) 3:00 - 4:00 Enrichment <60>	**Third Grade Minimum Day** 8:00-9:45 (105) 9:25-9:40 Recess <15> (9:40-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissed (60)

Fourth Grade Regular Day	Fourth Grade Minimum Day
8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:30 (90) 12:00-12:30 Lunch <30> 12:00-1:15 (75) 1:30-1:45 Snack Recess <15> 1:30-3:00 (90) 3:00 - 4:00 Enrichment <60>	8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 Dismissal (60)
Fifth Grade Regular Day	**Fifth Grade Minimum Day**
8:00-9:30 (90) 9:45-10:00 Recess <15> 9:45-11:30 (105) 12:00-12:30 Lunch <30> 12:00-1:30 (90) 1:30-1:45 Snack Recess <15> 1:45-3:00 (75) 3:00 - 4:00 Enrichment <60>	8:00-9:30 (90) 9:45-10:00 Recess <15> 10:00-11:30 (105) 11:30-12:00 Lunch <30> 12:00-12:30 Dismissal (30)

Sixth-Eighth Grade Regular Day			
	Start	**End**	**Minutes**
Block 1	8:00	10:00	(120)
Break	10:00	10:15	<15>
Block 2	10:15	11:30	(75)
Lunch	11:30	12:00	<30>
Block 2	12:00	12:45	(45)
Snack	12:45	1:00	<15>
Block 3	1:00	3:00	(120)
Enrichment	3:00	4:00	<60>

Sixth-Eighth Grade Minimum Day			
	Start	**End**	**Minutes**
Block 1	8:00	9:15	(75)
Block 2	9:15	10:30	(75)
Break	10:30	10:40	<10>
Block 3	10:40	11:30	(50)
Lunch	11:30	12:00	<30>
Block 3	12:00	12:30	(30)

Voices College-Bound Language Academy Stockton
Bell Schedule SY 23-24

Regular Day Schedule	Minimum Day Schedule
TK/Kinder Regular Day 8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 (60) 12:30-1:00 (30) 1:00-1:15 *Snack* Recess <15> 1:15-3:00 (105) 3:00-4:00 Enrichment (60)	**TK/Kinder Minimum Day** 8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30- 12:15 (45) 12:15 - 12:30 (15)
First Grade Regular Day 8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 (60) 12:30-1:00 (30) 1:00-1:15 *Snack* Recess <15> 1:15-1:50 (35) 1:50-3:00 (70) 3:00-4:00 Enrichment (60)	**First Grade Minimum Day** 8:00-9:45 (105) 9:45-10:00 Recess <15> 10:00-11:00 (60) 11:00-11:30 Lunch <30> 11:30-12:30 (60)
Second Grade Regular Day 8:00-10:00 (120) 10:00-10:15 Recess <15> 10:15-11:20 (65) 11:20-11:50 Lunch <30> 11:50-1:15 (85) 1:15-1:30 *Snack* Recess <15> 1:30-2:30 (60) 2:30-3:00 (30) 3:00-4:00 Enrichment (60)	**Second Grade Minimum Day** 8:00-10:00 (120) 10:00-10:15 Recess <15> 10:15-11:20 (65) 11:20-11:50 Lunch <30> 11:50-12:15 (25) 12:15 - 12:30 (15)

Third/Fourth Grade Regular Day	**Third/Fourth Grade Minimum Day**
8:00-10:15 (135) 10:15-10:30 Recess <15> 10:30-11:10 (40) 11:10 - 11:40 (30) 11:40-12:10 Lunch <30> 12:10-1:45 (95) 1:45-2:00 *Snack* Recess <15> 2:00-3:00 (60) 3:00-4:00 Enrichment (60)	8:00-9:55 (115) 9:55-10:30 (35) 10:30-10:45 Recess <15> 10:45-11:40 (55) 11:40-12:10 Lunch <30> 12:10-12:30 (20)

Coversheet

Approve 23-24 Instructional Minutes for Voices FS, MH, MP, WCC, ST

Section:	III. Board Business: Consent Items
Item:	D. Approve 23-24 Instructional Minutes for Voices FS, MH, MP, WCC, ST
Purpose:	Vote
Submitted by:	
Related Material:	Instructional Minutes_23-24.pdf

Instructional Time Verification Calculations

Voices College-Bound Language Academies Schools

2023-24

	TK to Kinder	1st	2 to 3	4 to 5	6 to 8
Regular Days: Total Daily Minutes					
Daily Start	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
Daily End	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
Subtotal Minutes	480	480	480	480	480
Non-Instructional Minutes					
Recess	30	30	30	30	25
Lunch	30	30	30	30	35
Enrichment	60	60	60	60	55
Subtotal Non-Instructional Minutes	120	120	120	120	115
Subtotal Minutes Per Regular Day	360	360	360	360	365
Regular Days Per Year	146	146	146	146	146
Subtotal Annual Minutes on Regular Days	52,560	52,560	52,560	52,560	53,290

	TK to Kinder	1st	2 to 3	4 to 5	6 to 8
Minimum Days: Total Daily Minutes					
Daily Start Time	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
Daily End Time	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
Subtotal Minutes	270	270	270	270	270
Non-Instructional Minutes					
Recess	15	15	15	15	10
Lunch	30	30	30	30	30
Subtotal Non-Instructional Minutes	45	45	45	45	40
Total Minutes Per Minimum Day	225	225	225	225	230
Minimum Days Per Year	29	29	29	29	29
Subtotal Annual Minutes on Minimum Days	6,525	6,525	6,525	6,525	6,670

	TK to Kinder	1st	2 to 3	4 to 5	6 to 8
Total Annual Instructional Minutes	59,085	59,085	59,085	59,085	59,960
Required Minutes	36,000	50,400	50,400	54,000	54,000
Amount Above/(Below) Minimum	23,085	8,685	8,685	5,085	5,960

Instructional Time Verification Calculations

Voices College-Bound Language Academies Schools - Morgan HIll Advent

2023-24

	2 to 3	4 to 5
Regular Days: Total Daily Minutes		
Daily Start	8:15 AM	8:15 AM
Daily End	4:15 PM	4:15 PM
Subtotal Minutes	480	480
Non-Instructional Minutes		
Recess	30	30
Lunch	30	30
Enrichment	60	60
Subtotal Non-Instructional Minutes	120	120
Subtotal Minutes Per Regular Day	360	360
Regular Days Per Year	146	146
Subtotal Annual Minutes on Regular Days	52,560	52,560

	2 to 3	4 to 5
Minimum Days: Total Daily Minutes		
Daily Start Time	8:15 AM	8:15 AM
Daily End Time	12:45 PM	12:45 PM
Subtotal Minutes	270	270
Non-Instructional Minutes		
Recess	15	15
Lunch	30	30
Subtotal Non-Instructional Minutes	45	45
Total Minutes Per Minimum Day	225	225
Minimum Days Per Year	29	29
Subtotal Annual Minutes on Minimum Days	6,525	6,525

	2 to 3	4 to 5
Total Annual Instructional Minutes	59,085	59,085
Required Minutes	50,400	54,000
Amount Above/(Below) Minimum	8,685	5,085

Coversheet

Approve CARS Application 23-24SY

Section: III. Board Business: Consent Items
Item: E. Approve CARS Application 23-24SY
Purpose: Vote
Submitted by:
Related Material: 23-24 Application for Funding.pdf

California Department of Education **Consolidated Application**

Voices College-Bound Language Academy (43 69450 0113662)

Status: Certified
Saved by: Dena Koren
Date: 7/28/2023 1:12 PM

2023–24 Application for Funding

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

Warning
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California Department of Education **Consolidated Application**

Voices College-Bound Language Academy at Morgan Hill (43 10439 0131748)

Status: Draft
Saved by: Dena Koren
Date: 7/26/2023 12:51 PM

2023–24 Application for Funding

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

Warning
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California Department of Education **Consolidated Application**

Voices College-Bound Language Academy at Mt. Pleasant (43 10439 0132530)

Status: Draft
Saved by: Dena Koren
Date: 7/26/2023 12:49 PM

2023–24 Application for Funding

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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California Department of Education **Consolidated Application**

Voices College-Bound Language Academy at West Contra Costa County (07 61796 0136903)

Status: Draft
Saved by: Dena Koren
Date: 7/26/2023 12:48 PM

2023–24 Application for Funding

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

Warning
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California Department of Education **Consolidated Application**

Voices College Bound Language Academy at Stockton (39 68676 0139907)

Status: Draft
Saved by: Dena Koren
Date: 7/25/2023 4:43 PM

2023–24 Application for Funding

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

Warning
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Coversheet

Approve Safety Plan

Section: III. Board Business: Consent Items
Item: F. Approve Safety Plan
Purpose: Vote
Submitted by:
Related Material: Voices Safety Plan 2023-2024.pdf

Voices
College-Bound Language Academies

All School Safety Plan

2023-2024

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Introduction

Statement of Purpose

Voices College-Bound Language Academies (Voices) is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, Voices has thoroughly reviewed and updated the school's emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters. The comprehensive school safety plan may be evaluated and amended, as needed, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented.

This plan includes specific courses of action to be taken in case an emergency situation develops. Every employee of Voices is expected to be familiar with this plan in order to carry out his/her/their responsibilities in an emergency. California law declares that all public employees are "civil defense workers subject to such civilian defense activities as may be assigned to them by their supervisors or by law."

The major objective of emergency preparedness is to save lives and protect property in the event of a disaster.

Voices Safe School Vision

1. Voices will provide a safe, orderly, and secure environment conducive to learning in which students will be safe from both physical and social-psychological harm.
2. Voices will develop a plan to work cooperatively and collaboratively with parents/guardians, students, teachers, administrators, counselors, and community agencies, including law enforcement, to provide a safe and orderly school and neighborhood.
3. Voices will create a learning and working environment where parents/guardians can be confident that their students are safe and secure.
4. Voices will identify clear procedures for emergencies.
5. Voices is aware of very few conditions on campus that could potentially cause accidental injury to students or staff and the school staff is working hard on preventing accidental injury to all those present on campus (students, staff, parents/guardians, etc.).

Physical Environment

Maintenance of School Buildings/Classrooms

Each Voices school's physical facility is well maintained and generally looks neat and clean. Voices school personnel periodically examine the school's physical facility and help eliminate obstacles to

school safety. See Appendix A for a Monthly School Site Safety Checklist. Additionally, health and fire department inspectors contribute to school safety.

Voices classrooms are monitored for safety compliance by the administration and individual classroom teachers. See Appendix B for a Classroom Safety Checklist. Teachers and administrators can report facility maintenance issues to the school's Business Manager or principal who are responsible for resolving all general as well as urgent maintenance issues.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns.

Campus Disturbances and Crimes

Voices recognizes that campus disturbances and crimes may be committed by visitors and outsiders to the campus. Several steps have been taken to protect the school, staff, and students from safety threats by individuals visiting the campus area. In addition, disputes sometimes occur because of parental custody issues. Voices staff will maintain in the student's record any custody documentation provided by families and will request assistance from local law enforcement, if/as needed.

Registration of Visitors/Guests Policy

Posting of Notice

At each entrance to Voices school grounds, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy. Volunteer, Visitation, and Removal Policy

Parent Involvement Policy

Parents/guardians have the opportunity and are encouraged to participate at Voices in a variety of ways. Any regular volunteer, as determined by the principal, that works with students must meet the requirements as listed in the Volunteer Handbook (available at the front office). See the Parent Involvement Policy.

General Safety Procedures

Introduction

Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. Voices promotes educationally and psychologically healthy environments for all students. Voices recognize there are comprehensive, broad factors directly related to a safe school environment such as the school facility, school programs, staff, parents and the community. Voices further recognizes that safe school practices make major contributions to academic and school improvement efforts.

Although keeping children safe requires a community-wide effort, schools are an important piece of the undertaking to keep children safe. Voices efforts are illustrated below which broaden the safety planning and incorporate an expansive range of strategies and programs in the school safety plan.

Prevention and Intervention: Pupil Aggressive Behavior

Creating a safe school requires having in place many preventive measures for children's mental and emotional challenges. Schools can reduce the risk of violence by teaching children appropriate strategies for dealing with feelings and expressing anger in appropriate ways and resolving conflicts.

Staff members at Voices have received training in conflict resolution skills via Safeschools. Voices uses a comprehensive approach to school violence prevention. These measures include: (a) number of disciplinary referrals to the office, (b) observed aggressive behavior, and (c) teacher observation.

Discipline Policy

Effective and safe schools develop and consistently enforce school-wide rules that are clear, broad-based and fair. School safety is enhanced by the development of a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences that can accommodate student differences on a case-by-case basis when necessary. Discipline consequences should be commensurate with the offense, should be written, applied in a nondiscriminatory manner, and accommodate cultural diversity.

Voices uses both classroom and school-wide discipline codes that clearly communicate the behavioral expectations and consequences for students. Voices has developed plans to promote positive behaviors in the playground, cafeteria, and assembly areas.

See the " Suspension and Expulsion Policy" policy in the Family Handbook.

Notice of Disciplinary History

The appropriate school districts shall provide to the administration of Voices schools information on each pupil who has: (1) during the previous three school years, engaged in any suspendable or expellable act (except *E.C. 48900 (h)*) or *(2)* committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. In the event of a suspension, the Notice of Suspension is copied to the student's cumulative file. Each year, teachers review the cumulative file of their incoming students, thus ensuring that they will be aware of suspensions within the last three years. Additionally, the principal reviews all incoming cumulative files.

Gang Affiliation

Gang affiliation and gang activity will not be tolerated at Voices. The staff at Voices shall work closely with the local law enforcement / Gang Unit (**Gang Hotline 408-293-GANG (4264), Youth Against Violence Hotline 1 800 680-4264 or 911**) regarding all issues and matters that are gang related. Information from the school and the community shall be communicated to the student's parents, if the pupil begins to make gang affiliations. Appropriate prevention and intervention strategies and programs shall be offered to the families.

Gangs and Graffiti

Students are expected to respect their school and will be required to clean up any graffiti immediately. Any gang affiliated/racist graffiti will be reported to the San Jose Police, Morgan Hill Police, Stockton Police or Richmond Police Department.

Drug, Alcohol, and Tobacco Free

Voices recognizes the need for a Drug free, Alcohol free and Tobacco free environment. Smoking is prohibited in all Voices buildings, facilities, and vehicles. Voices supports abstinence from alcohol, tobacco, and other drugs for all students in order that their development can reach full intellectual, emotional, social and physical potential. Students who use, possess, and/or sell controlled substances are subject to disciplinary action, up to and including a recommendation for expulsion. For further information see the Suspension and Expulsion Policy.

Campus Violence Safety Procedures

School staff should follow these guidelines when a fight occurs:

1. Send a reliable student to the office to summon assistance.
2. Speak loudly and let everyone know that the behavior should stop immediately.
3. **Do not intervene or try to break up the fight if the students are in 5th grade or above.**
4. Obtain help from other teachers if at all possible.

5. If students are starting to gather, attempt to get students away from the commotion as quickly as possible.
6. Call out the names of the involved students and let them know they have been identified.
7. For the safety of all students, get additional help from law enforcement personnel if confronted with a serious fight, especially one that involves weapons.
8. Attempt to separate the involved students by speaking to them in an assertive tone of voice. Consider the age and/or size of the students, as well as personal safety, before stepping between/among those involved in an altercation. If successful in separating the students, try to avoid using further confrontational behavior.
9. Remember that no one can "cool down" instantly; give the student's time to talk in a calm setting and gradually change the climate of the situation.

School Staff should follow these guidelines <u>when a riot occurs</u>:

1. The School principal, or his/her designee, should encourage teachers and staff to be sensitive to the emotional climate of the campus and attempt to defuse any tensions prior to the eruption of problems.
2. Notify local law enforcement of the disturbance and meet at a pre-designated site to evaluate the situation.
3. Activate needed emergency plans, which may include:

a. Instructing office staff to handle communications and initiate lockdown orders.
b. Informing Team Z.
c. Notify transportation to bring appropriate numbers of buses for evacuation or transportation if necessary.
d. Assign staff a temporary detention facility, such as a gymnasium, to secure students and log information.
e. Direct a teacher or designee to initiate lockdown and immobilize the campus.
f. Team Z will brief a representative to meet the media.
g. Assign staff to a pre-designated medical treatment/triage facility.

Assaults

Assaults involve acts of striking or inflicting injury to a person and are regarded as serious matters. Any threat or assault on students or employees should be reported immediately to the School principal, or his/her designee. The school principal (or designee) will determine if law enforcement officials should be notified. If a serious assault occurs, the school principal (or designee) shall:

1. Dial 911.

2. Seek first aid or medical attention, if indicated.
3. Have photographs taken of any injuries.
4. Write down a physical description of the assailant:
    - (sex, age, height, weight, race, clothing, and any weapon used) as soon as possible after the incident.
5. Obtain names and telephone numbers of any witnesses.
6. Draft incident report and submit it to the principal, or his/her designee and Team Z . See Appendix C for Student/Employee Minor Incident/Accident Report.
7. Submit an incident report to the local law enforcement, if serious bodily injury has occurred. See Appendix C for Student/Employee Minor Incident/Accident Report.

Civil Disturbance

A civil disturbance is any situation where a person or group of persons disrupts operations or threatens the safety of individuals. In the event of a civil disturbance, the following precautionary measures should be taken:

1. Notify local law enforcement authorities and-Dial 911.
2. If participants enter the building, remain calm and do not provoke aggression. Report disruptive circumstances to the school principal, or his/her designee and Team Z.
3. Do not argue with the participant(s).
4. Have all students and employees leave the immediate area of disturbance.
5. If the disturbance is outside the building, remain inside the building, unless instructed otherwise by the principal or police officials. Lock all doors. Stay away from windows and exterior doors.
6. If the disturbance is inside the building, follow procedures for evacuation of the school site.
7. Follow further instructions as police officials and other local law enforcement authorities issue them.
8. Draft incident report for the school principal, or his/her designee. See Appendix C for Student/Employee Minor Incident/Accident Report.

School Philosophy

Voices College-Bound Language Academies recognizes the need for students of the School to dress appropriately for school. The School believes that students should focus their energy and attention upon their academic development and not on style or the clothes of their peers. In addition, dress code is important to school pride and safety because it fosters a sense of belonging and students in uniform are easily recognized by all school staff. See Student Dress Code Policy

General Guidelines

Students will be required to wear a school uniform. See Family Handbook.The code shall allow students to wear sun protective clothing, including hats. Inappropriate apparel and accessories includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process. The Board is committed to protecting the health, safety, and welfare of the students and the Board believes that appropriate dress and grooming contribute to a productive learning environment.

Mental Health Programs

The staff of Voices shall identify students in need of counseling and bring forth the student and the family to the Dean of Culture in order to be connected to appropriate support and/or services internally, including referral to the Student Success Team and/or external resources. The staff of Voices shall complete a referral using the Crisis Intervention Protocol in order for the Crisis Team to complete a selfharm/harm to others/suicide risk iassessment as detailed below in the Suicide section in cases where a student directly or indirectly exhibits specific behavior.

Voices will notify parents or guardians of a pupil at least two times during the school year on how to access mental health services at school or within the community. AB 2022 (Chapter 484/2018)—Pupil Mental Health Services: School Notification.

Suicide

Suicide prevention training for instructional staff and administrators will be provided and be designed to help staff identify and refer students at risk of suicide. The training may be offered under the discretion of the Principal and/or Board of Directors and/or in cooperation with one or more community mental health agencies. See Suicide Prevention Policy.

Attempted Suicide / Suicide Threat

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly follow instructions on the Crisis Intervention Protocol and complete needed sections on the risk assessment form and notify the office of a Code Orange situation. A Member of the School-site Crisis Team will pick up the risk assessment form and the student to initiate the full assessment. The Principal or other Crisis Team member shall then complete the assessment to determine the risk level. Once the risk level is determined, if high risk - mobile crisis support is initiated andthe student's parent/guardian is notified and asked to come to the school site to discuss the assessment and sign a parent /guardian notification recommending connecting with a qualified mental health professional for assistance.. If the risk is assessed as low to medium, the parent/guardian is notified and asked to sign a parent/guardian notification letter and a support plan is discussed.

When a suicide attempt or threat is reported, the Principal or other member of the Crisis Team shall, at a minimum:

1. Ensure the student's physical safety by one of the following, as appropriate:
    a. Securing immediate medical treatment if a suicide attempt has occurred;
    b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
    c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
2. Designate specific individuals to be promptly contacted, for example the Voices counselor, psychologist, nurse, Principal, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies.
3. Document the incident in writing as soon as feasible.
4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at Voices.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

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

    Students shall be encouraged through the education program and in Voices activities to notify a teacher, Principal, another Voices administrator, psychologist, Voices counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

- **ALWAYS TAKE THREATS OF SUICIDE SERIOUSLY**
- CALL 911 for medical assistance.
- Do not leave suicidal person unattended. Send a runner to inform your immediate supervisor or other responsible person, principal/designee.
- The principal/designee will:

    - Contact the parent/guardian, apprise them of the situation and make recommendations. Put all recommendations in writing to the parent/guardian.
- If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.
- If the parent refuses to cooperate, and there is any doubt regarding the child's safety, the school employee who directly witnessed the threat will pursue a 302 involuntary mental health assessment by calling **Santa Clara County Emergency Services at 408-299-2501** or **Contra Costa County Emergency Services at 925-646-4461 or San Joaquin County Emergency Services at 209-953-6200** and ask for a delegate. The delegate will listen to concerns and advise on the course of action. If a 302 involuntary mental health assessment is granted, the first-hand witness will need to be the petitioner, with support from the principal/designee.
- If the county delegate authorizes a 302 mental health assessment, then the county will authorize transportation to the assessment. If a school employee should transport the student, then one school employee should drive and another should be seated next to the student. Do not drive the student in personal vehicles. Do not leave the student alone at any time. Depending on the level of the student's distress, the 302 petitioner (the employee who learned firsthand of the threat) may need to travel in a separate vehicle.

Note: If a threat is made during an after-school program, and no school personnel is available, call **Santa Clara County Crisis Emergency Services at 408-299-2501, Contra Costa County Emergency Services at 925-646-4461, San Joaquin County Emergency Services at 209-953-6200** or **1-800-SUICIDE** or **1-800-273-TALK** for help. Immediately inform the principal or disignee regarding the incident and actions taken.

The law requires that you do only what is reasonable under the circumstances; for example, do not try to remove a gun or other weapon from the person.

Suicidal Act

The first school employee on the scene must call for help from another staff member, locate the individual, and follow school emergency medical procedures, such as calling 911.

- A staff member must notify the principal/designee.
- Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
- The principal/designee will involve the Leadership Response Team (LRT) to assist as needed and inform the Network Senior Leadership Team.
    - The Leadership Response Team consists of any of the following people:
        - Principal

        - Business Manager
        - Parent Liaison/Dean of Culture
        - Academic Coach
        - Technology Coordinator
    - Teacher informs the office, "I need the Leadership Response Team (LRT)," either by telephone, AT, or student runner.
    - The office drops everything and the LRT mobilizes.
- The principal/designee will contact the parent/guardian and ask them to come to the school or hospital.
- The principal/designee will call for assistance from the Santa Clara County's on-call crisis response team at 408-279-3312, San Joaquin County Emergency Services at 209-953-6200 or Contra Costa Crisis Center - 800-833-2900
- The principal/designee will document in writing all actions taken and recommendations.
- If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.
- The principal/designee will involve the Leadership Response Team (LRT) for follow-up and support.
- The principal/designee will request written documentation from any treating facilities prior to a student's return to school.
- Staff will promptly follow up with any students or staff who might have witnessed the attempt, and contact their parents/guardians. Staff will provide supportive counseling and document all actions taken. Please refer to Appendix D for Voices College-Bound Language Academies Self Harm/Suicide Risk Assessment Form.
- Media representatives should be referred to the appropriate school spokesperson [e.g., COO, or CEO]. School staff should make no statements to the media.

Procedure to Handle the Death of a Student

By far, the worst crisis situation is the death of a student. When a student dies, emotional trauma is a natural occurrence for students, faculty, and staff. A student's death, which occurs on campus, particularly as a result of school violence, is admittedly the most extreme case of trauma for the family and the school community. There is no procedure that fits every scenario; each case requires individual attention. Certainly, there is no prescribed method for dealing with such tragedy; however, the following are suggestions for a school's response to death, particularly death that occurs as a result of school violence:

1. After the initial response, administrators and counselors will meet immediately to review what has happened. Responding to the psychological needs of both staff and students as soon as possible is the best prevention for the development of post-traumatic stress.
2. Get as much information as possible from the family and ask their permission to share it with the students, faculty, and staff. Ask if they have any objection to

students, faculty, and staff attending the funeral.

3. Relay the information to the students in a factual way, careful to avoid breaching the student's or family's privacy. The school principal and a counselor might consider moving from room to room to tell the students what has happened, as developmentally appropriate. They should tell the truth, allow for expression of feelings, and affirm any expressions or feelings the students have. Students need to be told that they may visit a counselor's office for special assistance if they need to talk.
4. If possible, allow a break after telling the students in order to give them an opportunity to express their grief with other students.
5. Upon returning to school, students should be allowed time to discuss their feelings, talk about the deceased, and discuss memories. Give students, faculty, and staff information about the funeral and allow them to attend, provided the family has granted permission.
6. Watch for trouble signs among the students. Be prepared to call in extra counselors if necessary.

Registered Sex Offender Policy

For the protection of students while they are traveling to and from school, attending school, or at a school-related activity, the Governing Board of Voices College-Bound Language Academies ("Voices") has developed the following policy and procedures to ensure Voices principals and their designees respond appropriately as directed by law enforcement when apprised of information that a registered sex offender resides or works within two (2) miles of a Voices school. See Registered Sex Offender Policy.

Staff/Student Interaction Policy

Voices Academies recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the most safe and learning conducive environment possible. See Professional Boundaries: Staff/Student Interaction Policy.

Harassment, intimidation, discrimination and bullying policy

Title IX, Harassment, Intimidation, Discrimination and Bullying Policy

Purpose

To provide students with access to an environment that is safe, secure and conducive to learning. This policy provides guidelines for staff and students to follow for the purpose of providing all students with an environment that is focused on learning. See Title IX Harassment, Intimidation, Discrimination and Bullying Policy.

When an emergency situation occurs, contact the school office staff immediately so that they may determine what type of response is necessary.

Exposure Control Plan For Bloodborne Pathogens

The Principal or designee, shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Principal, or designee, shall establish a written "Exposure Control Plan" designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the Charter School's "Exposure Control Plan," employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered the hepatitis B vaccination.

The Principal, or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the Charter School's exposure determination may petition to be included in the Charter School's employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Principal, or designee, who shall evaluate the request and notify the petitioners of his/her decision. The Principal, or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

Medical Emergency Procedures

Medical Emergency Reporting ProcedureMedical emergencies and accidents can occur at any time and may involve a student or employee. Some emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, it is better to err on the side of caution and dial 911.

1. Medical emergencies involving any student or employee must be reported to the school principal, or his/her designee.
2. Dial 911 or direct someone to do so, provide the following information
    a. School name and phone number
    b. Building address including nearest cross street(s)
    c. Exact location within the building
    d. Your name and phone number
    e. Nature of the emergency
    f. Do not hang up until advised to do so by dispatcher
3. Send a runner to notify the school office that an individual has been injured and an

ambulance has been called.
4. Ask someone to dispatch a first aid/CPR trained employee to the victim.
5. Stay calm. Keep the victim warm with a coat or blanket. Do not leave a person unattended.
6. Do not move the victim unless there is danger of further injury.
7. Do not give the victim anything to eat or drink.
8. Draft a written incident report and submit it to the School principal, or his/her designee, before the end of the next workday. See Appendix C for Student/Employee Minor Incident/Accident Report.

Medical Emergency General Guidelines

For minor accidents, use a first aid kit in the classroom.
If a child complains of **illness**, question him/her to determine severity.

1. For minor illness, have the child rest head on desk for 10 to 15 minutes. If he/she still complains, send him/her with a note to the front office (or call the office for escort).
2. If a student is too ill to walk to the office, call the front office for immediate help and explain the severity of the situation.

If a child has **convulsions**:

1. Keep calm
2. Attempt to ease him/her to the floor so he/she will not fall and injure him/herself
3. Turn his/her head to one side so his/her tongue will not block his/her airway
4. Do not attempt to insert anything in his/her mouth
5. Send someone to the office or call the office for assistance

Chemical Burns of skin or eyes should be flushed with large quantities of water at the nearest source. Then send or call the office.

Insect Bites:

1. Remove stinger if possible.
2. Apply cold, wet towel
3. Send to the office if systemic symptoms occur (labored breathing, swelling of the entire body, etc.)

If a **Tooth is displaced** by traumatic injury, wrap the tooth in moist gauze. Send an injured child to the office. Office needs to call parent immediately.

Playground Accidents:

1. Render first aid on the playground if necessary
2. If the child is mobile, take them to office

3. If a stretcher is needed, call 911

In addition, the Red Cross offers the following guidelines:

RESCUE BREATHING	● Tap shoulder and shout, “Are you ok?” ● Call 911 if no response ● Open airway: tilt head back slightly, lift chin ● Check for breathing: check quickly for no more than 10 seconds ● If no breathing, give 2 rescue breaths o Tilt head back and lift the chin up o Pinch the nose shut, then make a complete seal of child’s mouth o Blow in for about 1 second to make the chest clearly rise o Give rescue breaths one after the other Rescue breathing count: **Adult:** 1 breath every 5 seconds **Child:** 1 breath every 3 seconds **Infant:** 1 breath every 3 seconds
Nose Bleed	● Put on disposable gloves ● Sit, leaning slightly forward ● Pinch the nose shut for about 10 minutes ● Apply ice or a cold pack that has been wrapped in cloth or towel to the bridge of the nose ● If the bleeding does not stop: o Apply pressure on the upper lip just beneath the nose o Call or have someone else call 911

Wounds	If minor: ● Put on disposable gloves ● Have victim sit down ● Wash wound ● Apply bandage ● Apply ice, if desired If severe: ● Put on disposable gloves ● Have person sit or lie down ● Control bleeding by: o Covering the wound with a dressing and firmly pressing against the wound with a gloved hand until the bleeding stops o Applying a pressure bandage over the dressing to maintain pressure on the wound and to hold the dressing in place o If blood soaks through the bandage, do not remove the blood-soaked bandages. Instead, add more dressings and bandages, and apply additional direct pressure. ● Continue to monitor the person's condition. Observe the person closely for signs that may indicate that person's condition is worsening, such as faster or slower breathing, changes in skin color, and restlessness ● Care for shock. Keep person from getting chilled or overheated ● Have person rest comfortably and provide reassurance ● Wash your hands immediately after giving care, even if you wore gloves
Choking	If unable to: Breathe, Cough, Speak then: ● Give 5 back blows: Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand. ● Give 5 abdominal thrusts: o Place a fist with the thumb side against the middle of the person's abdomen, just above the navel. o Cover your fist with your other hand. o Give 5 quick, upward abdominal thrusts. ● Continue care: Continue sets of 5 back blows and 5 abdominal thrusts until the: o Object is forced out o Person can cough forcefully or breathe

	o Person becomes unconscious
Electric Shock	● Do NOT touch individual if they are still in contact with the electrical source ● Turn off source of electricity, if possible ● Call 911

Severe Allergic Reaction (Anaphylaxis)

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens or trigger substances that may cause anaphylaxis in school-aged children are:

- peanuts
- tree nuts
- fish
- shellfish
- egg
- cow's milk
- sesame
- soy
- insect stings
- latex
- certain medications. Note that the school may only administer medication upon the receipt of parent and physician authorization. See Appendix G for the Medication Doctor & Parent Authorization form.

Anaphylaxis is potentially life threatening and always requires an emergency response.

It is therefore critical that school staff, parents and caregivers are confident about the management and treatment of students who have been diagnosed by a medical practitioner as being anaphylactic or potentially anaphylactic.

Symptoms and signs of anaphylaxis

The symptoms and signs of anaphylaxis, usually but not always, occur within the first 20 minutes after exposure but in some cases can be delayed up to 2 hours or more. Rapid onset and development of potentially life-threatening clinical effects are characteristic markers of anaphylaxis.

Symptoms and signs of anaphylaxis (a severe allergic reaction) may include one or more of the following:

- Difficulty and/or noisy breathing
- Swelling of the tongue
- Swelling or tightness in the throat
- Difficulty talking or hoarse voice
- Wheeze or persistent cough
- Dizzy/light headed
- Loss of consciousness and/or collapse
- Pale and floppy (young child)

Symptoms and signs of a mild to moderate allergic reaction may include one or more of the following:

- Tingling of the mouth
- Hives, welts or body redness
- Swelling of the face, lips, eyes
- Vomiting, abdominal pain

Emergency treatment procedures – Immediate Reaction Required

For students WITH an Action Plan for Anaphylaxis

- Follow emergency response plan as outlined in a student's Severe Allergy Medical Management Plan
- If Action Plan indicates the use of an Epinephrine auto injector (EpiPen), trained staff shall administer the EpiPen
- Seek urgent medical assistance – call an ambulance (tell the dispatcher that the medical condition is anaphylaxis or a severe allergy)
- If unconscious and no pulse is evident, commence CardioPulmonary Resuscitation (CPR) and continue until ambulance arrives
- Contact parents/caregivers
- Maintain airway, breathing and circulation at all times
- Maintain close observation for possible relapse while waiting for ambulance or medical assistance.

For students WITHOUT Severe Allergy Medical Management Plan

California Education Code (EC) Section 49414, as amended by Senate Bill 1266, effective January 1, 2015,[5] requires school districts to provide emergency epinephrine auto-injectors to school nurses or

trained personnel who have volunteered, and provides that school nurses or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction.[6]

Severe allergic reactions or anaphylaxis can occur when there is no history of known allergies. This situation should be treated as an emergency. Under these circumstances there will be no Action Plan. Recognition of the symptoms and/or signs as being anaphylactic may also be a problem. The following steps should be followed:

- A trained staff member or volunteer shall administer the Epinephrine Auto-Injector (EpiPen)
- Seek urgent medical assistance – call an ambulance (if suspected, tell the dispatcher that the medical condition is anaphylaxis or a severe allergy)
- Lay the person flat and elevate the legs if the person is dizzy or seems confused or has a reduced level of consciousness, unless this makes it more difficult for the person to breathe
- Follow standard resuscitation measures if there is no pulse, no breathing or loss of consciousness – if oxygen is available give at a high flow rate.
- Contact parents/caregivers
- Maintain airway, breathing and circulation at all times
- Maintain close observation for possible relapse while waiting for ambulance or medical assistance.

Severe Allergy Medical Management Plan

Steps in the Emergency Use of an Epinephrine Auto-Injector (EpiPen):

1. Determine if anaphylaxis is suspected. Anaphylaxis usually, but not always, occurs right after exposure to an allergen. Frequently anaphylaxis occurs in individuals who have a history of a previous reaction. If there is uncertainty about the diagnosis, but there is a reasonable probability that it is anaphylaxis, then treat it as anaphylaxis.
2. **If anaphylaxis symptoms occur, call 911 or activate the emergency medical system (EMS). Stay with the victim.** Have others notify the paramedics, school nurse, parents and principal/designee immediately.
3. Have the victim sit down. Reassure the victim and avoid moving him or her. Calming reduces the distribution of the allergen in the body.
4. **Prepare to administer EpiPen.**
    a. For students in second grade or below, or if less than 55 lbs, use **White label** EpiPen Jr (0.15 mg)
    b. For adults and students in third grade or above, or if more than 55 lbs, use

Yellow label EpiPen (0.30 mg). The EpiPen acts immediately; however the effects last only 10 -15 minutes. *Make sure someone has called **911**.*

5. EpiPen Administration Procedure:

Grasp the EpiPen and form a fist around the unit. With the other hand, pull off the GRAY Safety Cap.

a. **Hold the black tip near the outer thigh. Never put your thumb, fingers, or hand over the black tip.** (If an accidental injection occurs, go immediately to the nearest hospital emergency room.)
b. **Swing and jab the black tip firmly into the OUTER BARE THIGH so that the auto-injector is perpendicular (at a 90° angle) to the thigh. You will hear a click.** (The EpiPen can be injected through the victim's clothing, if necessary.)
c. **Hold the EpiPen firmly in place for 10 seconds, and then remove it from the thigh.** (After the injection, the victim may feel his or her heart pounding. This is a normal reaction.)
d. **Remove the EpiPen and massage the injection area for several seconds.**
e. **Check the black tip:**
   - If the needle is exposed, the dose has been delivered
   - If the needle is not exposed, repeat steps b through e
f. **Dispose of the EpiPen in a "sharps" container or give the expanded EpiPen to the paramedics.**
g. **Call 911, if not previously called.**

6. If the anaphylactic reaction is due to an insect sting, remove the stinger as soon as possible after administering the EpiPen. Remove stinger quickly by scraping with a fingernail, plastic card or piece of cardboard. Apply an ice pack to sting area. Do NOT push, pinch, or squeeze, or further imbed the stinger into the skin because such action may cause more venom to be injected into the victim.
7. Observe the victim for signs of shock. Cover the victim with a blanket, as necessary, to maintain body temperature and help to prevent shock.
8. Monitor the victim's airway and breathing. Begin CPR immediately if the victim stops breathing.
9. Take the victim's vital signs (if trained to do so) and record them. Duplicate the emergency card for the paramedics. When paramedics arrive tell them the time EpiPen was administered and the dose administered. If EpiPen has not been disposed of in a sharp's container, give the expanded EpiPen to the paramedics.
10. **If symptoms continue and paramedics do not arrive, use a new EpiPen and re-inject 15 to 20 minutes after initial injection.** Continue to monitor the victim's airway and breathing.
11. Follow-up medical care should be obtained at the emergency room or from the victim's physician. A second delayed reaction may occur up to 6 hours after the initial anaphylaxis.

12. Document the incident and complete the accident/incident report. See Appendix C for Student/Employee Minor Incident/Accident Report. Include in the documentation the date and time EpiPen was administered, the victim's response, and additional pertinent information. Send a copy of the report to the school nurse.

Quick Reference:

- DO NOT HESITATE to administer Epipen and to call 911 even if the parents cannot be reached.
- Call 911 immediately. 911 must be called if Epipen is administered.
- Advise 911 dispatch that the student is having a severe allergic reaction and Epipen is being administered.
- Students should remain quiet with a staff member at the location where the symptoms began until EMS arrives.
- Provide a copy of the Severe Allergy Plan to EMS upon arrival. See Appendix H for Severe Allergy Medical Management Plan Signature Page.
- Notify the administrator and parent/guardian.
- Call the CDE's School Health Connections Office at 916-319-0914.

Automated External Defibrillator (AED)

Steps in the Emergency Use of an Automated External Defibrillators (AED) during sudden cardiac arrest.

Before Using the AED

These AED steps should be used when caring for a non-breathing child aged 8 or older who weighs more than 55 pounds, or an adult.

After checking the scene and ensuring that the person needs help, you should ask a bystander to call 911 for help, then:

1. Turn on the AED and follow the visual and/or audio prompts.
2. Open the person's shirt and wipe his or her bare chest dry. If the person is wearing any medication patches, you should use a gloved (if possible) hand to remove the patches before wiping the person's chest.
3. Attach the AED pads, and plug in the connector (if necessary).
4. Make sure no one is, including you, is touching the person. Tell everyone to "stand clear."

5. 5Push the "analyze" button (if necessary) and allow the AED to analyze the person's heart rhythm.
6. If the AED recommends that you deliver a shock to the person, make sure that no one, including you, is touching the person – and tell everyone to "stand clear." Once clear, press the "shock" button.
7. Begin CPR after delivering the shock. Or, if no shock is advised, begin CPR. Perform 2 minutes (about 5 cycles) of CPR and continue to follow the AED's prompts. If you notice obvious signs of life, discontinue CPR and monitor breathing for any changes in condition.

Resuscitation Orders

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, staff shall make every effort to resuscitate him/her.

Staff members are prohibited from accepting or following any parental or medical "do not resuscitate" orders. School staff should not be placed in the position of determining whether such orders should be followed, and such Advance Directives shall not be communicated to staff. The principal, or designee, shall ensure that all parents/guardians are informed of this policy.

Emergency Response Plan

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of our students and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents/guardians to retrieve their children from school, should it be necessary, following a disaster.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

Initial Response to Emergencies

School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency

with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. **However, at no time will school officials transfer responsibility for student care.**

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process:

1. identify the type of emergency;
2. identify the level of emergency; and
3. determine immediate action(s) that may be required. Each of these steps is discussed in the following sections.

Identify Type of Emergency

The first step in responding to an emergency is to determine the *type* of emergency that has occurred. Emergency procedures for the types of emergencies listed below are provided herein.

- Fire on School Grounds
- Earthquake
- Bomb Threat
- Intruder, Hostage Taking, Lockdown
- Severe Weather
- Extended Power Loss
- Poisoning, Chemical Spills, Hazardous Materials
- Biological or Chemical Attack
- Radiation Threat
- Armed Assault on Campus
- Drive-by Shooting
- Air Pollution / Smog
- Fallen Aircraft
- Explosion
- Unlawful Demonstration/Walkout
- Emergency phone numbers can be found at Appendix I.

In identifying the type of emergency, Voices will follow the Homeland Security Advisory Recommendation (see Appendix J), as necessary.

Identify Level of Emergency

The second step in responding to an emergency is to determine the *level* of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools

in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency: A *minor* emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency: A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

Notification Procedures

1. In case of an emergency at any school facility, the flow of information after calling 911, shall be from the school principal to the Voices Team Z office. Information should include the nature of the incident and the impact on the facility, students and staff.
2. In the event of a fire, anyone discovering the fire shall activate the building fire alarm system. Unless there is a lockdown incident or a shelter in place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.
3. In the event the Voices main office is in receipt of information, such as a weather warning that may affect a school within Voices, the information shall be provided to the school principal.

Determine Immediate Response Actions

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The principal/designee will be responsible for activating the school emergency operations plan and the initial response. The most common immediate response actions initiated during school emergencies are:

- Duck and Cover
- Shelter-In-Place
- Lockdown
- Evacuate Building
- Off-Site Evacuation
- All Clear

Immediate Response Actions

Duck and Cover

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. This action is to be taken immediately in case of an earthquake once shaking is perceived by the teachers and staff, even without the initial announcement by the principal.
2. If possible, the principal will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the principal or designee will use other means of communication, i.e., sending messengers to deliver instructions. The principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE'S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEANS YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKING STOPS OR YOU ARE GIVEN FURTHER INSTRUCTIONS."

3. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
4. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
5. Teachers and students should move away from windows.

Shelter-in-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lockdown is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building. However,

classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

Description of Action

1. The principal will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the principal will use other means of communication, i.e., sending messengers to deliver instructions, phone, text, etc. The principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

> "YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Business Manager will assist in completing the procedures as needed: shut down the classroom / building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

Lockdown (or "Code Red")

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lockdown, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lockdown is that the former involves shut down

of the HVAC systems, and allows for the free movement of students within the building.

Description of Action

1. The principal will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the principal will use other means of communication, i.e., PHONES, TEXT, ETC. DO NOT SEND messengers to deliver instructions IN CODE RED SITUATION. The principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

> "YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCKDOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE TO THE NEAREST BUILDING OR CLASSROOM."

2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Custodian will check and lock all bathrooms.
5. Teachers and students will remain in the classroom or secured area until further instructions are given by the principal or law enforcement.
6. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, shall be allowed on campus.

Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

1. The principal will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions, phone, text, etc. The principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

2. The principal or designee will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned *Assembly Area*.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

Off-Site Evacuation

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of Action

1. The principal or designee will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the principal will use other means of communication, i.e., sending messengers to deliver instructions, phone, text, etc. The principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

2. The principal or designee will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Evacuation Map.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.

5. If the event clearance is received from appropriate agencies, the principal or designee may authorize students and staff to return to the classrooms.

Staff Responsibilities:

Principal
- Orders evacuation via all-call systems and with the bell system.
- Takes student accounting as classes leave the school site.
- Does a final check of buildings and leaves for the evacuation site.
- Communicates with Designee as needed

Principal's Designee
- Takes student accounting as classes leave the school building.
- Does a final check of buildings and leaves for the evacuation site.
- Communicate with the principal as needed.

Teachers
- Teachers prepare to evacuate by:
- Getting an Emergency **Backpack.**
- Turning **off** air/heating.
- Taking student count before exiting the room.
- Students ***take*** jackets, but ***leave*** backpacks, etc.
- Walk class in an orderly and quiet manner to the assigned evacuation point.

Custodian
- Evaluates overall campus condition and takes precautionary action.
- Take necessary emergency precautions with gas, electricity, etc.
- Reports to principal or designee when the preceding actions are complete.

All Clear
This action is taken to notify teachers that normal school operations can resume.

Description of Action

1. The principal or designee will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the principal or designee will use other means of communication, i.e., sending messengers to deliver instructions.

"YOUR ATTENTION PLEASE. IT IS NOW SAFE TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION."

2. This action signifies the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

Training and Exercise

Voices understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill and exercise actions will occur.

1. Training and refresher training sessions shall be conducted for all school personnel. In case of academic staff, training should coincide with the Summer Professional Development. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance. Records of the training provided including date(s), type of training and participant roster will be maintained.
2. Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials. Input from all employees is encouraged.
3. Voices will plan for 1) Earthquake, 2) Fire and 3) Evacuation drills 4) Code Red.

This plan addresses emergency actions that are conducted during all four phases of emergency management.

Mitigation/Prevention

Voices will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

1. Identifying hazards
2. Recording hazards
3. Analyzing hazards

4. Mitigating/preventing hazards
5. Monitoring hazards
6. Security Audit

Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

1. Providing emergency equipment and facilities.
2. Emergency planning, including maintaining this plan.
3. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this school during emergencies in training opportunities.
4. Conducting periodic drills and exercises to test emergency plans and training.
5. Completing an After Action Review after drills, exercises and actual emergencies.
6. Revise plan as necessary.

Please refer to Appendix K for the School Crisis Response Box Checklist.

Response

Voices will respond to emergency situations effectively and efficiently. The focus of most of this plan is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

Recovery

If a disaster occurs, Voices will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the school and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

Emergencies Occurring During Summer or Other School Breaks

If a school administrator is notified of an emergency during the summer, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

1. Disseminate information to the principal/designee, the Business Manager, and the parent liaison.
2. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
3. Notify staff or families of students most likely to be affected by the emergency and recommend community resources for support.
4. Notify general faculty/staff by letter or telephone with appropriate information.
5. Schedule a faculty meeting for an update the week before students return to school.
6. Be alert for repercussions among students and staff.

When school reconvenes, check the core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

Evacuation Routes

Evacuation route maps have been posted in each work area.

Beyond planning for daily ingress/egress routes and emergency evacuation routes, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

In the event of an airborne chemical or biological release, it is safest for students and staff to remain indoors at the school site.

Special Information For Parents

Telephones/Communications

In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls.

In the event of an emergency, we will share information with families via the school's automated calling system. Please make sure your updated contact information is in our system.

"YOUR ATTENTION PLEASE. THIS IS (NAME & TITLE) WITH AN IMPORTANT MESSAGE CONCERNING ALL OF VOICES COLLEGE-BOUND LANGUAGE ACADEMIES. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE'S PROTECTION, KEEP YOUR RADIOS TURNED TO YOUR LOCAL RADIO STATION FOR ADVISORY INFORMATION. PLEASE DO NOT CALL THE SCHOOL AS WE MUST HAVE THE LINES OPEN FOR EMERGENCY CALLS. WE WILL UPDATE YOU AS SOON AS WE HAVE FURTHER INFORMATION."

Dismissal

Should there be a major earthquake or other disaster, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

Student Release Procedure

1. Go directly to the entrance of the school or evacuation area.
2. Inform the teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
3. Proceed with the child back to Student Release Tables to sign a Student Release/Runner Form (Appendix O) form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is if someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center (Appendix P) where the Business Manager will give you an assignment. Volunteers should leave children with their classes and not sign student release form(s) until they are ready to leave.

If You Can't Get to the School

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your

child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter.

If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

Responding to Emergencies

The following pages outline how staff should respond in the event of specific emergency situations:

Fire

When the fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling: **911**
- If the fire alarm is not available, notify the site personnel about the fire emergency: Call Teachers' 2-way radio

Evacuation Process for Teachers:

1. Get emergency backpack
2. Get your class roster (clipboard).
3. Get the evacuation map (clipboard).
4. Count your students before you leave the room.
5. Close your door upon exiting the room.
6. Zero noise is to be adhered as the class walks to and waits at the Assembly Area.
7. Take roll at the Assembly Area.
8. Listen for direction from the principal.

The School needs to:

1. Notify the Fire Department by dialing 911. The Fire Department is to be notified of any fires larger in size than a wastebasket. The Fire Department should be given the following information:

   Morgan Hill Peak
   17720 Peak Avenue

Morgan Hill, CA 95037
(408) 791-1700

Morgan Hill Advent
16870 Murphy Avenue
Morgan Hill, CA 95037
(408) 791-1700

Morgan Hill Cultural and Community Center
17000 Monterey Hwy
Morgan Hill, CA 95037
(408) 791-1700

Voices Franklin McKinley
715 Hellyer Avenue
San Jose, CA 95111
(408) 361-1960

Voices Mount Pleasant
14271 Story Road
San Jose, CA 95127
(408) 571-6404

Voices West Contra Costa
201 28th St,
Richmond, CA 94804
(510) 480-0540

Voices Stockton
321 E Weber Ave
Stockton, CA 95202
(209)-455-5162

a. Exact location of the fire within the building

2. Have students and staff evacuate the building in accordance with established procedures.

Fight the fire ONLY if:

- The fire department has been notified; The fire extinguisher is in working condition
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit

Upon being notified about the fire:

- Leave the building using the designated escape routes
- Assemble in the designated area (see evacuation map)
- Remain outside until directed that it is safe to reenter

Business Manager and school support staff must:

- Disconnect utilities & equipment unless doing so jeopardizes his/her safety
- Coordinate an orderly evacuation of personnel
- Perform an accurate headcount of personnel reported to the designated area
- Determine a rescue method to locate missing personnel
- Provide the Fire Department personnel with the necessary info about the facility
- Perform assessment & coordinate weather forecast office emergency closing procedures

School support staff must:

- Ensure that all employees have evacuated the area / floor
- Report any problems to the principal/designee at the assembly area
- Assist all physically challenged employees and students in emergency evacuation

*****The principal/designee is the ONLY PERSON authorized to sign out a child in the event of ANY emergency*****

Scenario 1: Fire In Surrounding Area

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

- The principal/designee will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- The principal/designee will notify “911” and will provide the location and nature of the emergency.
- The principal/designee will instruct the Business Manager to prevent students from approaching the fire and keep routes open for emergency vehicles.

- The principal/designee will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
- If the principal/designee issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
- In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Business Manager of missing students.
- The principal/designee will keep a battery-powered radio tuned to a local radio station for emergency information.
- As appropriate, the principal/designee will activate the BrightArrow Parent Alert System.
- The principal/designee will notify Team Z of the emergency situation.
- The principal/designee will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Fire On School Grounds

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the principal/designee.
2. The principal/designee will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Business Manager of missing students.
4. The principal/designee will call “911” and will provide the exact location (e.g., building, room, area) of the fire.
5. Attempt to suppress fires and initiate rescue procedures until the local fire department arrives ONLY if the fire is small and is not spreading to other areas and/or escaping the area is possible by backing up to the nearest exit.
6. The Business Manager will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. A School Administrator will direct the fire department to the fire and brief fire department official on the situation.
8. The Business Manager will notify the appropriate utility company of damages.

9. The principal/designee will notify Team Z of the fire.
10. Any affected areas will not be reopened until the Santa Clara, Contra Costa, or San Joaquin County Fire Department or appropriate agency provides clearance and the principal/designee issues authorization to do so.
11. For fires during non-school hours, the principal/designee and Team Z will determine if the school will open the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate “fire is out.”

Earthquake Procedure

What to Expect During an Earthquake

The first indication of a damaging earthquake may be a gentle shaking, the swaying of hanging objects or the sound of objects wobbling on shelves. You may be jarred by a violent jolt. You may hear a low, loud, rumbling noise and then feel shaking, making it very difficult to move from one place to another. The following may occur:

- Freestanding bookshelves may topple
- Wall-mounted objects may loosen and fall
- Suspended ceiling components may fall, causing others to come down with them
- Door frames may be bent by moving walls and may jam doors shut
- Moving walls may bend window frames, causing glass to shatter, sending dangerous shards into the room
- The accompanying noise may cause considerable stress

During an actual earthquake, the signal to begin the emergency procedure is the sensation of severe quaking.

If you are NOT told to Evacuate, each teacher needs to:

Take cover under a sturdy desk or table, in a doorway, or against an inside wall until the shaking stops. Give the DROP AND COVER command.

DUCK, or **DROP** down on the floor.

Take **COVER** under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.

HOLD onto the furniture and be prepared to move with it.
Stay in this position for at least one minute or, in a real situation, until shaking stops.

After shaking stops, check for injuries, and render first aid.
<u>If you are instructed to evacuate, each teacher needs to:</u>

1. Get your class roster (backpack).
2. Get the evacuation map (backpack).
3. Count your students before you leave the room.
4. Be last to leave the classroom but once out of the room get to the front of the student line.
5. Ensure that your door is open upon exiting the room.
6. Bring your emergency backpack to the outdoor Assembly Area.
7. Zero noise is to be adhered as the class walks to and waits

Staff Responsibilities

The staff responsibilities during an earthquake are slightly different from the responsibilities during a fire drill. Please read the following carefully:

Principal or designee	Initiates fire/evacuation drill. Evacuates students. Evaluates overall campus condition and takes precautionary action. Determines if conditions warrant forming a search and rescue team to find missing students. Determines when it is safe to return to class. Follow fire / evacuation written procedures at appropriate times.
Business Manager	Calls 911. Follow fire / evacuation drill procedures at appropriate times.
Custodian	Evaluates overall campus condition and takes precautionary action. Take necessary emergency precautions with gas, electricity, etc. Reports to principal when the preceding actions are complete.
Teachers	Initiate ***drop and cover*** procedures. Follow fire/evacuation drill procedures at appropriate times.
Students	Respond to the earthquake drill in a quick, calm and orderly manner. Listen and respond quickly to all instructions from staff.
Other Personnel	Drop and cover procedures. Follow fire/evacuation plan at appropriate time. Support teachers, assist students

Re-entry into Classrooms

The principal/designee will consider the severity of the emergency. If deemed safe, students will re- enter the campus. In **drill** situations, the announcement: "**All Clear**" will be announced on the PA System/Two-way radio .

Procedures of Injured Parties

In the event that the emergency situation warrants a lockdown of the campus, injured parties should be taken to the cafeteria or designated triage area.

Release of Staff

Once the student body is as safe and secure as possible, teachers will remain with their students until the principal or designee releases staff to attend to personal situations, families and home. ***Building evacuation following an earthquake is vital due to secondary hazards (explosions, fire, etc.)***

When evacuating, please follow the Evacuation Map. Follow Fire/Evacuation Drill Procedures once assembled.

****The principal/designee is the only person who may check out a child in the case of any emergency.****

Bomb Threat

General Information

Every person answering the telephone must understand the importance of a calm and reasonable action when a bomb threat is received. Information obtained by that person might be of great importance! Please see Appendix M for the Telephone Bomb Threat Reporting Procedure.

Person Receiving the Threat

Attempt to keep the caller on the line. Get as much information as possible from the caller. Refer to Bomb Threat Reporting Procedure and record appropriate data.

Immediately after receiving the threat, report all information to the principal or closest designee to the office. The principal or designee will coordinate procedures and make reports to the proper authorities.

Staff Responsibilities

Principal

- Assumes command of the crisis until replaced by the fire department/Sheriff's Department**.**
- Uses the bell system to signal (short bells in series) and the all-call system to announce,

"Your attention please. Your attention please. Evacuate the building – Evacuate the building."

- With the Business Manager or custodian, makes a search of the entire campus.
- Upon consultation with law enforcement/fire department (usually after inspection by law enforcement) declares the buildings to be unsafe.
- If school buildings are deemed unsafe, students will be transported (Directed Transportation) and parents will be notified.
- If the campus is inspected and declared safe, students will re-enter classrooms.

Principal's Designee

- Searches the office and reports any relevant information to the principal.
- Reports to the principal and assists as necessary.

Teachers

- Make a prompt visual search of the classroom and report any relevant information to the administration by phone, (missing students.)
- If a teacher receives a bomb threat refer to the bomb threat reporting checklist.
- Call the office and inform them of the threat. Office to call 911.
- If evacuation is ordered, **take students** to the designated evacuation area along with an emergency **backpack**.
- Leave the room unlocked and turn off lights as you leave.

Custodian

- Check all restrooms and perimeters around buildings, back and side gates.
- In the event the custodial staff is not on campus for any reason, the following backup plan will be followed: The **principal** and **principal's designee** will split the duties of the custodian.
- Will lock all gates

Intruder / Hostage Taking / Lockdown Procedure (Code Red)

If someone enters the school grounds or buildings with a deadly weapon:

1. Avoid confronting the student or gunman.
2. Notify the School principal, or his/her designee, or school office immediately.
3. Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon.

The school principal, or his/her designee, should follow these guidelines:

1. Notify law enforcement immediately.
2. Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon.
3. Determine the level of threat. If the level of threat is high, call for additional backup.
4. Attempt to get the weapon from the gunman or student through negotiation, or take other appropriate action with the aid of local law enforcement.
5. If the level of threat is low, call the student to the office and have law enforcement take the appropriate action.

In case there is a HOSTAGE SITUATION at the school, staff should:

1. Stay Calm / Do NOT be a Hero
2. Follow instructions of the captor.
3. Cooperate; be friendly if possible; don't argue with or antagonize captor or other hostages.
4. Inform captors of medical or other needs.
5. Be prepared to wait; elapsed time is a good sign.
6. Don't try to escape; don't try to resolve the situation by force.
7. Be observant and remember everything that is seen or heard.
8. If a rescue takes place, lie on the floor and await instructions from rescuers.
9. The school principal, or his/her designee, should be responsible for the following:
10. Immediately notify law enforcement.
11. Move other students and teachers completely away from those who are in the hostage situation.
12. Keep everyone as calm as possible.
13. Be prepared to answer questions from the family.

Lockdown Procedure

If someone enters the school grounds or buildings with a deadly weapon, the staff should follow these guidelines:

1. Avoid confronting the student or gunman.
2. Notify the school principal, or his/her designee, or school office immediately.
3. Identify the student or gunman (if known), the student or gunman’s location, and the location of the weapon.

The school principal, or his/her designee, should follow these guidelines:

1. Notify law enforcement immediately.
2. Identify the student or gunman (if known), the student or gunman’s location, and the location of the weapon.

3. Determine the level of threat. If the level of threat is high, call for additional backup.
4. Give the “Lockdown Order” to all Teachers.

Classroom Teacher Should:

1. Lock the classroom door when the “Lockdown Order” is given.
2. Barricade the door and any entrance to the classroom
3. Build a separate barricade for the students to hide behind
4. Quiet the students
5. Take roll
6. Wait for the “All Clear” order

REMEMBER- Students will model their emotional reaction after yours.
STAY CALM.

Armed Assault on Campus

An **Armed Assault on Campus** involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

1. Upon first indication of an armed assault, personnel should immediately call “911” and then notify the principal/designee.
2. The principal/designee will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The principal/designee will call “911” and provide the exact location and nature of the incident. The principal/designee should designate a person to remain online with Police if safe to do so. If there is an assigned officer on campus, they shall be notified.
4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
6. After the perpetrator(s) has been neutralized, the principal/designee will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.
7. The school staff will work with local authorities to ensure injured students and staff receive medical attention.
8. The Business Manager will control all points of entry to the school.
9. The principal/designee will prepare a verified list of casualties, and the locations to which they were transported. The Principal/designee will ensure the notification of

parents and family members.
10. All media inquiries will be referred to the principal/designee.
11. The principal/designee will debrief staff and school police officers.

REMEMBER- Students will model their emotional reaction after yours.
STAY CALM.

Drive-by Shooting

With the availability of weapons and the increase in gang activity, it is possible that a drive-by shooting could occur at or near a school site. The immediate concern is the safety of students and staff.

If you suspect that shots may be fired from a passing vehicle:

1. Have staff and students lie flat on the ground and keep as low as possible.
2. If safe, look at the vehicle, try to identify:
    a. License plate number
    b. Type of vehicle
    c. Occupants
    d. Weapons

Immediately after the vehicle is gone:

1. Contact School Office
2. Office Staff will call 911
3. Principal/Designee will order Secure Building
4. Assess injuries, if any.
5. Have students move safely and quickly to their classrooms.
6. Do not move those seriously injured unless imminent danger exists. If the injured are ambulatory, move them to a safe shelter.
7. Immediately notify the office of the situation and report the extent of any injuries.
8. Stay with the injured until emergency services arrive.
9. Assist the authorities with as much detail as possible.
10. Alert Team Z of the incident.
11. If the media arrives, they should be directed to the CEO.

REMEMBER- Students will model their emotional reaction after yours.
STAY CALM.

Severe Weather

Flood

If Indoors:

- Be ready to evacuate as directed by the principal and/or the designated official
- Follow the recommended primary or secondary evacuation routes

If Outdoors:

- Climb to high ground and stay there
- Avoid walking or driving through flood water
- If car/bus/van stalls, abandon it immediately and climb to a higher ground

Tornado

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following safe places:
  - Small interior rooms on the lowest floor and without windows
  - Hallways on the lowest floor away from doors and windows
  - Rooms constructed with reinforced concrete, brick or no windows
  - Stay away from outside walls & windows
  - Use arms & protect head & neck
  - Remain sheltered until the tornado threat is announced to be over

Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
    - Toilets
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids or provided with auxiliary heat sources

Upon Restoration of Heat & Power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on

Poisoning, Chemical Spills, Hazardous Materials Safety

Poisoning

If a student ingested a poisonous substance:

- Call **Poison Control Center Link Line 1-800-222-1222**. Take appropriate first aid measures.
- Call parents.
- Notify principal/designee.

When a large chemical spill has occurred:

- Immediately notify the principal or his/her designee
- Contain the spill with available equipment
- Secure the area & alert other site personnel
- Do not attempt to clean the spill unless trained to do so
- Attend to injured personnel & call the medical emergency number if required
- Call a local spill cleanup company or the Fire Department to perform a large chemical spill cleanup
- Evacuate building as necessary

When a small chemical spill has occurred:

- Notify the principal or his/her designee
- If toxic fumes are present, secure the area to prevent other personnel/students from entering
- Small spills must be handled in a safe manner, while wearing the proper PPE
- Review general spill cleanup procedures

Name of Spill Cleanup Company: **County of Santa Clara – Dept. of Environmental Health (408) 918-3400, Contra Costa Health Services (408) 925-335-3200, San Joaquin County - Dept. of Environmental Health (209) 468-3439**

Hazardous Substances

Hazardous Substances include the following, but is not limited to the following:

Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Brake Fluid

Airborne Gasses/Fumes

Always call for assistance and:

- Extinguish all ignition sources
- Shut off main emergency switch to fuel pump, if appropriate
- Move appropriate fire extinguishing equipment to area
- If possible, contain the spill to prevent further contamination

Move people/personnel away or evacuate from contaminated area

Biological / Chemical Attack

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance

released outdoors and localized; and Scenario 3 - Substance released in the surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

Scenario 1: Substance Released Inside a Room or Building

1. The principal/designee will initiate the EVACUATE BUILDING action. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The principal/designee will call "911" and the **California Emergency Management Agency, State Warning Center 1-800-852-7550** and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The principal/designee will notify Team Z of the situation.
4. The principal/designee will instruct school staff to isolate and restrict access to potentially contaminated areas.
5. The Business Manager will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). The Business Manager should assess the need for medical attention.
7. The Business Manager will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Business Manager will provide the list to the principal/designee and the emergency response personnel.
8. Any affected areas will not be reopened until the Santa Clara County/Contra Costa County/San Joaquin County HazMat or appropriate agency provides clearance and the principal/designee gives authorization to do so.

Scenario 2: Substance Released Outdoors and Localized

1. The principal/designee will immediately direct staff to remove students from the affected areas to an area upwind from the release. The principal/designee will, if necessary, initiate the EVACUATE BUILDING action.
2. The Business Manager will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The principal/designee will call "911" and the California Emergency Management Agency, **State Warning Center 1-800-852-7550** and will provide the exact location and nature of the emergency.

4. The principal/designee will notify Team Z of the situation.
5. The Business Manager will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). The Business Manager should assess the need for medical attention.
7. The Business Manager will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Business Manager will provide the list to the principal/designee and the emergency response personnel.
8. Any affected areas will not be reopened until the appropriate agency provides clearance and the principal/designee gives authorization to do so.

Scenario 3: Substance Released in Surrounding Community

1. If the principal/designee or local authorities determine a potentially toxic substance has been released to the atmosphere, the principal/designee will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Business Manager will turn off local fans in the area; close and lock doors and windows; shut down all buildings’ air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the principal/designee, using the PA System/Two-way radio or other means without leaving the building.
4. The principal/designee will call “911”, and the California Emergency Management Agency, State Warning Center 1-800-852-7550 and will provide the exact location and nature of the emergency.
5. The principal/designee will notify Team Z of the situation.
6. The principal/designee will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance, or staff is otherwise notified by the principal/designee.

Pandemic Influenza

During an influenza pandemic, social distancing measures to limit the spread of the disease will include limited public gathering, canceling public events and closing public gathering places including schools, in coordination with local and state officials.

The pandemic cycle may repeat multiple times for a period of up to two years.

Level III Prevention: Schools are open

- Normal School Activities with:
  - Prevention Communications
  - Prevention & Mitigation Activities
  - Pre Planning Activities
  - Implementation of disinfecting protocols
  - Implementation of individual control measures and screening
  - Implementation of physical distancing guidelines
  - Training staff & students on how to limit the spread of COVID-19 and Promoting Healthy Hygiene Practices
  - Implementation of COVID-19 Testing and Reporting Procedures

Level II Preparedness: Schools prepare for closure

- Plan for Continuity of Operations
- Plan for Continuity of Education
- Communication Plans
- Home learning/work Preparation Activities

Level I Response: Schools close

- Warning Phase:
  - Social Distancing
  - Minimum Days
  - No Extra-Curricular Activities
- Schools Close
  - Implement Continuity Plans

Level III Recovery & Prevention: Schools reopen

- Return to a “new normal”
- Establish routines
- Begin psychological recovery activities

Radiation Threat

A radiation threat, often called a "dirty bomb," is the use of common explosives to spread radioactive materials over a targeted area.

- If you are outside, cover your nose and mouth and quickly go inside a building that has not been damaged.
- If you are INSIDE, close windows and doors; turn off air conditioners, heaters or other ventilation systems.
- Steps for self-decontamination:
  - REMOVE YOUR CLOTHES and put them in a sealed plastic bag.

- WASH SKIN as thoroughly as possible with lukewarm water.
- LISTEN TO RADIO/PA System/Two-way radio for other instructions.

Air Pollution/Smog

Individuals Whom it May Affect

It is recommended that protective measures be taken by sensitive persons. These are persons with chronic lung disease or asthma, the elderly, the chronically ill and exercising children and adults.

Protective Actions

- Avoid strenuous outdoor physical activity during an episode.
- Avoid exertion or excitement, which will increase breathing rate.
- Plan indoor activities for students.
- Outdoor activities should be restricted beginning at stage two or when the media announces a bad air day.
- Remain indoors until the episode ends. Keep doors and windows closed, as indoor concentrations of ozone are about one-half that of outdoor levels.
- Use the air conditioner to recirculate indoor air and keep cool. High temperatures may add stress to the pollutant effects.
- Avoid aerosols, dust, fumes, and other irritants. Reduce activities such as cooking or cleaning, which produce irritants to the nose, eyes, and lungs.
- Avoid traffic-congested areas where pollutants are being generated, if you must go outside.
- During air pollution seasons, use the cooler morning hours for outdoor activities.
- Expect severity of symptoms to increase as ozone levels increase (coughing, wheezing, shortness of breath, headaches, chest discomfort and pain, etc.).
- If we are notified, via the health department/Team Z, that it is unhealthful for students to be outside, you will be notified, via the all-call system, that recesses are canceled.
- We will follow the “rainy day” schedule for lunch

AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

Stage 1: Advisory/Alert

- MODIFY WORK PROGRAM to reduce activities that increase your respiration rate.
- REDUCE VEHICLE USE. Curtail work-related driving and carpool to and from work. Encourage students to bike, walk or carpool to school.

Stage 2: Warning

- IF AT HOME, REMAIN HOME. Sites will be closed until the principal or his/her designee is notified that the warning is terminated. Await instructions from your supervisor.
- IF AT WORK, REMAIN AT WORK until released by the principal or his/her designee.

Stage 3: Declared Emergency

- IF AT HOME, REMAIN HOME. Sites will be closed until the principal or his/her designee is notified that the emergency is over. Await instructions from your supervisor.
- IF AT WORK, REMAIN AT WORK until released by the principal or his/her designee.

Fallen Aircraft

This procedure addresses situations involving an **Aircraft Crash** on or in proximity to school property. If a crash results in a fuel or chemical spill on school property refer to the section on Biological or Chemical Release. If a crash results in a utility interruption, refer to the section on Loss of Power.

Procedure

1. The principal/designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in the *"Immediate Response Actions"* section.
2. If the principal/designee issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The principal/designee will call "911" and the Police and will provide the exact location (e.g., building or area) and nature of emergency.
5. If on school property, the Business Manager will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to the section titled:

"Poisoning, Chemical Spills, Hazardous Materials Safety Procedures". If the crash results

in a utility interruption, refer to the section on Loss of Power.

6. The principal/designee will direct the Business Manager to organize fire suppression activities until the Fire Department arrives.
7. The Business Manager will check injuries to provide appropriate first aid.
8. The principal/designee will call the office of Team Z.
9. Any affected areas will not be reopened until the Santa Clara County/Contra Costa County HazMat Compliance Division or appropriate agency provides clearance and the principal/designee issues authorization to do so.
10. If it is unsafe to remain on campus, the principal/designee will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

REMEMBER- Students will model their emotional reaction after yours.
STAY CALM.

Explosion

This section addresses four possible scenarios involving an **Explosion/Risk of Explosion**: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. *[A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]*. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”, refer to the appropriate section.

Procedure

Scenario 1: Explosion on School Property

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The principal/designee will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the principal/designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
5. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Business Manager of missing students.

7. The principal/designee will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.The Business Manager will check for injuries and provide appropriate first aid.Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
8. The Business Manager will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
9. The principal/designee will notify Team Z of the situation. The Business Manager will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
10. When it is determined safe to enter affected areas, the principal/designee will advise the Business Manager to initiate search and rescue activities.
11. The principal/designee will contact the Local Fire Department to ensure buildings are safe for reoccupancy.
12. Any areas affected by the explosion will not be reopened until the appropriate agency provides clearance and the principal/designee gives authorization to do so.
13. The principal/designee will initiate an OFF-SITE EVACUATION if warranted by changes in conditions

Scenario 2: Risk of Explosion on School Property

1. The principal/designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the principal/designee issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The principal/designee will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The principal/designee will advise the Business Manager to initiate rescue operations.
7. The Business Manager will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The principal/designee will notify Team Z of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the principal/designee issues authorization to do so.

10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The principal/designee will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

1. The principal/designee will initiate the SHELTER-IN-PLACE response action.
2. The principal/designee will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The principal/designee will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the principal/designee issues further instructions.

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

1. The principal/designee will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The principal/designee will notify "911" and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. The Business Manager will turn off the school's main gas supply, local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
6. The principal/designee will monitor radio or television announcements and initiate further actions as appropriate.
7. At the principal/designees discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the principal/designee issues further instructions.

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STAY CALM.

Unlawful Demonstration / Walkout

An unlawful demonstration / walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the principal/designee.
2. The principal/designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The principal/designee will notify Team Z to request assistance and will provide the exact location and nature of the emergency.
4. The Business Manager will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Business Manager, in consultation with the principal/designee, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while off site.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the principal/designee. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The principal/designee should keep an accurate record of events, conversations and actions.
8. All media inquiries will be referred to the principal/designee.
9. The principal/designee should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.
10. The principal/designee will notify parents of the incident, as appropriate.

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STAY CALM.

Emergency Drills

The school is proactive when it comes to the safety of staff and students. The school will conduct fire drills, earthquake drills, and Lock Down/Code Red drills (intruder on campus) on a regular basis.

Earthquake Drill Procedure

Earthquakes strike without warning and the major shock is usually followed by numerous aftershocks, which may last for weeks or months. An earthquake's effect on buildings will vary from building to building.

The major threat of injury during an earthquake is from falling objects and debris and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass, partitions, and shelves. In the case of an earthquake, the following procedures should be followed:

Drop procedure – As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

1. **In the event of an earthquake alarm, if you are NOT told to Evacuate, each student, teacher and other employee needs to begin the Drop Procedure of DUCK, COVER and HOLD.**

    1. Take cover under a sturdy desk or table, in a doorway, or against an inside wall until the shaking stops. Give the DROP AND COVER command.
        - DUCK, or DROP down on the floor.
        - Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
        - HOLD onto the furniture and be prepared to move with it.
        - Stay in this position for at least one minute or, in a real situation, until shaking stops.
    2. After shaking stops, check for injuries, and render first aid.

2. **Evacuation**

    An Evacuation should NEVER be automatic. Evacuations shall occur when directed over the walkie- talkies by the principal/designee.

    If you are instructed TO evacuate, each teacher needs to:

    1. Get your class roster (clipboard).
    2. Get the evacuation map (clipboard).
    3. Count your students before you leave the room.
    4. Ensure that your door is open upon exiting the room.
    5. Bring your emergency backpack to the outdoor Assembly Area.
    6. Zero noise is to be adhered as the class walks to and waits at the Assembly Area.
    7. Take roll at the Assembly Area.
    8. Listen for direction from the principal/designee.

When evacuations are included as part of the drill, appropriate non hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc, shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers take roll once in the evacuation area. Any missing students are immediately reported to the principal/designee.

3. **All Clear:**

Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more.

- Missing students are reported to the attendance office.

There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Predetermined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).

Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non-hazardous alternate routes may be needed.

Fire Drill Procedure

Principals shall hold fire drills at least once a month in all elementary schools. The principal or designee shall keep a copy of each drill conducted on the Safety Drill Schedule.

1) Evacuation:

Whenever the alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.

Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.

Evacuation areas will be established away from fire lanes.

Students are to remain with their teacher in the evacuation area. Teachers shall take their roll

books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.

Standards for a Successful Fire Drill:

1. The Fire Alarm can be heard by all staff and students.
2. Orderly evacuation begins immediately and is completed within 5 minutes of the initial alarm, with minimal congestion at exit gates.
3. Teachers and students are staged in an orderly fashion away from fire lanes.
4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the principal/designee.

Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Shelter-in-Place

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

Signal: The signal for the "Shelter-In-Place" drill is the following PA/two-way radio announcement.

"YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a "**Duck and Cover**" position on command given by the teacher in charge.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades.
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lockdown, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lockdown is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

REMEMBER- Students will model their emotional reaction after yours.
STAY CALM.

Description of Action

1. The principal will make the following announcement on the PA System/Two-way radio . If the PA System/Two-way radio is not available, the principal will use other means of communication, i.e., sending messengers to deliver instructions. The principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCKDOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM."

2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the principal or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

Staff Responsibilities during a Lockdown

Principal/designee	Announces Lockdown procedure on the PA System/Two-way radio . Ensures doors are locked in all buildings.
Business Manager	Calls 911. Locks the office door. Keep phone lines open.

Custodian	Locks all gates to campus.
Teachers	Lock the classroom door and remain with students. Take roll, list all students missing from class and identify their locations (RSP, Speech, absent, etc.). Notify the office, by phone **ONLY** if they have "lost" children on campus i.e. went to the bathroom, were en-route to the office **OR** if they have a "loose"child from another class.
Students	Respond to campus security drills in a quick and orderly manner. Listen and respond quickly to all instructions from staff. Students at recess, report to the cafeteria. Stay in seats and remain quiet. Stay away from windows.

No one leaves the classroom!

The end of the Lockdown will be announced over the PA System/Two-way radio .**DO NOT use cell phones to contact the office or outside community. Teachers and staff should not initiate contact with parents.**

Interactions with the Media

The Chief Executive Officer (CEO) shall be the first point of contact for all media inquiries. If a staff member, other than the CEO, receives a request from the media, the staff member shall refer the media to the CEO.

Any staff members wishing to initiate a story with the media shall consult with the CEO prior to contacting the media.

Appendices

A. Monthly School Site Safety Checklist

On a monthly basis, the principal/designee will complete the following Monthly School Site Safety Checklist, with the assistance of a Voices staff member onsite. **This Checklist is to be completed to ensure that personnel at each school site are complying with the Voices (& State/Federal) School Site Safety policies & procedures.** The principal, Business Manager and Dean of Culture or Parent Liaison have critical roles to play in ensuring compliance with the Voices School Site Safety procedures and policies.

Safety Administrative Review	
School Name:	**Date:**
Follow-up Review (Noted in RED)	**Date:**

Exterior Areas:

- ⬜ Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?
- ⬜ Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?
- ⬜ Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?
- ⬜ Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?
- ⬜ Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?
- ⬜ Is fencing provided, and are fences and gates of an appropriate type and condition?

Findings:	
Correction	

Building Conditions:

- ⬜ Do interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?

- ⬜ Does building structures and finish materials appear to be in good condition and free of visible deterioration?
- ⬜ Is the building free of substandard or improvised construction?
- ⬜ Do doors, windows, and glass appear to be of an appropriate type and condition?
- ⬜ Was the building free of apparent leaks or other obvious water intrusion?
- ⬜ Do walls and ceilings appear to be of an appropriate type and condition?
- ⬜ Are floors and floor coverings of an appropriate type and condition?
- ⬜ Are stairs and ramps in good condition and equipped with handrails where required?
- ⬜ Are movable walls and partitions in good condition, properly inspected, and maintained?
- ⬜ Is there a written plan detailing what to do in the event of a leak and liquid damage?

Findings:	
Correction	
Action taken	

Doors, Exits, and Means of Egress:

- ⬜ Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?
- ⬜ Are “EXIT” and “NOT AN EXIT” signs installed?
- ⬜ Is emergency lighting provided as required, and is it properly maintained?
- ⬜ Is the site's emergency evacuation map posted near all classroom and/or office doors?
- ⬜ Are doors and curtains inspected, functional, and properly maintained

Findings:	
Correction	
Action Taken	

Assembly Areas:

- ⬜ Is the occupancy limit conspicuously posted and strictly observed in each assembly area?
- ⬜ Are seating systems in good condition and equipped with guardrails where required?
- ⬜ Are stages free of idle storage or inappropriate use, and is the edge of the stage readily visible to prevent fall incidents?

Findings:	
Correction	
Action Taken	

Emergency Action Equipment & Systems:

- ⬜ Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?
- ⬜ Are fire sprinkler systems in good condition and properly certified and inspected; are sprinkler heads and valves/risers unobstructed and properly identified; and are fire department pumper connections equipped with protective caps?
- ⬜ Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?
- ⬜ Are employees familiar with the location and operation of alarm and fire protection systems, and are employees familiar with their duties and responsibilities in an emergency?
- ⬜ Is emergency communication and broadcast equipment available, such as public announcement systems and radios?
- ⬜ Is someone immediately available at all times (24 hours,7 days) with authorization to call and bring in professional cleanup and restoration companies?
- ⬜ Is the supply of spill response and pipe repair materials complete, readily accessible and checked at least quarterly?
- ⬜ Are pipe diagrams or prints up-to-date and showing the location of valves for all liquid-carrying systems? Isometric drawings are very beneficial.
- ⬜ Are valves placarded or tagged for easy identification?
- ⬜ Are shutoff valves “exercised” (closed, reopened and lubricated as needed) at least annually to verify they can be quickly closed during an emergency?

Findings:	
Correction	

Mechanical and Utility Systems:

- ⬜ Are electrical panels and utility shut off switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?
- ⬜ Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?
- ⬜ Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?
- ⬜ Chemicals and Chemical Storage
- ⬜ Are hazardous chemicals properly stored?
- ⬜ Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?
- ⬜ Are all chemicals reviewed prior to use, and do employees refrain from bringing in household chemicals?
- ⬜ Are employees familiar with the location and use of Safety Code Sheets?

Findings:	
Correction	

Housekeeping and Storage Practices:

- ⬜ Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?
- ⬜ Are mechanical and electrical utility rooms free of inappropriate storage?
- ⬜ Are shelving units anchored to the wall or floor to prevent falling?
- ⬜ Are heavier items stored within the optimum lifting zone to prevent topheavy arrangements or lifting injuries, and are bulky items stored on lower shelves or on the floor?
- ⬜ Are landings and stairs free of storage?
- ⬜ Are the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?
- ⬜ Are important records and other sensitive items secured and stored above the floor or ground level to prevent water damage?
- ⬜ Does the staff have immediate access to a spill response cart/supplies and emergency pipe repair supplies?
- ⬜ Are housekeeping personnel instructed to immediately notify maintenance when any types of dripping, leakage or clogged drains are found

Findings:	
Correction:	
Action Taken	

Disabled Access:

- ⬜ Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?
- ⬜ Are accessible routes to the building provided, and are at least half of the entrances accessible to disabled persons?
- ⬜ Is signage provided at entrances, facilities, or other non-accessible services to direct disabled persons to entrances, facilities, or services that are accessible?
- ⬜ Are doorways designed to facilitate the passage of wheelchairs?
- ⬜ Are access ramps properly designed, constructed, and equipped with guardrails and non-slip surfacing?
- ⬜ Are an appropriate number of restrooms designed to accommodate persons with disabilities?
- ⬜ Are stages and other multi-leveled areas accessible to persons in wheelchairs?
- ⬜ Are other fixtures and services accessible to persons with disabilities?

Findings:	
Correction	

General Conditions – Other:

- ⬜ Is the site free of graffiti or other signs of vandalism?
- ⬜ Are other general conditions free of apparent hazards or concerns?

Findings:	
Correction	

Classroom and Office Section:

- ⬜ Are classroom decorations displayed in a safe and acceptable manner?
- ⬜ Is furniture installed and oriented in a safe and secure manner and free of apparent hazards?
- ⬜ Are tall bookshelves and cabinets secured to the wall or floor to prevent them from tipping over?
- ⬜ Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?
- ⬜ If applicable, are toys and playthings in good condition and regularly sanitized?
- ⬜ Are classrooms and offices otherwise free of apparent hazards or concerns?

Office:

- ☐ Are the names and phone numbers for professional cleanup and restoration companies readily available?
- ☐ Is someone available on all shifts trained to respond immediately to any leak?

Cafeteria:

Boys Restroom:

Girls Restroom:

Staff Restroom:

Classrooms:

1. **Observation #1:**
2. **Observation #2:**

Findings will need to be corrected no later than _____.
I have scheduled your next follow-up review on _____.

_____ _____
BM Signature Date

_____ _____
Administrator Signature Date

Maintenance and Repair Log

Maintenance and Repair Log

Date/Time	Reason for Action (Regular Maintenance or Discovery of Problem)	If problem, Description of Action Required	Location/Item to be Repaird	Explain what was done	Referred to (Name of company, if any)	Verified by:

Unsafe or Hazardous Conditions Log

Unsafe or Hazardous Conditions Log

Date/Time	Unsafe or Hazardous Condition	Description of Action Required	Location of Unsafe or Hazardous Condition	Explain what was done	Referred to (Name of company/person, if any)	Verified by:

B. Classroom Safety Checklist

School Year Kick Off Room Checklist
Voices College-Bound Language Academy

Teacher Name: Room number:

Item	Check	Comment	Re-Check
Red/black backpack near front door (contains green, red card and roster)			Y N Partial
Code Red, Blue and 9 Instructions and Evacuation Map posted near front door	Y N Partial		Y N Partial
Sub Folder easily visible and complete ❏ 3-days worth of lessons ❏ Seating charts ❏ Emergency procedures ❏ Phone numbers ❏ Special Student needs ❏ Schedule ❏ Roster ❏ School-wide character tools	Y N Partial		Y N Partial
Room clean and organized	Y N Partial		Y N Partial
"Joy Factor" apparent in room environment	Y N Partial		Y N Partial
Snack Container	Y N Partial		Y N Partial
Data walls up ❏ Reading Levels English ❏ Reading Levels Spanish	Y N Partial		Y N Partial

❏ Sight Words and/or Fluency ❏ Math or ELA Assessments			
University Wall	Y N Partial		Y N Partial
Cooperative seating	Y N Partial		Y N Partial
Daily Schedule and objectives posted ❏ Content Objectives ❏ Language Objectives	Y N Partial		Y N Partial
Behavior Chart ❏ Think-It-Through Sheet Folder ❏ Buddy Room Papers ❏ Clip Chart/Citizenship Contract ❏ Hecka Bueno Points	Y N Partial		Y N Partial
Character Education Wall ❏ Uniform Checklist	Y N Partial		Y N Partial
Word Wall or Vocabulary Wall	Y N Partial		Y N Partial
Content Areas ❏ Math ❏ ELA ❏ Class Library ❏ Other _____	Y N Partial		Y N Partial
Guided Reading Table (prompting guides, pencils, book storage, white boards, markers, post-its….)	Y N Partial		
Phone message set up	Y N Partial		Y N Partial
Assistant Teacher workstation	Y N		Y N

	Partial		Partial

WALK THROUGHS

1) Date _____ Principal Signature _____
2) Date _____ Principal Signature _____
3) Date _____ Principal Signature _____

C. Student Accident Report

Please fill out an accident report for any injuries beyond first-aid, if professional medical care is recommended or provided (e.i. If you believe there will be medical bills associated with the jury). Student head and eye injuries should always be reported.

Student Accident Reports should be reported on-line: http://www.chartersafe.net/.
Please keep a copy in your file.

Student Information

1. First Name of Injured Student: _____
2. Last Name of Injured Student: _____
3. Student date of birth: _____
4. Student gender: _____
6. Student grade: _____
7. Charter School Name: _____
8. Charter School Address, City/State/Zip: _____
9. School Contact Name: _____
10. Contact Title/Phone Number/Email: _____

Incident Details

1. Describe the incident in details: _____
2. Date of accident/incident: _____
3. Incident Time (Please include AM/PM: _____
4. If incident did not occur at the site address listed above, please indicate the street address of the incident: _____
5. Incident City, State, Zip: _____

6. Specific body part(s) injured: _____

7. Type of Injury or illness: Bum, cut, Fracture, Other, Scrape, Sprain/Strain

8. If other type of injury, please indicate: _____

9. Was on-site nurse contacted?: Yes or No Date and Time if Nurse contacted: _____

10. Was treated refused?: Yes or No What type of medical treatment was given?_____

11. Did paramedics transport student? Yes or No Paramedic transport date/time: _____

12. Was parent/guardian contacted? Yes or No Contacted date/time: _____

Parent/Guardian Information

1. Parent/Guardian Name: _____

2. Parent/Guardian Address/City/State/Zip: _____

3. Parent/Guardian Phone: _____

4. Parent/Guardian Email: _____

5. Was parent/guardian provided a Gallagher Koster Student Accident Claim Form? Yes or No
If no, why not? _____

Witness Information

1. Witness Name: _____

2. Witness Address/City/State/Zip: _____

3. Witness Phone: _____

4. Witness Type: Administrator, Aid, Coach, Guest, Other Staff, Student, Teacher, Volunteer

5. Name of person to whom the accident or incident was reported: _____

6. Date the accident was reported to this person: _____

7. If the accident was not reported immediately, why not? _____

Prevention Information

1. If athletic or playground injury, what type of surface was the student on when the injury occurred? _____

2. What steps have been taken or recommended to prevent a recurrence? _____

3. Any additional information or notes: _____

Employee Incident Report

School Information:

Charter School: _____ Location/Site: _____

Supervisor's name: _____ Title: _____

Address where incident occurred: _____

Employee Information:

Name of injured employee: _____Sex:_____M/F Occupation: _____

Date of hire: _____ Date of birth: _____ SSN: _____

Marital Status: _____ Dependents? Yes/No If yes, how many? _____ Ages? ____

Employee address: _____

Gross wages/salary: $_____per _____(hour/week/month/year) Pay schedule: ___12mth___11mth___10mth

Employment Status: ___Full Time___PartTime___Temporary/Subsitute____Contracted___Seasonal

Employee usually works: ____hours per day____days per week____total weekly hours

Incident Information:

Date of Injury or illness: _____Time: _____ AM/PM_____Time employee began work:_____AM/PM

Was employee unable to work at least one full day after date of injury? Yes/No If yes, date last worked: _____

Has employee returned to work? _____ Yes date returned: _____ No, still off work _____

Paid full day's wages for date of injury or last day worked? Yes/No Salary being continued: Yes/No

Name of person to whom the injury or illness was reported: _____

Date of your knowledge of injury or illness: _____ Was employee provided a claim form (DWC-1) Yes/No

If yes, date of employee was provided claim form (DWC-1):_____ If not, why not? _____

If the accident was not reported immediately, why not? _____

What was employee doing at the time of injury or exposure?

_____

_____

_____

Person, object or substance that directly injured employee: _____

Please check one: ____ I know the injury occurred on duty. ____ I have no specific knowledge that the injury occurred on duty.

Medical Information:

Was the on-site nurse contacted? Yes/No If yes, date and time: _____

Was medical treatment recommended? Yes/No If no, was treatment refused? Yes/No

What type of medical treatment was given? First-Aid __Clinic__Emergency Room__Paramedics__Hospitlaization

Did paramedics transport an employee? Yes/No If no, why not? _____

Medical Facility Name: _____ Physician Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ ext.: _____

Did you refer the employee to an industrial medical provider who specializes in WC and return to work issues? Yes/No

If not, why not? _____

Kaiser Medical Record #: _____

Body part injured (check all that apply and indicate left and/or right):

__Head __Face __Eye __Neck __Upper back __Lower back __Arm __Wrist __Finger __Upper leg __Lower leg __Knee __Ankle __Foot __Toe __Other

Nature of injury or illness:

__Scarpe __Cut __Puncture __Bruise __Burn __Sprain/strain __Foreign body __Poisoning __Fracture __Skin problem __Chemical-related __Heat-related __Non-industrial/cold/virus related __Loss of consciousness __REspiratory problem __Other

Check any of the following possible causes that may apply:

__Haste/unsafe speed __Unsafe use of equipment __Disregard of instructions/procedure __Failure to use protective gear __Defective equipment __Alcohol/drug use __Horseplay __Inattention __Carelessness __Assault __Unsafe lifting/position __Running/jumping __Environtmental condition __Acto of other __Physical disability
__Other (please explain): _____

Witness Information:

Name: _____ Relation to Employee: _____

Home Address: _____

Home Phone: _____ Cell phone: _____ Email: _____

What steps have been taken or recommended to prevent a recurrence?
_____
_____

D. Self Harm/Suicide Risk Assessment Form

Voices College Bound Language Academy
Self Harm/ Suicide Risk Assessment Form

Confidential

Referral Date:	Time Event Occurred:	
1. Student's Name:	Age:	Gender:
2.Parent/Guardian:	Phone Number:	
3.School:	Grade:	
4.Person Completing SSRA:	Title:	Signature:

5. Student Referred by:
Self_____ Parent_____ Teacher_____ Counselor_____
Other_____

6. Reasons For Referral (check all that apply):

___Self harm
___Self cutting
___Burning
___Pinching

___ Suicidal Ideation
___ Direct Threat (ex. " I am going to kill/hurt myself")
___ Indirect threat (ex. "I feel like dying"
___ to self ___others
___ Accesses concerning content online

Observed any of the Following:

____Sudden Change in Behavior
____Previous Attempt(s)
____Giving Away Possessions
____Mood Swings
____Self-Injurious Behavior
____Accessing Concerning Content
____Signs of Depression
____Truancy/Running Away
____Frequent Complaints of Illness
____Alcohol or Drug Use
____Other:

7. Please explain what happened:
_____

_____

_____

_____

_____

_____

8. Confirm Receipt by a Crisis Team Member:

Name and Title of Crisis Team Member:	Signature:	Time received:

For Crisis Team Use Only:

9. Previous Referral?:_____ Date(s):_____
10. Student Interview: The student told me the following:(Check all that apply.)

♦Student said that he/she had been thinking about self-harm/ suicide, the last time he/she thought about self-harm/ suicide was_____BUT IS NOT CLEAR WITH THE THOUGHT.

♦Student said that he/she had A PLAN BUT WILL NOT DIVULGE:_____
_____
_____
_____
_____

♦Student indicated that he/she had previously attempted suicide/ self-harm on_____by means of:_____
_____
_____
♦Other Important Information:_____
_____
_____
_____
_____

This is a recommendation for further psychological evaluation for self-harm/ suicide based on the following:
___Self-Harm/ Suicide Interview

___Other:_____
_____

11. Risk Level: **____Low ____Medium ____High** *(FOR HIGH Risk: CALL ONE OF FOLLOWING: 1. Uplift-(formally EMQ,Uplift Mobile Crisis Team (408)379-9085 2.Alum Rock Crisis Alum Rock Crisis Unit (408) 294-05793. Or 911 for imminent danger or if other crisis teams can't respond - request an officer trained in mental health support if available*

Person conducting interview:_____

Date:_____ Time:_____ Signature:_____

Intervention/ Action Taken:

_____Parent/Guardian Contact:
Date/Time: _____ Outcome:_____

_____Parent Signed Self Harm Notification: Parent/Guardian Notification (attach copy): Self Harm Notification
Response:_____ Date/ Time:

_____Resources Provided to Parent/Guardian:
INCLUDING: _____ Date/ Time:_____

_____Outside Referral Made:
To: _____ Date/ Time:_____

_____Uplift Crisis Team Unit Called:
Time:_____Outcome:_____
___

Child Abuse Report Made (endangerment):
NAME OF INTAKE WORKER: _____

Referred to Police:
NAME OF OFFICER _____

_____Hospitalization

_____School Based Counseling:

Date Referred:_____ Parent signed permission slip(Date):_____

_____Program Modification
INCLUDING: _____

_____Student Safety plan created (attach copy):_____

Other (Please explain):_____

_____

Make 2 Copies for School Principal & Counselor and Place Original Form In Orange Confidential Crisis Team File — DO NOT Place in CUM FILE

E. Informal and Formal Community Complaint Resolution Procedures
It is the intent of Voices College-Bound Language Academies ("School") to integrate conflict resolution skills into the curriculum and parent education activities. In accordance therewith, community members that have complaints against other students are encouraged to first address the issue with the person directly using the learned conflict resolution skills. See Informal and Formal Community Complaint Resolution Procedures.

UNIFORM COMPLAINT POLICY AND PROCEDURES

Voices College-Bound Language Academies ("Charter School") policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing. See Uniform Complaint Policy and Procedures.

G. Medication Doctor & Parent Authorization Form

Voices College-Bound Language Academy
Medication Doctor & Parent Authorization (California Education Code 49423)

Student Name:_____Grade:_____ Teacher:_____

Height:_____ Weight:_____ DOB: _____ Age:_____

List any known drug allergies/reactions:_____

DOCTOR'S AUTHORIZATION

Name of Medication:_____ Diagnosis:_____

Dosage:_____ Route:_____

Frequency/Time(s) to be given:

Begin Medication:_____Stop Medication:_____
_____ Date Date

Special Instructions:

Does medication require refrigeration? Yes No
Is the medication a controlled substance? Yes No
If asthma inhaler or emergency medication, do you recommend this medication be kept "on person" by the student? Yes No

Potential Side Effects / Adverse Reactions:_____

Treatment Order in the event of an adverse reaction: (Attach additional sheet if necessary)

_____
_____
_____

Physician Signature ***Date*** ***Phone & Fax Contact Information***

Parent Authorization

I authorize Voices College-Bound Language Academy personnel the task of assisting my child in taking the above medication. I understand that additional parent/doctor statements will be necessary if the dosage of medication is changed. I also authorize Voices College-Bound Language Academy personnel to talk with the physician or pharmacist should a question come up about the medication.

Medication must be registered with the principal or his/her designee. It must be in the original container and be properly labeled with the student's name, Doctor's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of the drug's expiration when appropriate.

_____ _____ _____

Signature of Parent/Guardian ***Date*** ***Phone (cell, home, work)***

AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION

Is student authorized to self-administer this medication/these medications while at school?

If yes, please complete the following:

Student: I certify that I have read and understand the instructions regarding the self-administration of my medication(s). I agree to take these above medications according to my health care provider's recommendation.

Student Signature: _____Date: _____

Parent/Guardian: _____ (student) has been instructed in the proper dosage and administration of the following medication(s):_____. I request that she/he be permitted to carry this medication on her/his person and self-administer it as directed by her/his health care provider and in accordance with school policy and procedures.

Parent/Guardian Signature: _____Date: _____

H. Severe Allergy Medical Management Plan Signature Page

Recommendation of the Severe Allergy Medical Management Plan

I, the undersigned, recommend the Severe Allergy Medical Management Plan as indicated.

_____ _____

Physician Signature Print Physician Name

_____ _____ _____

Address Phone Date

I, the undersigned, have received, have read, understand, and agree to the school's implementation of the Severe Allergy Medical Management Plan:

_____ _____

Parent Signature Date

I. Emergency Phone Numbers

		Flagship	Mount Pleasant	Stockton	West Contra Costa
Fire	911	408-277-8911	408-277-8911	209- 937-8801	510-307-8031
Ambulance	911	911	911	911	911
Police	911	408-277-8911	408-277-8911	209-937-8377	510-233-1214
Gas	911	800-277-8911	800-743-5000	209-468-3090	804-646-4646
Electric	911	800-743-5000	800-743-5000	800-743-5000	855-285-5503
Water	911	408-279-7900	408-279-7900	209-249-4600	855-285-5503
Gang Hotline	911	408-293-GANG		209-937-7151	804-646-5387
County Emergency Services	911	408-885-6229 1-800-SUICIDE 1-800-273-TALK		209-953-6200	804-333-5089
Crisis Response Team	911	408-279-3312		209-468-8686	803-788-6448
Poison Control Center Link	911	1-800-222-1222			
County Dept. Of Environment Health	911	408-918-3400		209-468-3420	804- 646-3153
CA Emergency Mgmt. Agency State Warning Center	911	1-800-852-7550			
EMQ Mobile Crisis Team	911	408-379-9085		209-468-8686	800-412-7474
Crisis Unit	911	408-294-0579			1-800-273-8255

SJPD Liaison: Officer Corey Green, Badge #3226, (408) 690-2178, email; 3226@SANJOSECA.GOV
Richmond Police Department (510) 724-8950
Stockton Police Department: (209) 937-5486
Morgan Hill Police Department: (408) 779-2101

J. Homeland Security Advisory Recommendations

SEVERE *(Red)*	▫ *Complete all recommended actions at lower levels.* ▫ Follow local and/or federal government instructions (listen to radio/TV). ▫ Be alert and immediately report suspicious activity to designated **Homeland Security Resident Agent (760-353-9090)**. ▫ Close school if recommended to do so by appropriate authorities. ▫ Activate emergency operations plan. ▫ Restrict school access to essential personnel. ▫ Cancel outside activities and field trips. ▫ Provide mental health services to anxious students and staff ▫ 100% identification check (i.e. driver's license retained at front office) and escort anyone entering school other than students, staff and faculty.
HIGH *(Orange)*	▫ *Complete all recommended actions at lower levels.* ▫ Be alert and immediately report suspicious activity to designated **Homeland Security Resident Agent (760-353-9090)**. ▫ Review emergency procedures and supplies. ▫ Assign staff to monitor entrances at all times. ▫ Place school emergency response teams on standby alert status. ▫ Address children's fears concerning possible emergency. ▫ Update parents on preparedness efforts. ▫ Prepare to handle inquiries from anxious parents and media.
ELEVATED *(Yellow)*	▫ *Complete all recommended actions at lower levels.* ▫ Be alert and immediately report suspicious activity to designated **Homeland Security Resident Agent (760-353-9090)**. ▫ Review crisis response plans with school staff. ▫ Test alternative communications capabilities. ▫ Ensure all emergency supplies are stocked and ready.
GUARDED *(Blue)*	▫ *Complete all recommended actions at lower level.* ▫ Be alert and immediately report suspicious activity to designated **Homeland Security Resident Agent (760-353-9090)**. ▫ Provide safety training to staff and practice emergency drills pursuant to school emergency procedures. ▫ Review security measures and communications plan and update emergency contact information. ▫ Review emergency supplies and supplement as necessary. ▫ Inventory and restock emergency supplies
LOW *(Green)*	▫ Assess and update school emergency operations plans/procedures. ▫ Discuss updates to school and local emergency operations plans with emergency responders. ▫ Review duties and responsibilities of emergency response team members. ▫ Conduct training and drills. ▫ Conduct 100% visitor ID check.

K. School Crisis Emergency Backpack Checklist

Determine specific needs and ensure that all the contents are in the appropriate backpack and are current.

Last updated:

By (print name):

Signature: _____

- Map or diagram of campus with evacuation sites marked
- Staff emergency vest(s) of appropriate color (if required)
- Student/staff emergency cards/roster
- Student/staff attendance for current day
- Student/staff sign out sheet (not official)
- Appropriate facility keys
- Latex gloves in zip lock bag
- Flashlight with batteries bagged separately
- Whistle
- Two pens
- Large marker
- Small notebook and/or legal pad
- Scissors and/or utility tool
- Post it notes
- Assorted Band-Aids
- Lifesavers or other hard candy
- Class activity or game (if appropriate)

M. Telephone Bomb Threat Reporting Procedure

Instructions:

- Be Calm & Courteous
- Listen & do not interrupt the caller
- Keep caller talking (pretend difficulty hearing)

Your Name: _____ Time: _____ Date: _____

Document the following:

Caller's Identity:

Male/Female Adult Juvenile Approximate Age:_____

Voice Characteristics:

Loud High Pitch Soft Deep Raspy Pleasant Intoxicate Other: _____

Acent:

English Spanish Other: _____

Speech:

Fast Stutter Slurred Slow Distorted Nasal Other: _____

Language:

Excellent Fair Foul Poor Other: _____

Background Noises:

Factory Machinery Trains Music Street Animals Voices Party Airplanes Quiet

Ask the following questions to Bomb Threat Person (if possible):

- What time will bomb go off:
- Where is it located:
- What kind of bomb is it:
- What kind of package is it in:

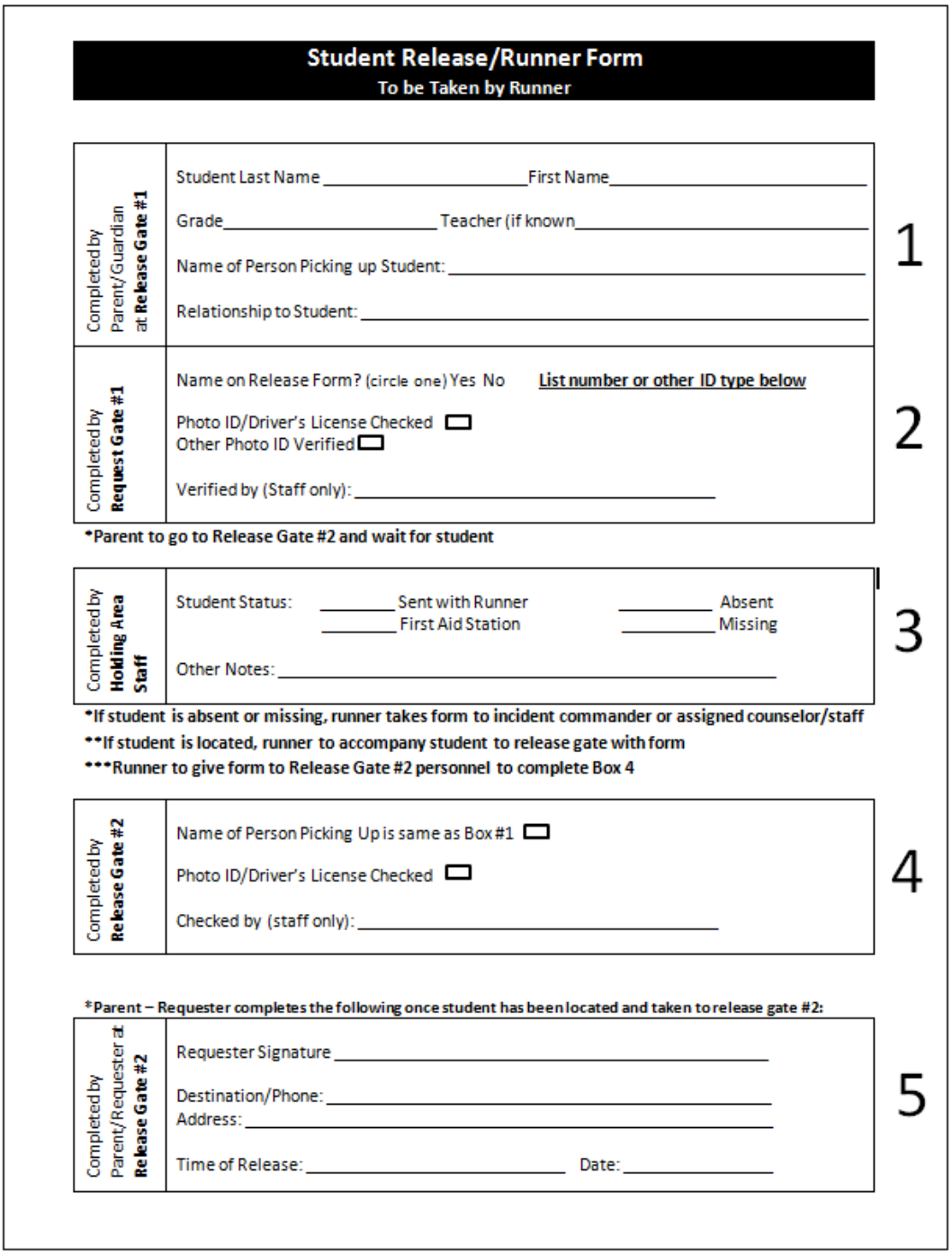
_____

_____

- What is your name & address: _____

Call the Police / Notify your supervisor immediately

O. Student Release/Runner Form



Student Release/Runner Form
To be Taken by Runner

Completed by Parent/Guardian at **Release Gate #1**	Student Last Name _____ First Name _____ Grade _____ Teacher (if known _____ Name of Person Picking up Student: _____ Relationship to Student: _____	1
Completed by **Request Gate #1**	Name on Release Form? (circle one) Yes No **List number or other ID type below** Photo ID/Driver's License Checked ☐ Other Photo ID Verified ☐ Verified by (Staff only): _____	2

***Parent to go to Release Gate #2 and wait for student**

Completed by **Holding Area Staff**	Student Status: _____ Sent with Runner _____ Absent _____ First Aid Station _____ Missing Other Notes: _____	3

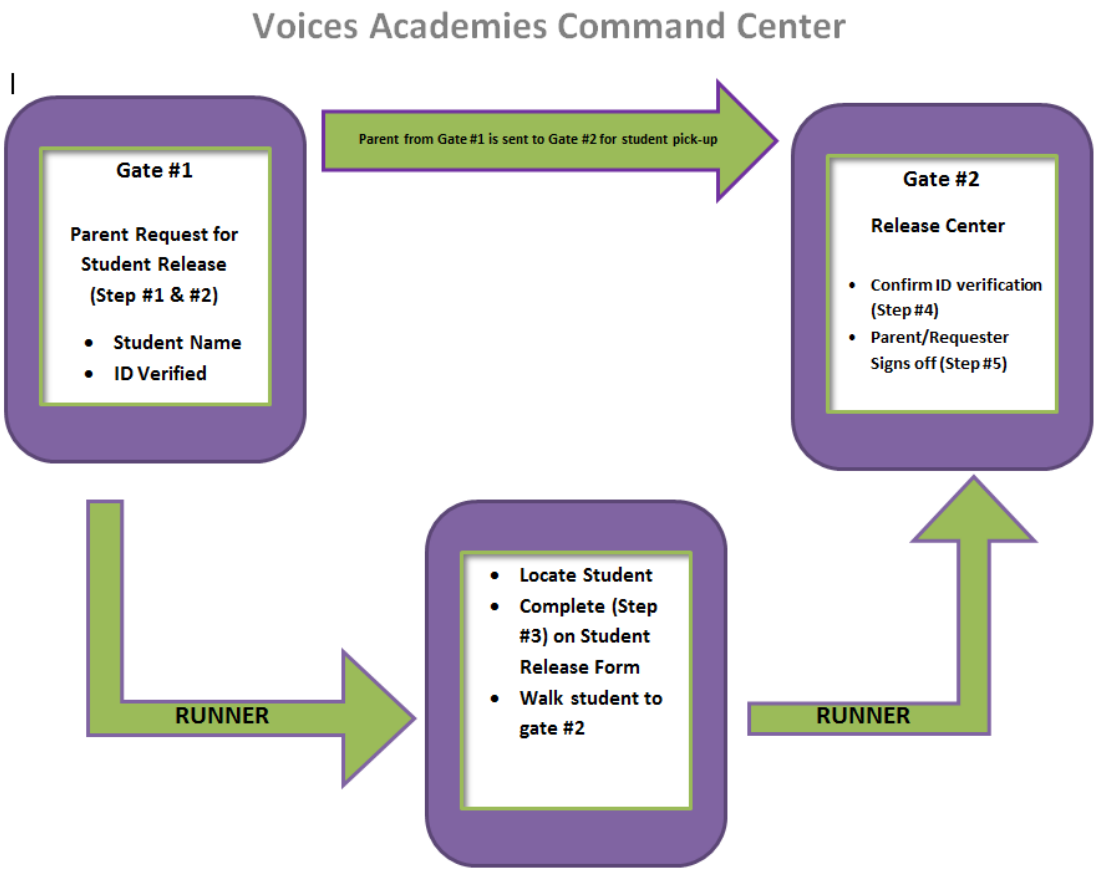
***If student is absent or missing, runner takes form to incident commander or assigned counselor/staff**
****If student is located, runner to accompany student to release gate with form**
*****Runner to give form to Release Gate #2 personnel to complete Box 4**

Completed by **Release Gate #2**	Name of Person Picking Up is same as Box #1 ☐ Photo ID/Driver's License Checked ☐ Checked by (staff only): _____	4

***Parent – Requester completes the following once student has been located and taken to release gate #2:**

Completed by Parent/Requester at **Release Gate #2**	Requester Signature _____ Destination/Phone: _____ Address: _____ Time of Release: _____ Date: _____	5

P. Command Center Chart



Q. Suspension and Expulsion Policy and Procedures

Morgan Hill - Suspension and Expulsion Policy and Procedures

West Contra Costa - Suspension and Expulsion Policy and Procedures

Flagship - Suspension and Expulsion Policy and Procedures

Mount Pleasant - Suspension and Expulsion Policy and Procedures

Stockton - Suspension and Expulsion Policy and Procedures

Coversheet

Rescind Credit Card Policy

Section: III. Board Business: Consent Items
Item: G. Rescind Credit Card Policy
Purpose: Vote
Submitted by:
Related Material: Credit_Card_Policy_06.29.23.pdf

Board Policy #: (F) 02
Adopted/Ratified: 10/13/2016
Revision Date: 06/29/2023

Credit Card Policy

Purpose

If feasible, all business expenses of Voices College Bound Language Academies ("Voices") shall be paid for by check after receipt of a vendor invoice as this payment method allows for budget compliance and may permit Voices to qualify for certain discounts. However, in the event that this payment method cannot be utilized, select employees shall be issued a business credit card by Voices ("credit cards").

Eligibility

Only personnel specifically authorized by the Chief Executive Officer shall be issued credit cards. Credit card limits will be set by the Chief Executive Officer based on roles of the authorized user, as documented in the annual Credit Card Policy Authorized Users form.

Allowable Uses

Credit cards shall only be used for business purposes. Under no circumstances shall a credit card be used for the purchase of alcohol or for cash advances. Credit cards should not be used if payment for a purchase can be made by check. Credit card payments should only be used when a vendor does not accept checks, or for online purchases, purchases during travel, or emergency purchases.

All credit card purchases must follow the purchasing and expense reimbursement policies of Voices as discussed in the *Fiscal Policy* and *Expense Reimbursement Policy*.

Card Number Security

Each authorized user is solely responsible for all purchases made with their issued credit card. Each authorized user must take reasonable precautions to prevent the unauthorized use of their credit card. Each authorized user shall NOT share their credit card number with anyone other than their authorized designee and credit card numbers should not be stored in an online account that may be accessed by unauthorized individuals.

Approvals

All credit card purchases shall be expressly approved in advance of the purchase by the authorized user and the budget owner (if different). Purchases shall only be made if the expense is included in the Board approved budget.

The monthly credit card statement and the original receipts are to be reviewed and approved by the Director of Accounting (CMO) or the Principal (school sites), prior to submission to the finance department. The Director of Accounting and the Principals are responsible for reviewing the charges to determine whether they are appropriate business expenses, that the Staff Accountant or Business Manager has properly coded both the account and the class of the expense, and that the receipts have appropriate descriptions of the expense.

Board Policy #: (F) 02
Adopted/Ratified: 10/13/2016
Revision Date: 06/29/2023

Statements

Credit card statements are received directly by the finance department. The finance department emails the statements to the authorized user and their designee. The staff Accountant/Business Manager shall collect all supporting documents and enter expenditures into the accounting software.

Receipts

The authorized user or their designee is responsible for receiving, printing and retaining all credit card receipts, including, but not limited to receipts for online purchases and meal purchases. The authorized user or their designee shall label all receipts with a description of the charge. Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting. **All receipts must be submitted to the finance department within one week of receipt of the credit card statement.** Electronic (PDF) receipts shall be maintained by the staff accountant (CMO) or Business Manager (school sites) and a PDF of all receipts should be emailed to the finance department. If a receipt is lost, a *Missing Receipt/Invoice Affidavit* shall be completed with a description of the credit card charges and receipt total. The *Missing Receipt/Invoice Affidavit* must be submitted to the respective Principal or Director of Accounting. Due to routine audits of credit card charges it is crucial that all credit card purchases are properly documented with the receipt.

Termination

Upon the termination of employment of an authorized user, all credit cards must be canceled and returned to the Chief Operations Officer.

Policy Violations

All authorized users who make unauthorized purchases shall be liable to Voices for the amount of the purchase, plus interest. Should an authorized user fail to timely reimburse Voices in the amount of the unauthorized purchase, Voices may commence legal action against the authorized user.

Violations of this policy may result in a warning, cancellation of the credit card, suspension or termination of credit card use privileges, depending on the severity of the violation. Further, without altering the at-will nature of employment, violation of this policy may result in disciplinary action up to and including termination of employment.

Board Policy #: (F) 02
Adopted/Ratified: 10/13/2016
Revision Date: 06/29/2023

Credit Card Policy Acknowledgement

Authorized User

I, _____, hereby acknowledge that I have been issued a credit card by Voices for business use only. I have reviewed and I agree to comply with the Voices credit card Policy. I understand that violation of this policy may result in consequences including, but not limited to cancellation of my credit card, suspension or termination of credit card privileges, civil liability for unauthorized purchases or termination of my employment.

I would like to designate _____ as an additional authorized user of my card ("Designee").

_____ _____
Signature of Authorized User Date

Designee

I, _____, hereby acknowledge that I have been designated as an additional authorized user as noted above. I understand that all credit card purchases must be approved in advance by the authorized user. I have reviewed and I agree to comply with the Voices credit card Policy. I understand that violation of this policy may result in consequences including, but not limited to cancellation of the credit card, suspension or termination of credit card privileges, civil liability for unauthorized purchases or termination of my employment.

_____ _____
Designee Signature Date

Board Policy #: (F) 02
Adopted/Ratified: 10/13/2016
Revision Date: 06/29/2023

Voices College-Bound Language Academies
Credit Card Policy Authorized Users

CMO:

Primary

Executive Director: _____ Limit: _____

Designee

Chief Operations Officer _____ Limit: _____

Designee

Accounting Manager: _____ Limit: _____

School Sites:

Flagship:

Primary

Principal: _____ Limit: _____

Designee

Business Manager: _____ Limit: _____

Morgan Hill:

Primary

Principal: _____ Limit: _____

Designee

Business Manager: _____ Limit: _____

Mt. Pleasant:

Primary

Principal: _____ Limit: _____

Designee

Business Manager: _____ Limit: _____

WCC:

Board Policy #: (F) 02
Adopted/Ratified: 10/13/2016
Revision Date: 06/29/2023

Primary
Principal: _____ Limit: _____
Designee
Business Manager: _____ Limit: _____

Stockton:

Primary
Principal: _____ Limit: _____
Designee
Business Manager: _____ Limit: _____

Approval: _____
Chief Executive Officer Date

_____
Director of Accounting Date

Coversheet

Approve Revised Polices

Section: III. Board Business: Consent Items
Item: H. Approve Revised Polices
Purpose: Vote
Submitted by:
Related Material:
Investment_Policy__4890-7557-3868.v1.pdf
Nondiscrimination_Statement_YMC_Template__4881-7755-4513.v2_.docx.pdf
Fiscal Policies Revised CLEAN.docx.pdf

INVESTMENT POLICY

INTRODUCTION

A. Voices College-Bound Language Academies ("Voices") is a nonprofit public benefit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code. Voices operates Voices College-Bound Language Academy at West Contra Costa County, Voices College-Bound Language Academy at Stockton, Voices College-Bound Language Academy, Voices College-Bound Language Academy at Morgan Hill and Voices College-Bound Language Academy at Mt. Pleasant ("Charter Schools") Voices receives revenue from the State of California, the federal government and other government agencies. It also receives gifts from individuals, corporations, foundations, and other entities to support its educational mission. The purpose of this Investment Policy ("Policy") is to provide the structure for the prudent investment of the funds entrusted to Voices and outline the procedures to assist in maximizing the efficiency of the Voices' cash management system while meeting its daily cash flow demands.

B. The Purpose of this Investment Policy is to provide a clear statement of Voices' investment objectives, to define the responsibilities of Voices Board of Directors (the "Board") and any other parties involved in managing the Voices' investments and to acknowledge Voices' diversification requirements.

C. The investment practices and policies of Voices are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide the maximum security of principal invested with secondary emphasis on providing adequate liquidity, and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all laws governing the investment of public funds.

D. The scope of this Investment Policy applies to all financial assets of Voices. It does not apply to assets of any foundation(s) yet to be formed that receive only private funds.

E. Consistent with Government Code Section 53600.3, except as provided in subdivision (a) of Section 27000.3, the Board or persons authorized to make investment decisions on behalf of Voices investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the trustees shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of Voices, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of Voices.

F. Voices and staff shall act in accordance with the written procedures and this Policy, exercise due diligence, report in a timely fashion and implement appropriate controls to mitigate adverse developments.

GENERAL PROVISION

Voices may hire and/or retain an investment manager or a certified financial planner to advise and consult the Board on the portfolio. However, investment decisions are ultimately made by the Board on an ongoing basis.

INVESTMENT OBJECTIVES

Consistent with Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of the Board and staff shall be to safeguard the principal of the funds under its control through minimizing risk and expenses. The secondary objective shall be to meet the liquidity needs of Voices. The third objective shall be to achieve a return on the funds under its control.

A. Voices shall seek to preserve principal and minimize losses by mitigating credit risk and market risk as follows:

   i. Credit Risk is defined as an issuer's ability and willingness to repay interest and principal. Credit Risk shall be mitigated by diversifying the fund among issues and issuers so that the failure of any one issue or issuer would not result in a significant loss of income or principal to participants.

   ii. Market Risk is the possibility that an individual or entity will experience losses due to factors that affect the overall performance of investments. Therefore, the entity should establish a maximum weighted average maturity or duration for the portfolio. Occasional market losses on individual securities are inevitable with active portfolio management and must be considered within the context of the overall investment return.

B. Liquidity refers to the recurring maturity of a portion of the investment portfolio, as well as the ease with which an asset can be converted into ready cash with a minimal chance of principal loss.

C. Yield is defined as the objective of attaining an income-only return on investment commensurate with the risk profile and cash flow characteristics of the portfolio throughout budgetary and economic cycles. Although Voices may employ certain indices to gauge the funds' rate of return, such indices shall be used solely for comparative purposes and do not constitute a warranty or guarantee of actual fund performance.

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LEGAL FRAMEWORK

Education Code Section 41015 authorizes the governing board of any school district or any county office of education which has funds in a special reserve fund of the district or county office of education, or any surplus moneys not required for the immediate necessities of the district or county office of education, to invest all or any part of the funds in any of the investments specified in Section 16430 or 53601 of the Government Code. Irrespective of whether Voices has additional flexibility with regard to the investment of its surplus funds under state law, Voices shall only invest surplus funds in accordance with Section 16430 or 53601 of the Government Code in order to ensure that Voices is investing its funds conservatively and in alignment with how other California public school funds are invested. Authorized investments may change from time-to-time as authorized by federal or state law.

DIVERSIFICATION AND MATURITY RESTRICTIONS

A. It is the policy of Voices to maintain a reasonable diversification of investment assets between asset classes and investment categories at all times. Investments are diversified to minimize the risk of loss resulting in over concentration of assets in a specific maturity, specific issuer, or a specific class of securities.

B. Consistent with Government Code Section 53601, the following diversification limits will change from time to time as authorized by federal or state law.

Type of Investment	**Percentage of Funds Permitted**	**Maximum Final Maturity**
Local Agency Bonds	100%	5 Years
U.S. Treasury Securities	100%	5 Years
U.S. Government Agency Securities	100%	5 Years
State Government Securities	100%	5 Years
California Local Agency Securities	100%	5 Years
Municipal Debt	100%	5 Years
Bankers Acceptances	40%, 30% of a single issuer	180 Days
Commercial Paper	25%, 10% of a single issuer	270 Days
Negotiable Certificates of Deposit	30%	5 Years
Repurchase Agreements	100%	1 Year
Medium-Term Notes	30%, 10% of a single issuer	5 Years
Mutual Funds and Money Market Mutual Funds	20%, 10% in a single fund	N/A
Investment Pools	100%	N/A
Mortgage Pass-Through and Asset-Backed Securities	20%	5 years

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Non-negotiable Certificates of Deposit	100%	N/A

PROHIBITED TRANSACTIONS

A. At the time of purchase, all permitted investments shall conform in all respects with this Policy, as may be amended from time to time. No investment prohibited by the Government Code for school districts shall be permitted herein.

B. Any investment transactions, credit risk criterion, percentage limitations or market valuation that are not in compliance with this Policy and cannot be corrected without penalty at time of purchase must be documented and approved by the Board in writing as soon as possible. Thereafter, action shall be taken by Voices to correct such matter as soon as practicable. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction.

C. Pursuant to Government Code Section 53601.6, Voices shall not invest any funds surplus funds in inverse floaters, range notes, or mortgage-derived, interest-only strips.

D. The following transactions are prohibited:

i. Borrowing for investment purposes ("Leverage").
ii. Reverse Repurchase Agreements, as defined by Government Code Sections 53601(j)(3) and (j) (4) or otherwise.
iii. Structured Notes (e.g., inverse floaters, leveraged floaters, equity-linked securities, event-linked securities). This includes all floating- rate, adjustable-rate or variable-rate securities in which a change in interest rates or other variables that can reasonably be foreseen to occur during their term would result in their market value not returning to par at the time of each interest rate adjustment.
iv. Simple "floating rate notes," whose periodic coupon adjustment is based on a short- term (one-year or less) rate index (such as Treasury bills, federal funds, prime rate or LIBOR) and which have a reasonable expectation of maintaining a value of par at each interest rate adjustment through final maturity, are exempt from this definition. Additionally, U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, Resolution Funding Corporation ("REFCORP") strips or other callable securities which otherwise meet the quality, maturity and percent limitations assigned to their respective security category, are exempt from this section.
v. Structured Investment Vehicles ("SIV").
vi. Derivatives (e.g., options, futures, swaps, swap options, spreads, straddles, caps, floors, collars) shall be prohibited.
vii. Any investment transaction not permitted for a school district.
viii. Prohibited investments may change from time-to-time as authorized by federal or state law.

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ETHICS AND CONFLICT OF INTEREST

Voices and all persons involved in the investment process shall refrain from personal business activity which could create a conflict with proper execution of the investment program, or which could impair the ability to execute impartial investment decisions. Voices has adopted a Conflict-of-Interest Code that complies with the Political Reform Act, as set forth in Education Code Section 47604.1, Government Code Section 1090, *et seq*. and Corporations Code restrictions on self-dealing transactions, and which shall be updated with any charter school-specific conflict of interest laws or regulations. Board members and Voices employees shall comply with these laws and the Conflict-of-Interest Code. As required, the Conflict-of-Interest Code has been approved by the Fair Political Practices Commission.

AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS

Any permitted investment shall be purchased either from a "primary" or regional broker/dealer qualifying under SEC Rule 15c3-1(uniform net capital rule) or a "well capitalized" financial institution, as defined in Title 12 CFR Part 6.4. Any broker, brokerage, dealer or securities firm that has made a contribution to Voices or that employs a Board member, Voices administrator, or an immediate family member of a Board member or Voices administrator is ineligible for selection by the Voices.

INVESTMENT MONITORING AND REPORTING

The Chief Financial Officer or designee, shall submit monthly, quarterly and annual reports (in compliance with Government Code Sections 53607 and 53646) to the Board. These reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program and shall be compliant with the Government Code.

DELEGATION OF RESPONSIBILITY

The Board has ultimate responsibility for the investment management of the Voices' investment assets. The Board may delegate authority over the Voices' investment to a properly formed and constituted Investment Committee (the "Committee") of the Board. Voices may hire outside experts as investment consultants or investment managers. The Board may also establish an advisory committee to provide investment advice to the Board or the Committee. Advisory committees have no authority to act for the Board, but may monitor compliance with this Investment Policy, recommend changes to this Investment Policy, and assist the Board or Committee in selecting and retaining investment managers to execute this Investment Policy.

Pursuant to Government Code Section 53607, the authority of the Board to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be

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delegated for a one-year period by the Board to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the Board. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

RESPONSIBILITIES OF INVESTMENT MANAGERS

Any investment manager hired pursuant to the previous paragraph will invest assets placed in the investment manager's care in accordance with this Investment Policy. Any investment manager hired pursuant to the previous paragraph shall also acknowledge acceptance of the investment manager's responsibility as a fiduciary. Any investment manager hired pursuant to the previous paragraph will operate within all policies, guidelines, constraints, and philosophies described in this Investment Policy. Specific responsibilities include reporting on a timely basis, quarterly and administering Voices' investments at a reasonable cost while avoiding a compromise of quality.

GENERAL INVESTMENT GUIDELINES

A copy of this Investment Policy shall be provided to any investment managers hired pursuant to this Policy. The tax-exempt status of Voices and the fact that Voices funds are public funds shall be taken into consideration when making investments. Voices is expected to operate in perpetuity; therefore, a 5-year investment horizon shall be employed. Interim fluctuations should be viewed with appropriate perspective taking into consideration the liquidity needs. A cash account shall be maintained with very-low risk tolerance to keep cash available for distributions, obligations, and other anticipated expenses. Transactions shall be executed at a reasonable cost, taking into consideration prevailing market conditions and services and research provided by the executing broker.

SAFEKEEPING

Pursuant to Government Code Section 53608, Voices may deposit for safekeeping with a federal or state association (as defined by Financial Code Section 5102), a trust company or a state or national bank located within this state or with the Federal Reserve Bank of San Francisco or any branch thereof within this state, or with any Federal Reserve bank or with any state or national bank located in any city designated as a reserve city by the Board of Governors of the Federal Reserve System, the bonds, notes, bills, debentures, obligations, certificates of indebtedness, warrants, or other evidences of indebtedness in which the money of Voices is invested pursuant to Government Code 53600, et seq. or pursuant to other legislative authority. Voices shall take from such financial institution a receipt for securities so deposited. The authority of Voices to deposit for safekeeping may be delegated by the Board to the treasurer of Voices; the treasurer shall not be responsible for securities delivered to and receipted for by a financial institution until they are withdrawn from the financial institution by the treasurer.

MAINTAINING THE PUBLIC TRUST

All participants in the investment process shall act as custodians of the public trust. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

INTERNAL CONTROLS

Voices has established a system of written internal controls, which will be reviewed annually with Voices' independent (external) auditor. The controls are designed to prevent loss of public funds due to fraud, employee error, and misrepresentation by third parties, unanticipated market changes or imprudent actions by employees of the Voices. All agreements, statements and trade packets will be subject to review annually by auditors in conjunction with Voices' annual audit.

PERFORMANCE STANDARDS

A. The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs but focusing on preservation of capital and then liquidity as the most important objectives, with yield as the least important objective.
B. Voices shall not invest any funds in any security that could result in zero interest accrual if held to maturity.

TRACKING AND SEGREGATION OF INVESTED FUNDS

Funds invested by Voices on behalf of each Charter School shall be tracked such that the investment funds of each Charter School are separately identified. Investment gains tied to the investments of a particular Charter School shall be credited to account(s) of that respective Charter School. At no time shall investment gains earned by one Charter School be credited to another Charter School. The Chief Financial Officer shall ensure that all investment returns are properly tracked and allocated on Voices' books to ensure that no comingling of funds occurs.

4890-7557-3868, v. 1

Board Policy #: [INSERT]
Adopted/Ratified: [INSERT]
Revision Date: [INSERT]

NONDISCRIMINATION STATEMENT

Voices College-Bound Language Academies ("Voices Academies" or the "Charter School") does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, citizenship, immigration status, religion, religious affiliation, sexual orientation, pregnancy status, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

Voices Academies adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

Voices Academies does not discourage students from enrolling or seeking to enroll in Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. Charter School shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with Voices Academies' charter and relevant policies.

Voices Academies does not request nor require student records prior to a student's enrollment.

Voices Academies is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEA; and Section 504 and Title II of the ADA (mental or physical disability).

Voices Academies also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race or ethnicity, religion, religious affiliation, creed, color, citizenship, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Voices Academies does not condone or tolerate harassment of any type, including but not limited to unlawful discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee; independent contractor or other person with which the Charter School does business; student; volunteer; or community member regardless of position or gender. Voices Academies will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

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Revision Date: [INSERT]

The lack of English language skills will not be a barrier to admission or participation in Voices Academies' programs or activities. Voices Academies prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

The Charter School's Nondiscrimination Statement relevant to employees is located within Voices Academies' Employee Handbook and can be located at the network office.

Board Policy #: (F) 05
Adopted/Ratified: 06/29/20
Revision Date: 08/05/23

Fiscal Policies

A. Budget Development, Oversight, Calendar and Responsibilities

The Voices College-Bound Language Academies (Voices) is a California nonprofit public benefit corporation that operates multiple California public charter schools. Voices will develop and monitor its budget in accordance with the annual budget development and monitoring calendar as specified below.

January – February

- The Board Treasurer and Finance Committee in an oversight capacity works with the Chief Finance Officer (CFO) or designee and Chief Executive Officer (CEO) to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school's upcoming fiscal year (July 1-June 30).
  [Board Treasurer, CFO or designee, CEO, and Finance Committee]

- The Charter Management Office (CMO), Senior Leadership Team (CMO Team), led by the CEO and the Managing Director of Schools, works with the schools' management and staff (Principal) to develop a rough planning budget for the upcoming fiscal year, including projected enrollment and any proposed staffing changes.
  [CMO Team: CEO, CFO or designee, Chief Operating Officer (COO), Chief Academic Officer (CAO), and Chief Growth and Community Engagement Officer (CGO), Chief of Culture (CCO); Principal, Financial Client Manager (FCM), Managing Director of Schools, and key stakeholders]

- The CMO Team, led by the CEO and CFO or designee, reviews and updates the rolling three-year budget projection in accordance with the established strategic and growth plans of Voices and each Voices charter school. [CMO Team]

- The Audit Committee of the Board solicits bids for a multi-year audit contract and recommends an auditor. Solicitation is to be made every five (5) years.
  [Audit Committee and Board]

March – April

- The CMO Team, led by the CEO and CFO or designee, and in conjunction with the schools' management and staff, prepares a formal budget plan for the upcoming fiscal year. The plan is first reviewed by the finance committee and then the full Board as presented by the Board Treasurer.

[CMO Team, in conjunction with the schools' management and staff, Finance Committee, Board, and FCM]

- The CFO or designee submits the 2nd interim financial report, signed by the CEO, to the appropriate chartering authorities by the March 15th due date or earlier if required by the MOU with the chartering authorities. The interim report is prepared by the CMO, led by the CFO or designee.
  [CMO Team, CFO,CEO, and FCM]

- The Audit Committee refers the auditor engagement letter for Board approval.
  [Audit Committee and Board]

May – June

- The CFO or designee as lead, working in conjunction with the CMO Team and the schools' management and staff, update the formal budget plan for upcoming fiscal year and reviews revenue projections subsequent to the Governor's annual "May Revise" budget figures. The CMO Team and the Schools fine-tune the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections. If approved by the Finance Committee, the budget is then presented to the full Board by the Board Treasurer.
  [CMO Team, schools' management and staff, and Finance Committee, and FCM]

- On an annual basis the Board will review the salaries of the officers and key employees. Annually an adjustment for COLA may be approved by the Board. In addition to the review and approval of executive compensation required by law, research should be done on a regular basis (at least every two years) to verify that salaries of officers and key employees are not unreasonable in comparison to other key roles at other CA charter schools.
  [Board]

- The Board reviews and formally adopts the budget for the upcoming fiscal year no later than June 30th or earlier if required by the chartering authority MOUs. A copy of the final budget is provided to the chartering authorities no later than June 30th.
  [Board, CEO, CFO or designee, and FCM]

July – August

- Books for prior fiscal year are closed, all transactions are posted, and records assembled for audit.
  [CFO or designee, CMO Team, Principals, Business Managers, CMO Bookkeeper/Accountant, and FCM]

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September – December

- Independent auditor performs an audit of the just-closed fiscal year and prepares the audit report for submission to the Audit Committee.
  [Auditor, CFO or designee, and staff as requested by the Auditor, Audit/Finance Committee, and FCM]

- CFO or designee submits the unaudited actual report to the chartering authorities, county, and state by the September 15th due date or earlier if required by the MOU with the chartering authorities. The inputs to this interim report are prepared by the CMO, led by the CFO or designee.
  [CFO or designee in conjunction with CMO Team, and FCM]

- After actual attendance figures are known (either at the end of the first full week of school or 20-day report of new schools), the CMO office, as needed, will revise the forecast to match likely revenues. The CMO led by the CFO or designee and CEO presents the revised budget to the Finance Committee and the Board.
  [CEO, CFO or designee, CMO staff, and FCM]

- The Audit Committee of the Board reviews the audit. The CFO or designee, CEO and Audit Committee address any audit exceptions, management letter comments (and corresponding responses), or adverse findings. Audit Committee presents the audit results to the Board, suggests any recommendations for any findings, and requests Board approval, based on the audit timeline within the petition. The audit report and any follow-up plans are submitted to the charter-granting agency.
  [Finance/Audit Committee, CEO, CFO or designee, Board, and FCM]

- The CFO or designee submits the 1st interim financial reports, signed by the CEO, to the chartering authorities by the December 15th due date or earlier if required by the MOU with the chartering authorities. The 1st interim report is prepared by the CMO, led by the CFO or designee.
  [CFO or designee, in conjunction with the CMO Team, and FCM]

- The CMO led by the CFO or designee confirms that the auditor has submitted the annual audit report to the chartering authorities, California Department of Education, the County Office of Education and the State Controller by December 15th.
  [CMO, CFO or designee]

Monthly

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- The CFO or designee prepares monthly budget-to-actuals reports for the Principals, Managing Director of Schools, and CMO Team, who review the transactions and analyses provided and request changes or adjustments to the CEO or Managing Director of Schools. [CEO, CFO or designee, CMO Team, FCM, Managing Director of Schools]

- The monthly Finance Committee package is compiled by the CFO or designee. Monthly or periodic meetings occur to review the financial activity. Meeting participants include the CEO and CFO or designee and a quorum of the Finance Committee. The monthly Committee package reforecasts the annual budget.
  [FCM, Finance Committee, CFO or designee]

- The CFO or designee and the finance department work collaboratively to compile any monthly financial reports required by a chartering authority. These reports, including but not limited to bank statements, bank reconciliations, and financial statements, will be submitted according to the MOU in a timely fashion.
  [CFO or designee, FCM, Finance department]

Periodically/Per Contract or Loan Agreement

- On a periodic basis, according to any loan or financial agreements, loan covenant certifications or other financial reports are submitted by the CFO or designee to the appropriate bank representative or financing partner for the previous period.
  [CFO or designee and FCM]

B. Controls, Budget, and Fiscal Management

Voices will maintain in effect the following principles in its ongoing fiscal management practices to ensure that, (1) expenditures are authorized by and in accord with amounts specified in the Board-adopted budget, (2) the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, and (3) all transactions are recorded and documented in an appropriate manner.

Segregation of Duties

Voices will maintain simple accounts payable and purchase request processes to document the authorization of all non-payroll expenditures. In addition, there are regular monthly expenditures that are made through an ACH or credit card transaction, the records are to be maintained and reviewed monthly for proper coding of expenditures and appropriateness of expenditures to the organization. Purchase request forms will be used when deemed necessary.

All proposed school expenditures must be approved by the Principals who will review the

proposed expenditures to determine whether they are consistent with the Board-adopted budget or approved adjustments. If consistent, they will sign the invoice/payment request or send an email to the business manager/accounting manager stating approval. All expenses and purchase requests by a school that are over $10,000 must be approved by the Principal and co-signed by the CEO, CAO, or COO as appropriate.

All proposed CMO expenditures must be approved by the CMO Team budget owner who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget or approved adjustments. If consistent, they will sign the invoice/payment request or send an email to the accounting manager stating approval. All expenses and purchase requests over $20,000 must be approved by the CMO Team budget owner and co-signed by the CEO. All CEO expenses and purchase requests over $100,000 must be approved by the CEO and Board or Finance Committee chair.

All transactions will be posted in an electronic general ledger. The transactions will be posted on the ledger by the Business Manager at the School site and the accounting staff at the CMO/accounting firm. Review of all transactions will occur at the CMO by the Finance and Accounting department to ensure an additional layer of control procedures.

Journal entries will be prepared by the Bookkeeper or Accountant. All entries will be reviewed by the CFO or designee on a monthly basis, and any questions or concerns will be discussed by the team and resolved as quickly as possible (in consultation with outside auditors or experts as needed). Any transaction performed by the accounting staff will include detail (local analysis or physical supporting documents) for the reason of the transaction.

Budget Transfers

The Principals, in conjunction with the Managing Director of Schools may transfer up to $10,000 from one expenditure account in an unrestricted budget series to another expenditure account without CEO approval. For budget transfers between series greater than $5,000, the request for transfer must be submitted to the CEO prior to the budget adjustment and a recommendation for approval.

Banking Arrangements

Voices will maintain its accounts in the County Treasury and/or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies and all school checks must be signed by the CEO and checks over $100,000 must be signed by two authorized signatories. See Appendix A for annual updated authorized signatories.

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Accounts with funds exceeding the FDIC limits may have a sweep account set up to mitigate the risk of funds being held at one location in amounts greater than $250,000.

The CMO finance personnel or outsourced accounting support will reconcile the school's ledger(s) with its bank accounts or accounts in the County Treasury on a monthly basis. The CMO finance personnel or FCM will review and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The Principals, CMO Team, CEO and CFO or designee will review these statements monthly.

The Schools and CMO will deposit or transfer into the schools' account all funds received at the school sites at the earliest possible convenience and in no event should a cumulative deposit amount greater than $1,000 be made later than 48 hours after receipt.

A petty cash fund may be established at each school or office location. The schools' petty cash balances may not exceed $500. Only the CEO, COO, and Principals shall be authorized to approve the use of petty cash. The petty cash fund will be tracked by the school's Business Manager or Office Manager and the CMO finance team, must remain separate from other collected funds, and must maintain an appropriate local ledger. The local ledger must be updated with every transaction, and it must be reconciled with the General Ledger by the CMO finance team or outsourced support staff on a quarterly basis as well as when replenishment is requested.

The budget owners will have the primary role in authorizing payments and dealing with the distribution of funds. The Accounting Manager will have the ability to perform the submission of payroll and employee benefits performed through electronic withdrawals by the service providers.

Purchasing Procedures

All purchases over $25,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. No purchase approver shall approve purchase requests or check requests lacking such documentation. Documentation shall be attached to all check and purchase order requests showing that at least three vendors were contacted and such documentation shall be maintained for three years.

Record Keeping

Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by school staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

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Property Inventory

The Principals shall establish and maintain an inventory of all non-consumable goods and equipment worth over $5,000. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the schools' assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the CMO for review.

All non-consumable school property lent to students and staff, unless other arrangements were made, shall be returned to the school no later than 5 working days after the end of the school year.

Payroll Services

Voices will contract with a reputable, bonded, and insured payroll contractor to prepare payroll checks, tax and retirement withholdings, tax statements, and to perform other payroll support functions. The Business Managers with the support of the CMO will oversee a time and attendance reporting system and submit twice-monthly payroll. The CMO finance personnel will review payroll statements monthly to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. Staff expense reimbursements will be included in payroll checks. An additional layer of internal controls will exist for oversight of payroll for the CMO finance and operations departments. The CEO will review payroll for finance and operations departments at the beginning of the fiscal year and any changes must be pre-approved by the CEO. The CMO will support payroll and human resource activities as part of school management.

Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick and personal necessity leave.

Attendance Accounting

The Business Managers and Principals will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance at the School and engaged in the activities required of them by the School. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance (ADA). Therefore:

- ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School using

PowerSchool.

ADA reporting for P1, P2, P Annual and 20 day report will be filed timely based on reporting deadlines.

- The School's instructional calendar will meet at least the minimum instructional days as provided by the Administrative Code regulation. The calendar must also document that the school offers an amount of annual minutes of instruction as required pursuant to applicable law.

- Independent study must be pre-arranged by the student's adult guardian and the School and the adult guardian will be required to complete and submit documentation of engagement in instructional activity to the school on forms prepared by the school. Such study shall be in full compliance with the Board's independent study policy.

- In addition, the number of independent study days will be tracked, in order to verify that the percentage of total independent study ADA does not exceed 20% of total ADA.

Annual Financial Audit

The Board will annually appoint the audit committee by October 1. Any persons with expenditure authorization or recording responsibilities within the School or CMO may not serve on the committee. The committee shall annually contract for the services of an independent certified public accountant to perform an annual fiscal audit. The audit shall include, but not be limited to (1) an audit of the school's financial statements under *Governmental Auditing Standard*s, and (2) an audit of the school's compliance with the *Standards and Procedures for Audit of California K-12 Local Education Agencies*. If the school receives revenue from federal sources greater than the Single Audit limit, the audit shall be prepared in accordance with any relevant Office of Management and Budget Single Audit Act Amendments of 1996 and Title 2 U.S. Code of *Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).* The Audit shall be completed, reviewed by the Audit Committee, approved by the Board, and submitted to required agencies per state requirements per state requirements.

C. Credit Cards

Purpose

If feasible, all business expenses of Voices shall be paid for by check after receipt of a vendor invoice as this payment method allows for budget compliance and may permit Voices to qualify

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for certain discounts. However, in the event that this payment method cannot be utilized, select employees shall be issued a business credit card by Voices ("credit cards").

Eligibility

Only personnel specifically authorized by the CEO shall be issued credit cards. Credit card limits will be set by the CEO based on roles of the authorized user, as documented in the annual Credit Card Policy Authorized Users form, and updated as necessary.

Allowable Uses

Credit cards shall only be used for business purposes. Any credit card points or rewards are solely retained by Voices and may only be used for business purposes. Under no circumstances shall a credit card be used for the purchase of alcohol or for cash advances. Credit cards should not be used if payment for a purchase can be made by check. Credit card payments should only be used when a vendor does not accept checks, or for online purchases, purchases during travel, or emergency purchases.

All credit card purchases must follow the purchasing and expense reimbursement policies of Voices as discussed in the Fiscal Policy and Expense Reimbursement Policy.

Card Number Security

Each authorized user is solely responsible for all purchases made with their issued credit card. Each authorized user must take reasonable precautions to prevent the unauthorized use of their credit card. Each authorized user shall NOT share their credit card number with anyone and credit card numbers should not be stored in an online account that may be accessed by unauthorized individuals.

Approvals

All credit card purchases shall be expressly approved in advance of the purchase by the authorized approver and the budget owner (if different). Purchases shall only be made if the expense is included in the Board approved budget or approved budget modification.

The monthly credit card statement and the original receipts are to be reviewed and approved by the Accounting Manager (CMO) or the Principal (school sites), prior to submission to the finance department. The Accounting Manager and the Principals are responsible for reviewing the charges to determine whether they are appropriate business expenses, that the Staff Accountant or Business Manager has properly coded the account, resource, and department codes of the expense, and that the receipts have appropriate descriptions of the expense.

Statements

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Credit card statements are received directly by the finance department. The finance department emails the statements to the authorized user(s). The Staff Accountant/Business Manager shall collect all supporting documents and enter expenditures into the accounting software.

Receipts

The authorized user or their designee is responsible for receiving, printing and retaining all credit card receipts, including, but not limited to receipts for online purchases and meal purchases. The authorized user shall label all receipts with a description of the charge. Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting. All receipts must be submitted to the finance department within one week of receipt of the credit card statement. Electronic (PDF) receipts shall be maintained by the staff accountant (CMO) or Business Manager (school sites) and a PDF of all receipts should be emailed to the finance department. If a receipt is lost, a Missing Receipt/Invoice Affidavit shall be completed with a description of the credit card charges and receipt total. The Missing Receipt/Invoice Affidavit must be submitted to the respective Principal or Accounting Manager. Due to routine audits of credit card charges it is crucial that all credit card purchases are properly documented with the receipt.

Termination

Upon the termination of employment of an authorized user, all credit cards must be canceled and returned to the Chief Operations Officer.

Policy Violations

All authorized users who make unauthorized purchases shall be liable to Voices for the amount of the purchase, plus interest. Should an authorized user fail to timely reimburse Voices in the amount of the unauthorized purchase, Voices may commence legal action against the authorized user.

Violations of this policy may result in a warning, cancellation of the credit card, suspension or termination of credit card use privileges, depending on the severity of the violation. Further, without altering the at-will nature of employment, violation of this policy may result in disciplinary action up to and including termination of employment.

D. Required Budget and Other Fiscal Reports

The CFO or designee, working in conjunction with the support of the CMO team will produce and submit to the chartering authorities any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the schools' charters unless amended through a Memorandum of Understanding (MOU) with the chartering authority. These include, but are not

limited to, attendance reports, enrollment and other data reports required by the California Basic Education Data System, and other related data.

E. Property and Liability Insurance

The CEO and COO shall ensure that the School retains appropriate property and liability insurance coverage, as required by its charter and MOU(s). Property insurance shall be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the school's Property Inventory and consumables. Premises and Board errors and omissions liability insurance shall also be obtained and kept in force at all times on a "claims made" form with a self insured retention of no more than $50,000 per occurrence and limit of no less than $2 million per occurrence.

F. Board Compensation

Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses. Necessary travel expenses incurred to attend Board meetings and Board committee meetings need not be approved in advance by the Board. All other expenses shall be approved in advance by the Board. Travel expenses reimbursed shall not exceed levels that would be subject to federal or state income tax. All expenses reimbursed shall be documented by receipts and in no event may reimbursements exceed actual expenses.

G. Authority to Enter Into Contracts and Agreements

Voices shall develop and maintain a written procurement and contracts administration system that complies, *if applicable*, with the federal regulations governing contracts and procurement, otherwise known as 34 Code of Federal Regulations 80.36. As part of its procurement and contract standards, Voices shall;

1. Maintain a copy of a signed contract, agreement, or purchase order for services to be performed, and document the rationale and procedure used for selecting a particular contractor,

2. Describe the conditions under which the contract or agreement may be terminated, including the basis for settlement, for all contracts in excess of $10,000;

3. Maintain evidence that contracts were given only to contractors and consultants possessing the ability to perform successfully under the terms and conditions of the proposed contract; Select contractor and consultants on the basis of demonstrated competence, qualifications, experience, and reasonableness of costs. Give consideration to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources in selecting contractors;

4. Comply with the Voices Board approved Conflict of Interest Policy.

5. Maintain records on the services performed, including the date the service was performed and the purpose of the service, and ensure that the services are consistent and satisfactory with those described in the signed contract/purchase order;

6. Make payments only after the service was performed;

7. Use price as the primary criterion for purchasing all goods and services;

8. Provide appropriate insurance as requested.

Contracts and agreements must follow purchase approval guidelines and have signatures of one or two approvers as outlined above. The CMO Team and Principals may enter into contracts and agreements not to exceed their approval threshold, provided funds sufficient for the contract or agreement are authorized and available within the school's Board-adopted budget or approved modifications. At an approver's threshold, the above outlined secondary signers must also approve the contract or agreement.

Additionally, Voices shall maintain a Financial Management System with strong internal control, cash management procedures, contract management procedures and time distribution procedures.

H. Fundraising, Grant Solicitation, and Donation Recognition

All non-student fundraising or non-government grant solicitation activities on behalf of Voices must be approved in advance by the CEO or designated CMO Team member. The appropriate CMO Team member or school leadership shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds.

Adapted with permission from *California Charter School Finance, Revised 2003 Edition or Charter School Development Center, Revised 2007.*

Addendum to Fiscal Policies

A. Capitalization and Depreciation:

The organization will capitalize and depreciate all assets costing $5,000 or more. All other assets are charged to expense in the year incurred.

Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which varies depending on the asset. The organization will depreciate according to the following schedule:

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Depreciation Policy	
Computers with individual value more than asset threshold	3 years
Office/classroom furniture & equipment	5 years
Leasehold improvements	Life of lease or 5 years, whichever is greater

Repair and maintenance costs, which do not extend the useful life of the asset, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

B. Disposal of Surplus Property and Donations:

If the organization wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential recipients shall include: (1) the recipient is fully independent of Voices, with none of the Voice's Board members or key personnel involved in the recipient; and (2) the recipient shall be a non-profit or governmental entity related to education. In addition,Voices shall secure a receipt from the recipient for the donated property and shall remove the asset from the organization's books and record the donation as required by state and federal audit guidelines.

Property Acquired with Federal Grant Funds

If the property in question cost $5,000 or more at the time of acquisition and was acquired with federal grant funds, the organization shall notify the federal contract administrator per the federal grant requirements prior to donating or disposing of such property as provided above.

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Appendix A

Authorized Signatures
Fiscal Year '_____-_____

Primary: _____

Secondary:_____
(Checks over $100,000)

Secondary:_____
(Checks over $100,000)

Approval Acknowledgement:

Board Treasurer: _____

Date: _____

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Appendix B

Credit Card Policy Acknowledgement

Authorized User

I, _____, hereby acknowledge that I have been issued a credit card by Voices for business use only. I have reviewed and I agree to comply with the Voices credit card policy. I understand that violation of this policy may result in consequences including, but not limited to cancellation of my credit card, suspension or termination of credit card privileges, civil liability for unauthorized purchases or termination of my employment.

I would like to designate _____ as an additional authorized user of my card ("Designee"). (Please list all.)

_____ _____
Signature of Authorized User **Date**

Designee

I, _____, hereby acknowledge that I have been designated as an additional authorized user as noted above. I understand that all credit card purchases must be approved in advance by the authorized user. I have reviewed and I agree to comply with the Voices Credit Card Policy. I understand that violation of this policy may result in consequences including, but not limited to cancellation of the credit card, suspension or termination of credit card privileges, civil liability for unauthorized purchases or termination of my employment.

_____ _____
Designee Signature **Date**

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Appendix C

Voices College-Bound Language Academies
Credit Card Policy Authorized Users

CMO:

Chief Executive Officer: _____ Limit: _____

Chief Operations Officer: _____ Limit: _____

Accounting Manager: _____ Limit: _____

Director of School Operations:_____ Limit: _____

School Sites:

Flagship:

Principal: _____ Limit: _____

Business Manager:_____ Limit: _____

Chief Operations Officer:_____ Limit:_____

Morgan Hill:

Principal: _____ Limit: _____

Business Manager:_____ Limit: _____
Chief Operations Officer:_____ Limit:_____

Mt. Pleasant:

Principal: _____ Limit: _____

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Business Manager:_____ Limit: _____

Chief Operations Officer:_____ Limit:_____

WCC:

Principal: _____ Limit: _____

Business Manager:_____ Limit: _____

Chief Operations Officer:_____ Limit:_____

Stockton:

Principal: _____ Limit: _____

Business Manager:_____ Limit: _____

Chief Operations Officer:_____ Limit:_____

Approval:

Chief Executive Officer: _____ Date: _____

Coversheet

Finance Training

Section: IV. Board Business
Item: A. Finance Training
Purpose: FYI
Submitted by:
Related Material: Voices Board Annual Meeting - Finance Refresher - 20230731.pdf

Charter School Finance Refresher

JOSH KEMP

AUGUST 5, 2023

edtec
Charter School Specialists
BUSINESS • OPERATIONS • PERFORMANCE



Content for Today



1. EdTec – Voices Partnership
2. Finance Throughout the Year
3. Budget Development
4. Questions?

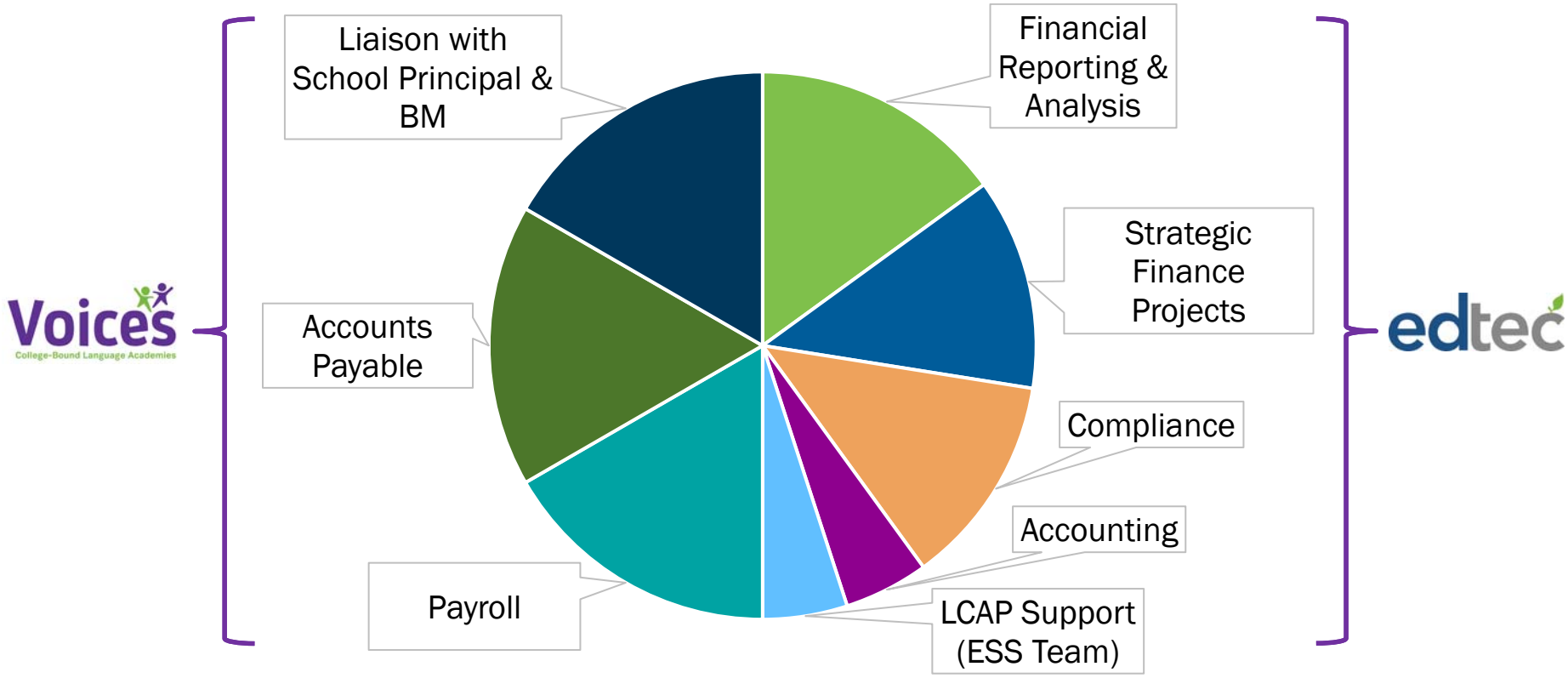
EdTec – Voices Partnership

edtec
Charter School Specialists
BUSINESS • OPERATIONS • PERFORMANCE



EdTec & Voices Finance Team Work Together

EdTec & Internal Team share responsibilities to create a strong dept



Collaboration has created a strong finance function – many achievements in last two years!

Note: Pie chart is illustrative only; components do not represent % of time or FTE

Introduction: Josh Kemp

5

Associate Client Manager







- Started with EdTec in May 2021
- Majored in Chemical Engineering at Washington University in St. Louis
- Worked as a Cross Country and Track Coach for 4 years at Washington University in St. Louis, Rhodes College, and Cal State East Bay
- Currently reside in Oakland, CA, but have lived in Michigan, Missouri, and Tennessee
- Passionate about biking, watching Chicago sports, and board games

Introduction: Eboni Williams

Business Manager









- Started at EdTec in January 2023
- Graduated from UCLA with BA in Political Science, Specialization in Business
- Earned a Masters in Teaching from USC (UCLA's rival ☺)
- Worked as Finance Analyst and Consultant at DreamWorks, NBC, Warner Bros and Cisco (among others); taught 5th Grade Math & Science Aspire in Oakland
- Have a daughter in middle school & love animals – especially dogs
- Live in Northern CA

New Introduction: Bryce Fleming

Vice President of Client Management and School Finance at EdTec







- Been with EdTec since 2008 – I have worked with over 40 schools in California, Washington and Colorado
  - Started as a Business Manager
- Worked in financial planning and investment management before EdTec
- Currently live in El Cerrito and have lived in Oakland, San Francisco and Marin
- Family is Gina (wife; Oakland teacher) and William (5) and Fiona (2)

Bryce is stepping in for Dena, who will be leaving EdTec in mid-September

Finance Throughout the Year

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Key Financial Terms and Metrics



Budget	Board-approved revenues and expenses for fiscal year (Required: June 30th, can approve mid-year)
Forecast	Current expectation of revenues and expenses for fiscal year
Operating Income	Revenues minus expenses, monthly or yearly
Fund Balance / Reserve	Sum of all operating incomes for all years of operation
Cash Balance	Amount of cash that a school has at given time
Balance Sheet	List of all current assets and liabilities (snapshot in time)

Example Interim Forecast: Jan 2021-22 for MH



Work with Senior Leaders & Principals to Maintain Accurate Projections

		2021-22 Previous Forecast	2021-22 Current Forecast	Variance
Revenue	LCFF Entitlement	3,752,043	3,668,771	(83,272)
	Federal Revenue	1,052,105	1,060,258	8,153
	Other State Revenues	1,055,740	1,249,137	193,397
	Local Revenues	37,673	456	(37,216)
	Fundraising and Grants	23,000	23,000	-
	Total Revenue	**5,920,561**	**6,001,622**	**81,061**
Expenses	Compensation and Benefits	2,553,012	2,466,227	86,785
	Books and Supplies	363,409	389,292	(25,883)
	Services and Other Operating	2,961,633	3,087,702	(126,068)
	Depreciation	12,578	12,578	-
	Other Outflows	-	-	-
	Total Expenses	**5,890,632**	**5,955,799**	**(65,167)**
	Operating Income	**29,929**	**45,823**	**15,894**
	Beginning Balance (Audited)	2,395,291	2,374,134	(21,157)
	Operating Income	29,929	45,823	15,894
Ending Fund Balance (incl. Depreciation)		**2,425,220**	**2,419,957**	**(5,263)**
Ending Fund Balance as % of Expenses		**41.2%**	**40.6%**	**-0.5%**

Examples of What Finance Team & FC are Monitoring



Strategic Goals	• What are our current financial goals? • What is currently our biggest financial risk? • Are we accessing and utilizing all funding we are eligible for? • How are our partnerships: vendors, bank, financing partners?
Monthly Financial Cycle	• Are we on track with student enrollment? Attendance? • Are there any changes we need to make based on our latest financial statements? • Do budget owners have what they need to make good decisions?
Compliance	• Are we meeting all reporting obligations? • Are we on track with our loan covenants? • Is the audit process on schedule and moving along smoothly?
Benchmarking	• Where are we deviating from benchmarks? • How is our budget broken out across spending categories?

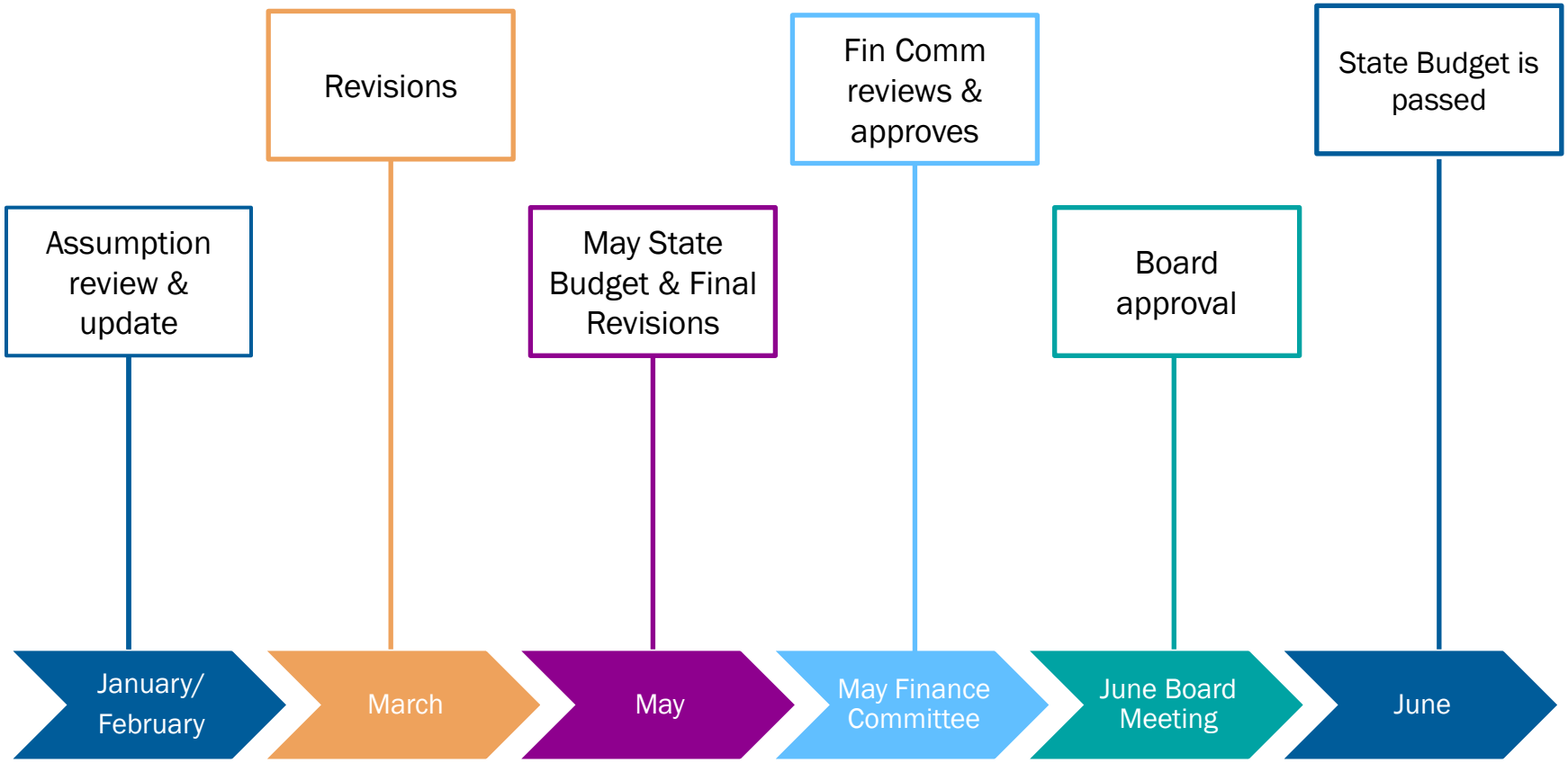
Budget Development

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Budget Development

Process beings in late winter/early spring with budget approval in June



Example Budget: 2023-24 June Budget for FS

		2022-23	2023-24	2024-25	2025-26
		Current Forecast	Proposed Budget	*Projection*	*Projection*
Revenue	LCFF Entitlement	4,617,194	4,884,597	*5,645,225*	*6,355,619*
	Federal Revenue	898,946	575,640	*302,941*	*335,714*
	Other State Revenues	1,542,717	1,668,592	*1,724,862*	*1,787,732*
	Local Revenues	16,610	16,000	-	-
	Fundraising and Grants	15,000	35,000	*35,000*	*35,000*
	Total Revenue	**7,090,467**	**7,179,829**	***7,708,028***	***8,514,065***
Expenses	Compensation and Benefits	2,993,603	3,615,591	*4,076,749*	*4,207,837*
	Books and Supplies	326,027	470,111	*507,165*	*539,178*
	Services and Other Operating Expenditures	2,620,463	2,459,736	*2,653,138*	*2,856,500*
	Depreciation	184,856	183,819	*181,745*	*181,467*
	Other Outflows	65,104	62,639	*63,265*	*63,898*
	Total Expenses	**6,190,053**	**6,791,896**	***7,482,062***	***7,848,880***
	Operating Income	**900,414**	**387,933**	***225,966***	***665,185***
	Beginning Balance (Audited)	2,669,724	3,570,137	*3,958,070*	*4,184,037*
	Operating Income	900,414	387,933	*225,966*	*665,185*
Ending Fund Balance (incl. Depreciation)		**3,570,138**	**3,958,070**	***4,184,036***	***4,849,222***
Ending Fund Balance as % of Expenses		**57.7%**	**58.3%**	***55.9%***	***61.8%***

Revenue: How does ADA work?

The average of attendance for one week equals the ADA for that week

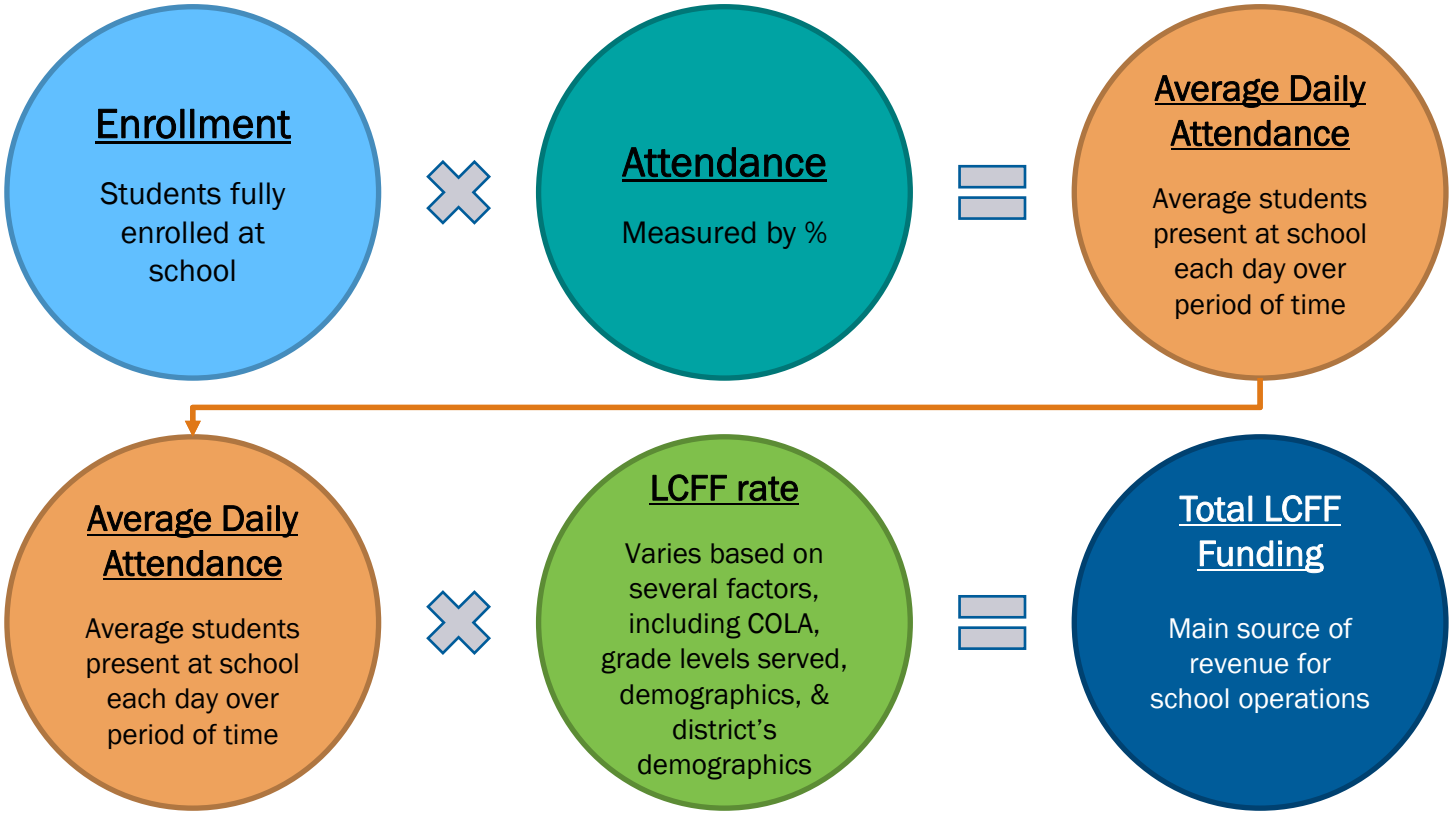
	M	T	W	T	F	
Enrollment	100	100	102	105	105	
Attendance %	92%	94%	94%	94%	92%	
Attendance	92	94	96	99	97	95.6

Average of 5 days of attendance = ADA

ADA is tracked throughout the year, but the cut-off for most funding sources is the ADA through early April (P-2)

Revenue: What determines each school's LCFF?

Enrollment, attendance, and LCFF rate drive general purpose funding



Revenue: What is dependent on ADA?

LCFF & Other State Revenue are predominately based on ADA



As a whole, a reduction in one ADA means a loss of $16,000 to $18,000 per year

Revenue: Restricted vs. Non-Restricted Funds



Majority of revenue is restricted & has heavy compliance requirements

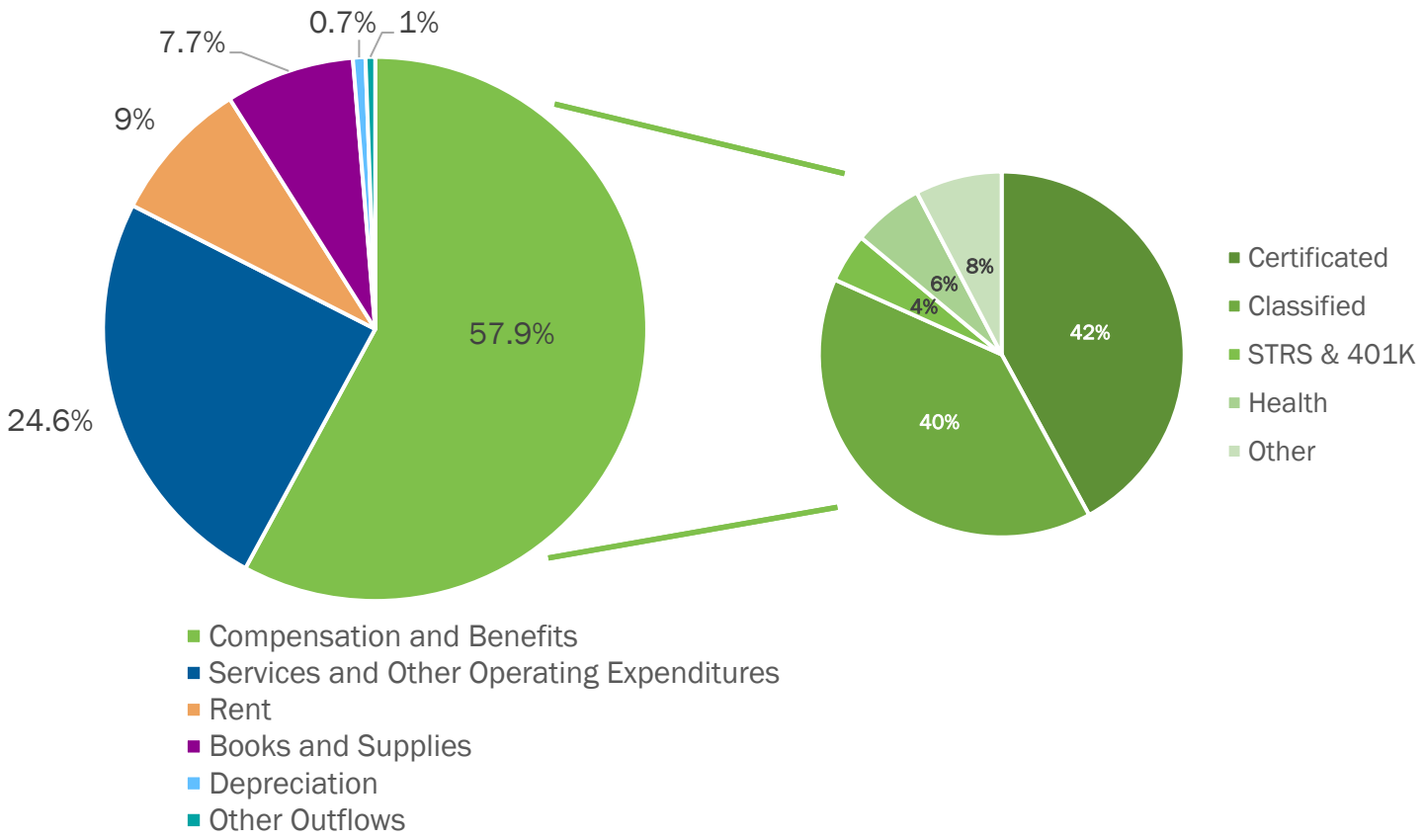
Restricted

- Title I - IV
- Other Federal Programs (e.g., CSP, ESSER, CSI)
- Special Education (fed & state)
- SB 740 & Prop 1D
- ELO & ASES (Extended Time)
- CA Community Schools
- One-Time State Block Grants
- School Lunch Program

Unrestricted

- Lottery
- Local Funds
- Fundraising & Donations

Expenses: Cost Centers for Voices



Staff by far largest expense, with rent* as the largest single expense (typically included in Services & Ops)

* Rent includes facility leases with external parties only; not all facility

Expenses: Common School Expenses

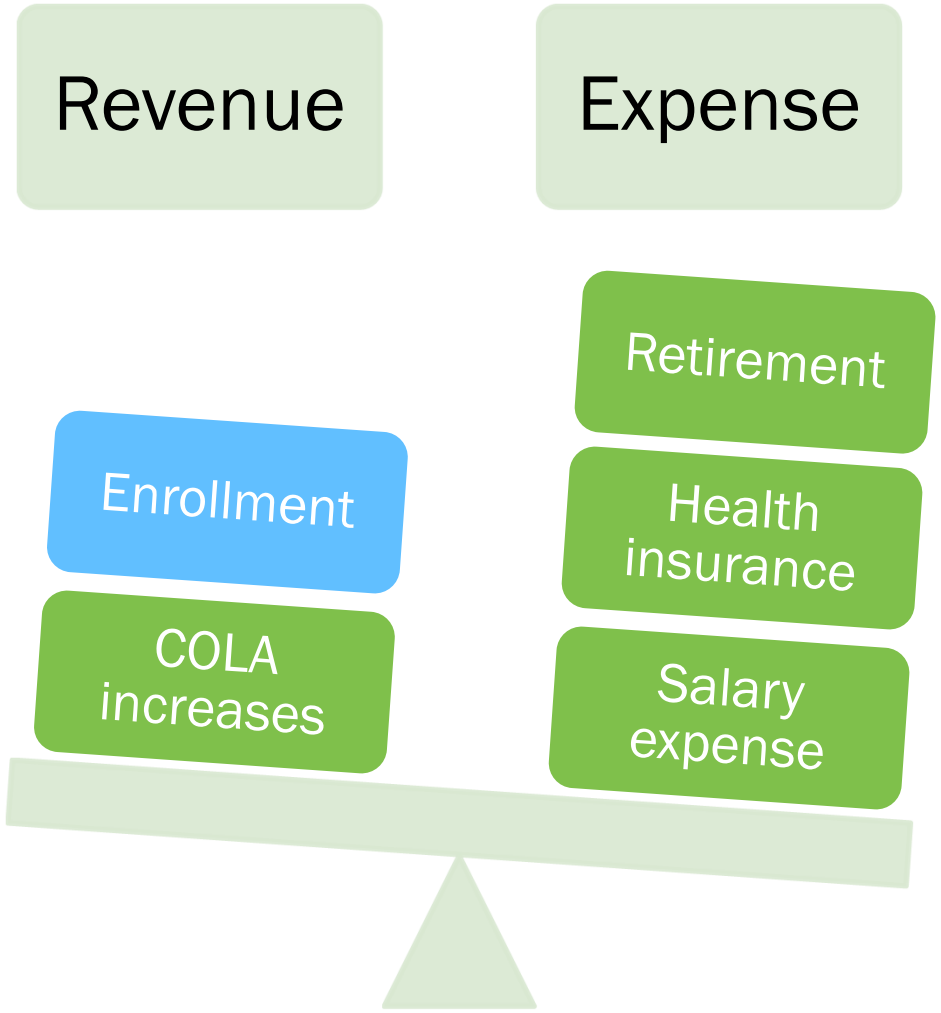


Teacher salaries	Admin/support/clerical salaries	Benefits (health insurance, retirement, worker's comp)	Curriculum
Classroom supplies	Office supplies	Computers	Classroom furniture
Food services	Professional development	Special Education providers	Substitutes
Afterschool / summer learning providers	Student information systems / assessments	Rent & other facility costs	Janitorial
Utilities	Technology services	Oversight fee	Audit / legal / liability Insurance

Revenue vs. Expense Growth Over Time

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Costs often increase faster than revenues; full classrooms are a must!



Thank you!

QUESTIONS?

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