



**CABRILLO POINT ACADEMY**

13915 Danielson St., #200, Poway, California 92064  
Phone (619) 404-3190 \* Fax (619) 749-1792

**Regularly Scheduled Board Meeting**

**Cabrillo Point Academy**

**3152 Red Hill Ave. #150**

**Costa Mesa, CA 92626**

**March 10, 2022 – 4:00pm**

**Through Teleconference**

**Join Zoom Meeting**

**<https://charter-academy.zoom.us/j/89184104593>**

**Meeting ID: 891 8410 4593**

**Dial by your location**

**1 720 707 2699 US (Denver)**

**Find your local number:**

**<https://charter-academy.zoom.us/u/kbZbt9xzia>**

**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361
4. Public Comments
5. Closed Session – Conference with Legal Counsel – Anticipated Litigation (Six Cases) § 54956.9
6. Discussion and Potential Action on the Resolution Regarding Employee Retention Stipends
7. Discussion and Potential Action on the 2021-2022 2<sup>nd</sup> Interim Report (including the January Financials)
8. Discussion and Potential Action on the Management of Charter School Assets and Accounts Policy

9. Discussion and Potential Action on the Commercial Insurance Opt Out Notice or Renewal with CharterSAFE
10. Discussion and Potential Action on the Resolution for Staff Uniforms
11. Discussion and Potential Action on the Resolution Regarding Marketing Expenses
12. Discussion and Potential Action on the Resolution for Non-ADA Summer School
13. Closed Session – Conference with Legal Counsel – Anticipated Litigation (One Case) § 54956.9
14. Discussion and Potential Action on the Resolution Regarding Indemnification and Reimbursement for Directors
15. Senior Director’s Report
16. Consent Agenda

The following items are considered by the Senior Director to be of a routine nature. The last item in this section is a single vote to approve them en masse with one motion. Any recommendation may be removed at the request of any Board Member and placed on the regular agenda.

  - a. January Regular Board Meeting Minutes
  - b. 2022-2023 Vendor Agreements
  - c. COVID Prevention Plan Update
  - d. Evaluation Policy
  - e. 2021-2022 Compensation Policy
  - f. Public Random Drawing/Lottery Policy
17. Closed Session – Employee Performance Evaluation: Senior Director § 54956.9
18. Announcement of Next Regular Scheduled Board Meeting
19. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items either in person through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Any person on zoom wishing to speak please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Cabrillo Point Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (619) 749-1974 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



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## **Resolution of Cabrillo Point Academy Board of Directors 2022-10**

### **Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

**WHEREAS**, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

**THEREFORE, BE IT RESOLVED** that the Board of Directors of Cabrillo Point Academy finds that the Governor's March 4, 2020, declaration of a state of emergency due to the COVID-19 pandemic remains active.

**BE IT FURTHER RESOLVED**, the Board of Directors of Cabrillo Point Academy finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of contagious individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of board members, staff, and the public.

**PASSED AND ADOPTED** by the following vote of the Board of Directors of Cabrillo Point Academy, County of Orange, State of California on March 10th, 2022.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENCES: \_\_\_\_\_

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President, Board of Directors

## **CABRILLO POINT ACADEMY**

### **RESOLUTION REGARDING EMPLOYEE RETENTION STIPENDS**

**2022-05**

WHEREAS, the Cabrillo Point Academy Board of Directors (“Board”) governs the Cabrillo Point Academy (“Charter School”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations;

WHEREAS, California is experiencing a severe teacher shortage, which has been exacerbated by the COVID-19 pandemic;

WHEREAS, all Charter Schools employees have endured tremendous hardships during the 2021-22 school year due to the additional stresses and demands resulting from the COVID-19 pandemic, creating, at times, low employee morale making employee retention a focus of the Charter School;

WHEREAS, Charter School has experienced a higher than typical employee resignation rate during the existence of the COVID-19 pandemic;

WHEREAS, Charter School understands and believes that high staff morale is in the best interest of educating its students, since it leads to increased staff retention, creating a positive learning environment for children served by the Charter School;

WHEREAS, it has been an accepted practice to expend public funds to maintain operations and continuity of services and to continue to employ existing staff in light of the COVID-19 pandemic;

WHEREAS, Charter School believes that an employee retention stipend to be paid at the conclusion of the 2021-22 school year, up to \$5,000.00 for each employee serves the public purposes of the Charter School in that employees who are financially incentivized to stay employed with the Charter School further the mission and vision of the Charter School in educating children;

WHEREAS, Charter School wishes to provide said employee retention stipend to staff members that were hired as of September 1, 2021, who have completed their contracted work days within the 2021-22 school year and who have committed to return to the Charter School for the 2022-23 school year.

NOW, THEREFORE BE IT RESOLVED, that the Cabrillo Point Academy Board of Directors:

Authorizes the Senior Director to pay each employee of the Charter School an employee retention stipend of up to \$5,000.00 at the conclusion of the 2021-22 school year for the purpose of retaining staff to further the public purpose of providing a high quality education to the students of the Charter School. The Senior Director shall pay said stipend to those employees that were hired as of September 1, 2021, who have completed their contracted work days within the 2021-22 school year and who have committed to return to the Charter School for the 2022-23 school year. In determining the amount of said stipend, the Senior Director shall ensure that the overall amount awarded is in line with the Board approved budget.

The foregoing Resolution was introduced by Board Member \_\_\_\_\_, who moved its adoption, seconded by Board Member \_\_\_\_\_, and adopted on roll call on \_\_\_\_\_, 2022.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT OR ABSTENTION: \_\_\_\_\_

\_\_\_\_\_, Board President

\_\_\_\_\_, Board Secretary

\_\_\_\_\_, Board Treasurer

\_\_\_\_\_, Board Member

\_\_\_\_\_, Board Member

# **Cabrillo Point Academy**

Monthly Financial Presentation – January 2022

2<sup>nd</sup> Interim Report

# Highlights

## Highlights

- Projected YE ADA is unchanged
- Revenue increased \$751K
- Expenses increased \$2.5M
- YE surplus is projected at \$3M (6.6%)

## Compliance and Reporting

- 25:1 PTR is within compliance
- 40/80 is in compliance
  - 80% cushion is very narrow and needs to be monitored
  - FY21-22 is a non-measured year for funding

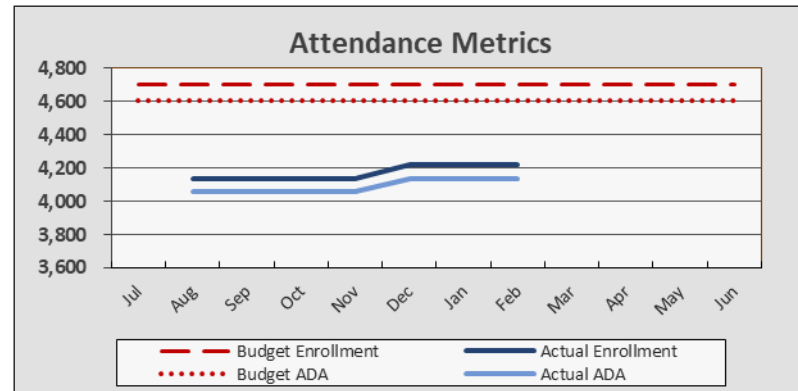
Pupil:Teacher Ratio	
20.33	:1

Cert.	Instr.
51.2%	80.4%
5,529,237	211,432



# Attendance

<i>Enrollment &amp; Per Pupil Data</i>			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Enrollment	4223	4223	4700
ADA	4086	4086	4606
Attendance Rate	96.8%	98.0%	98.0%
Unduplicated %	33.8%	33.8%	35.2%
Revenue per ADA		\$12,106	\$10,679
Expenses per ADA		\$11,359	\$10,459



- P1 ADA came in at 4,055
- Enrollment from 12/31 (4,223 students) held constant for P2 projection

# Revenue

- Revenue increased by \$751K compared to prior month version
  - \$473K in EEBG (20% of total funding)
  - \$139K in additional Lottery funding
  - \$137K in additional ESSER funding

## Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 23,010,747	\$ 23,569,262
Federal Revenue	5,394,653	770,310
Other State Revenue	2,646,253	1,906,752
Other Local Revenue	11,424	-
<b>Total Revenue</b>	<b>\$ 31,063,076</b>	<b>\$ 26,246,324</b>

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 38,865,424	\$ 44,002,505	\$ (5,137,080)
6,237,925	1,099,242	5,138,683
4,356,836	4,087,963	268,873
11,424	-	11,424
<b>\$ 49,471,610</b>	<b>\$ 49,189,710</b>	<b>\$ 281,900</b>

# Expenses

- Expenses Increased \$2.5M from prior month
  - Salaries and Benefits increased by \$1.8M
  - \$750K has been added for a large technology refresh

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Expenses</b>						
Certificated Salaries	\$ 10,102,055	\$ 10,325,529	\$ 223,474	\$ 18,518,527	\$ 17,700,907	\$ (817,621)
Classified Salaries	1,913,339	2,246,475	333,137	3,605,918	3,851,101	245,182
Benefits	3,718,036	3,858,279	140,244	6,473,955	6,623,069	149,114
Books and Supplies	3,280,041	4,383,361	1,103,319	7,271,782	8,144,837	873,055
Subagreement Services	3,700,421	4,854,530	1,154,109	8,050,361	8,806,824	756,463
Operations	329,552	269,442	(60,110)	512,177	461,900	(50,277)
Facilities	68,114	107,392	39,278	145,655	184,100	38,445
Professional Services	1,029,710	1,377,781	348,070	1,832,585	2,398,529	565,944
Depreciation	4,583	1,692	(2,891)	7,898	2,900	(4,998)
Interest	-	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 24,145,850</b>	<b>\$ 27,424,481</b>	<b>\$ 3,278,629</b>	<b>\$ 46,418,859</b>	<b>\$ 48,174,166</b>	<b>\$ 1,755,307</b>

# Fund Balance

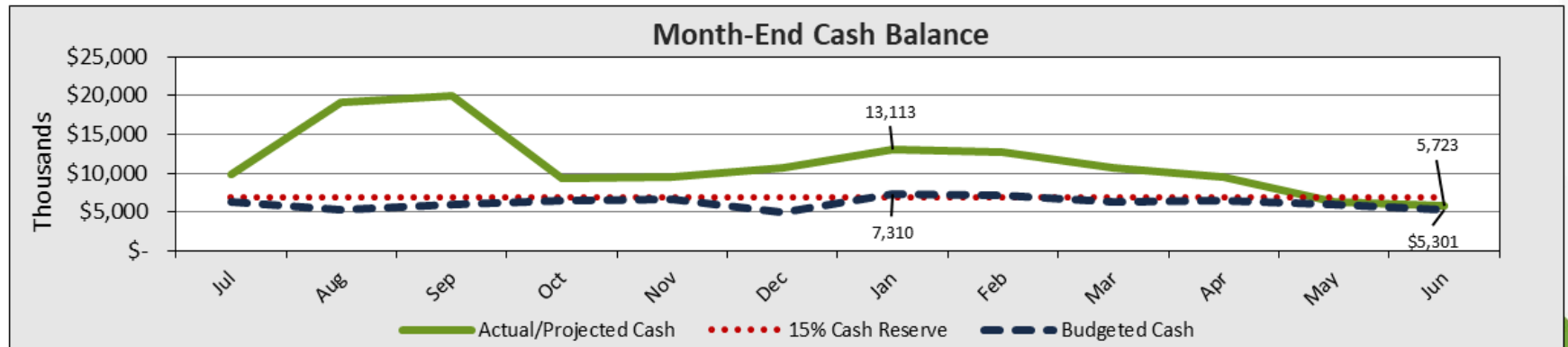
- Year-end surplus forecasted at **6.6%** of total expenses.
- Projected end of year fund balance exceeds State requirements.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ 6,917,226	\$ (1,178,157)	\$ 8,095,382
Beginning Fund Balance	<u>5,164,519</u>	<u>5,164,519</u>	
<b>Ending Fund Balance</b>	<u><b>\$ 12,081,745</b></u>	<u><b>\$ 3,986,361</b></u>	
<i>As a % of Annual Expenses</i>	26.0%	8.3%	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
\$ 3,052,751	\$ 1,015,544	\$ 2,037,207	
<u>5,164,519</u>	<u>5,164,519</u>		
<u><b>\$ 8,217,269</b></u>	<u><b>\$ 6,180,063</b></u>		
17.7%	12.8%		

# Cash Balance

- End of Year cash balance: **\$5.7M**
- No projected borrowing/factoring needed



# Compliance

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA	Feb-01	<b>School Accountability Report Card</b> - All public schools in California are required to prepare an annual SARC (2019/20). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	School	Yes	No	<a href="http://www.cde.ca.gov/ta/ac/sa/">http://www.cde.ca.gov/ta/ac/sa/</a>
DATA	Feb-11	<b>CALPADS - Fall 1 Amendment extended deadline</b> - The deadline was extended by two weeks due to system performance and data validation issues. This is the final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by School	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptca/lendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptca/lendar.asp</a>
FINANCE	Feb-28	<b>Supplement to the Annual Update to the 2021-22 LCAP</b> - LEAs are required to prepare a one-time supplement to the Annual Update to the 2021-22 Local Control and Accountability Plan (LCAP) and provide a report to their board at a regularly scheduled meeting on or before February 28, 2022. At this meeting, the LEA must include all of the following: • The Supplement to the Annual Update for the 2021-22 LCAP (2021-22 Supplement); • All available mid-year outcome data related to metrics identified in the 2021-22 LCAP; and • Mid-year expenditure and implementation data on all actions identified in the 2021-22 LCAP. The report is an information item, and does not require approval at this meeting. The 2021-22 Supplement will be submitted for review and approval as part of the LEA's 2022-23 LCAP.	School with Charter Impact support	No	No	<a href="https://www.cde.ca.gov/fg/aa/co/cars.asp">https://www.cde.ca.gov/fg/aa/co/cars.asp</a>
DATA	Feb-28	<b>Civil Rights Data Collection:</b> The CRDC is a federally mandated survey that is administered by OCR and is part of its strategy for administering and enforcing civil rights statutes. OCR has authority under Section 203(c)(1) of the Department of Education Organization Act (20 U.S.C. 3413(c)(1)), and the regulations implementing several civil rights statutes to collect data that are necessary to ensure compliance with civil rights laws within its jurisdiction. The CRDC collects data on factors that impact education equity and opportunities for students.	School with Charter Impact support	No	No	<a href="https://www2.ed.gov/about/offices/list/ocr/data.html">https://www2.ed.gov/about/offices/list/ocr/data.html</a>
FINANCE	Due Date TBD	<b>Federal Stimulus Annual Report</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2020 - September 30, 2021.	Charter Impact with School support	No	No	<a href="https://www.cde.ca.gov/fg/cr/anreport/help.asp">https://www.cde.ca.gov/fg/cr/anreport/help.asp</a>
FINANCE	Set by Authorizer (by Mar 15)	<b>2nd Interim Financial Report</b> - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second is due March 15 for the period ending January 31	Charter Impact	Yes	Yes	<a href="https://www.cde.ca.gov/fg/st/fr/calendar19district.asp">https://www.cde.ca.gov/fg/st/fr/calendar19district.asp</a>
FINANCE	Mar-01	<b>Every Student Succeeds Act Per-Pupil Expenditure Application</b> - The Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires state educational agencies (SEAs) and their local educational agencies (LEAs) to prepare and publish annual report cards that contain specified data elements, including LEA and school-level per-pupil expenditures (PPE).	Charter Impact	No	No	<a href="https://www3.cde.ca.gov/essars">https://www3.cde.ca.gov/essars</a>
FINANCE	Mar-01	<b>Prop 39 (facilities)</b> - Deadline for a charter school to respond to a district's preliminary Proposition 39 proposal.	School	No	Yes	<a href="https://www.cde.ca.gov/sp/cs/as/proposition39.asp">https://www.cde.ca.gov/sp/cs/as/proposition39.asp</a>
FINANCE	Mar-01	<b>2022-23 School Breakfast Program and Summer Meal Programs Start-up and Expansion Grants</b> -- Funding is for nonrecurring expenses incurred in initiating or expanding a: (1) SBP, serving students in kindergarten through grade twelve or (2) SMP, serving children and youth eighteen years of age and under during school breaks.	School with Charter Impact support	No	No	<a href="https://www.cde.ca.gov/fg/fo/r9/sbsm22rfa.asp">https://www.cde.ca.gov/fg/fo/r9/sbsm22rfa.asp</a>
DATA	Mar-11	<b>CALPADS - Fall 2 deadline</b> - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services.	Charter Impact submits with data provided by School	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptca/lendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptca/lendar.asp</a>
FINANCE	Mar-11	<b>Consolidated Application (ConApp) reporting - Winter</b> - The ConApp is used by the CDE to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. The winter release is submitted in January of each year and contains the LEA's entitlements for each funded program.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/co/cars.asp">https://www.cde.ca.gov/fg/aa/co/cars.asp</a>
FINANCE	Mar-18	<b>El Dorado SELPA Pre-Test for Year-End Maintenance of Effort (Special Education)</b> - Report due to Charter school's SELPA. Maintenance of Effort (MOE) is a requirement that you spend each year at least what you spent last year in the area of special education (with some exceptions). If you reduce your special education budget (or expenditures) in a given year, you need to be careful to ensure that you have met the MOE requirement. This does not mean you can't reduce costs, but you must do so within the guidelines of federal MOE.	Charter Impact	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Mar-25	<b>E-Rate FCC Form 471 Due date (FY2022)</b> - To apply for program discounts, applicants file an FCC Form 471 in EPC to provide USAC with information about the services they are requesting and the discount(s) for which they are eligible. The FCC Form 471 must be certified by March 25, 2021.	School	No	No	<a href="https://www.usac.org/si/tools/forms/">https://www.usac.org/si/tools/forms/</a>
FINANCE	Due Date TBD	<b>CSFA Charter School Revolving Loan Application</b> - The CA School Finance Authority's Charter School Revolving Loan Fund provides low-interest loans of up to \$250,000 to new charter schools in their first charter term to assist them with meeting the purposes of the school's approved charter. The program is available to any charter school that is not a conversion of an existing public school, and that has not yet completed the full term of its initial charter.	School with Charter Impact support	Yes	Yes	<a href="http://www.treasurer.ca.gov/csfa/csrif/index.asp">http://www.treasurer.ca.gov/csfa/csrif/index.asp</a>

# Appendices

- Monthly Cash Flow / Forecast 21-22
- 2<sup>nd</sup> Interim Report
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

# Cabrillo Point Academy

## Monthly Cash Flow/Forecast FY21-22

Revised 02/21/2022

ADA = 4086.48



### Revenues

#### State Aid - Revenue Limit

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
8011 LCFF State Aid	2,050,360	2,050,360	3,690,647	3,690,647	3,690,647	3,690,647	3,690,647	3,690,647	2,139,974	2,139,974	2,139,974	2,139,974	2,339,471	37,143,967	42,069,658	(4,925,691)
8012 Education Protection Account	-	-	225,087	-	-	225,086	-	-	-	158,114	-	-	209,009	817,297	921,200	(103,903)
8019 State Aid - Prior Year	-	1	6,617	1	-	-	-	-	-	-	-	-	-	6,619	-	6,619
8096 In Lieu of Property Taxes	-	-	-	-	-	-	-	79,100	270,527	135,264	135,264	135,264	142,124	897,542	1,011,646	(114,105)
	2,050,360	2,050,361	3,922,351	3,690,648	3,690,647	3,915,733	3,690,647	3,769,747	2,410,501	2,433,352	2,275,237	2,275,237	2,690,604	38,865,424	44,002,505	(5,137,080)

#### Federal Revenue

8181 Special Education - Entitlement	-	-	-	-	-	-	-	49,125	88,515	88,515	88,515	88,515	92,302	495,486	558,478	(62,991)
8290 Title I, Part A - Basic Low Income	-	-	-	121,981	-	-	22,009	-	-	-	-	-	284,998	428,988	428,988	-
8291 Title II, Part A - Teacher Quality	-	-	-	24,455	-	-	24,534	-	-	-	-	-	41,249	90,238	90,238	-
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	21,538	-	21,538	21,538	-
8296 Other Federal Revenue	-	-	903,068	-	-	-	4,195,173	-	-	-	-	-	-	5,098,241	-	5,098,241
8299 Prior Year Federal Revenue	5,301	22,847	-	73,843	-	-	1,442	-	-	-	-	-	-	103,433	-	103,433
	5,301	22,847	903,068	220,279	-	-	4,243,158	49,125	88,515	88,515	88,515	110,053	418,549	6,237,925	1,099,242	5,138,683

#### Other State Revenue

8311 State Special Education	155,281	155,281	279,506	279,506	279,506	279,506	279,506	279,547	162,076	162,076	162,076	162,076	183,627	2,819,572	2,653,885	165,686
8550 Mandated Cost	-	-	-	-	-	105,832	-	-	-	-	-	-	-	105,832	103,682	2,150
8560 State Lottery	-	-	-	-	-	-	332,614	-	-	256,599	-	-	342,506	931,718	953,442	(21,724)
8598 Prior Year Revenue	-	-	-	(27,503)	-	-	53,724	-	-	-	-	-	-	26,222	-	26,222
8599 Other State Revenue	-	-	-	405	14,172	(14,578)	473,493	-	-	-	-	-	-	473,493	376,954	96,539
	155,281	155,281	279,506	252,409	293,678	370,760	1,139,337	279,547	162,076	418,675	162,076	162,076	526,133	4,356,836	4,087,963	268,873

#### Other Local Revenue

8660 Interest Revenue	1,868	149	-	-	6,399	-	2,545	-	-	-	-	-	-	10,962	-	10,962
8980 Contributions, Unrestricted	-	237	2,566	1,666	(4,008)	-	-	-	-	-	-	-	-	462	-	462
	1,868	387	2,566	1,666	2,392	-	2,545	-	-	-	-	-	-	11,424	-	11,424

### Total Revenue

	2,212,810	2,228,876	5,107,491	4,165,002	3,986,717	4,286,493	9,075,687	4,098,419	2,661,092	2,940,541	2,525,828	2,547,367	3,635,286	49,471,610	49,189,710	281,900
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### Expenses

#### Certificated Salaries

1100 Teachers' Salaries	879,967	1,045,104	1,033,307	1,033,519	1,018,206	1,052,357	1,012,350	1,034,678	1,034,678	1,034,678	1,979,678	1,034,678	-	13,193,199	12,455,448	(737,751)
1175 Teachers' Extra Duty/Stipends	85,946	128,567	139,342	155,410	165,033	172,749	182,937	156,832	156,832	156,832	156,832	156,832	-	1,814,146	2,331,987	517,841
1200 Pupil Support Salaries	70,925	89,527	88,134	88,307	86,873	87,034	87,146	82,045	82,045	82,045	142,045	82,045	-	1,068,169	936,709	(131,460)
1300 Administrators' Salaries	135,026	140,722	141,562	140,872	141,455	144,305	139,755	134,375	134,375	134,375	194,375	134,375	-	1,715,572	1,510,212	(205,360)
1900 Other Certificated Salaries	58,286	59,115	60,250	60,306	60,139	60,256	57,263	55,365	55,365	55,365	90,365	55,365	-	727,440	466,550	(260,890)
	1,230,149	1,463,036	1,462,595	1,478,414	1,471,707	1,516,701	1,479,451	1,463,295	1,463,295	1,463,295	2,563,295	1,463,295	-	18,518,527	17,700,907	(817,621)

#### Classified Salaries

2100 Instructional Salaries	26,431	37,323	35,530	36,056	34,901	37,683	34,210	34,567	34,567	34,567	84,567	34,567	-	464,966	311,609	(153,356)
2200 Support Salaries	67,248	70,486	76,761	74,710	72,176	78,972	71,987	77,785	77,785	77,785	187,785	77,785	-	1,011,265	1,827,445	816,180
2300 Classified Administrators' Salaries	52,195	52,516	52,516	52,516	52,599	52,599	52,599	46,621	46,621	46,621	71,621	46,621	-	625,642	615,450	(10,192)
2400 Clerical and Office Staff Salaries	72,839	79,834	88,152	90,127	88,761	93,362	88,305	85,555	85,555	85,555	175,555	85,555	-	1,119,156	764,629	(354,527)
2900 Other Classified Salaries	22,295	24,066	28,811	28,798	27,829	30,339	27,810	29,989	29,989	29,989	74,989	29,989	-	384,890	331,968	(52,922)
	241,008	264,224	281,770	282,206	276,266	292,955	274,911	274,516	274,516	274,516	594,516	274,516	-	3,605,918	3,851,101	245,182

#### Benefits

3101 STRS	203,651	238,609	238,194	225,964	239,950	247,096	241,002	234,771	234,771	234,771	411,255	234,771	-	2,984,804	2,835,721	(149,083)
3301 OASDI	14,563	15,341	16,936	16,938	16,601	17,744	16,502	15,549	15,549	15,549	33,674	15,549	-	210,495	241,571	31,076
3311 Medicare	20,610	24,273	24,457	24,699	24,503	25,293	24,594	23,751	23,751	23,751	43,158	23,751	-	306,591	313,159	6,568
3401 Health and Welfare	159,290	184,894	154,170	198,741	163,376	196,807	283,611	195,938	195,938	195,938	195,938	195,938	-	2,320,577	2,235,000	(85,577)
3501 State Unemployment	3,003	8,503	3,143	1,386	77,367	31,552	35,512	38,584	28,938	19,292	9,646	9,646	-	266,572	155,330	(111,242)
3601 Workers' Compensation	13,698	23,457	13,698	13,698	13,698	13,698	13,697	14,742	14,742	14,742	26,788	14,742	-	191,400	194,374	2,975
3901 Other Benefits	-	-	-	-	193,516	-	-	-	-	-	-	-	-	193,516	647,914	454,398
	414,816	495,077	450,599	481,426	729,012	532,190	614,916	523,334	513,688	504,042	720,459	494,396	-	6,473,955	6,623,069	149,114



# Cabrillo Point Academy

## Monthly Cash Flow/Forecast FY21-22

Revised 02/21/2022

ADA = 4086.48



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	395	5,119	2,134	10	531	(95)	10	16,269	16,269	16,269	16,269	16,269	-	89,450	199,100	109,650
4302 School Supplies	104,809	600,517	439,682	208,282	163,894	165,418	223,304	456,865	536,988	367,781	361,785	84,467	-	3,713,790	5,640,302	1,926,512
4305 Software	117,155	218,890	69,904	63,596	20,375	5,786	21,729	85,615	85,615	85,615	85,615	85,615	-	945,511	1,037,611	92,100
4310 Office Expense	3,833	30,269	9,416	24,875	5,580	14,691	16,607	3,542	3,542	3,542	3,542	3,542	-	122,980	27,700	(95,280)
4311 Business Meals	-	-	29	-	-	-	-	33	33	33	33	33	-	196	200	4
4400 Noncapitalized Equipment	3,952	63,562	558,626	9,586	8,751	95,976	2,845	418,623	492,039	336,996	331,502	77,396	-	2,399,855	1,239,924	(1,159,932)
	230,143	918,356	1,079,792	306,349	199,131	281,776	264,495	980,948	1,134,487	810,236	798,746	267,322	-	7,271,782	8,144,837	873,055
<b>Subagreement Services</b>																
5101 Nursing	-	-	-	-	-	-	-	117	117	117	117	117	-	583	1,500	917
5102 Special Education	4,882	88,012	41,804	571,605	237,077	449,720	285,382	295,646	295,646	295,646	295,646	295,646	-	3,156,714	3,515,358	358,644
5105 Security	-	367	3,473	3,618	835	(934)	645	-	-	-	-	-	-	8,004	-	(8,004)
5106 Other Educational Consultants	(8,515)	42,424	310,054	577,573	370,519	426,475	294,322	725,553	852,797	584,077	574,555	134,142	-	4,883,977	5,289,966	405,989
	(3,633)	130,802	355,331	1,153,878	608,432	875,262	580,349	1,021,316	1,148,560	879,840	870,318	429,905	-	8,050,361	8,806,824	756,463
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	3,249	14,790	10,982	22,566	640	17,676	1,076	2,742	2,742	2,742	2,742	2,742	-	84,687	6,600	(78,087)
5300 Dues & Memberships	667	12,667	-	-	2,080	3,770	-	750	750	750	750	750	-	22,933	10,500	(12,433)
5400 Insurance	22,156	30,064	30,123	30,123	30,123	30,123	30,123	29,017	29,017	29,017	29,017	29,017	-	347,919	392,000	44,081
5501 Utilities	2,782	(1,445)	2,294	122	(836)	115	1,118	633	633	633	633	633	-	7,315	6,300	(1,015)
5516 Miscellaneous Expense	-	-	-	9,100	-	-	-	-	-	-	-	-	-	9,100	-	(9,100)
5900 Communications	1,772	418	2,181	932	1,847	1,899	2,750	2,242	2,242	2,242	2,242	2,242	-	23,007	32,000	8,993
5901 Postage and Shipping	2,306	2,081	2,030	1,293	1,871	499	1,426	1,142	1,142	1,142	1,142	1,142	-	17,215	14,500	(2,715)
	32,932	58,575	47,610	64,136	35,724	54,082	36,493	36,525	36,525	36,525	36,525	36,525	-	512,177	461,900	(50,277)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	46,516	(9,489)	30,678	(40,210)	37,683	(17,553)	11,848	15,242	15,242	15,242	15,242	15,242	-	135,680	182,000	46,320
5602 Additional Rent	-	-	-	-	-	-	-	42	42	42	42	42	-	208	500	292
5604 Other Leases	614	1,315	1,315	1,330	1,253	1,224	1,460	225	225	225	225	225	-	9,635	1,600	(8,035)
5610 Repairs and Maintenance	-	-	-	132	-	-	-	-	-	-	-	-	-	132	-	(132)
	47,130	(8,174)	31,993	(38,748)	38,935	(16,329)	13,307	15,508	15,508	15,508	15,508	15,508	-	145,655	184,100	38,445
<b>Professional/Consulting Services</b>																
5801 IT	2,249	(1,563)	35,604	5,446	3,004	6,340	34,080	2,737	2,737	2,737	2,737	2,737	47,155	145,997	592,840	446,843
5802 Audit & Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,400	7,400
5803 Legal	-	31,755	18,747	15,966	49,022	19,697	10,256	17,000	17,000	17,000	17,000	17,000	15,017	245,461	180,200	(65,261)
5804 Professional Development	2,060	6,425	111	1,370	302	3,682	325	9,645	9,645	9,645	9,645	9,645	-	62,499	115,738	53,239
5805 General Consulting	-	1,250	2,000	1,250	355	639	-	3,850	3,850	3,850	3,850	3,850	-	24,744	50,600	25,856
5806 Special Activities/Field Trips	303	15,651	7,521	10,898	2,279	9,247	8,997	(621)	(730)	(500)	(492)	(115)	-	52,438	60,906	8,468
5807 Bank Charges	2,141	1,145	1,246	1,117	1,212	1,223	1,085	3,158	3,158	3,158	3,158	3,158	-	24,959	34,700	9,741
5809 Other taxes and fees	1,824	406	228	4,215	80	5,839	1,335	2,133	2,133	2,133	2,133	2,133	-	24,592	19,600	(4,992)
5810 Payroll Service Fee	1,315	2,144	2,951	2,389	2,114	5,076	3,384	2,600	2,600	2,600	2,600	2,600	-	32,373	33,300	927
5811 Management Fee	71,195	74,495	72,520	69,387	60,788	59,613	60,338	72,146	72,146	72,146	72,146	72,146	-	829,066	860,820	31,753
5812 District Oversight Fee	20,504	20,504	22,754	36,906	36,906	39,157	36,906	37,697	24,105	24,334	22,752	22,752	43,375	388,654	440,025	51,371
5813 County Fees	-	-	-	-	-	-	-	-	-	900	-	-	900	1,800	2,400	600
	101,590	152,212	163,682	148,945	156,063	150,513	156,706	150,345	136,644	138,003	135,530	135,907	106,446	1,832,585	2,398,529	565,944
<b>Depreciation</b>																
6900 Depreciation Expense	655	655	655	655	655	655	655	663	663	663	663	663	-	7,898	2,900	(4,998)
	655	655	655	655	655	655	655	663	663	663	663	663	-	7,898	2,900	(4,998)
<b>Total Expenses</b>	2,294,789	3,474,763	3,874,026	3,877,260	3,515,925	3,687,804	3,421,283	4,466,451	4,723,886	4,122,628	5,735,559	3,118,038	106,446	46,418,859	48,174,166	1,755,307
<b>Monthly Surplus (Deficit)</b>	(81,979)	(1,245,887)	1,233,465	287,742	470,792	598,689	5,654,404	(368,032)	(2,062,794)	(1,182,087)	(3,209,731)	(570,671)	3,528,839	3,052,751	1,015,544	2,037,207

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY21-22

Revised 02/21/2022

ADA = 4086.48



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments														6.58%		
Monthly Surplus (Deficit)	(81,979)	(1,245,887)	1,233,465	287,742	470,792	598,689	5,654,404	(368,032)	(2,062,794)	(1,182,087)	(3,209,731)	(570,671)	3,528,839	3,052,751		
Cash flows from operating activities																
Depreciation/Amortization	655	655	655	655	655	655	655	663	663	663	663	663	-	7,898		
Public Funding Receivables	3,617,026	10,490,853	(737,816)	859,311	-	-	877,296	-	-	-	-	-	(3,635,286)	11,471,383		
Grants and Contributions Rec.	2,964,521	11,102	(8,917)	7,629	(14,665)	24,809	-	-	-	-	-	-	-	2,984,478		
Due To/From Related Parties	-	-	-	-	(1,181)	-	-	-	-	-	-	-	-	(1,181)		
Prepaid Expenses	(119,100)	(46,654)	84,475	(189,178)	29,571	97,345	(39,032)	-	-	-	-	-	-	(182,572)		
Other Assets	-	-	-	8,899	-	43,700	-	-	-	-	-	-	-	52,600		
Accounts Payable	(710,185)	83,645	390,735	(245,390)	(312,431)	305,436	(15,165)	-	-	-	-	-	106,446	(396,909)		
Accrued Expenses	283,020	57,091	16,252	(139,036)	43,942	97,899	(32,687)	-	-	-	-	-	-	326,482		
Other Liabilities	(2,960,800)	-	(135,755)	(405)	(14,172)	14,578	28,416	-	-	-	-	-	-	(3,068,139)		
Cash flows from financing activities																
Payments on Factoring	-	-	-	(11,277,400)	-	-	-	-	-	-	-	-	-	(11,277,400)		
Proceeds(Payments) on Debt	-	-	-	-	-	-	(4,057,608)	-	-	-	-	-	-	(4,057,608)		
Total Change in Cash	2,993,158	9,350,805	843,093	(10,687,174)	202,509	1,183,111	2,416,279	(367,369)	(2,062,131)	(1,181,424)	(3,209,068)	(570,008)				
Cash, Beginning of Month	6,811,278	9,804,437	19,155,242	19,998,335	9,311,161	9,513,670	10,696,781	13,113,061	12,745,692	10,683,561	9,502,137	6,293,069				
Cash, End of Month	9,804,437	19,155,242	19,998,335	9,311,161	9,513,670	10,696,781	13,113,061	12,745,692	10,683,561	9,502,137	6,293,069	5,723,061				

Cert.	Instr.
51.2%	80.4%
5,529,237	211,432

Pupil:Teacher Ratio
20.33 :1

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Cabrillo Point Academy  
(continued)  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description		Object Code	1st Interim Budget			Actuals thru 1/31			2nd Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES											
1. LCFF Revenue Sources											
State Aid - Current Year		8011	36,434,407.00	-	36,434,407.00	22,553,955.00	-	22,553,955.00	37,143,967.00	-	37,143,967.00
Education Protection Account State Aid - Current Year		8012	799,680.00	-	799,680.00	450,173.00	-	450,173.00	817,297.00	-	817,297.00
State Aid - Prior Years		8019	6,619.00	-	6,619.00	6,619.00	-	6,619.00	6,619.00	-	6,619.00
Transfer to Charter Schools In Lieu of Property Taxes		8096	878,195.00	-	878,195.00	-	-	-	897,542.00	-	897,542.00
Other LCFF Transfers		8091, 8097	-	-	-	-	-	-	-	-	-
Total, LCFF Sources			38,118,901.00	-	38,118,901.00	23,010,747.00	-	23,010,747.00	38,865,425.00	-	38,865,425.00
2. Federal Revenues											
Every Student Succeeds Act (Title I-V)		8290	-	428,988.00	428,988.00	-	192,979.00	192,979.00	-	540,764.00	540,764.00
Special Education - Federal		8181, 8182	-	484,806.00	484,806.00	-	-	-	-	495,486.00	495,486.00
Child Nutrition - Federal		8220	-	-	-	-	-	-	-	-	-
Donated Food Commodities		8221	-	-	-	-	-	-	-	-	-
Other Federal Revenues		8110, 8260-8299	-	1,116,835.00	1,116,835.00	4,057,608.00	1,144,066.00	5,201,674.00	4,057,608.00	1,144,066.00	5,201,674.00
Total, Federal Revenues			-	2,030,629.00	2,030,629.00	4,057,608.00	1,337,045.00	5,394,653.00	4,057,608.00	2,180,316.00	6,237,924.00
3. Other State Revenues											
Special Education - State		StateRevSE	-	2,303,798.00	2,303,798.00	-	1,708,092.00	1,708,092.00	-	2,819,572.00	2,819,572.00
All Other State Revenues		StateRevAO	749,555.00	531,248.00	1,280,803.00	456,739.09	481,420.91	938,160.00	869,500.44	667,764.56	1,537,265.00
Total, Other State Revenues			749,555.00	2,835,046.00	3,584,601.00	456,739.09	2,189,512.91	2,646,252.00	869,500.44	3,487,336.56	4,356,837.00
4. Other Local Revenues											
All Other Local Revenues		LocalRevAO	6,487.00	-	6,487.00	11,424.00	-	11,424.00	11,424.00	-	11,424.00
Total, Local Revenues			6,487.00	-	6,487.00	11,424.00	-	11,424.00	11,424.00	-	11,424.00
5. TOTAL REVENUES			38,874,943.00	4,865,675.00	43,740,618.00	27,536,518.09	3,526,557.91	31,063,076.00	43,803,957.44	5,667,652.56	49,471,610.00
B. EXPENDITURES											
1. Certificated Salaries											
Certificated Teachers' Salaries		1100	11,376,596.00	2,456,647.00	13,833,243.00	7,286,406.99	818,389.01	8,104,796.00	12,449,540.16	2,557,804.84	15,007,345.00
Certificated Pupil Support Salaries		1200	138,914.00	713,661.00	852,575.00	504,406.34	93,539.66	597,946.00	479,436.35	588,732.65	1,068,169.00
Certificated Supervisors' and Administrators' Salaries		1300	1,116,181.00	517,000.00	1,633,181.00	881,773.02	101,923.98	983,697.00	1,337,087.92	378,484.08	1,715,572.00
Other Certificated Salaries		1900	76,914.00	483,130.00	560,044.00	231,520.39	184,095.61	415,616.00	262,707.24	464,732.76	727,440.00
Total, Certificated Salaries			12,708,605.00	4,170,438.00	16,879,043.00	8,904,106.74	1,197,948.26	10,102,055.00	14,528,771.67	3,989,754.33	18,518,526.00
2. Non-certificated Salaries											
Non-certificated Instructional Aides' Salaries		2100	108,665.00	157,523.00	266,188.00	197,116.75	45,016.25	242,133.00	300,324.36	164,641.64	464,966.00
Non-certificated Support Salaries		2200	1,063,034.00	96,387.00	1,159,421.00	494,002.38	18,337.62	512,340.00	960,928.72	50,336.28	1,011,265.00
Non-certificated Supervisors' and Administrators' Sal.		2300	582,708.00	-	582,708.00	367,538.00	-	367,538.00	625,642.00	-	625,642.00
Clerical and Office Salaries		2400	860,183.00	52,957.00	913,140.00	601,380.00	-	601,380.00	1,119,156.00	-	1,119,156.00
Other Non-certificated Salaries		2900	260,655.00	83,222.00	343,877.00	160,704.23	29,242.77	189,947.00	296,187.29	88,702.71	384,890.00
Total, Non-certificated Salaries			2,875,245.00	390,089.00	3,265,334.00	1,820,741.36	92,596.64	1,913,338.00	3,302,238.37	303,680.63	3,605,919.00
3. Employee Benefits											
STRS		3101-3102	2,038,505.00	668,105.00	2,706,610.00	1,436,475.67	197,990.33	1,634,466.00	2,341,738.04	643,065.96	2,984,804.00
PERS		3201-3202	-	-	-	-	-	-	-	-	-
OASDI / Medicare / Alternative		3301-3302	399,925.00	90,317.00	490,242.00	259,355.76	23,698.24	283,054.00	439,862.12	77,223.88	517,086.00
Health and Welfare Benefits		3401-3402	1,710,429.00	480,000.00	2,190,429.00	1,340,890.00	-	1,340,890.00	1,870,249.48	450,327.52	2,320,577.00
Unemployment Insurance		3501-3502	59,491.00	31,360.00	90,851.00	156,065.33	4,400.67	160,466.00	214,841.42	51,730.58	266,572.00
Workers' Compensation Insurance		3601-3602	144,577.00	41,045.00	185,622.00	105,644.00	-	105,644.00	154,257.31	37,142.69	191,400.00
OPEB, Allocated		3701-3702	-	-	-	-	-	-	-	-	-
OPEB, Active Employees		3751-3752	-	-	-	-	-	-	-	-	-
Other Employee Benefits		3901-3902	479,729.00	25,465.00	505,194.00	193,516.00	-	193,516.00	188,633.43	4,882.57	193,516.00
Total, Employee Benefits			4,832,656.00	1,336,292.00	6,168,948.00	3,491,946.76	226,089.24	3,718,036.00	5,209,581.80	1,264,373.20	6,473,955.00
4. Books and Supplies											
Approved Textbooks and Core Curricula Materials		4100	121,562.00	2,762.00	124,324.00	5,341.46	2,761.54	8,103.00	86,688.46	2,761.54	89,450.00
Books and Other Reference Materials		4200	-	-	-	-	-	-	-	-	-
Materials and Supplies		4300	4,362,728.00	471,467.00	4,834,195.00	2,400,262.42	128,378.58	2,528,641.00	4,350,007.88	432,471.12	4,782,479.00
Noncapitalized Equipment		4400	1,011,459.00	604,816.00	1,616,275.00	36,531.23	706,767.77	743,299.00	1,693,087.23	706,767.77	2,399,855.00
Food		4700	-	-	-	-	-	-	-	-	-
Total, Books and Supplies			5,495,749.00	1,079,045.00	6,574,794.00	2,442,135.11	837,907.89	3,280,043.00	6,129,783.57	1,142,000.43	7,271,784.00
5. Services and Other Operating Expenditures											
Subagreements for Services		5100	4,644,042.00	3,173,388.00	7,817,430.00	2,008,460.14	1,691,960.86	3,700,421.00	4,728,629.36	3,321,731.64	8,050,361.00
Travel and Conferences		5200	68,411.00	4,643.00	73,054.00	64,648.76	6,330.24	70,979.00	78,356.76	6,330.24	84,687.00
Dues and Memberships		5300	19,200.00	-	19,200.00	19,183.00	-	19,183.00	22,933.00	-	22,933.00
Insurance		5400	339,600.00	-	339,600.00	202,835.00	-	202,835.00	347,919.00	-	347,919.00
Operations and Housekeeping Services		5500	17,852.00	-	17,852.00	13,248.00	-	13,248.00	16,415.00	-	16,415.00
Rentals, Leases, Repairs, and Noncap. Improvements		5600	153,534.00	-	153,534.00	68,114.00	-	68,114.00	145,655.00	-	145,655.00
Transfers of Direct Costs		5700-5799	5,398,050.00	(5,398,050.00)	-	1,268,068.26	(1,268,068.26)	-	4,516,431.90	(4,516,431.90)	-
Professional/Consulting Services and Operating Expend.		5800	1,665,086.00	105,588.00	1,770,674.00	941,488.74	88,221.26	1,029,710.00	1,685,417.70	147,167.30	1,832,585.00
Communications		5900	35,305.00	4,242.00	39,547.00	14,259.31	9,046.69	23,306.00	31,175.31	9,046.69	40,222.00
Total, Services and Other Operating Expenditures			12,341,080.00	(2,110,189.00)	10,230,891.00	4,600,305.21	527,490.79	5,127,796.00	11,572,933.03	(1,032,156.03)	10,540,777.00

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Cabrillo Point Academy  
(continued)  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	1st Interim Budget			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for accrual basis only)	6900	7,857.00	-	7,857.00	4,583.00	-	4,583.00	7,898.00	-	7,898.00
Total, Capital Outlay		7,857.00	-	7,857.00		-	4,583.00	7,898.00	-	7,898.00
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-
Transfers of Indirect Costs	7300-7399	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	-	-	-	-	-	-	-	-	-
Principal (for modified accrual basis only)	7439	-	-	-	-	-	-	-	-	-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
<b>8. TOTAL EXPENDITURES</b>		38,261,192.00	4,865,675.00	43,126,867.00	21,259,235.18	2,882,032.82	24,145,851.00	40,751,206.44	5,667,652.56	46,418,859.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		613,751.00	-	613,751.00	6,277,282.91	644,525.09	6,917,225.00	3,052,751.00	0.00	3,052,751.00
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	-	-	-	-	-
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		-	-	-	-	-	-	-	-	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		613,751.00	-	613,751.00	6,277,282.91	644,525.09	6,917,225.00	3,052,751.00	0.00	3,052,751.00
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	7,039,152.75	-	7,039,152.75	7,039,152.75	-	7,039,152.75	7,039,152.75	-	7,039,152.75
b. Adjustments to Beginning Balance	9793, 9795	544,325.31	-	544,325.31	(1,874,633.90)	-	(1,874,633.90)	(1,874,633.90)	-	(1,874,633.90)
c. Adjusted Beginning Balance		7,583,478.06	-	7,583,478.06	5,164,518.85	-	5,164,518.85	5,164,518.85	-	5,164,518.85
2. Ending Fund Balance, June 30 (E + F.1.c.)		8,197,229.06	-	8,197,229.06	11,441,801.76	644,525.09	12,081,743.85	8,217,269.85	0.00	8,217,269.85
Components of Ending Fund Balance :										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711	-	-	-	-	-	-	-	-	-
Stores (equals object 9320)	9712	-	-	-	-	-	-	-	-	-
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	-	-	-	-	-
All Others	9719	-	-	-	-	-	-	-	-	-
b. Restricted	9740	-	-	-	-	-	-	-	-	-
c. Committed										
Stabilization Arrangements	9750	-	-	-	-	-	-	-	-	-
Other Commitments	9760	-	-	-	-	-	-	-	-	-
d. Assigned										
Other Assignments	9780	-	-	-	-	-	-	-	-	-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	1,293,806.01	-	1,293,806.01	1,392,565.77	-	1,392,565.77	1,392,565.77	-	1,392,565.77
Unassigned/Unappropriated Amount	9790	6,903,423.05	-	6,903,423.05	10,049,235.99	644,525.09	10,693,761.08	6,824,704.08	0.00	6,824,704.08

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Cabrillo Point Academy  
(continued)  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	36,434,407.00	22,553,955.00	37,143,967.00	709,560.00	1.95%
Education Protection Account State Aid - Current Year	8012	799,680.00	450,173.00	817,297.00	17,617.00	2.20%
State Aid - Prior Years	8019	6,619.00	6,619.00	6,619.00	-	0.00%
Transfer of Charter Schools In Lieu of Property Taxes	8096	878,195.00	-	897,542.00	19,347.00	2.20%
Other LCFF Transfers	8091, 8097	-	-	-	-	-
Total, LCFF Sources		38,118,901.00	23,010,747.00	38,865,425.00	746,524.00	1.96%
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	428,988.00	192,979.00	540,764.00	111,776.00	26.06%
Special Education - Federal	8181, 8182	484,806.00	-	495,486.00	10,680.00	2.20%
Child Nutrition - Federal	8220	-	-	-	-	-
Donated Food Commodities	8221	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299	1,116,835.00	5,201,674.00	5,201,674.00	4,084,839.00	365.75%
Total, Federal Revenues		2,030,629.00	5,394,653.00	6,237,924.00	4,207,295.00	207.19%
3. Other State Revenues						
Special Education - State	StateRevSE	2,303,798.00	1,708,092.00	2,819,572.00	515,774.00	22.39%
All Other State Revenues	StateRevAO	1,280,803.00	938,160.00	1,537,265.00	256,462.00	20.02%
Total, Other State Revenues		3,584,601.00	2,646,252.00	4,356,837.00	772,236.00	21.54%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	6,487.00	11,424.00	11,424.00	4,937.00	76.11%
Total, Local Revenues		6,487.00	11,424.00	11,424.00	4,937.00	76.11%
5. TOTAL REVENUES		43,740,618.00	31,063,076.00	49,471,610.00	5,730,992.00	13.10%
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	13,833,243.00	8,104,796.00	15,007,345.00	1,174,102.00	8.49%
Certificated Pupil Support Salaries	1200	852,575.00	597,946.00	1,068,169.00	215,594.00	25.29%
Certificated Supervisors' and Administrators' Salaries	1300	1,633,181.00	983,697.00	1,715,572.00	82,391.00	5.04%
Other Certificated Salaries	1900	560,044.00	415,616.00	727,440.00	167,396.00	29.89%
Total, Certificated Salaries		16,879,043.00	10,102,055.00	18,518,526.00	1,639,483.00	9.71%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	266,188.00	242,133.00	464,966.00	198,778.00	74.68%
Non-certificated Support Salaries	2200	1,159,421.00	512,340.00	1,011,265.00	(148,156.00)	-12.78%
Non-certificated Supervisors' and Administrators' Sal.	2300	582,708.00	367,538.00	625,642.00	42,934.00	7.37%
Clerical and Office Salaries	2400	913,140.00	601,380.00	1,119,156.00	206,016.00	22.56%
Other Non-certificated Salaries	2900	343,877.00	189,947.00	384,890.00	41,013.00	11.93%
Total, Non-certificated Salaries		3,265,334.00	1,913,338.00	3,605,919.00	340,585.00	10.43%
3. Employee Benefits						
STRS	3101-3102	2,706,610.00	1,634,466.00	2,984,804.00	278,194.00	10.28%
PERS	3201-3202	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302	490,242.00	283,054.00	517,086.00	26,844.00	5.48%
Health and Welfare Benefits	3401-3402	2,190,429.00	1,340,890.00	2,320,577.00	130,148.00	5.94%
Unemployment Insurance	3501-3502	90,851.00	160,466.00	266,572.00	175,721.00	193.42%
Workers' Compensation Insurance	3601-3602	185,622.00	105,644.00	191,400.00	5,778.00	3.11%
OPEB, Allocated	3701-3702	-	-	-	-	-
OPEB, Active Employees	3751-3752	-	-	-	-	-
Other Employee Benefits	3901-3902	505,194.00	193,516.00	193,516.00	(311,678.00)	-61.69%
Total, Employee Benefits		6,168,948.00	3,718,036.00	6,473,955.00	305,007.00	4.94%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Cabrillo Point Academy  
(continued)  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	124,324.00	8,103.00	89,450.00	(34,874.00)	-28.05%
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	4,834,195.00	2,528,641.00	4,782,479.00	(51,716.00)	-1.07%
Noncapitalized Equipment	4400	1,616,275.00	743,299.00	2,399,855.00	783,580.00	48.48%
Food	4700	-	-	-	-	
Total, Books and Supplies		6,574,794.00	3,280,043.00	7,271,784.00	696,990.00	10.60%
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	7,817,430.00	3,700,421.00	8,050,361.00	232,931.00	2.98%
Travel and Conferences	5200	73,054.00	70,979.00	84,687.00	11,633.00	15.92%
Dues and Memberships	5300	19,200.00	19,183.00	22,933.00	3,733.00	19.44%
Insurance	5400	339,600.00	202,835.00	347,919.00	8,319.00	2.45%
Operations and Housekeeping Services	5500	17,852.00	13,248.00	16,415.00	(1,437.00)	-8.05%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	153,534.00	68,114.00	145,655.00	(7,879.00)	-5.13%
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	1,770,674.00	1,029,710.00	1,832,585.00	61,911.00	3.50%
Communications	5900	39,547.00	23,306.00	40,222.00	675.00	1.71%
Total, Services and Other Operating Expenditures		10,230,891.00	5,127,796.00	10,540,777.00	309,886.00	3.03%
<b>6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)</b>						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	7,857.00	4,583.00	7,898.00	41.00	0.52%
Total, Capital Outlay		7,857.00	4,583.00	7,898.00	41.00	0.52%
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
<b>8. TOTAL EXPENDITURES</b>		43,126,867.00	24,145,851.00	46,418,859.00	3,291,992.00	7.63%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		613,751.00	6,917,225.00	3,052,751.00	2,439,000.00	397.39%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Cabrillo Point Academy  
(continued)  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		613,751.00	6,917,225.00	3,052,751.00	2,439,000.00	397.39%
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	7,039,152.75	7,039,152.75	7,039,152.75	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	544,325.31	(1,874,633.90)	(1,874,633.90)	(2,418,959.21)	-444.40%
c. Adjusted Beginning Balance		7,583,478.06	5,164,518.85	5,164,518.85		
2. Ending Fund Balance, June 30 (E + F.1.c.)		8,197,229.06	12,081,743.85	8,217,269.85		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	-	-	-	-	
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d. Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	1,293,806.01	1,392,565.77	1,392,565.77	98,759.76	7.63%
Unassigned/Unappropriated Amount	9790	6,903,423.05	10,693,761.08	6,824,704.08	(78,718.97)	-1.14%



**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
Second Interim Report - MYP**

Charter School Name: Cabrillo Point Academy  
(continued) \_\_\_\_\_  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	FY 2021/22			Totals for 2022/23	Totals for 2023/24
		Unrestricted	Restricted	Total		
<b>A. REVENUES</b>						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	37,143,967.00	0.00	37,143,967.00	40,006,158.00	41,921,864.00
Education Protection Account State Aid - Current Year	8012	817,297.00	0.00	817,297.00	835,985.00	844,345.00
State Aid - Prior Years	8019	6,619.00	0.00	6,619.00		
Transfers of Charter Schools In Lieu of Property Taxes	8096	897,542.00	0.00	897,542.00	918,065.00	927,245.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00		
Total, LCFF Sources		38,865,425.00	0.00	38,865,425.00	41,760,208.00	43,693,454.00
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	0.00	540,764.00	540,764.00	553,129.00	558,661.00
Special Education - Federal	8181, 8182	0.00	495,486.00	495,486.00	506,816.00	511,884.00
Child Nutrition - Federal	8220	0.00	0.00	0.00	0.00	0.00
Donated Food Commodities	8221	0.00	0.00	0.00	0.00	0.00
Other Federal Revenues	8110, 8260-8299	4,057,608.00	1,144,066.00	5,201,674.00	1,573,549.00	2,139,290.00
Total, Federal Revenues		4,057,608.00	2,180,316.00	6,237,924.00	2,633,494.00	3,209,835.00
3. Other State Revenues						
Special Education - State	StateRevSE	0.00	2,819,572.00	2,819,572.00	2,884,044.00	2,912,884.00
All Other State Revenues	StateRevAO	869,500.44	667,764.56	1,537,265.00	1,079,771.00	1,091,834.00
Total, Other State Revenues		869,500.44	3,487,336.56	4,356,837.00	3,963,815.00	4,004,718.00
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	11,424.00	0.00	11,424.00	11,685.00	11,802.00
Total, Local Revenues		11,424.00	0.00	11,424.00	11,685.00	11,802.00
5. TOTAL REVENUES		43,803,957.44	5,667,652.56	49,471,610.00	48,369,202.00	50,919,809.00
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	12,449,540.16	2,557,804.84	15,007,345.00	14,584,081.00	14,875,763.00
Certificated Pupil Support Salaries	1200	479,436.35	588,732.65	1,068,169.00	1,004,227.00	1,024,312.00
Certificated Supervisors' and Administrators' Salaries	1300	1,337,087.92	378,484.08	1,715,572.00	1,644,750.00	1,677,645.00
Other Certificated Salaries	1900	262,707.24	464,732.76	727,440.00	677,667.00	691,220.00
Total, Certificated Salaries		14,528,771.67	3,989,754.33	18,518,526.00	17,910,725.00	18,268,940.00
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	300,324.36	164,641.64	464,966.00	423,094.00	431,556.00
Non-certificated Support Salaries	2200	960,928.72	50,336.28	1,011,265.00	952,088.00	971,130.00
Non-certificated Supervisors' and Administrators' Sal.	2300	625,642.00	0.00	625,642.00	570,639.00	582,051.00
Clerical and Office Salaries	2400	1,119,156.00	0.00	1,119,156.00	1,047,194.00	1,068,138.00
Other Non-certificated Salaries	2900	296,187.29	88,702.71	384,890.00	367,060.00	374,401.00
Total, Non-certificated Salaries		3,302,238.37	303,680.63	3,605,919.00	3,360,075.00	3,427,276.00



**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
Second Interim Report - MYP**

Charter School Name: Cabrillo Point Academy  
(continued)  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

Description	Object Code	FY 2021/22			Totals for 2022/23	Totals for 2023/24
		Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	2,341,738.04	643,065.96	2,984,804.00	3,420,991.00	3,489,410.00
PERS	3201-3202	0.00	0.00	0.00	-	0.00
OASDI / Medicare / Alternative	3301-3302	439,862.12	77,223.88	517,086.00	516,755.00	527,090.00
Health and Welfare Benefits	3401-3402	1,870,249.48	450,327.52	2,320,577.00	2,398,275.00	2,446,241.00
Unemployment Insurance	3501-3502	214,841.42	51,730.58	266,572.00	95,410.00	94,339.00
Workers' Compensation Insurance	3601-3602	154,257.31	37,142.69	191,400.00	191,437.00	195,266.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	188,633.43	4,882.57	193,516.00	1,488,956.00	1,518,735.00
Total, Employee Benefits		5,209,581.80	1,264,373.20	6,473,955.00	8,111,824.00	8,271,081.00
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	86,688.46	2,761.54	89,450.00	93,325.00	96,144.00
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00
Materials and Supplies	4300	4,350,007.88	432,471.12	4,782,479.00	4,989,669.00	5,060,357.00
Noncapitalized Equipment	4400	1,693,087.23	706,767.77	2,399,855.00	2,503,825.00	2,579,441.00
Food	4700	0.00	0.00	0.00	0.00	0.00
Total, Books and Supplies		6,129,783.57	1,142,000.43	7,271,784.00	7,586,819.00	7,815,942.00
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	4,728,629.36	3,321,731.64	8,050,361.00	8,285,219.00	8,484,618.00
Travel and Conferences	5200	78,356.76	6,330.24	84,687.00	88,356.00	91,025.00
Dues and Memberships	5300	22,933.00	0.00	22,933.00	23,927.00	24,650.00
Insurance	5400	347,919.00	0.00	347,919.00	362,992.00	373,954.00
Operations and Housekeeping Services	5500	16,415.00	0.00	16,415.00	16,913.00	17,330.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	145,655.00	0.00	145,655.00	151,966.00	156,555.00
Transfers of Direct Costs	5700-5799	4,516,431.90	(4,516,431.90)	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	1,685,417.70	147,167.30	1,832,585.00	1,918,364.00	1,980,465.00
Communications	5900	31,175.31	9,046.69	40,222.00	41,965.00	43,233.00
Total, Services and Other Operating Expenditures		11,572,933.03	(1,032,156.03)	10,540,777.00	10,889,702.00	11,171,830.00
<b>6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)</b>						
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00
Depreciation Expense (for accrual basis only)	6900	7,898.00	0.00	7,898.00	8,056.00	8,217.00
Total, Capital Outlay		7,898.00	0.00	7,898.00	8,056.00	8,217.00
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00
Debt Service:						
Interest	7438	0.00	0.00	0.00		
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
<b>8. TOTAL EXPENDITURES</b>		40,751,206.44	5,667,652.56	46,418,859.00	47,867,201.00	48,963,286.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		3,052,751.00	0.00	3,052,751.00	502,001.00	1,956,523.00

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
Second Interim Report - MYP**

Charter School Name: Cabrillo Point Academy  
(continued) \_\_\_\_\_  
CDS #: 37680490132506  
Charter Approving Entity: Dehesa Elementary  
County: San Diego  
Charter #: 1748  
Fiscal Year: 2021/22

Description	Object Code	FY 2021/22			Totals for 2022/23	Totals for 2023/24
		Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		3,052,751.00	0.00	3,052,751.00	502,001.00	1,956,523.00
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	7,039,152.75	0.00	7,039,152.75	8,217,269.85	8,719,270.85
b. Adjustments to Beginning Balance	9793, 9795	(1,874,633.90)	0.00	(1,874,633.90)		
c. Adjusted Beginning Balance		5,164,518.85	0.00	5,164,518.85	8,217,269.85	8,719,270.85
2. Ending Fund Balance, June 30 (E + F.1.c.)		8,217,269.85	0.00	8,217,269.85	8,719,270.85	10,675,793.85
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
All Others	9719	0.00	0.00	0.00	0.00	0.00
b. Restricted	9740	0.00	0.00	0.00	0.00	0.00
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00	0.00	0.00
Other Commitments	9760	0.00	0.00	0.00	0.00	0.00
d. Assigned						
Other Assignments	9780	0.00	0.00	0.00	0.00	0.00
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	1,392,565.77	0.00	1,392,565.77	1,436,016.03	1,468,898.58
Unassigned/Unappropriated Amount	9790	6,824,704.08	0.00	6,824,704.08	7,283,254.82	9,206,895.27

Cabrillo Point Academy

Budget vs Actual

For the period ended January 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 3,690,647	\$ 3,700,520	\$ (9,873)	\$ 22,553,955	\$ 22,614,289	\$ (60,334)	\$ 42,069,658
Education Protection Account	-	230,300	(230,300)	450,173	460,600	(10,427)	921,200
State Aid - Prior Year	-	-	-	6,619	-	6,619	-
In Lieu of Property Taxes	-	79,100	(79,100)	-	494,372	(494,372)	1,011,646
Total State Aid - Revenue Limit	3,690,647	4,009,920	(319,273)	23,010,747	23,569,262	(558,515)	44,002,505
Federal Revenue							
Special Education - Entitlement	-	49,125	(49,125)	-	251,084	(251,084)	558,478
Title I, Part A - Basic Low Income	22,009	-	22,009	143,990	428,988	(284,998)	428,988
Title II, Part A - Teacher Quality	24,534	-	24,534	48,989	90,238	(41,249)	90,238
Title III - Limited English	-	-	-	-	-	-	21,538
Other Federal Revenue	4,195,173	-	4,195,173	5,098,241	-	5,098,241	-
Prior Year Federal Revenue	1,442	-	1,442	103,433	-	103,433	-
Total Federal Revenue	4,243,158	49,125	4,194,033	5,394,653	770,310	4,624,343	1,099,242
Other State Revenue							
State Special Education	279,506	233,443	46,063	1,708,092	1,193,151	514,941	2,653,885
Mandated Cost	-	-	-	105,832	103,682	2,150	103,682
State Lottery	332,614	232,965	99,649	332,614	232,965	99,649	953,442
Prior Year Revenue	53,724	-	53,724	26,222	-	26,222	-
Other State Revenue	473,493	-	473,493	473,493	376,954	96,539	376,954
Total Other State Revenue	1,139,337	466,407	672,930	2,646,253	1,906,752	739,501	4,087,963
Other Local Revenue							-
Interest Revenue	2,545	-	2,545	10,962	-	10,962	-
Contributions, Unrestricted	-	-	-	462	-	462	-
Total Other Local Revenue	2,545	-	2,545	11,424	-	11,424	-
<b>Total Revenues</b>	<b>\$ 9,075,687</b>	<b>\$ 4,525,452</b>	<b>\$ 4,550,236</b>	<b>\$ 31,063,076</b>	<b>\$ 26,246,324</b>	<b>\$ 4,816,753</b>	<b>\$ 49,189,710</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 1,012,350	\$ 1,037,954	\$ 25,604	\$ 7,074,811	\$ 7,265,678	\$ 190,867	\$ 12,455,448
Teachers' Extra Duty/Stipends	182,937	194,332	11,395	1,029,985	1,360,326	330,341	2,331,987
Pupil Support Salaries	87,146	78,059	(9,086)	597,946	546,414	(51,532)	936,709
Administrators' Salaries	139,755	125,851	(13,904)	983,697	880,957	(102,740)	1,510,212
Other Certificated Salaries	57,263	38,879	(18,384)	415,616	272,154	(143,461)	466,550
Total Certificated Salaries	1,479,451	1,475,076	(4,376)	10,102,055	10,325,529	223,474	17,700,907
Classified Salaries							
Instructional Salaries	34,210	25,967	(8,242)	242,133	181,772	(60,361)	311,609
Support Salaries	71,987	152,287	80,300	512,340	1,066,010	553,669	1,827,445
Supervisors' and Administrators' Salaries	52,599	51,287	(1,311)	367,538	359,012	(8,526)	615,450
Clerical and Office Staff Salaries	88,305	63,719	(24,586)	601,380	446,033	(155,347)	764,629
Other Classified Salaries	27,810	27,664	(146)	189,947	193,648	3,701	331,968
Total Classified Salaries	274,911	320,925	46,014	1,913,339	2,246,475	333,137	3,851,101
Benefits							
State Teachers' Retirement System, certificated position	241,002	236,310	(4,692)	1,634,466	1,654,170	19,704	2,835,721
OASDI/Medicare/Alternative, certificated positions	16,502	20,131	3,629	114,625	140,917	26,291	241,571
Medicare/Alternative, certificated positions	24,594	26,097	1,503	168,429	182,676	14,247	313,159
Health and Welfare Benefits, certificated positions	283,611	186,250	(97,361)	1,340,890	1,303,750	(37,140)	2,235,000
State Unemployment Insurance, certificated positions	35,512	38,833	3,321	160,466	85,432	(75,035)	155,330
Workers' Compensation Insurance, certificated position	13,697	16,198	2,501	105,644	113,385	7,741	194,374
Other Benefits, certificated positions	-	53,993	53,993	193,516	377,950	184,434	647,914
Total Benefits	614,916	577,811	(37,106)	3,718,036	3,858,279	140,244	6,623,069
Books & Supplies							
Textbooks and Core Materials	10	16,592	16,582	8,103	116,142	108,039	199,100
School Supplies	223,304	605,655	382,352	1,905,905	2,988,665	1,082,760	5,640,302
Software	21,729	86,468	64,739	517,434	605,273	87,839	1,037,611
Office Expense	16,607	2,308	(14,299)	105,271	16,158	(89,113)	27,700
Business Meals	-	17	17	29	117	87	200
Noncapitalized Equipment	2,845	133,143	130,298	743,299	657,007	(86,292)	1,239,924
Total Books & Supplies	264,495	844,183	579,688	3,280,041	4,383,361	1,103,319	8,144,837
Subagreement Services							
Nursing	-	125	125	-	875	875	1,500
Special Education	285,382	292,946	7,564	1,678,482	2,050,625	372,144	3,515,358
Transportation	-	-	-	1,082	-	(1,082)	-
Security	645	-	(645)	8,004	-	(8,004)	-
Other Educational Consultants	294,322	568,036	273,714	2,012,853	2,803,030	790,176	5,289,966

# Cabrillo Point Academy

## Budget vs Actual

For the period ended January 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Total Subagreement Services	580,349	861,108	280,758	3,700,421	4,854,530	1,154,109	8,806,824
Operations & Housekeeping							
Auto and Travel	1,076	550	(526)	70,979	3,850	(67,129)	6,600
Dues & Memberships	-	875	875	19,183	6,125	(13,058)	10,500
Insurance	30,123	32,667	2,544	202,835	228,667	25,831	392,000
Utilities	1,118	525	(593)	4,148	3,675	(473)	6,300
Miscellaneous Expense	-	-	-	9,100	-	(9,100)	-
Communications	2,750	2,667	(83)	11,799	18,667	6,868	32,000
Postage and Shipping	1,426	1,208	(217)	11,507	8,458	(3,049)	14,500
Total Operations & Housekeeping	36,493	38,492	1,999	329,552	269,442	(60,110)	461,900
Facilities, Repairs & Other Leases							
Rent	11,848	15,167	3,319	59,471	106,167	46,695	182,000
Additional Rent	-	42	42	-	292	292	500
Other Leases	1,460	133	(1,326)	8,510	933	(7,577)	1,600
Repairs and Maintenance	-	-	-	132	-	(132)	-
Total Facilities, Repairs & Other Leases	13,307	15,342	2,034	68,114	107,392	39,278	184,100
Professional/Consulting Services							
IT	34,080	49,403	15,323	85,159	345,823	260,664	592,840
Audit & Taxes	-	-	-	-	7,400	7,400	7,400
Legal	10,256	15,017	4,761	145,444	105,117	(40,327)	180,200
Professional Development	325	9,645	9,320	14,275	67,514	53,239	115,738
General Consulting	-	4,217	4,217	5,494	29,517	24,023	50,600
Special Activities/Field Trips	8,997	6,540	(2,457)	54,897	32,273	(22,624)	60,906
Bank Charges	1,085	2,892	1,807	9,168	20,242	11,074	34,700
Other Taxes and Fees	1,335	1,633	299	13,925	11,433	(2,492)	19,600
Payroll Service Fee	3,384	2,775	(609)	19,373	19,425	52	33,300
Management Fee	60,338	71,735	11,397	468,336	502,145	33,809	860,820
District Oversight Fee	36,906	40,099	3,193	213,638	235,693	22,054	440,025
County Fees	-	600	600	-	1,200	1,200	2,400
Total Professional/Consulting Services	156,706	204,556	47,850	1,029,710	1,377,781	348,070	2,398,529
Depreciation							
Depreciation Expense	655	242	(413)	4,583	1,692	(2,891)	2,900
Total Depreciation	655	242	(413)	4,583	1,692	(2,891)	2,900
<b>Total Expenses</b>	<b>\$ 3,421,283</b>	<b>\$ 4,337,733</b>	<b>\$ 916,449</b>	<b>\$ 24,145,850</b>	<b>\$ 27,424,481</b>	<b>\$ 3,278,629</b>	<b>\$ 48,174,166</b>
<b>Change in Net Assets</b>	<b>5,654,404</b>	<b>187,719</b>	<b>5,466,685</b>	<b>6,917,226</b>	<b>(1,178,157)</b>	<b>8,095,382</b>	<b>1,015,544</b>
Net Assets, Beginning of Period	6,427,341			5,164,519			
<b>Net Assets, End of Period</b>	<b>\$ 12,081,745</b>			<b>\$ 12,081,745</b>			

## Cabrillo Point Academy

### Statement of Financial Position

January 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ 13,054,681	\$ 6,811,278	\$ 6,243,402	92%
Restricted Cash	58,380	-	58,380	0%
Total Cash & Cash Equivalents	13,113,061	6,811,278	6,301,782	92%
<b>Current Assets</b>				
Accounts Receivable	62,272	85,950	(23,678)	-28%
Public Funding Receivables	649,008	15,755,677	(15,106,669)	-96%
Factored Receivables	-	(8,316,600)	8,316,600	-100%
Due To/From Related Parties	40,014	38,833	1,181	3%
Prepaid Expenses	509,524	326,952	182,572	56%
Total Current Assets	14,373,879	14,702,091	(328,211)	-73%
<b>Long-Term Assets</b>				
Property & Equipment, Net	68,900	73,483	(4,583)	-6%
Deposits	58,034	110,634	(52,600)	-48%
Total Long Term Assets	126,934	184,117	(57,183)	-31%
Total Assets	\$ 14,500,814	\$ 14,886,208	\$ (385,394)	-3%
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 784,981	\$ 1,288,336	\$ (503,355)	-39%
Accrued Liabilities	1,575,708	1,249,226	326,482	26%
Deferred Revenue	58,380	3,126,519	(3,068,139)	-98%
Notes Payable, Current Portion	-	4,057,608	(4,057,608)	-100%
Total Current Liabilities	2,419,069	9,721,689	(7,302,620)	-75%
Total Liabilities	2,419,069	9,721,689	(7,302,620)	-75%
Total Net Assets	12,081,745	5,164,519	6,917,226	134%
Total Liabilities and Net Assets	\$ 14,500,814	\$ 14,886,208	\$ (385,394)	-3%

## Cabrillo Point Academy

### Statement of Cash Flows

For the period ended January 31, 2022

	Month Ended 01/31/22	YTD Ended 01/31/22
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 5,654,404	\$ 6,917,226
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	655	4,583
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	877,296	15,106,669
Grants, Contributions & Pledges Receivable	-	(8,292,922)
Due from Related Parties	-	(1,181)
Prepaid Expenses	(39,032)	(182,572)
Other Assets	-	52,600
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(15,165)	(503,355)
Accrued Expenses	(32,687)	326,482
Deferred Revenue	28,416	(3,068,139)
<b>Total Cash Flows from Operating Activities</b>	<b>6,473,887</b>	<b>10,359,390</b>
 <b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	(4,057,608)	(4,057,608)
<b>Total Cash Flows from Financing Activities</b>	<b>(4,057,608)</b>	<b>(4,057,608)</b>
 Change in Cash & Cash Equivalents	2,416,279	6,301,782
Cash & Cash Equivalents, Beginning of Period	10,696,781	6,811,278
 <b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 13,113,061</b>	<b>\$ 13,113,061</b>

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20534	A+ In Home Tutors, Inc	1/6/2022	\$ 1,837.50
20535	ACES	1/6/2022	1,350.83
20536	Agility Kids, LLC	1/6/2022	127.50
20537	Aidas Reklys	1/6/2022	1,216.00
20538	Aliso Viejo Kumon Center	1/6/2022	1,160.00
20539	AMAA	1/6/2022	324.00
20540	American Tiger Martial Arts & Fitness	1/6/2022	278.00
20541	Apple Inc.	1/6/2022	99.00
20542	Aqua Duks Swim School	1/6/2022	176.00
20543	BB Enterprises, Inc.	1/6/2022	140.00
20544	Beach Kids Therapy Center	1/6/2022	2,380.00
20545	Beautiful Feet Books, Inc.	1/6/2022	393.28
20546	Big Little Ones LLC	1/6/2022	1,594.70
20547	Blue Buoy Swim School, Inc.	1/6/2022	1,350.00
20548	Bowman Academics	1/6/2022	5,075.00
20549	Brave Writer LLC	1/6/2022	265.85
20550	Briana Harley	1/6/2022	700.00
20551	C3 Classes	1/6/2022	2,123.00
20552	Camulos Farm	1/6/2022	700.00
20553	Candace Gadomski	1/6/2022	81.76
20554	Cassandra Bradford	1/6/2022	5,600.00
20555	Cat Kelley	1/6/2022	240.00
20556	Checkmat Fallbrook Brazilian Jiu Jitsu	1/6/2022	360.00
20557	CHLIC-CHICAGO	1/6/2022	14,351.03
20558	Christian Arts and Theater	1/6/2022	55.00
20559	Christina Ranes	1/6/2022	360.00
20560	CM School Supply Inc.	1/6/2022	38.02
20561	Cogito Debate	1/6/2022	350.00
20562	Creative Creatures & Co.	1/6/2022	1,410.50
20563	Creative Outlet PAC	1/6/2022	710.00
20564	Dan Lee	1/6/2022	1,990.00
20565	Deanna Zamiska	1/6/2022	265.45
20566	Eddie Fensler	1/6/2022	1,280.00
20567	Educational Development Corporation	1/6/2022	371.77
20568	Effectual Educational Consulting Services	1/6/2022	14,177.90
20569	Eiki Paik Worcester	1/6/2022	285.00
20570	Erika S Scheidel	1/6/2022	739.00
20571	Ethos Jiu Jitsu	1/6/2022	200.00
20572	Function Junction	1/6/2022	1,450.00
20573	Gracie Barra San Clemente	1/6/2022	567.00
20574	Heather Patrick	1/6/2022	198.00
20575	Home Science Tools	1/6/2022	736.50
20576	Infinity Kids	1/6/2022	15,280.00
20577	Internal Revenue Service	1/6/2022	800.00
20578	James Lowe	1/6/2022	400.00
20579	Jennifer Lorge	1/6/2022	63.64
20580	Jennifer Price	1/6/2022	94.42
20581	Jessica Cervantes	1/6/2022	77.28
20582	Jonathan Forte	1/6/2022	200.00
20583	Joshua Monzon	1/6/2022	300.00
20584	Juliet Aucreman	1/6/2022	823.50
20585	Jump and Schout Therapy, Inc.	1/6/2022	3,380.00
20586	Karen J. Smith	1/6/2022	360.00
20587	Karis Academy	1/6/2022	1,100.00
20588	Kathy Grant	1/6/2022	100.00

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20589	Katyanne Downing	1/6/2022	210.00
20590	Kelsey Neeley	1/6/2022	350.00
20591	Kim Doyle	1/6/2022	375.00
20592	Kirsten A Lewis	1/6/2022	110.00
20593	Kumon of Tustin - North	1/6/2022	330.00
20594	Lakeshore	1/6/2022	429.41
20595	Lanterns Global	1/6/2022	500.00
20596	Learn To Rip	1/6/2022	480.00
20597	Learning Without Tears	1/6/2022	64.87
20598	Lee's Taekwondo-Laguna Hills	1/6/2022	283.00
20599	Lewis Brisbois Bisgaard & Smith	1/6/2022	1,615.50
20600	Lisa M Palmer	1/6/2022	840.00
20601	Little Passports	1/6/2022	883.77
20602	Lodestone Academy	1/6/2022	480.00
20603	Lois M. Kempff	1/6/2022	280.00
20604	Lorie Susan Suntree	1/6/2022	240.00
20605	Los Angeles County of Education	1/6/2022	14,305.00
20606	Macie Sweeney-Slick	1/6/2022	340.00
20607	Maestro Performance Products	1/6/2022	290.00
20608	Mari G. Haig	1/6/2022	630.00
20609	Marnie Cooper School of Acting	1/6/2022	350.00
20610	Mary Roberts	1/6/2022	300.00
20611	Math-U-See Inc.	1/6/2022	99.00
20612	Mathnasium of Ladera Ranch	1/6/2022	1,998.00
20613	McColgan & Associates INC	1/6/2022	2,472.50
20614	McKee Music Therapy Services LLC	1/6/2022	552.50
20615	Meredith Barr	1/6/2022	874.50
20616	Metta Blocks LLC	1/6/2022	129.00
20617	Michelle Diniakos	1/6/2022	400.00
20618	Momentum Dance Center LLC 2	1/6/2022	612.00
20619	Morey's Music, Inc.	1/6/2022	178.14
20620	Moving Beyond the Page	1/6/2022	310.78
20621	Mudassarah Chaudhry	1/6/2022	2,410.00
20622	My Sewing Room	1/6/2022	185.00
20623	OnlineG3.com, Inc	1/6/2022	249.00
20624	Open Tent Academy	1/6/2022	460.00
20625	Paul Ciolek	1/6/2022	430.00
20626	Professional Interpreting	1/6/2022	350.00
20627	Ramsey Solutions	1/6/2022	93.20
20628	Rebecca Scott	1/6/2022	177.50
20629	Reshma Solbach	1/6/2022	70.00
20630	Russian School of Mathematics	1/6/2022	239.00
20631	S.T.A.R Academy	1/6/2022	3,267.50
20632	San Diego Gas & Electric	1/6/2022	704.59
20633	San Diego Gas & Electric	1/6/2022	373.20
20634	San Diego Gas & Electric	1/6/2022	744.26
20635	San Diego Gas & Electric	1/6/2022	108.28
20636	Science 2 U	1/6/2022	300.00
20637	Set Apart	1/6/2022	8,050.00
20638	SHI International Corp	1/6/2022	5,000.00
20639	Shoreline Diagnostics, LLC	1/6/2022	9,927.50
20640	Silicon Valley High School, Inc.	1/6/2022	570.00
20641	Singapore Math Inc.	1/6/2022	661.81
20642	Small Talk OC	1/6/2022	6,240.00
20643	Specialized Therapy Services, Inc.	1/6/2022	196,098.80



**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20644	Stagelight Performing Arts	1/6/2022	647.40
20645	Starfall Education Foundation	1/6/2022	105.00
20646	Studies Weekly	1/6/2022	420.71
20647	Teaching Textbooks	1/6/2022	55.08
20648	The LaunchPad Therapy for Kids	1/6/2022	120.00
20649	Transamerica	1/6/2022	3,720.22
20650	Trinity Therapeutic Riding Center	1/6/2022	1,350.00
20651	TWT Sprouts	1/6/2022	1,390.00
20652	Zaner-Bloser, Inc.	1/6/2022	51.91
20653	Adriene Madden Publishing	1/11/2022	185.00
20654	Apple Inc.	1/11/2022	99.00
20655	Bay Alarm Company	1/11/2022	195.00
20656	Bay Alarm Company	1/11/2022	165.00
20657	Bay Alarm Company	1/11/2022	285.00
20658	Camulos Farm	1/11/2022	350.00
20659	Carey Ross	1/11/2022	692.61
20660	Cox Business	1/11/2022	440.39
20661	S.T.A.R Academy	1/11/2022	680.00
20662	Temecula Music Teacher, LLC	1/11/2022	460.00
20663	Voya Financial FBO CalSTRS Pension2	1/11/2022	18,708.00
20664	Shoreline Diagnostics, LLC	1/13/2022	5,550.00
20665	Evamarie Celis	1/18/2022	12.10
20666	Lorena T. Galvan	1/18/2022	9.00
20667	Sandap P. Harley	1/18/2022	1.96
20668	Heather Hemmelgarn	1/18/2022	306.61
20669	Janice Holmes	1/18/2022	93.66
20670	Stephani Knobloch	1/18/2022	78.76
20671	Emily Ludovise	1/18/2022	7.75
20672	Catherine L. McDonald	1/18/2022	38.79
20673	Deborah J. Reichert	1/18/2022	0.86
20674	Eric Tabatabai	1/18/2022	440.89
20675	Vanessa Winkler	1/18/2022	28.18
20676	Creative Outlet PAC	1/19/2022	510.00
20677	Academy of Wrestling, Inc.	1/20/2022	300.00
20678	Alkawthar Learning Center	1/20/2022	5,770.00
20679	American Tiger Martial Arts & Fitness	1/20/2022	278.00
20680	Amy Roncevich	1/20/2022	1,915.00
20681	Anaheim Ballet	1/20/2022	72.00
20682	Aquatic Explorations	1/20/2022	600.00
20683	Ardent Academy for Gifted Youth	1/20/2022	350.00
20684	Art Steps, Inc.	1/20/2022	1,944.00
20685	Art Studio Pillar	1/20/2022	100.00
20686	ARTime, LLC	1/20/2022	4,690.00
20687	Asenza Education YL, LLC	1/20/2022	119.00
20688	Ashleigh Reyes	1/20/2022	840.00
20689	Aspire Art Studios	1/20/2022	461.00
20690	Bailey Dillard	1/20/2022	255.00
20691	Beth Gillis	1/20/2022	65.00
20692	Brain Builders STEM Education, Inc	1/20/2022	933.00
20693	BYU Independent Study	1/20/2022	327.00
20694	C3 Classes	1/20/2022	730.00
20695	Cadenza Music Academy	1/20/2022	300.00
20696	California Music Studios	1/20/2022	500.00
20697	Camulos Farm	1/20/2022	700.00
20698	Carrie Damitz	1/20/2022	220.00

## Cabrillo Point Academy

### Check Register

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20699	Celebration Education	1/20/2022	1,460.00
20700	CF Dance Academy	1/20/2022	60.00
20701	CharterSafe	1/20/2022	43,821.00
20702	Code Ninjas	1/20/2022	485.00
20703	Cody Noriega	1/20/2022	260.00
20704	Cornerstone Therapies	1/20/2022	2,273.00
20705	Corona Music Center	1/20/2022	107.00
20706	Costa Mesa Math Center, LLC	1/20/2022	992.00
20707	CoVerified	1/20/2022	1,000.00
20708	Danelle Pagan	1/20/2022	90.00
20709	De Angelo's Music	1/20/2022	660.00
20710	Dexter Music	1/20/2022	620.00
20711	Edmentum Inc	1/20/2022	748.87
20712	Educational Development Corporation	1/20/2022	749.92
20713	Effectual Educational Consulting Services	1/20/2022	5,212.50
20714	Elemental Science	1/20/2022	25.00
20715	Ethos Jiu Jitsu	1/20/2022	2,147.00
20716	Evolution Swim Academy Mission Viejo LLC	1/20/2022	1,920.40
20717	Express Yourself Therapy	1/20/2022	2,405.00
20718	Fashion Camp - Create Design Sew LLC	1/20/2022	563.00
20719	Fidelity Security Life Insurance Co.	1/20/2022	1,726.92
20720	Final Strike Martial Arts	1/20/2022	170.00
20721	Fine Art Classes, Inc.	1/20/2022	650.36
20722	Firestorm Freerunning and Acrobatics	1/20/2022	6,130.00
20723	Fit 2 Be Free, LLC	1/20/2022	65.00
20724	Freestyle Martial Arts	1/20/2022	229.90
20725	Friends of Leaps & Bounds	1/20/2022	120.00
20726	Fun with Horses	1/20/2022	2,800.00
20727	Function Junction	1/20/2022	1,160.00
20728	Glee Music Academy	1/20/2022	2,278.00
20729	Hannah Heis	1/20/2022	480.00
20730	Hart Academy of Dance	1/20/2022	240.00
20731	HB Gracie JiuJitsu	1/20/2022	2,031.75
20732	IL-Do Taekwondo	1/20/2022	190.00
20733	Image IV Systems	1/20/2022	96.84
20734	ISHARY CORP dba Kumon of Murrieta-Central	1/20/2022	1,020.00
20735	IVCBT	1/20/2022	680.00
20736	J.E.M.S. Dance Center	1/20/2022	1,190.00
20737	Jackris Publishing, LLC	1/20/2022	189.69
20738	Jacob D. Crandall	1/20/2022	362.60
20739	James Boran	1/20/2022	714.00
20740	JDI Dance Company	1/20/2022	560.00
20741	Jonathan Forte	1/20/2022	70.00
20742	Joobilo LLC	1/20/2022	950.00
20743	Jump and Schout Therapy, Inc.	1/20/2022	2,145.00
20744	Karen Ketterer	1/20/2022	117.04
20745	Kaser Arts	1/20/2022	749.00
20746	KCINCO Partners, LLC dba Drama Kids	1/20/2022	850.00
20747	KHS Ice Arena	1/20/2022	680.00
20748	Kick It Up	1/20/2022	522.00
20749	Krav Maga of Orange County LLC	1/20/2022	1,000.00
20750	Kumon of Brea	1/20/2022	540.00
20751	Lakeshore	1/20/2022	301.61
20752	Language Door, Inc.	1/20/2022	259.00
20753	Lauren Ruwe	1/20/2022	362.50

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20754	Learn and Create DBA Crafty School Crates	1/20/2022	154.37
20755	Learn To Rip	1/20/2022	180.00
20756	Learning A-Z	1/20/2022	108.00
20757	Learning Without Tears	1/20/2022	88.54
20758	Lil' Chef School	1/20/2022	1,760.00
20759	Lingo Train LLC	1/20/2022	345.00
20760	Lisa M Palmer	1/20/2022	840.00
20761	Little Passports	1/20/2022	1,818.40
20762	Little Surf Co.	1/20/2022	4,531.00
20763	Live Online Math	1/20/2022	999.46
20764	Lynch Dance Institute	1/20/2022	336.00
20765	Mad Dog Math	1/20/2022	59.94
20766	Mandie Schenkenberger	1/20/2022	605.00
20767	Mari G. Haig	1/20/2022	610.00
20768	Mary Roberts	1/20/2022	300.00
20769	Mary-Jane Smith	1/20/2022	266.56
20770	Math-U-See Inc.	1/20/2022	49.00
20771	Mathnasium of Diamond Bar	1/20/2022	299.00
20772	Mathnasium of Laguna Niguel	1/20/2022	2,592.00
20773	Mathnasium of Mission Viejo	1/20/2022	840.00
20774	Mathnasium of San Clemente	1/20/2022	150.00
20775	Mathnasium of Temecula	1/20/2022	299.00
20776	Mathnasium of Tustin	1/20/2022	660.00
20777	McKee Music Therapy Services LLC	1/20/2022	552.50
20778	Megan Warren	1/20/2022	140.00
20779	Melinda J. Beebe	1/20/2022	996.00
20780	Mercurius Inc.	1/20/2022	173.77
20781	Meredith Barr	1/20/2022	684.50
20782	Mission Viejo Family YMCA	1/20/2022	180.00
20783	Modern Music Studio	1/20/2022	240.00
20784	Modjdeh and Daryoush Akbari	1/20/2022	1,916.94
20785	Money Munchkids	1/20/2022	92.60
20786	Morey's Music, Inc.	1/20/2022	29.69
20787	Moving Beyond the Page	1/20/2022	690.11
20788	Musical Theatre Orange County	1/20/2022	1,040.00
20789	Nazgul Shinn	1/20/2022	246.00
20790	Newport Mesa Riding Center	1/20/2022	680.00
20791	NHC 1997 INC.	1/20/2022	895.00
20792	Oak Meadow Inc.	1/20/2022	415.00
20793	Old Town Artisan Studios	1/20/2022	120.00
20794	Orange County Riding Academy	1/20/2022	2,015.00
20795	Orange County Surf Coaching	1/20/2022	1,000.00
20796	Oscar Azucena	1/20/2022	4,900.00
20797	Oxford Consulting Services, Inc.	1/20/2022	1,426.50
20798	Pacific Ballet Conservatory	1/20/2022	1,524.40
20799	Patrick Hinke	1/20/2022	600.00
20800	PDGA USA, Inc.	1/20/2022	698.00
20801	Pliha Speech & Learning Center	1/20/2022	8,312.50
20802	Power of Leverage Brazilian Jiu Jitsu	1/20/2022	1,390.00
20803	Professional Tutors of America Inc.	1/20/2022	2,878.75
20804	Project Be You	1/20/2022	175.00
20805	Pure Joy Basketball	1/20/2022	240.00
20806	Reading with TLC	1/20/2022	326.69
20807	Ricardo Robledo	1/20/2022	160.00
20808	Riffs Music	1/20/2022	325.00

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20809	Rock Fitness Gym	1/20/2022	60.00
20810	Rockstars of Tomorrow Riverside	1/20/2022	415.00
20811	Russian School of Mathematics	1/20/2022	956.00
20812	Russo, Fleck and Associates	1/20/2022	240.00
20813	Ryan Family YMCA	1/20/2022	120.00
20814	San Diego Gas & Electric	1/20/2022	275.34
20815	School of Rock Huntington Beach	1/20/2022	175.00
20816	School of Rock Santa Ana	1/20/2022	339.00
20817	Science 2 U	1/20/2022	606.00
20818	Segerstrom Center for the Arts	1/20/2022	250.00
20819	Shanelle Gray Studios	1/20/2022	150.00
20820	Shih-Yin Lee	1/20/2022	300.00
20821	Singapore Math Inc.	1/20/2022	584.07
20822	SKY Pediatric Inc.	1/20/2022	1,950.00
20823	SOR Schools VI, LLC	1/20/2022	569.00
20824	South Coast Conservatory	1/20/2022	1,364.00
20825	South OC Hybrid Homeschool	1/20/2022	4,830.00
20826	Stepping Stones Learning Academy	1/20/2022	2,250.00
20827	Studies Weekly	1/20/2022	422.96
20828	Studio H Fine Art	1/20/2022	280.00
20829	Sylvan Learning Center	1/20/2022	350.00
20830	Talentz Inc.	1/20/2022	368.00
20831	Teaching Textbooks	1/20/2022	239.40
20832	The Music Abode	1/20/2022	255.00
20833	The Music Lair	1/20/2022	181.25
20834	The Rage Complex	1/20/2022	350.00
20835	Time Warner Cable	1/20/2022	77.97
20836	Tkd Capistrano Corp.	1/20/2022	300.00
20837	TSW Therapy, Inc	1/20/2022	5,631.25
20838	U.S. Music Lessons	1/20/2022	685.00
20839	USSD Yorba Linda	1/20/2022	500.00
20840	Valley-Wide Elite Gymnastics	1/20/2022	340.00
20841	Valued Voices	1/20/2022	7,102.50
20842	Veronica Gutierrez	1/20/2022	1,130.00
20843	Watersafe Swim School	1/20/2022	1,186.00
20844	West Coast Krav Maga Murrieta	1/20/2022	179.00
20845	West Coast Krav Maga Wildomar	1/20/2022	179.00
20846	Wilson Gabriel Fajardo Molina	1/20/2022	180.00
20847	Yamaha Music Academy of Fountain Valley	1/20/2022	366.00
20848	Youth Care of Utah, Inc.	1/20/2022	17,355.00
20849	Corona Inline	1/24/2022	360.00
20850	Robyn Guerrieri	1/24/2022	46.68
20851	Voya Financial FBO CalSTRS Pension2	1/24/2022	19,572.00
20852	Cameron Brothers Construction Co. LP	1/25/2022	13,376.25
20853	Modern Development Company	1/25/2022	6,866.50
20854	Poway Executive Plaza, LLC	1/25/2022	25,964.56
20856	Amazon Capital Services	1/27/2022	1,135.67
20857	100 Mile Club, Inc	1/28/2022	38.04
20858	A+ In Home Tutors, Inc	1/28/2022	1,382.50
20859	Academy of Ballet Arts	1/28/2022	340.00
20860	Airshine Music School	1/28/2022	453.50
20861	Arts & Learning Conservatory	1/28/2022	450.00
20862	Beach Kids Therapy Center	1/28/2022	2,450.00
20863	Beautiful Feet Books, Inc.	1/28/2022	65.29
20864	Bitsbox	1/28/2022	299.95

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
20865	BookShark	1/28/2022	968.31
20866	Brain Builders STEM Education, Inc	1/28/2022	735.00
20867	Briana Harley	1/28/2022	550.00
20868	Checkmat Fallbrook Brazilian Jiu Jitsu	1/28/2022	360.00
20869	Code Ninjas	1/28/2022	179.00
20870	Creative Outlet PAC	1/28/2022	275.00
20871	Educational Development Corporation	1/28/2022	256.79
20872	Express Yourself Therapy	1/28/2022	1,114.50
20873	Film School 4 Teens	1/28/2022	150.00
20874	Firestorm Galaxy	1/28/2022	550.00
20875	Freckled Frog	1/28/2022	162.50
20876	Hallelujah Tae Kwon Do	1/28/2022	1,900.00
20877	Hands 4 Building, LLC	1/28/2022	295.98
20878	Harbottle Law Group	1/28/2022	6,094.00
20879	Infinity Kids	1/28/2022	6,160.00
20880	Intro 2 Skateboarding	1/28/2022	1,480.00
20881	JDI Dance Company	1/28/2022	275.00
20882	KMO Ventures One LLC	1/28/2022	2,672.00
20883	Kumon of Brea	1/28/2022	270.00
20884	Kumon of Tustin - North	1/28/2022	650.00
20885	Lakeshore	1/28/2022	39.29
20886	Learn and Create DBA Crafty School Crates	1/28/2022	148.80
20887	Learning A-Z	1/28/2022	118.00
20888	Math-U-See Inc.	1/28/2022	366.00
20889	Mathnasium of Ladera Ranch	1/28/2022	1,050.00
20890	Mathnasium of San Clemente	1/28/2022	339.00
20891	Mathnasium of Tustin	1/28/2022	500.00
20892	Michele Liem	1/28/2022	1,460.00
20893	Mike Slayen	1/28/2022	123.00
20894	Momentum Dance Center LLC 2	1/28/2022	162.00
20895	Oak Meadow Inc.	1/28/2022	182.01
20896	OC All-Stars Anaheim - Amanda Morgan	1/28/2022	1,113.00
20897	OC Music and Dance	1/28/2022	592.00
20898	Pacific Ballet Conservatory	1/28/2022	95.18
20899	Pianoforte Music Studio	1/28/2022	710.00
20900	Portal Languages - Mission Viejo	1/28/2022	50.00
20901	Power of Leverage Brazilian Jiu Jitsu	1/28/2022	1,300.00
20902	Russian School of Mathematics	1/28/2022	768.00
20903	Russo, Fleck and Associates	1/28/2022	240.00
20904	Singapore Math Inc.	1/28/2022	1,430.61
20905	Soccer Saints	1/28/2022	168.00
20906	SpanishOne Plus	1/28/2022	2,358.47
20907	Starfall Education Foundation	1/28/2022	70.00
20908	Studies Weekly	1/28/2022	226.19
20909	Success 4 Hoopz	1/28/2022	320.00
20910	Teaching Textbooks	1/28/2022	118.53
20911	The Center Stage Studio	1/28/2022	1,377.50
20912	The Writtenburg Door	1/28/2022	9,053.75
20913	TWT Sprouts	1/28/2022	1,580.00
20914	Office Depot, Inc	1/28/2022	282.47
CPA220106-01	Activities for Learning, Inc.	1/6/2022	21.75
CPA220106-02	All About Learning Press, Inc.	1/6/2022	155.36
CPA220106-03	All About Learning Press, Inc.	1/6/2022	193.02
CPA220106-04	All About Learning Press, Inc.	1/6/2022	24.24
CPA220106-05	Art + Soul Collective	1/6/2022	164.00

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Check Number	Vendor Name	Check Date	Check Amount
CPA220106-06	Art + Soul Collective	1/6/2022	140.00
CPA220106-07	Art + Soul Collective	1/6/2022	140.00
CPA220106-08	Art + Soul Collective	1/6/2022	140.00
CPA220106-09	Art + Soul Collective	1/6/2022	140.00
CPA220106-10	Art + Soul Collective	1/6/2022	140.00
CPA220106-100	Rainbow Resource Center	1/6/2022	33.79
CPA220106-101	Rainbow Resource Center	1/6/2022	178.07
CPA220106-102	Rainbow Resource Center	1/6/2022	15.96
CPA220106-103	Rainbow Resource Center	1/6/2022	15.96
CPA220106-104	Rainbow Resource Center	1/6/2022	46.16
CPA220106-105	Rainbow Resource Center	1/6/2022	59.05
CPA220106-106	Rainbow Resource Center	1/6/2022	60.24
CPA220106-107	Rainbow Resource Center	1/6/2022	80.68
CPA220106-108	Rainbow Resource Center	1/6/2022	140.73
CPA220106-109	Rainbow Resource Center	1/6/2022	51.35
CPA220106-11	Art + Soul Collective	1/6/2022	140.00
CPA220106-110	Rainbow Resource Center	1/6/2022	110.09
CPA220106-111	Rainbow Resource Center	1/6/2022	189.62
CPA220106-112	Rainbow Resource Center	1/6/2022	78.50
CPA220106-113	Rainbow Resource Center	1/6/2022	28.78
CPA220106-114	Rainbow Resource Center	1/6/2022	107.10
CPA220106-115	Rainbow Resource Center	1/6/2022	120.66
CPA220106-116	Rainbow Resource Center	1/6/2022	478.39
CPA220106-117	Rainbow Resource Center	1/6/2022	131.76
CPA220106-118	Rainbow Resource Center	1/6/2022	153.02
CPA220106-119	Rainbow Resource Center	1/6/2022	120.66
CPA220106-12	Art + Soul Collective	1/6/2022	140.00
CPA220106-120	Roos Music	1/6/2022	3,540.00
CPA220106-121	Roos Music	1/6/2022	3,330.00
CPA220106-122	Sara Burdge	1/6/2022	349.60
CPA220106-123	Sara Burdge	1/6/2022	280.00
CPA220106-124	Sara Burdge	1/6/2022	220.00
CPA220106-125	Sara Burdge	1/6/2022	220.00
CPA220106-126	Soaring Minds Education	1/6/2022	1,400.00
CPA220106-127	Spanish Time 123	1/6/2022	360.00
CPA220106-128	Suzanne Silvio	1/6/2022	350.00
CPA220106-129	Suzanne Silvio	1/6/2022	126.00
CPA220106-13	Art of Problem Solving	1/6/2022	63.59
CPA220106-130	Teacher Synergy, LLC	1/6/2022	34.80
CPA220106-131	Teacher Synergy, LLC	1/6/2022	7.50
CPA220106-132	Teacher Synergy, LLC	1/6/2022	4.00
CPA220106-133	Teacher Synergy, LLC	1/6/2022	4.49
CPA220106-134	Teacher Synergy, LLC	1/6/2022	5.50
CPA220106-135	Teacher Synergy, LLC	1/6/2022	15.95
CPA220106-136	Teacher Synergy, LLC	1/6/2022	7.65
CPA220106-137	Teacher Synergy, LLC	1/6/2022	2.50
CPA220106-138	Teacher Synergy, LLC	1/6/2022	46.00
CPA220106-139	Teacher Synergy, LLC	1/6/2022	55.00
CPA220106-14	Art of Problem Solving	1/6/2022	34.49
CPA220106-140	Teacher Synergy, LLC	1/6/2022	16.99
CPA220106-141	Teacher Synergy, LLC	1/6/2022	25.00
CPA220106-142	Teacher Synergy, LLC	1/6/2022	7.20
CPA220106-143	Teacher Synergy, LLC	1/6/2022	97.20
CPA220106-144	Teacher Synergy, LLC	1/6/2022	8.00
CPA220106-145	The Music Factory	1/6/2022	1,317.00

**Cabrillo Point Academy****Check Register**

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Check Number	Vendor Name	Check Date	Check Amount
CPA220106-146	Timberdoodle.com	1/6/2022	84.06
CPA220106-147	Timberdoodle.com	1/6/2022	100.95
CPA220106-148	Timberdoodle.com	1/6/2022	265.84
CPA220106-149	Timberdoodle.com	1/6/2022	402.83
CPA220106-15	Art of Problem Solving	1/6/2022	18.32
CPA220106-150	Tutorloo, Inc. dba Mathnasium of Seal Beach	1/6/2022	339.00
CPA220106-151	ULINE	1/6/2022	477.07
CPA220106-152	ULINE	1/6/2022	59.77
CPA220106-153	Underground Dance Company	1/6/2022	120.00
CPA220106-16	Basurto Music & Academics	1/6/2022	700.00
CPA220106-17	Braille Abilities, LLC	1/6/2022	747.00
CPA220106-18	Braille Abilities, LLC	1/6/2022	3,045.60
CPA220106-19	Braille Abilities, LLC	1/6/2022	3,562.50
CPA220106-20	Breakthrough Sports	1/6/2022	144.00
CPA220106-21	Breakthrough Sports	1/6/2022	140.00
CPA220106-22	Coastal Music Studios	1/6/2022	800.00
CPA220106-23	Code Ninjas Newport Beach	1/6/2022	279.00
CPA220106-24	Creative Academy Tutoring Center LLC	1/6/2022	350.00
CPA220106-25	Creative Academy Tutoring Center LLC	1/6/2022	350.00
CPA220106-26	Creative Academy Tutoring Center LLC	1/6/2022	300.00
CPA220106-27	Creative Academy Tutoring Center LLC	1/6/2022	300.00
CPA220106-28	Creative Academy Tutoring Center LLC	1/6/2022	350.00
CPA220106-29	Creative Academy Tutoring Center LLC	1/6/2022	350.00
CPA220106-30	Creative Academy Tutoring Center LLC	1/6/2022	350.00
CPA220106-31	Dancing Keys Music Studio	1/6/2022	145.00
CPA220106-32	Dancing Keys Music Studio	1/6/2022	162.00
CPA220106-33	Dancing Keys Music Studio	1/6/2022	232.00
CPA220106-34	Dejitaru Karate Dojo	1/6/2022	600.00
CPA220106-35	EMH Sports USA, Inc.	1/6/2022	7,435.00
CPA220106-36	Encore School of Music, Inc	1/6/2022	477.00
CPA220106-37	Erika Vanderspek	1/6/2022	90.00
CPA220106-38	Frazier Martial Arts	1/6/2022	318.00
CPA220106-39	Freedom Choice Education	1/6/2022	350.00
CPA220106-40	Freedom Choice Education	1/6/2022	700.00
CPA220106-41	Freedom Choice Education	1/6/2022	700.00
CPA220106-42	Freedom Choice Education	1/6/2022	350.00
CPA220106-43	Freedom Choice Education	1/6/2022	350.00
CPA220106-44	Freedom Choice Education	1/6/2022	700.00
CPA220106-45	Freedom Choice Education	1/6/2022	350.00
CPA220106-46	Freedom Choice Education	1/6/2022	350.00
CPA220106-47	Freedom Choice Education	1/6/2022	165.00
CPA220106-48	Freedom Choice Education	1/6/2022	250.00
CPA220106-49	Freedom Choice Education	1/6/2022	250.00
CPA220106-50	Freedom Choice Education	1/6/2022	350.00
CPA220106-51	Freedom Choice Education	1/6/2022	700.00
CPA220106-52	Gretchen McKay	1/6/2022	550.00
CPA220106-53	Gryphon Fitness Studio, LLC	1/6/2022	150.00
CPA220106-54	Gymnastics Pacifica	1/6/2022	80.00
CPA220106-55	Hooked on Phonics	1/6/2022	89.42
CPA220106-56	Hooked on Phonics	1/6/2022	174.79
CPA220106-57	Institute for Excellence in Writing	1/6/2022	37.25
CPA220106-58	Institute for Excellence in Writing	1/6/2022	194.10
CPA220106-59	Institute for Excellence in Writing	1/6/2022	36.74
CPA220106-60	Karate For All	1/6/2022	27.50
CPA220106-61	Kathleen Crady	1/6/2022	3,875.50

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Check Number	Vendor Name	Check Date	Check Amount
CPA220106-62	Kathleen Crady	1/6/2022	740.00
CPA220106-63	Kathleen Elliott	1/6/2022	50.00
CPA220106-64	Katie Kohn	1/6/2022	350.00
CPA220106-65	Kumon Center of Mission Viejo-North	1/6/2022	300.00
CPA220106-66	Laura Guerrero	1/6/2022	70.00
CPA220106-67	Law Office of Jennifer McQuarrie	1/6/2022	341.00
CPA220106-68	Logic of English	1/6/2022	319.29
CPA220106-69	Martha Desmond	1/6/2022	591.00
CPA220106-70	MEL Science U.S., LLC	1/6/2022	225.63
CPA220106-71	MEL Science U.S., LLC	1/6/2022	225.63
CPA220106-72	MEL Science U.S., LLC	1/6/2022	214.42
CPA220106-73	MEL Science U.S., LLC	1/6/2022	225.63
CPA220106-74	Melodee Klimala	1/6/2022	50.00
CPA220106-75	Melodee Klimala	1/6/2022	80.00
CPA220106-76	Nancy Watilo	1/6/2022	280.00
CPA220106-77	Office Depot, Inc	1/6/2022	30.16
CPA220106-78	Office Depot, Inc	1/6/2022	52.56
CPA220106-79	Office Depot, Inc	1/6/2022	152.35
CPA220106-80	Oku Education Inc	1/6/2022	10,805.94
CPA220106-81	Pakua LLC	1/6/2022	120.00
CPA220106-82	Peace Hill Classical Co-Op LLC	1/6/2022	500.00
CPA220106-83	Peace Hill Classical Co-Op LLC	1/6/2022	500.00
CPA220106-84	Peace Hill Classical Co-Op LLC	1/6/2022	250.00
CPA220106-85	Peace Hill Classical Co-Op LLC	1/6/2022	800.00
CPA220106-86	Peace Hill Classical Co-Op LLC	1/6/2022	250.00
CPA220106-87	Peace Hill Classical Co-Op LLC	1/6/2022	500.00
CPA220106-88	Peace Hill Classical Co-Op LLC	1/6/2022	500.00
CPA220106-89	Peace Hill Classical Co-Op LLC	1/6/2022	500.00
CPA220106-90	Peace Hill Classical Co-Op LLC	1/6/2022	250.00
CPA220106-91	Peace Hill Classical Co-Op LLC	1/6/2022	500.00
CPA220106-92	Peace Hill Classical Co-Op LLC	1/6/2022	250.00
CPA220106-93	Peace Hill Classical Co-Op LLC	1/6/2022	750.00
CPA220106-94	Peace Hill Classical Co-Op LLC	1/6/2022	1,050.00
CPA220106-95	Peace Hill Classical Co-Op LLC	1/6/2022	250.00
CPA220106-96	Peace Hill Classical Co-Op LLC	1/6/2022	250.00
CPA220106-97	Phoenix Feather Academy of Music	1/6/2022	1,091.00
CPA220106-98	Play Your Part, Inc	1/6/2022	190.00
CPA220106-99	Rainbow Resource Center	1/6/2022	415.19
CPA220111-01	Braille Abilities, LLC	1/11/2022	352.50
CPA220111-02	Charter Impact, Inc.	1/11/2022	63,397.00
CPA220111-03	Charter Impact, Inc.	1/11/2022	162.59
CPA220111-04	Amazon Capital Services	1/11/2022	21.52
CPA220111-05	Amazon Capital Services	1/11/2022	127.18
CPA220111-06	Amazon Capital Services	1/11/2022	1,767.43
CPA220111-07	Amazon Capital Services	1/11/2022	519.31
CPA220111-08	Amazon Capital Services	1/11/2022	1,293.60
CPA220111-09	Amazon Capital Services	1/11/2022	2,556.40
CPA220111-10	Amazon Capital Services	1/11/2022	121.01
CPA220111-11	Amazon Capital Services	1/11/2022	113.00
CPA220113-01	Amazon Capital Services	1/13/2022	36,881.46
CPA220118-01	Amazon Capital Services	1/18/2022	21.52
CPA220118-02	Amazon Capital Services	1/18/2022	10.44
CPA220118-03	Amazon Capital Services	1/18/2022	377.10
CPA220118-04	Amazon Capital Services	1/18/2022	23,045.41
CPA220120-01	A Tree of Knowledge Educational Services, Inc.	1/20/2022	650.00



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Check Number	Vendor Name	Check Date	Check Amount
CPA220120-02	A Tree of Knowledge Educational Services, Inc.	1/20/2022	1,387.50
CPA220120-03	A Tree of Knowledge Educational Services, Inc.	1/20/2022	1,250.00
CPA220120-04	All About Learning Press, Inc.	1/20/2022	195.06
CPA220120-05	All About Learning Press, Inc.	1/20/2022	171.52
CPA220120-06	American Martial Arts Academy - 2 (Placentia Campus)	1/20/2022	229.00
CPA220120-07	Angelina L Mosley	1/20/2022	820.00
CPA220120-08	AOPS Academy	1/20/2022	549.00
CPA220120-09	Aqua Tots LA LLC	1/20/2022	124.00
CPA220120-10	Aqua Tots LA LLC	1/20/2022	236.00
CPA220120-100	Pacific Coast Academy	1/20/2022	148,102.75
CPA220120-101	Pacific Coast Academy	1/20/2022	2,223.05
CPA220120-102	Pakua LLC	1/20/2022	104.00
CPA220120-103	Pakua LLC	1/20/2022	104.00
CPA220120-104	Pakua LLC	1/20/2022	80.00
CPA220120-105	Pakua LLC	1/20/2022	120.00
CPA220120-106	Pakua LLC	1/20/2022	80.00
CPA220120-107	Pakua LLC	1/20/2022	120.00
CPA220120-108	Pakua LLC	1/20/2022	90.00
CPA220120-109	Pakua LLC	1/20/2022	90.00
CPA220120-11	Aqua Tots LA LLC	1/20/2022	124.00
CPA220120-110	Pakua LLC	1/20/2022	90.00
CPA220120-111	Pakua LLC	1/20/2022	90.00
CPA220120-112	Peace Hill Classical Co-Op LLC	1/20/2022	800.00
CPA220120-113	Peace Hill Press, Inc. dba Well Trained Mind Press	1/20/2022	20.70
CPA220120-114	Pony Hayvin Ranch	1/20/2022	325.00
CPA220120-115	Pony Hayvin Ranch	1/20/2022	325.00
CPA220120-116	Pony Hayvin Ranch	1/20/2022	190.00
CPA220120-117	Pony Hayvin Ranch	1/20/2022	190.00
CPA220120-118	Rainbow Resource Center	1/20/2022	252.06
CPA220120-119	Rainbow Resource Center	1/20/2022	131.76
CPA220120-12	Aqua Tots LA LLC	1/20/2022	124.00
CPA220120-120	Rainbow Resource Center	1/20/2022	44.24
CPA220120-121	Rainbow Resource Center	1/20/2022	119.93
CPA220120-122	Rainbow Resource Center	1/20/2022	81.82
CPA220120-123	Rainbow Resource Center	1/20/2022	61.32
CPA220120-124	Rainbow Resource Center	1/20/2022	44.24
CPA220120-125	Rainbow Resource Center	1/20/2022	85.37
CPA220120-126	Rainbow Resource Center	1/20/2022	333.32
CPA220120-127	Rainbow Resource Center	1/20/2022	15.55
CPA220120-128	Rainbow Resource Center	1/20/2022	385.44
CPA220120-129	Rainbow Resource Center	1/20/2022	49.72
CPA220120-13	Aqua Tots LA LLC	1/20/2022	470.00
CPA220120-130	Rainbow Resource Center	1/20/2022	391.18
CPA220120-131	Rainbow Resource Center	1/20/2022	151.88
CPA220120-132	Rainbow Resource Center	1/20/2022	39.04
CPA220120-133	Rainbow Resource Center	1/20/2022	166.03
CPA220120-134	Rainbow Resource Center	1/20/2022	45.16
CPA220120-135	Rainbow Resource Center	1/20/2022	73.59
CPA220120-136	Rainbow Resource Center	1/20/2022	21.45
CPA220120-137	Rainbow Resource Center	1/20/2022	225.57
CPA220120-138	Randall Music School	1/20/2022	114.58
CPA220120-139	Roos Music	1/20/2022	2,589.00
CPA220120-14	Aqua Tots LA LLC	1/20/2022	149.00
CPA220120-140	Roos Music	1/20/2022	4,603.00
CPA220120-141	San Diego Craft Collective	1/20/2022	745.00

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Check Number	Vendor Name	Check Date	Check Amount
CPA220120-142	Sandra Jaramillo	1/20/2022	3,050.00
CPA220120-143	Savvas Learning Company LLC	1/20/2022	29.06
CPA220120-144	Soaring Minds Education	1/20/2022	530.00
CPA220120-145	Suzanne Silvio	1/20/2022	336.00
CPA220120-146	Suzanne Silvio	1/20/2022	224.00
CPA220120-147	Teacher Synergy, LLC	1/20/2022	171.30
CPA220120-148	Teacher Synergy, LLC	1/20/2022	11.03
CPA220120-149	Teacher Synergy, LLC	1/20/2022	62.95
CPA220120-15	Aqua Tots LA LLC	1/20/2022	199.00
CPA220120-150	Teacher Synergy, LLC	1/20/2022	35.00
CPA220120-151	The Critical Thinking Co.	1/20/2022	19.94
CPA220120-152	Timberdoodle.com	1/20/2022	183.96
CPA220120-153	Timberdoodle.com	1/20/2022	121.70
CPA220120-154	Timberdoodle.com	1/20/2022	57.69
CPA220120-155	Time4Learning	1/20/2022	2,055.95
CPA220120-156	Vasilios Tsounis	1/20/2022	140.00
CPA220120-157	Veronica Anne Rowland	1/20/2022	100.00
CPA220120-158	Veronica Anne Rowland	1/20/2022	100.00
CPA220120-159	Veronica Anne Rowland	1/20/2022	300.00
CPA220120-16	Aqua Tots ORANGE LLC	1/20/2022	124.00
CPA220120-160	Veronica Anne Rowland	1/20/2022	100.00
CPA220120-161	Veronica Anne Rowland	1/20/2022	100.00
CPA220120-162	White Dragon Martial Arts	1/20/2022	149.00
CPA220120-163	WM Music Lessons	1/20/2022	3,800.00
CPA220120-164	Wonder Crate	1/20/2022	95.80
CPA220120-165	Wonder Crate	1/20/2022	272.10
CPA220120-166	Amazon Capital Services	1/20/2022	968.50
CPA220120-167	Amazon Capital Services	1/20/2022	193.70
CPA220120-168	Amazon Capital Services	1/20/2022	12.23
CPA220120-169	Amazon Capital Services	1/20/2022	22.59
CPA220120-17	Aqua Tots ORANGE LLC	1/20/2022	124.00
CPA220120-170	Amazon Capital Services	1/20/2022	108.67
CPA220120-171	Amazon Capital Services	1/20/2022	47.27
CPA220120-172	Amazon Capital Services	1/20/2022	968.50
CPA220120-173	Amazon Capital Services	1/20/2022	197.61
CPA220120-174	Amazon Capital Services	1/20/2022	774.80
CPA220120-175	Amazon Capital Services	1/20/2022	22.59
CPA220120-176	Amazon Capital Services	1/20/2022	968.50
CPA220120-18	Aqua Tots ORANGE LLC	1/20/2022	430.00
CPA220120-19	Aqua Tots ORANGE LLC	1/20/2022	226.00
CPA220120-20	Aqua Tots ORANGE LLC	1/20/2022	225.00
CPA220120-21	Aqua Tots ORANGE LLC	1/20/2022	124.00
CPA220120-22	Aqua Tots ORANGE LLC	1/20/2022	124.00
CPA220120-23	Art of Problem Solving	1/20/2022	96.00
CPA220120-24	Blake Litschke	1/20/2022	60.00
CPA220120-25	Blake Litschke	1/20/2022	120.00
CPA220120-26	Blake Litschke	1/20/2022	120.00
CPA220120-27	Blake Litschke	1/20/2022	270.00
CPA220120-28	Blake Litschke	1/20/2022	300.00
CPA220120-29	Blake Litschke	1/20/2022	120.00
CPA220120-30	Blake Litschke	1/20/2022	240.00
CPA220120-31	Braille Abilities, LLC	1/20/2022	24,621.40
CPA220120-32	Braille Abilities, LLC	1/20/2022	5,706.10
CPA220120-33	Bre Wood	1/20/2022	100.00
CPA220120-34	Bre Wood	1/20/2022	100.00

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220120-35	Brenda Harp	1/20/2022	180.00
CPA220120-36	Carlson Gracie Westminster	1/20/2022	375.00
CPA220120-37	Charlot Gymnastics	1/20/2022	93.00
CPA220120-38	Charter Impact, Inc.	1/20/2022	150.00
CPA220120-39	Charter Impact, Inc.	1/20/2022	100.00
CPA220120-40	Code Ninjas Encinitas	1/20/2022	180.00
CPA220120-41	Code Ninjas Encinitas	1/20/2022	360.00
CPA220120-42	EMH Sports USA, Inc.	1/20/2022	175.00
CPA220120-43	Focus Dance Center	1/20/2022	140.00
CPA220120-44	Focus Dance Center	1/20/2022	80.00
CPA220120-45	Freedom Choice Education	1/20/2022	700.00
CPA220120-46	Freedom Choice Education	1/20/2022	350.00
CPA220120-47	Freedom Choice Education	1/20/2022	350.00
CPA220120-48	Freedom Choice Education	1/20/2022	700.00
CPA220120-49	Greenwave Surf	1/20/2022	490.00
CPA220120-50	Institute for Excellence in Writing	1/20/2022	326.29
CPA220120-51	Jenny Del Greco	1/20/2022	960.00
CPA220120-52	Jenny Tu	1/20/2022	905.00
CPA220120-53	Kara A. Ahmann	1/20/2022	140.00
CPA220120-54	Karate For All	1/20/2022	33.00
CPA220120-55	Karate For All	1/20/2022	25.00
CPA220120-56	Karate For All	1/20/2022	180.00
CPA220120-57	Karate For All	1/20/2022	100.00
CPA220120-58	Karate For All	1/20/2022	110.00
CPA220120-59	Karate For All	1/20/2022	132.00
CPA220120-60	Karate For All	1/20/2022	154.00
CPA220120-61	Karate For All	1/20/2022	132.00
CPA220120-62	Kathleen Elliott	1/20/2022	350.00
CPA220120-63	Kathleen Elliott	1/20/2022	200.00
CPA220120-64	Kathleen Elliott	1/20/2022	200.00
CPA220120-65	Kathleen Elliott	1/20/2022	200.00
CPA220120-66	Kathleen Elliott	1/20/2022	50.00
CPA220120-67	Katie Kohn	1/20/2022	350.00
CPA220120-68	Katie Kohn	1/20/2022	700.00
CPA220120-69	Katie Kohn	1/20/2022	350.00
CPA220120-70	Katie Kohn	1/20/2022	350.00
CPA220120-71	KiwiCo, Inc.	1/20/2022	7,581.97
CPA220120-72	KiwiCo, Inc.	1/20/2022	1,661.49
CPA220120-73	Laurel P. Evans	1/20/2022	1,305.00
CPA220120-74	Laurel P. Evans	1/20/2022	78.43
CPA220120-75	Lauren Niggel	1/20/2022	180.00
CPA220120-76	Liliana Harris	1/20/2022	150.00
CPA220120-77	Mary Rose Anderson	1/20/2022	1,100.00
CPA220120-78	MEL Science U.S., LLC	1/20/2022	225.63
CPA220120-79	Nancy Watilo	1/20/2022	280.00
CPA220120-80	Nancy Watilo	1/20/2022	350.00
CPA220120-81	OC All Stars Cheer & Dance, Inc	1/20/2022	76.00
CPA220120-82	OC All Stars Cheer & Dance, Inc	1/20/2022	88.00
CPA220120-83	Office Depot, Inc	1/20/2022	7.03
CPA220120-84	Office Depot, Inc	1/20/2022	118.51
CPA220120-85	Office Depot, Inc	1/20/2022	36.58
CPA220120-86	Office Depot, Inc	1/20/2022	27.80
CPA220120-87	Oku Education Inc	1/20/2022	576.00
CPA220120-88	Olympia Training Center	1/20/2022	1,690.00
CPA220120-89	One-on-One Tutoring	1/20/2022	350.00

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220120-90	One-on-One Tutoring	1/20/2022	350.00
CPA220120-91	One-on-One Tutoring	1/20/2022	350.00
CPA220120-92	One-on-One Tutoring	1/20/2022	250.00
CPA220120-93	One-on-One Tutoring	1/20/2022	250.00
CPA220120-94	One-on-One Tutoring	1/20/2022	250.00
CPA220120-95	One-on-One Tutoring	1/20/2022	200.00
CPA220120-96	Optimus Brazilian JiuJitsu	1/20/2022	320.00
CPA220120-97	Pacific Coast Academy	1/20/2022	2,411.26
CPA220120-98	Pacific Coast Academy	1/20/2022	416.66
CPA220120-99	Pacific Coast Academy	1/20/2022	4,182.64
CPA220125-01	Amazon Capital Services	1/25/2022	22.81
CPA220125-02	Amazon Capital Services	1/25/2022	32,824.48
CPA220125-03	Amazon Capital Services	1/25/2022	22.59
CPA220125-04	Amazon Capital Services	1/25/2022	109.36
CPA220128-01	Alena Berg Music Studios	1/28/2022	360.00
CPA220128-02	All About Learning Press, Inc.	1/28/2022	146.52
CPA220128-03	Aqua Tots LA LLC	1/28/2022	136.00
CPA220128-04	Aqua Tots LA LLC	1/28/2022	149.00
CPA220128-05	Art of Problem Solving	1/28/2022	116.40
CPA220128-06	Art of Problem Solving	1/28/2022	96.00
CPA220128-07	ATG, Inc. DBA Urban Workshop	1/28/2022	799.00
CPA220128-08	Benjamin Wachman	1/28/2022	160.00
CPA220128-09	Braille Abilities, LLC	1/28/2022	22,823.85
CPA220128-10	Braille Abilities, LLC	1/28/2022	8,041.75
CPA220128-100	Teacher Synergy, LLC	1/28/2022	6.74
CPA220128-101	Teacher Synergy, LLC	1/28/2022	2.25
CPA220128-102	The Music Factory	1/28/2022	671.00
CPA220128-103	Timberdoodle.com	1/28/2022	482.67
CPA220128-104	Timberdoodle.com	1/28/2022	111.78
CPA220128-105	Timberdoodle.com	1/28/2022	68.33
CPA220128-106	Wieser Educational	1/28/2022	32.69
CPA220128-11	EMH Sports USA, Inc.	1/28/2022	5,185.00
CPA220128-12	Freedom Choice Education	1/28/2022	700.00
CPA220128-13	Freedom Choice Education	1/28/2022	350.00
CPA220128-14	Freedom Choice Education	1/28/2022	700.00
CPA220128-15	Freedom Choice Education	1/28/2022	350.00
CPA220128-16	Freedom Choice Education	1/28/2022	700.00
CPA220128-17	Freedom Choice Education	1/28/2022	350.00
CPA220128-18	Freedom Choice Education	1/28/2022	700.00
CPA220128-19	Freedom Choice Education	1/28/2022	350.00
CPA220128-20	Global Teletherapy	1/28/2022	57,512.00
CPA220128-21	Institute for Excellence in Writing	1/28/2022	215.65
CPA220128-22	Jonathan Brown	1/28/2022	140.00
CPA220128-23	Karate For All	1/28/2022	154.00
CPA220128-24	Karate For All	1/28/2022	55.00
CPA220128-25	Karate For All	1/28/2022	180.00
CPA220128-26	Karate For All	1/28/2022	132.00
CPA220128-27	Karate For All	1/28/2022	110.00
CPA220128-28	Katie Kohn	1/28/2022	350.00
CPA220128-29	Katie Kohn	1/28/2022	350.00
CPA220128-30	Liliana Harris	1/28/2022	150.00
CPA220128-31	Liliana Harris	1/28/2022	180.00
CPA220128-32	Liliana Harris	1/28/2022	150.00
CPA220128-33	Liliana Harris	1/28/2022	150.00
CPA220128-34	Miwako Watanabe of Studio Mieux-Mieux	1/28/2022	124.00

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220128-35	Mr. D Math, LLC	1/28/2022	1,558.00
CPA220128-36	MusicPaige Studio	1/28/2022	555.00
CPA220128-37	One-on-One Tutoring	1/28/2022	350.00
CPA220128-38	One-on-One Tutoring	1/28/2022	350.00
CPA220128-39	One-on-One Tutoring	1/28/2022	350.00
CPA220128-40	One-on-One Tutoring	1/28/2022	350.00
CPA220128-41	Pacific Coast Academy	1/28/2022	10,973.22
CPA220128-42	Pacific Coast Academy	1/28/2022	2,966.64
CPA220128-43	Pacific Coast Academy	1/28/2022	3,316.63
CPA220128-44	Pacific Coast Academy	1/28/2022	4,004.13
CPA220128-45	Pacific Coast Academy	1/28/2022	3,741.63
CPA220128-46	Pakua LLC	1/28/2022	120.00
CPA220128-47	Pakua LLC	1/28/2022	80.00
CPA220128-48	Rainbow Resource Center	1/28/2022	85.37
CPA220128-49	Rainbow Resource Center	1/28/2022	202.81
CPA220128-50	Rainbow Resource Center	1/28/2022	41.05
CPA220128-51	Rainbow Resource Center	1/28/2022	64.17
CPA220128-52	Rainbow Resource Center	1/28/2022	120.66
CPA220128-53	Rainbow Resource Center	1/28/2022	42.13
CPA220128-54	Rainbow Resource Center	1/28/2022	21.67
CPA220128-55	Rainbow Resource Center	1/28/2022	28.82
CPA220128-56	Rainbow Resource Center	1/28/2022	206.06
CPA220128-57	Rainbow Resource Center	1/28/2022	36.65
CPA220128-58	Rainbow Resource Center	1/28/2022	12.88
CPA220128-59	Rainbow Resource Center	1/28/2022	49.52
CPA220128-60	Rainbow Resource Center	1/28/2022	58.95
CPA220128-61	Rainbow Resource Center	1/28/2022	230.08
CPA220128-62	Rainbow Resource Center	1/28/2022	32.89
CPA220128-63	Rainbow Resource Center	1/28/2022	19.19
CPA220128-64	Rainbow Resource Center	1/28/2022	699.51
CPA220128-65	Rainbow Resource Center	1/28/2022	27.96
CPA220128-66	Rainbow Resource Center	1/28/2022	24.69
CPA220128-67	Rainbow Resource Center	1/28/2022	62.42
CPA220128-68	Richter Academy of Classical Dance & Pilates	1/28/2022	295.00
CPA220128-69	Richter Academy of Classical Dance & Pilates	1/28/2022	295.00
CPA220128-70	Richter Academy of Classical Dance & Pilates	1/28/2022	350.00
CPA220128-71	Richter Academy of Classical Dance & Pilates	1/28/2022	350.00
CPA220128-72	Richter Academy of Classical Dance & Pilates	1/28/2022	350.00
CPA220128-73	Richter Academy of Classical Dance & Pilates	1/28/2022	120.00
CPA220128-74	Richter Academy of Classical Dance & Pilates	1/28/2022	300.00
CPA220128-75	Richter Academy of Classical Dance & Pilates	1/28/2022	300.00
CPA220128-76	Richter Academy of Classical Dance & Pilates	1/28/2022	295.00
CPA220128-77	Richter Academy of Classical Dance & Pilates	1/28/2022	295.00
CPA220128-78	Richter Academy of Classical Dance & Pilates	1/28/2022	350.00
CPA220128-79	Richter Academy of Classical Dance & Pilates	1/28/2022	350.00
CPA220128-80	Richter Academy of Classical Dance & Pilates	1/28/2022	350.00
CPA220128-81	Roberta Lenert	1/28/2022	225.00
CPA220128-82	Roos Music	1/28/2022	4,945.00
CPA220128-83	Roos Music	1/28/2022	3,155.00
CPA220128-84	Roos Music	1/28/2022	1,840.00
CPA220128-85	School Pathways, LLC	1/28/2022	56,901.57
CPA220128-86	School Pathways, LLC	1/28/2022	678.00
CPA220128-87	Teacher Synergy, LLC	1/28/2022	70.00
CPA220128-88	Teacher Synergy, LLC	1/28/2022	35.60
CPA220128-89	Teacher Synergy, LLC	1/28/2022	6.00

**Cabrillo Point Academy****Check Register**

For the period ended January 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220128-90	Teacher Synergy, LLC	1/28/2022	8.60
CPA220128-91	Teacher Synergy, LLC	1/28/2022	172.83
CPA220128-92	Teacher Synergy, LLC	1/28/2022	119.84
CPA220128-93	Teacher Synergy, LLC	1/28/2022	23.00
CPA220128-94	Teacher Synergy, LLC	1/28/2022	18.00
CPA220128-95	Teacher Synergy, LLC	1/28/2022	4.50
CPA220128-96	Teacher Synergy, LLC	1/28/2022	5.00
CPA220128-97	Teacher Synergy, LLC	1/28/2022	32.78
CPA220128-98	Teacher Synergy, LLC	1/28/2022	40.50
CPA220128-99	Teacher Synergy, LLC	1/28/2022	30.60
Total Disbursements in January			<u>1,443,627.99</u>

**Cabrillo Point Academy**
**Accounts Payable Aging**
**January 31, 2022**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
A+ In Home Tutors, Inc	6359	12/7/2021	1/6/2022	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ 350
A+ In Home Tutors, Inc	6361	12/7/2021	1/6/2022	-	179	-	-	-	179
A+ In Home Tutors, Inc	6449	12/12/2021	1/11/2022	-	33	-	-	-	33
ACES	4274494	1/20/2022	2/3/2022	1,725	-	-	-	-	1,725
Acting Academy for Kids	Nov2021	1/18/2022	2/17/2022	105	-	-	-	-	105
Adriene Madden Publishing	BITDec2021	1/14/2022	2/13/2022	40	-	-	-	-	40
Adriene Madden Publishing	BrTDec2021	1/14/2022	2/13/2022	140	-	-	-	-	140
Adriene Madden Publishing	DGDec2021	1/14/2022	2/13/2022	175	-	-	-	-	175
Adriene Madden Publishing	EMDec2021	1/14/2022	2/13/2022	105	-	-	-	-	105
Adriene Madden Publishing	KKDec2021	1/14/2022	2/13/2022	105	-	-	-	-	105
Aidas Rekllys	011522003	1/15/2022	2/14/2022	249	-	-	-	-	249
All About Learning Press, Inc.	909886	1/13/2022	3/14/2022	128	-	-	-	-	128
All About Learning Press, Inc.	909908	1/14/2022	3/15/2022	99	-	-	-	-	99
Amanda Gifford	76	1/19/2022	2/18/2022	830	-	-	-	-	830
Amazing Athletes Inland Empire	4812	1/1/2022	1/1/2022	-	48	-	-	-	48
Amazon Capital Services	11TL-PLVT-1CGH	1/26/2022	3/27/2022	377	-	-	-	-	377
Amazon Capital Services	137W-QDMY-1MFM	1/20/2022	3/21/2022	6	-	-	-	-	6
Amazon Capital Services	14FK-GVL3-QDVL	1/26/2022	3/27/2022	160	-	-	-	-	160
Amazon Capital Services	16P1-G7L9-6HC4	1/21/2022	3/22/2022	1,067	-	-	-	-	1,067
Amazon Capital Services	191X-P4T7-CF3Q	1/25/2022	3/26/2022	(43)	-	-	-	-	(43)
Amazon Capital Services	191X-P4T7-T9F6	1/26/2022	3/27/2022	(70)	-	-	-	-	(70)
Amazon Capital Services	19M6-KF6N-9DC1	1/23/2022	3/24/2022	19	-	-	-	-	19
Amazon Capital Services	1DWM-JDKG-TNLF	1/15/2022	3/16/2022	102	-	-	-	-	102
Amazon Capital Services	1J3H-MRW4-4P49	1/26/2022	3/27/2022	(25)	-	-	-	-	(25)
Amazon Capital Services	1PQM-7TKX-VDFL	1/26/2022	3/27/2022	(12)	-	-	-	-	(12)
Amazon Capital Services	1RWG-XKG3-HHKN	1/24/2022	3/25/2022	28,637	-	-	-	-	28,637
Amy Roncevich	641	1/21/2022	2/20/2022	80	-	-	-	-	80
Apple Inc.	AH14786190	1/17/2022	2/16/2022	99	-	-	-	-	99
Apple Inc.	AH15020462	1/18/2022	2/17/2022	262	-	-	-	-	262
Apple Inc.	AH15889735	1/20/2022	2/19/2022	99	-	-	-	-	99
Art of Problem Solving	224011	1/18/2022	2/17/2022	127	-	-	-	-	127
Art of Problem Solving	224057	1/20/2022	2/19/2022	96	-	-	-	-	96
Art of Problem Solving	224058	1/20/2022	2/19/2022	96	-	-	-	-	96
Beautiful Feet Books, Inc.	16223	1/13/2022	2/12/2022	290	-	-	-	-	290
Beautiful Feet Books, Inc.	16245	1/19/2022	2/18/2022	1,060	-	-	-	-	1,060
Bitsbox	4354	1/14/2022	2/13/2022	99	-	-	-	-	99
BookShark	31182335	11/2/2021	12/2/2021	-	-	6	-	-	6
BookShark	31184255	11/19/2021	12/19/2021	-	-	10	-	-	10
BookShark	31184256	11/19/2021	12/19/2021	-	-	10	-	-	10
BookShark	31184257	11/19/2021	12/19/2021	-	-	10	-	-	10
BookShark	BI0000678	1/13/2022	2/12/2022	203	-	-	-	-	203
BookShark	BI0000163	12/14/2021	1/13/2022	-	866	-	-	-	866
Brave Writer LLC	CPA-44873	1/1/2022	1/1/2022	-	198	-	-	-	198

**Cabrillo Point Academy**
**Accounts Payable Aging**

January 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Bre Wood	114	1/4/2022	2/3/2022	100	-	-	-	-	100
Bre Wood	116	1/4/2022	2/3/2022	100	-	-	-	-	100
Bre Wood	118	1/4/2022	2/3/2022	100	-	-	-	-	100
Britany Callahan	CAL45	1/1/2022	1/31/2022	360	-	-	-	-	360
Cadence Dance Project	0050	1/15/2022	2/14/2022	65	-	-	-	-	65
California Music Studios	KM1006Jur1	1/19/2022	2/18/2022	80	-	-	-	-	80
Catherine Croisette	174	1/21/2022	2/20/2022	180	-	-	-	-	180
Catherine Croisette	175	1/21/2022	2/20/2022	180	-	-	-	-	180
Christina Ranes	Jan-22	1/17/2022	2/16/2022	320	-	-	-	-	320
Deborah Hotchkiss	17	1/18/2022	2/17/2022	920	-	-	-	-	920
Department of Parks and Recreation	DEPA011822	1/18/2022	2/17/2022	203	-	-	-	-	203
Devon Ohlwiler	1002	1/18/2022	2/17/2022	544	-	-	-	-	544
Devon Ohlwiler	1004	1/20/2022	2/19/2022	544	-	-	-	-	544
Educational Development Corporation	DIR0572927	1/20/2022	2/19/2022	134	-	-	-	-	134
Elemental Science	IN-4039	1/17/2022	2/16/2022	125	-	-	-	-	125
Evan-Moor	INV336596	1/20/2022	2/19/2022	106	-	-	-	-	106
Evolution Swim Academy Mission Viejo LLC	1103	1/19/2022	2/18/2022	1,686	-	-	-	-	1,686
Frazier Martial Arts	127	1/18/2022	2/17/2022	189	-	-	-	-	189
Freedom Choice Education	61	1/19/2022	2/18/2022	350	-	-	-	-	350
Freedom Choice Education	62	1/20/2022	2/19/2022	350	-	-	-	-	350
Guo's Elite dba World Elite Gymnastics RSM	12022	1/19/2022	2/18/2022	1,136	-	-	-	-	1,136
Guo's Elite dba World Elite Gymnastics RSM	122021	1/19/2022	2/18/2022	1,576	-	-	-	-	1,576
Gymnastics Pacifica	KH0120222	1/20/2022	2/19/2022	300	-	-	-	-	300
Hands 4 Building, LLC	2890	1/20/2022	2/19/2022	148	-	-	-	-	148
Hands 4 Building, LLC	2891	1/20/2022	2/19/2022	256	-	-	-	-	256
Hands 4 Building, LLC	2892	1/20/2022	2/19/2022	148	-	-	-	-	148
HBCO LLC	1255553	1/18/2022	2/17/2022	120	-	-	-	-	120
Heather Brinson	1052122	1/10/2022	2/9/2022	1,100	-	-	-	-	1,100
Holly Dodson	JAN22-CPA	1/18/2022	2/17/2022	4,099	-	-	-	-	4,099
Home Science Tools	000385503	1/14/2022	2/13/2022	94	-	-	-	-	94
Home Science Tools	000385505	1/14/2022	2/13/2022	93	-	-	-	-	93
Home Science Tools	000385524	1/14/2022	2/13/2022	45	-	-	-	-	45
Home Science Tools	000387279	1/19/2022	2/18/2022	15	-	-	-	-	15
Homeschool Concierge	690	9/26/2019	10/26/2019	-	-	-	-	(15,640)	(15,640)
Institute for Excellence in Writing	872071	1/17/2022	2/17/2022	323	-	-	-	-	323
Institute for Excellence in Writing	872764	1/20/2022	2/20/2022	205	-	-	-	-	205
Institute for Excellence in Writing	873173	1/20/2022	2/20/2022	93	-	-	-	-	93
Institute for Excellence in Writing	873218	1/20/2022	2/20/2022	37	-	-	-	-	37
Institute for Excellence in Writing	873221	1/20/2022	2/20/2022	26	-	-	-	-	26
Institute for Excellence in Writing	873227	1/20/2022	2/20/2022	44	-	-	-	-	44
Institute for Excellence in Writing	873230	1/20/2022	2/20/2022	44	-	-	-	-	44
Interval Music	123121	12/31/2021	1/30/2022	-	1,190	-	-	-	1,190
ISHARY CORP dba Kumon of Murrieta-Central	012022CPA	1/14/2022	2/13/2022	640	-	-	-	-	640



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Jacaranda Music Studios, LLC	12610	1/18/2022	1/18/2022	-	100	-	-	-	100
Jacaranda Music Studios, LLC	12611	1/18/2022	1/18/2022	-	100	-	-	-	100
Jacaranda Music Studios, LLC	12612	1/18/2022	1/18/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12613	1/18/2022	1/18/2022	-	65	-	-	-	65
Jacaranda Music Studios, LLC	12614	1/18/2022	1/18/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12615	1/18/2022	1/18/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12616	1/18/2022	1/18/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12617	1/18/2022	1/18/2022	-	100	-	-	-	100
Jacaranda Music Studios, LLC	12618	1/18/2022	1/18/2022	-	100	-	-	-	100
Jacaranda Music Studios, LLC	12619	1/18/2022	1/18/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12620	1/18/2022	1/18/2022	-	195	-	-	-	195
Jacaranda Music Studios, LLC	12621	1/18/2022	1/18/2022	-	130	-	-	-	130
Jacqueline Stemmer	2021-001	9/8/2021	10/8/2021	-	-	-	-	350	350
Jacqueline Stemmer	2021-002	11/8/2021	12/8/2021	-	-	350	-	-	350
James Wigglesworth	11	1/18/2022	1/18/2022	-	600	-	-	-	600
James Wigglesworth	12	1/18/2022	2/17/2022	600	-	-	-	-	600
James Wigglesworth	13	1/18/2022	2/17/2022	350	-	-	-	-	350
James Wigglesworth	15	1/18/2022	2/17/2022	240	-	-	-	-	240
James Wigglesworth	16	1/18/2022	2/17/2022	80	-	-	-	-	80
JDI Dance Company	698	1/1/2022	1/31/2022	275	-	-	-	-	275
Jenny Del Greco	80	1/20/2022	2/19/2022	320	-	-	-	-	320
Kara Wuchner	10803	1/19/2022	2/18/2022	106	-	-	-	-	106
Karate For All	JAN22-398	1/18/2022	2/17/2022	132	-	-	-	-	132
KHS Ice Arena	13647	1/17/2022	2/16/2022	350	-	-	-	-	350
KHS Ice Arena	13648	1/17/2022	2/16/2022	350	-	-	-	-	350
KHS Ice Arena	13649	1/17/2022	2/16/2022	350	-	-	-	-	350
KHS Ice Arena	13650	1/17/2022	2/16/2022	350	-	-	-	-	350
Kim Nguyen	5	1/20/2022	2/19/2022	340	-	-	-	-	340
KiwiCo, Inc.	JAN-22-CPA-1	1/15/2022	2/14/2022	699	-	-	-	-	699
Kristen Lee	21018	1/14/2022	2/13/2022	345	-	-	-	-	345
Kumon of Brea	FITHAR42	1/14/2022	2/13/2022	200	-	-	-	-	200
Kumon of Ladera Ranch	2 2021	1/14/2022	2/13/2022	570	-	-	-	-	570
Lakeshore	289464011322	1/13/2022	2/12/2022	204	-	-	-	-	204
Lakeshore	297788011822	1/18/2022	2/17/2022	25	-	-	-	-	25
Lakeshore	303080011822	1/18/2022	2/17/2022	74	-	-	-	-	74
Lakeshore	308020011922	1/19/2022	2/18/2022	55	-	-	-	-	55
Language Door, Inc.	18082	1/16/2022	1/16/2022	-	259	-	-	-	259
Language Door, Inc.	18083	1/16/2022	1/16/2022	-	175	-	-	-	175
Law Office of Jennifer McQuarrie	3353	1/4/2022	1/4/2022	-	616	-	-	-	616
Little Passports	118053936	1/15/2022	2/14/2022	168	-	-	-	-	168
Little Passports	118053987	1/15/2022	2/14/2022	232	-	-	-	-	232
Little Passports	CM-0000000227	1/24/2022	2/23/2022	(58)	-	-	-	-	(58)
Little Passports	CM-0000000228	1/24/2022	2/23/2022	(84)	-	-	-	-	(84)

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Mad Dog Math	4577	1/13/2022	2/12/2022	116	-	-	-	-	116
Mad Dog Math	4578	1/17/2022	2/16/2022	30	-	-	-	-	30
Mad Dog Math	4579	1/17/2022	2/16/2022	30	-	-	-	-	30
Mad Dog Math	4580	1/17/2022	2/16/2022	30	-	-	-	-	30
Mark Howard	JAN-CAB-2022	1/3/2022	2/2/2022	497	-	-	-	-	497
Math-U-See Inc.	0751127-IN	1/17/2022	3/18/2022	58	-	-	-	-	58
Math-U-See Inc.	0751690-IN	1/19/2022	3/20/2022	199	-	-	-	-	199
MEL Science U.S., LLC	JS2021110507	11/5/2021	12/5/2021	-	-	301	-	-	301
Mercurius Inc.	00061	1/4/2022	3/5/2022	21	-	-	-	-	21
Morey's Music, Inc.	64391122	1/14/2022	2/13/2022	72	-	-	-	-	72
Moving Beyond the Page	264014	1/13/2022	2/12/2022	189	-	-	-	-	189
Moving Beyond the Page	264121	1/18/2022	2/17/2022	93	-	-	-	-	93
Murphy Language Arts, LLC	INV0177	1/16/2022	2/15/2022	69	-	-	-	-	69
Murrieta Academy of Music	69078	1/14/2022	2/13/2022	560	-	-	-	-	560
MusicPaige Studio	33	1/14/2022	2/13/2022	495	-	-	-	-	495
Natalie Shohdy	22- 01 CPA	1/10/2022	2/9/2022	2,768	-	-	-	-	2,768
Nessy Learning LLC	NESUS4401	1/19/2022	2/18/2022	155	-	-	-	-	155
OC All Stars Cheer & Dance, Inc	1132201	1/13/2022	2/12/2022	88	-	-	-	-	88
OC All Stars Cheer & Dance, Inc	1132202	1/13/2022	2/12/2022	350	-	-	-	-	350
OC All Stars Cheer & Dance, Inc	1132203	1/13/2022	2/12/2022	350	-	-	-	-	350
OC Monart	S	1/21/2022	2/20/2022	1,814	-	-	-	-	1,814
Office Depot, Inc	221168640001	1/12/2022	2/6/2022	37	-	-	-	-	37
Office Depot, Inc	221182021001	1/12/2022	2/6/2022	8	-	-	-	-	8
Office Depot, Inc	221971653001	1/12/2022	2/6/2022	377	-	-	-	-	377
Oxford Consulting Services, Inc.	143605	12/31/2021	12/31/2021	-	-	1,401	-	-	1,401
Pacific Coast Academy	CPA-KAISER012022	1/18/2022	2/17/2022	88,846	-	-	-	-	88,846
Pacific Coast Academy	CPA-KAISER022022	1/24/2022	2/23/2022	89,837	-	-	-	-	89,837
Pacific Coast Academy	CPA-LIKHAPPSDS012022	1/24/2022	2/23/2022	220	-	-	-	-	220
Pacific Coast Academy	CPA-POINTWEST122021	1/24/2022	2/23/2022	4,333	-	-	-	-	4,333
Pakua LLC	10061	1/21/2022	1/1/2022	-	80	-	-	-	80
Pakua LLC	10062	1/21/2022	1/1/2022	-	120	-	-	-	120
Pakua LLC	10063	1/22/2022	1/1/2022	-	80	-	-	-	80
Pakua LLC	10064	1/21/2022	1/1/2022	-	120	-	-	-	120
Peace Hill Classical Co-Op LLC	1234	1/21/2022	2/20/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1245	12/1/2021	12/31/2021	-	-	250	-	-	250
Peace Hill Classical Co-Op LLC	1279	1/19/2022	2/18/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1281	1/19/2022	2/18/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1283	1/19/2022	2/18/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1285	1/19/2022	2/18/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1288	1/19/2022	2/18/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1290	1/19/2022	2/18/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1292	1/19/2022	2/18/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1294	1/19/2022	2/18/2022	500	-	-	-	-	500

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Peace Hill Classical Co-Op LLC	1296	1/19/2022	2/18/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1298	1/21/2022	2/20/2022	1,050	-	-	-	-	1,050
Peace Hill Classical Co-Op LLC	1301	1/21/2022	2/20/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1303	1/21/2022	2/20/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1305	1/21/2022	2/20/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1309	1/21/2022	2/20/2022	750	-	-	-	-	750
Peace Hill Classical Co-Op LLC	1313	1/21/2022	2/20/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1315	1/21/2022	2/20/2022	250	-	-	-	-	250
Pearson Education Inc.	16072679	9/21/2021	10/21/2021	-	-	-	-	261	261
Pearson Education Inc.	6001566092	4/6/2020	5/6/2020	-	-	-	-	(357)	(357)
Penny Smith	46	1/15/2022	2/14/2022	240	-	-	-	-	240
Pliha Speech & Learning Center	2317	1/17/2022	2/16/2022	3,563	-	-	-	-	3,563
Pliha Speech & Learning Center	2318	1/17/2022	2/16/2022	3,325	-	-	-	-	3,325
Power of Leverage Brazilian Jiu Jitsu	336	1/14/2022	2/13/2022	140	-	-	-	-	140
Power of Leverage Brazilian Jiu Jitsu	337	1/14/2022	2/13/2022	140	-	-	-	-	140
Power of Leverage Brazilian Jiu Jitsu	338	1/14/2022	2/13/2022	140	-	-	-	-	140
Power of Leverage Brazilian Jiu Jitsu	339	1/20/2022	2/19/2022	140	-	-	-	-	140
Power of Leverage Brazilian Jiu Jitsu	340	1/20/2022	2/19/2022	150	-	-	-	-	150
Procopio, Cory, Hargreaves & Savitch LLP	784049	1/10/2022	2/9/2022	3,546	-	-	-	-	3,546
Provenance	1388	5/22/2020	5/22/2020	-	-	-	-	6,601	6,601
Provenance	1390	5/22/2020	5/22/2020	-	-	-	-	4,986	4,986
Provenance	1775	5/18/2020	5/18/2020	-	-	-	-	31,403	31,403
Provenance	1893	6/25/2020	6/25/2020	-	-	-	-	65,183	65,183
Provenance	1939	9/15/2020	9/15/2020	-	-	-	-	1,904	1,904
Provenance	2697	6/15/2020	6/15/2020	-	-	-	-	17,194	17,194
Provenance	2947	7/2/2020	7/2/2020	-	-	-	-	8,606	8,606
Provenance	3063	7/15/2020	7/15/2020	-	-	-	-	68,463	68,463
Provenance	3102	7/30/2020	7/30/2020	-	-	-	-	1,590	1,590
Provenance	3146	8/11/2020	8/11/2020	-	-	-	-	3,076	3,076
Provenance	3154	8/11/2020	8/11/2020	-	-	-	-	41,325	41,325
Provenance	3542	9/22/2020	9/22/2020	-	-	-	-	1,374	1,374
Provenance	3699	10/1/2020	10/30/2020	-	-	-	-	1,400	1,400
Provenance	3713	11/3/2020	12/3/2020	-	-	-	-	2,963	2,963
Provenance	3782	10/27/2020	10/27/2020	-	-	-	-	11,497	11,497
Provenance	3791	11/5/2020	12/5/2020	-	-	-	-	1,248	1,248
Provenance	3806	10/30/2020	10/29/2020	-	-	-	-	8,959	8,959
Provenance	3827	11/6/2020	12/6/2020	-	-	-	-	2,208	2,208
Provenance	3901	11/16/2020	12/16/2020	-	-	-	-	400	400
Provenance	3914	11/16/2020	12/16/2020	-	-	-	-	56,508	56,508
Provenance	3964	11/17/2020	12/17/2020	-	-	-	-	1,524	1,524
Provenance	3965	11/17/2020	12/17/2020	-	-	-	-	7,059	7,059
Provenance	3966	11/17/2020	12/17/2020	-	-	-	-	736	736
Provenance	3967	11/17/2020	12/17/2020	-	-	-	-	637	637

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Provenance	3969	11/18/2020	12/18/2020	-	-	-	-	682	682
Provenance	3979	11/19/2020	12/19/2020	-	-	-	-	51	51
Provenance	3985	11/19/2020	12/19/2020	-	-	-	-	36	36
Provenance	3986	11/19/2020	12/19/2020	-	-	-	-	451	451
Provenance	3989	11/19/2020	12/19/2020	-	-	-	-	4,373	4,373
Provenance	4005	11/20/2020	12/20/2020	-	-	-	-	512	512
Provenance	4023	11/20/2020	11/20/2020	-	-	-	-	(37,375)	(37,375)
Provenance	4024	12/1/2020	12/1/2020	-	-	-	-	(37,375)	(37,375)
Provenance	4131	1/19/2021	2/18/2021	-	-	-	-	300	300
Provenance	4171	12/18/2020	1/17/2021	-	-	-	-	5,906	5,906
Provenance	4311	1/19/2021	2/18/2021	-	-	-	-	124	124
Provenance	4313	1/19/2021	2/18/2021	-	-	-	-	100	100
Provenance	4327	1/19/2021	2/18/2021	-	-	-	-	3,073	3,073
Provenance	4333	1/19/2021	2/18/2021	-	-	-	-	341	341
Provenance	4352	1/20/2021	2/19/2021	-	-	-	-	16,250	16,250
Provenance	4358	1/20/2021	2/19/2021	-	-	-	-	230	230
Provenance	4368	1/20/2021	2/19/2021	-	-	-	-	2,796	2,796
Provenance	4410	1/28/2021	2/27/2021	-	-	-	-	1,709	1,709
Provenance	4418	1/28/2021	2/27/2021	-	-	-	-	223	223
Provenance	4428	1/28/2021	2/27/2021	-	-	-	-	14,300	14,300
Provenance	4437	1/29/2021	2/28/2021	-	-	-	-	1,950	1,950
Provenance	4445	1/29/2021	2/28/2021	-	-	-	-	1,925	1,925
Provenance	4447	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4448	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4449	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4450	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4451	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4452	2/2/2021	3/4/2021	-	-	-	-	12,180	12,180
Provenance	4469	2/4/2021	3/6/2021	-	-	-	-	275	275
Provenance	4485	2/11/2021	3/13/2021	-	-	-	-	8,400	8,400
Provenance	4578	2/18/2021	3/20/2021	-	-	-	-	1,709	1,709
Provenance	4600	2/24/2021	3/26/2021	-	-	-	-	1,478	1,478
Provenance	4618	2/25/2021	3/26/2021	-	-	-	-	90	90
Provenance	4620	2/25/2021	3/27/2021	-	-	-	-	73	73
Provenance	4627	3/3/2021	4/2/2021	-	-	-	-	239	239
Provenance	4628	3/3/2021	4/2/2021	-	-	-	-	72	72
Provenance	4629	3/3/2021	4/2/2021	-	-	-	-	277	277
Provenance	4631	3/3/2021	4/2/2021	-	-	-	-	86	86
Provenance	4634	3/5/2021	4/4/2021	-	-	-	-	200	200
Provenance	4666	3/16/2021	4/15/2021	-	-	-	-	123	123
Provenance	4672	3/16/2021	4/15/2021	-	-	-	-	300	300
Provenance	4756	3/23/2021	4/22/2021	-	-	-	-	24	24
Provenance	4758	3/23/2021	4/22/2021	-	-	-	-	2,635	2,635

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Provenance	4763	3/24/2021	4/23/2021	-	-	-	-	18	18
Provenance	4768	3/26/2021	4/25/2021	-	-	-	-	14,625	14,625
Provenance	4790	3/30/2021	4/29/2021	-	-	-	-	930	930
Provenance	4795	3/31/2021	4/30/2021	-	-	-	-	2,600	2,600
Provenance	4801	3/31/2021	4/30/2021	-	-	-	-	2,370	2,370
Provenance	4928	4/21/2021	5/21/2021	-	-	-	-	14	14
Provenance	4935	4/30/2021	5/30/2021	-	-	-	-	83	83
Provenance	4936	5/3/2021	6/2/2021	-	-	-	-	140	140
Provenance	5032	5/18/2021	6/17/2021	-	-	-	-	1,949	1,949
Provenance	PROV041321	4/13/2021	4/13/2021	-	-	-	-	3,250	3,250
Rainbow Resource Center	3651382	1/12/2022	2/11/2022	97	-	-	-	-	97
Rainbow Resource Center	3657063	1/14/2022	2/13/2022	37	-	-	-	-	37
Rainbow Resource Center	3657889	1/14/2022	2/13/2022	145	-	-	-	-	145
Rainbow Resource Center	3658514	1/17/2022	2/16/2022	99	-	-	-	-	99
Rainbow Resource Center	3658517	1/17/2022	2/16/2022	64	-	-	-	-	64
Rainbow Resource Center	3658518	1/17/2022	2/16/2022	568	-	-	-	-	568
Rainbow Resource Center	3658700	1/17/2022	2/16/2022	32	-	-	-	-	32
Rainbow Resource Center	3658711	1/17/2022	2/16/2022	382	-	-	-	-	382
Rainbow Resource Center	3659084	1/18/2022	2/17/2022	132	-	-	-	-	132
Rainbow Resource Center	3659085	1/18/2022	2/17/2022	46	-	-	-	-	46
Rainbow Resource Center	3659086	1/18/2022	2/17/2022	171	-	-	-	-	171
Rainbow Resource Center	3660752	1/19/2022	2/18/2022	98	-	-	-	-	98
Rainbow Resource Center	3660864	1/19/2022	2/18/2022	67	-	-	-	-	67
Rainbow Resource Center	3660954	1/19/2022	2/18/2022	99	-	-	-	-	99
Rainbow Resource Center	3661048	1/19/2022	2/18/2022	39	-	-	-	-	39
Rainbow Resource Center	3661049	1/19/2022	2/18/2022	131	-	-	-	-	131
Rainbow Resource Center	3661259	1/20/2022	2/19/2022	160	-	-	-	-	160
Rainbow Resource Center	3662160	1/21/2022	2/20/2022	37	-	-	-	-	37
Rainbow Resource Center	3662161	1/21/2022	2/20/2022	190	-	-	-	-	190
Rainbow Resource Center	3662163	1/21/2022	2/20/2022	26	-	-	-	-	26
Rainbow Resource Center	3662164	1/21/2022	2/20/2022	26	-	-	-	-	26
Rainbow Resource Center	3662165	1/21/2022	2/20/2022	26	-	-	-	-	26
Rainbow Resource Center	3662166	1/21/2022	2/20/2022	26	-	-	-	-	26
Rainbow Resource Center	3662340	1/21/2022	2/20/2022	121	-	-	-	-	121
Rainbow Resource Center	3662623	1/21/2022	2/20/2022	59	-	-	-	-	59
Rainbow Resource Center	3662627	1/21/2022	2/20/2022	35	-	-	-	-	35
Rainbow Resource Center	3662756	1/21/2022	2/20/2022	45	-	-	-	-	45
Ramsey Solutions	INV571749	1/13/2022	2/12/2022	50	-	-	-	-	50
Ramsey Solutions	INV583473	1/20/2022	2/19/2022	30	-	-	-	-	30
Robin Dapper	CAB1.22	1/14/2022	2/13/2022	575	-	-	-	-	575
RSM Singers Company	32	1/14/2022	2/13/2022	350	-	-	-	-	350
Russian School of Mathematics	2021_21_9A	1/17/2022	2/16/2022	1,100	-	-	-	-	1,100
Samara Rice	0114222	1/14/2022	2/13/2022	4,588	-	-	-	-	4,588

# Cabrillo Point Academy

## Accounts Payable Aging

January 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
San Diego Gas & Electric	SDGE011422-100	1/14/2022	1/29/2022	-	1,053	-	-	-	1,053
San Diego Gas & Electric	SDGE011422-101	1/14/2022	1/29/2022	-	475	-	-	-	475
San Diego Gas & Electric	SDGE011422-102	1/14/2022	1/29/2022	-	861	-	-	-	861
San Diego Gas & Electric	SDGE011422-103	1/14/2022	1/29/2022	-	126	-	-	-	126
Sara Burdge	24	1/18/2022	2/18/2022	240	-	-	-	-	240
Sara Burdge	27	1/18/2022	2/18/2022	350	-	-	-	-	350
Scholastic Inc.	35800407	1/6/2022	2/5/2022	6	-	-	-	-	6
Small Talk OC	1252	12/1/2021	1/31/2022	2,200	-	-	-	-	2,200
SoCal Stem	1327	1/19/2022	2/18/2022	4,175	-	-	-	-	4,175
Sounds Smart Speech Therapy	SSST1221L	1/11/2022	2/10/2022	3,205	-	-	-	-	3,205
Southland Ballet Academy Inc.	5008	1/14/2022	2/13/2022	80	-	-	-	-	80
Specialized Therapy Services, Inc.	CPAC01-1221	12/31/2021	2/9/2022	69,994	-	-	-	-	69,994
Specialized Therapy Services, Inc.	CPAC02-1221	12/31/2021	2/9/2022	1,100	-	-	-	-	1,100
Specialized Therapy Services, Inc.	CPAC03-1221	12/31/2021	2/9/2022	730	-	-	-	-	730
Studies Weekly	427348	1/14/2022	2/11/2022	32	-	-	-	-	32
Studies Weekly	427393	1/14/2022	2/12/2022	65	-	-	-	-	65
Studies Weekly	427593	1/18/2022	2/13/2022	65	-	-	-	-	65
Studies Weekly	427598	1/18/2022	2/13/2022	32	-	-	-	-	32
Studies Weekly	427601	1/18/2022	2/13/2022	65	-	-	-	-	65
Studies Weekly	427615	1/18/2022	2/13/2022	32	-	-	-	-	32
Sundance Hills Equestrian Center	0301	1/19/2022	1/26/2022	-	520	-	-	-	520
Suzanne Silvio	CPA-2022-004837	1/18/2022	2/17/2022	336	-	-	-	-	336
Suzanne Silvio	CPA-2022-004838	1/18/2022	2/17/2022	112	-	-	-	-	112
Teacher Synergy, LLC	180049201	1/18/2022	2/8/2022	8	-	-	-	-	8
Teacher Synergy, LLC	180050170	1/18/2022	2/8/2022	22	-	-	-	-	22
Teacher Synergy, LLC	180052947	1/18/2022	2/8/2022	12	-	-	-	-	12
Teacher Synergy, LLC	180054586	1/18/2022	2/8/2022	73	-	-	-	-	73
Teacher Synergy, LLC	180056390	1/18/2022	2/8/2022	5	-	-	-	-	5
Teacher Synergy, LLC	180205278	1/19/2022	2/9/2022	22	-	-	-	-	22
Teacher Synergy, LLC	180354057	1/20/2022	2/10/2022	53	-	-	-	-	53
Teacher Synergy, LLC	180374832	1/20/2022	2/10/2022	13	-	-	-	-	13
Teacher Synergy, LLC	180495369	1/21/2022	2/11/2022	14	-	-	-	-	14
Teaching Textbooks	41762	1/17/2022	2/16/2022	67	-	-	-	-	67
Teaching Textbooks	41763	1/17/2022	2/16/2022	43	-	-	-	-	43
Teaching Textbooks	41764	1/17/2022	2/16/2022	55	-	-	-	-	55
Teaching Textbooks	41765	1/17/2022	2/16/2022	43	-	-	-	-	43
Teaching Textbooks	41771	1/18/2022	2/17/2022	55	-	-	-	-	55
Teaching Textbooks	41833	1/20/2022	2/19/2022	55	-	-	-	-	55
Terra Arts	20070	1/12/2022	1/12/2022	-	20,680	-	-	-	20,680
The Dragon Institute	CPA-2021-001989	1/10/2022	2/9/2022	129	-	-	-	-	129
The Dragon Institute	CPA-2021-034172	12/6/2021	1/5/2022	-	129	-	-	-	129
Thinkwell Corporation	205506	1/19/2022	2/18/2022	125	-	-	-	-	125
Trigger Memory Co.	2694	1/17/2022	2/16/2022	79	-	-	-	-	79

# Cabrillo Point Academy

## Accounts Payable Aging

January 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
ULINE	143789501	1/14/2022	2/13/2022	62	-	-	-	-	62
United Studios of Self Defense	EW012022	1/19/2022	2/18/2022	215	-	-	-	-	215
USSD Yorba Linda	12022	1/18/2022	2/17/2022	325	-	-	-	-	325
Verizon Wireless	9896753421	12/8/2021	1/30/2022	-	1,077	-	-	-	1,077
Verizon Wireless	9896753422	12/8/2021	1/30/2022	-	158	-	-	-	158
Verizon Wireless	9896753423	12/8/2021	1/30/2022	-	581	-	-	-	581
Veronica Anne Richards	519	1/20/2022	2/19/2022	120	-	-	-	-	120
Veronica Anne Richards	520	1/20/2022	2/19/2022	120	-	-	-	-	120
Veronica Anne Richards	521	1/20/2022	2/19/2022	120	-	-	-	-	120
Veronica Anne Richards	522	1/20/2022	2/19/2022	120	-	-	-	-	120
Veronica Anne Richards	523	1/20/2022	2/19/2022	180	-	-	-	-	180
Veronica Anne Richards	524	1/20/2022	2/19/2022	180	-	-	-	-	180
Veronica Anne Richards	525	1/20/2022	2/19/2022	260	-	-	-	-	260
West Coast Krav Maga Wildomar	7008	1/20/2022	2/19/2022	179	-	-	-	-	179
WM Music Lessons	055CPA	1/14/2022	2/13/2022	9,248	-	-	-	-	9,248
Young Actors Space	1072	1/15/2022	2/14/2022	400	-	-	-	-	400
Total Outstanding Payables in January				<u>\$ 374,827</u>	<u>\$ 32,012</u>	<u>\$ 2,339</u>	<u>\$ -</u>	<u>\$ 375,803</u>	<u>\$ 784,981</u>



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## **Management Of Charter School Assets and Accounts Policy**

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the charter school's assets and resources in order to help achieve the charter school's goals for student learning. The Senior Director or designee shall establish and maintain an accurate, efficient financial management system that enhances the charter school's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Senior Director shall ensure that the charter school's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

### **Capital Assets**

The Senior Director or designee shall develop a system to accurately identify and value charter school assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. Charter school assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Senior Director or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

### **Internal Controls/Fraud Prevention**

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the charter school to act with integrity and due diligence in dealings involving the charter school's assets and fiscal resources. The Senior Director or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the charter school. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Senior Director or designee. In addition, the Senior Director or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.



The Senior Director or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the charter school's auditors, law enforcement agencies, or other governmental entities, as appropriate.

## **Administrative Regulation**

### **Management Of Charter School Assets and Accounts**

The charter school's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent or designee shall ensure that funds are encumbered in the school accounting records immediately after an expenditure is committed for subsequent payment.

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the charter school
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of charter school information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the charter school
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the charter school
9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment
10. Failing to provide financial records to authorized state or local entities
11. Any other dishonest or fraudulent act

The Senior Director or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential. If an investigation substantiates the occurrence of a fraudulent activity, the Senior Director or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.



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## **RESOLUTION OF THE BOARD OF DIRECTORS OF CABRILLO POINT ACADEMY**

Board Resolution 2022-04

Withdrawal from Charter Safe Joint Powers Authority

The Board of Directors ("Board") of Cabrillo Point Academy ("CPA"), a tax exempt, California nonprofit public benefit corporation operating public charter schools, does hereby adopt the following resolution pursuant to the provisions of Title 1, Division 7, Chapter 5, Articles 1 through 4, (Section 6500, et seq.) of the California Government Code, relating to joint exercise of powers, between and among California charter schools, school districts, and other government entities which operate public schools:

WHEREAS, CPA is a member of CharterSAFE, a pooled self-insurance program for elective members and maintains Workers Comp insurance through CharterSAFE; and

WHEREAS, CharterSAFE has provided a good level of service to CPA, however, it is in CPA's best interest to compare prices and offerings from other insurance providers to see if we can obtain more attractive prices and services based on the strength of our organization today; and

WHEREAS, CharterSAFE requires that its members pass a Board Resolution prior to notifying its intent to withdraw from their self-insurance program. This is merely a notice that CPA intends to explore alternative insurance providers and does not preclude us from continuing to obtain our insurance from CharterSAFE; and

WHEREAS, The Senior Director is hereby authorized to execute any and all documents as necessary to carry out the purposes of this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution.

BE IT FURTHER RESOLVED, that the Senior Director hereby is authorized to certify this resolution.

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution at a regular Board meeting this 10th day of March, 2022.

By: \_\_\_\_\_  
Jenna Lorge, Senior Director



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**Resolution of Cabrillo Point Academy Board of Directors  
2022-06**

**RESOLUTION REGARDING EXPENSES RELATING TO STAFF UNIFORMS**

WHEREAS, the Cabrillo Point Academy Board of Directors (“Board”) governs the Cabrillo Point Academy (“Charter School”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations.

WHEREAS, the Charter School staff often meet families of students at parks and other outdoor locations. Often times, the staff member present at these meetings is not the teacher of record, so the families and staff do not know who to look for at these meetings;

WHEREAS, in order to reduce the confusion faced by unfamiliar families and staff at meetings, and in order to provide a professional and uniform appearance for the Charter School’s staff, the Charter School believes that it serves a public purpose to provide uniforms for Charter School staff;

NOW, THEREFORE BE IT RESOLVED, that the Cabrillo Point Academy Board of Directors:

Authorizes the Senior Director, or designee, to work with a uniform vendor to design and develop a staff uniform for use at formal Cabrillo Point Academy events. Cabrillo Point Academy shall purchase said uniforms, retain ownership of said uniforms and maintain them in accordance with the requirements of the California Labor Code. Uniform expenditures shall align with the Cabrillo Point Academy Board adopted budget.

The foregoing Resolution was introduced by Board Member \_\_\_\_\_, who moved its adoption, seconded by Board Member \_\_\_\_\_, and adopted on roll call on \_\_\_\_\_, 2022.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT OR ABSTENTION: \_\_\_\_\_

\_\_\_\_\_, Board President

\_\_\_\_\_, Board Secretary

\_\_\_\_\_, Board Treasurer

\_\_\_\_\_, Board Member

\_\_\_\_\_, Board Member



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**Resolution of Cabrillo Point Academy Board of Directors  
2022-07**

**RESOLUTION REGARDING EXPENSES RELATING TO MARKETING EXPENSES**

WHEREAS, the Cabrillo Point Academy Board of Directors (“Board”) governs the Cabrillo Point Academy (“Charter School”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations;

WHEREAS, California Education Code section 47605(c)(5)(G) requires the Charter School to identify the means by which the charter school will achieve a balance of racial and ethnic pupils, special education pupils, and English learner pupils, including redesignating fluent English proficient pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted;

WHEREAS, in order to fulfill the requirements of Education Code section 47605(c)(5)(G), the Charter School must be able to establish a brand using traditional marketing methods whereby it can distribute information about the Charter School to individuals, such as through logos, flyers, pens, and other traditional marketing materials;

WHEREAS, the Charter School’s funding is dependent upon student enrollment;

WHEREAS, in order to ensure the Charter School may continue to innovate its program and develop high quality education for its student population, in line with its mission and vision, the Charter School needs to ensure that families know about the Charter School and its mission and vision – marketing materials are an integral and necessary expense to accomplish these public purposes;

NOW, THEREFORE BE IT RESOLVED, that the Cabrillo Point Academy Board of Directors:

Authorizes the Senior Director, or designee, to work with a marketing firm(s) in order to develop a Cabrillo Point Academy brand and to create, including, but not limited to, flyers, brochures, pens, and informational materials for distribution to families in order to achieve a balance of racial and ethnic pupils, special education pupils, and English learner pupils, including redesignating fluent English proficient pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted, as well as to recruit prospective students to ensure that the Charter School remains fiscally viable to continue providing a high quality public education for its students.

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of Cabrillo Point Academy a California nonprofit public benefit corporation, County of Orange, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Cabrillo Point Academy, which was duly and regularly held on March 10, 2022, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

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Secretary of the Board of Directors of  
Cabrillo Point Academy



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## **Cabrillo Point Academy**

### **Board Resolution 2022 - 08**

#### **1. Adoption of Cabrillo Point Academy Approving the Non-Average Daily Attendance Summer School**

WHEREAS, Cabrillo Point Academy (the “School”) is committed to providing students with individualized learning experiences through quality, personalized, standards-based education, which could include online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

WHEREAS, the School is committed to supporting students in 9<sup>th</sup> – 12<sup>th</sup> grade who are credit deficient with additional supports as needed for their success;

WHEREAS, the School desires to provide additional opportunities outside of the school year for 9<sup>th</sup> – 12<sup>th</sup> grade credit deficient students to complete course work;

NOW THEREFORE BE IT RESOLVED, the School will provide summer school for credit deficient students, but will not collect Average Daily Attendance Funding.

NOW THEREFORE BE IT RESOLVED, the Board will delegate the Senior Director to

1. Identify those students entering grades 10-12 who are credit deficient, no more than (MVA - 60, CPA - 70, PCA - 45) students
2. Offer courses required for graduation in the categories of history, English, math and science
3. Provide curriculum and teacher support at the cost of no more than \$180 per course, per student, with students taking a maximum of two courses
4. Establish a summer school calendar running from June 13, 2022 through July 29, 2022
5. Participate in a summer school memorandum of understanding between Cabrillo Point Academy, Mission Vista Academy, and Pacific Coast Academy to reimburse the costs of shared staff based on number of students enrolled in the program



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	Cabrillo	MVA	PCA
Students	70	60	45
Stipend	3780	3360	2160
Student Cost	70	60	45
Course 1	180	180	180
Course 2	180	180	180
Curriculum Cost	25200	21600	16200
<b>Total Per School</b>	<b>28980</b>	<b>24960</b>	<b>18360</b>





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### SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of Cabrillo Point Academy a California nonprofit public benefit corporation, County of \_\_\_\_\_, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Cabrillo Point Academy which was duly and regularly held on (date), at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on - \_\_\_\_\_, 2022.

\_\_\_\_\_

Secretary of the Board of Directors of

Cabrillo Point Academy

**CABRILLO POINT ACADEMY  
BOARD RESOLUTION  
2022-09**

**Indemnification and Reimbursement of Expenses for Directors**

The Board of Directors of Cabrillo Point Academy, a California non-profit public benefit corporation, met for its regularly scheduled Board meeting on March 10, 2022. A quorum was present for purposes of conducting business.

**RECITALS**

WHEREAS, the Directors are entitled to indemnification by the Corporation pursuant to statute and to Section IX of the Second Amended Bylaws of Cabrillo Point Academy, subject to the terms and conditions contained therein;

WHEREAS, the Directors are entitled to reimbursement for expenses reasonably anticipated to be incurred in the performance of the duties of such Director pursuant to statute and to Section IX of the Second Amended Bylaws of Cabrillo Point Academy, subject to the terms and conditions contained therein; and

WHEREAS, the Directors have considered the matter and have determined that the Directors should be entitled to said indemnification and to said reimbursement of expenses during the time of their service as a Director as well as in the future after completion of their service as a Director for Cabrillo Point Academy.

**RESOLUTION**

NOW, THEREFORE BE IT RESOLVED THAT:

1. Each Director shall be entitled to indemnification by the Corporation pursuant to statute and to Section IX of the Second Amended Bylaws of Cabrillo Point Academy, subject to the terms and conditions contained.
2. Each Director shall be entitled to reimbursement for expenses reasonably anticipated to be incurred in the performance of the duties of such Director pursuant to statute and to Board Resolution.
3. Each Director shall be entitled to said indemnification and reimbursement during the time of their service as well as in the future after completion of their service.
4. The Executive Director or designee may take all steps necessary to implement and terms and conditions of this Resolution.

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of Cabrillo Point Academy a California non-profit public benefit corporation, hereby certify as follows:

The attached is a full, true, and correct copy of the resolution duly adopted at a meeting of the Board of Directors of Cabrillo Point Academy, which was duly and regularly held on March 10, 2022, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on \_\_\_\_\_, 2022.

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Secretary of the Board of Directors of  
Cabrillo Point Academy

# Cabrillo Point Academy

## Board Meeting

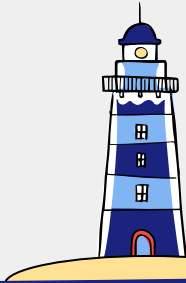


March 10, 2022



## Highest Attainable Score on CAASPP Recognition

Cabrillo Point Academy had a total of 9 students that have received the highest attainable score.



# Coffee Chat with Cabrillo Point



# Testing Updates

## Testing Launch sessions for families

- What is the CAASPP? Why is it important? Who takes it?
- Student Support presented information on strategies to reduce test anxiety
- We had good parental participation and positive feedback

## Testing Leads Support

- Steps to make remote testing goes smoothly
- Office Hours for all HSTs
- Hosting several SI/Test Prep Lessons every Tuesday and Thursday in March for our students.

All HSTs were issued testing Chromebooks for families that need them





## LEXIE - 1ST PLACE WINNER!

**Student Grade Level:** 6th

**What was your favorite word?** Bayreuth - because it's not spelled phonetically and the word is just fun to pronounce. (Also, I now can locate Bayreuth on a map!)

**What advice would you offer other students who would like to compete in future spelling bees?** Enjoy studying for the spelling bee and don't focus on the outcome. (And lookup the correct pronunciation of the words!)

**Do you have any tricks for memorizing words?** Seek out the words in everyday life—find them in books you read or try to use them in everyday conversation.

## LOGAN - RUNNER UP

**Student Grade Level:** 7th

**What was your favorite word?** Mathematics.

**What advice would you offer other students who would like to compete in future spelling bees?** Definitely read over the word list multiple times. You should participate if you like English and have the vocabulary.

**Do you have any tricks for memorizing words?** Learning the definitions of the words helps you remember the words.







CABRILLO POINT  
ACADEMY HIGH  
SCHOOL GRADUATES

CLASS OF 2022



WE ARE FINALIZING THE  
LOCATION FOR OUR IN-  
PERSON 2022 GRADUATION.  
MORE DETAILS COMING SOON!

***Cabrillo Point Academy  
Graduation/Promotion Ceremony***

4:00 pm on May 24, 2022  
Pearson Amphitheater, Anaheim CA

We are excited to be celebrating our 8th graders and  
graduating seniors in person this year!








# HIGH SCHOOL INFORMATION SESSIONS

Cabrillo Point Academy's High School Team is excited to present to incoming students' families.

Tuesday, March 1, 1:00 pm  
Wednesday, March 2, 6:00 pm

Please fill out the interest survey to receive the Zoom Session Link.

Presented by

## Curriculum Showcase Virtual Roadshow!

Join the South School's Family Liaisons for a look at some popular (TK - 8) curriculum and materials that are favorites in the homeschooling community.

<b>March 7</b> ALL-IN-ONE CURRICULUM SHOWCASE <i>Monday, March 7, 2022 1 pm</i>	<b>March 14</b> LANGUAGE ARTS CURRICULUM SHOWCASE <i>Monday, March 14, 2022 1 pm</i>
<b>March 21</b> MATH CURRICULUM SHOWCASE <i>Monday, March 21, 2022 1 pm</i>	<b>March 28</b> SOCIAL STUDIES/HISTORY CURRICULUM SHOWCASE <i>Monday, March 28, 2022 1 pm</i>
<b>April 4</b> SCIENCE CURRICULUM SHOWCASE <i>Monday, April 4, 2022 1 pm</i>	<b>April 25</b> SUBSCRIPTION KITS SHOWCASE <i>Monday, April 25, 2022 1 pm</i>

# March Hangouts

**Middle and High School Hangouts:**  
Come join us for some fun, games and friendship in our virtual space!

Please sign up for on our interest survey to be sent the zoom link the day of.

Questions?  
emily.boele@pacificcoastacademy.org

**March Hangouts:**

- 3/7 - Middle School @ 3 pm
- 3/9 - High School Wed @ 3pm
- 3/16 - Hangouts Book Club @ 3pm




# Cabrillo Point Academy

## ENRICHMENT TIMELINE

Spring, 2022

### School Recess

Homeschool Hub will be down for families while school is not in session between **February 21st and 25th**. Enjoy your break!

### Tech Orders

All tech orders must be requested by **March 1st** for the 2021/22 school year. Please do not request/approve tech materials after this date.



### Enrichment Orders

All product and service orders must be requested by **April 15th**. Please only request/approve materials for this school year.

### Services and Field Trips

Services and field trips must be completed by **May 27th** (last day of school). The school is unable to pay for services and field trips when school is not in session over the summer.

### Lending Library

The last day to check out library materials for the 2021/22 school year is **April 28th**. All library materials must be returned to the library by **May 27th** (the last day of school).

### Summer

Homeschool Hub will be down between **May 28th and July 14th**, while school is not in session.

### Ordering for the 2022/23 School Year

On **July 15th**, returning students will have access to begin placing enrichment orders for the 2022/23 school year. On **August 1st**, orders may be requested for new students and for technology items. Services and library checkouts may resume on the **1st day of school**.

# Parents on Course



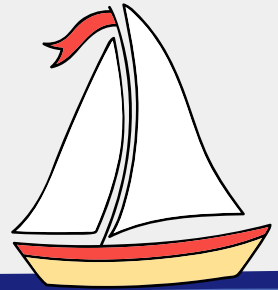
We offered over 6 different types of Parent workshops for the month of February

We currently have 4 for March and looking to add additional ones



# New Hires - Welcome Aboard!

- Alejandra Galaviz - Education Specialist
- Marisa Freeborn - Homeschool Teacher (HST)



# WASC Update

- WASC mid-cycle visit yesterday, March 9, 2022
- Visiting Committee was impressed with the growth we have made since the last WASC visit in January 2019
- An overarching theme that came across in the Visiting Committee's meeting with each focus group was that of support
- Celebrated improvements since the last visit, increased transparency, growth in parent engagement, development of programs
- Want us to focus on CTE development and math
- We will share the final report once received



# Form 700 Filing

- Form 700 Annual Filing Period is open
- Deadline is April 1
- eDisclosure login credentials which contain your login ID, temporary password and link to the eDisclosure system were sent on January 28, 2022



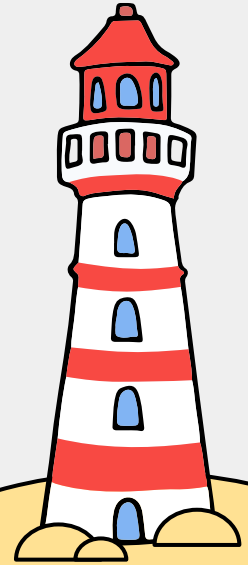
# 2022-23 Planning

Planning Amounts	Enrollment	Budget
<ul style="list-style-type: none"><li>- Tk-8th Grade: \$2,800</li><li>- High School: \$3,000</li></ul>	<ul style="list-style-type: none"><li>- April 1 - April 30 Intent to return for current families</li><li>- April 1 - April 30 Open enrollment for new families</li><li>- Lottery in May if number of interested families exceeds spots available</li><li>- After April 30th, waitlist formed</li><li>- Target enrollment: 4,400</li></ul>	<p>We will start building the 2022-23 budget with Charter Impact this month</p>





Thank you!





## **CABRILLO POINT ACADEMY**

13915 Danielson St., #200, Poway, California 92064

Phone (619) 404-3190 \* Fax (619) 749-1792

### **Regular Scheduled Board Meeting – Cabrillo Point Academy**

January 27, 2022 – 4:00pm

3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance: Caroline Moon, Sherri McFadden, Lisa Rumsey, Natasha Brunstetter, Gloria Antonini  
Through Teleconference

Also Present: Jenna Lorge, Erika Vanderspek  
Through Teleconference

### **Call to Order**

Caroline Moon called the meeting to order at 4:00 pm.

### **Approval of the Agenda**

- Caroline Moon motioned to approve the agenda with the change of moving Item 11 to after Item 6.
- Sherri McFadden seconded.
- Unanimous

### **Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361**

- Caroline Moon motioned to approve the agenda.
- Natasha Brunstetter seconded.
- Unanimous

### **Public Comments**

No public comments.

### **Public Hearing on the Independent Study Policy**

Caroline Moon opened the Public Hearing at 4:04 pm.

No public comments.

Caroline Moon closed the Public Hearing at 4:05 pm

### **Discussion and Potential Action on the Independent Study Policy**

Erika Vanderspek shared that California Department of Education guidelines clarify that any certificated staff member at the school can provide synchronous instruction per AB 130.

- Natasha Brunstetter motioned to approve the Independent Study Policy
- Lisa Rumsey seconded.
- Unanimous

### **Discussion of the 2021-22 Dashboard: Local Indicators**

Dr. Jose Iniguez presented performance data to the Board.

Performance standards have scored at Met for all 5 indicators.

**Discussion of the 2021-22 Local Control Accountability Plan (LCAP): One-time Supplement to the Annual Update**

Dr. Jose Iniguez presented to the Board.

Presented Supplement to the Annual Update to the 2021-22 LCAP.

**Discussion and Potential Action on the 2020-21 School Accountability Report Card (SARC)**

Dr. Jose Iniguez presented to the Board. Dr. Jose Iniguez explained that the SARC is due by February 1, but the state has not populated all the data necessary to complete the report.

- a. DPL fields are populated by Cabrillo. Since we are waiting for the state, these fields aren't populated. The numbers can be found on the portal.
- b. DPC fields will be populated by the State. We are waiting for the state to populate the numbers.
- Caroline Moon motioned to approve the SARC and have Dr. Iniguez finalize the SARC by February 1 once the state populated all the data.
- Lisa Rumsey seconded.
- Unanimous

**Discussion and Potential Action on the December 2021 Financial Report (including November Check Register)**

Jason Sitomer presented to the Board. November and December are included in this presentation.

- a. Increase in ADA by 88.
  - b. Revenue from PPP loan was moved from last year to this year. Increased by \$5M compared to prior month. This is due to PPP revenue \$4M increase, \$750K increase in ADA, Special Education rate increased \$500k, and ELO revenue recognized in PY = \$375K decrease.
  - c. Expenses: Staffing cost amounts updated based on 12/23 payroll – increased YE expenses by \$765K, 403B expense reduced by \$310K, Subagreement increased by \$240K.
  - d. Compliance: 25:1 PTR is within compliance. 40/80 has dropped out of compliance. Year-end shortfall projected at \$1.360M. FY21-22 is a non-measured year for funding.
  - e. Fund Balance: Year-end surplus forecasted at 11% of total expenses. Projected end of year balance exceeds State requirements.
  - f. Cash Balance: End of year cash balance: \$8.4M. No projected borrowing/factoring needed.
- Sherri McFadden motioned to approve the December 2021 Financial Report (including November Check Register).
- Gloria Antonini seconded.
- Unanimous

**Discussion and Potential Action on the 2020-21 Annual Audit Report**

Auditor Kevin Sproul of Wilkinson Hadley King LLC presented an overview of the 2020-21 audit report. There were no findings.

- Caroline Moon motioned to approve the 2020-21 Annual Audit Report.
- Sherri McFadden seconded.
- Unanimous

### **Closed Session –**

-Caroline Moon motioned to enter closed session at 4:48 pm. Sherri McFadden seconded.

-Unanimous

#### **a. Conference with Legal Counsel – Anticipated Litigation (One case) § 54956.9**

- Caroline Moon motioned to leave closed session at 5:22 pm. Sherri McFadden seconded.

-Unanimous

Case #– § 54956.9 no action taken

### **Discussion and Potential Action on the Resolution for Hiring and Retaining Out of State Employees**

Erika Vanderspek presented that the school's legal team worked on this Resolution which offers flexibility for residing out of state for specific director positions whose job descriptions require no in-person responsibilities and no caseload of students. Two positions in Cabrillo are eligible for this at this time.

- Sherri McFadden motioned to approve the Resolution for Hiring and Retaining Out of State Employees.

- Natasha Brunstetter seconded.

-Unanimous

### **Discussion and Potential Action on the 2022-23 School Calendars**

- Caroline Moon motioned to approve the 2022-23 School Calendars.

- Gloria Antonini seconded.

-Unanimous

### **Discussion and Potential Action on the Resolution for Preliminary Administrative Services Credential Program**

-Sherri McFadden motioned to approve the Resolution for Preliminary Administrative Services Credential Program with management to follow up with legal counsel to ensure the contract is clear.

- Caroline Moon seconded.

-Unanimous

### **Senior Director's Report**

- a. Coffee Chat with Cabrillo Leadership: social emotional resources, high school requirements and curriculum importance of testing and helpful resources. Next Chat February 17.
- b. Library partially re-opened
- c. WASC mid-cycle progress visit is set for March 9th
- d. Testing update: Winter STAR 30 is closed. 62 HSTs tested over 90% of their rosters. Physical Fitness Tests will take place Through February and early March. CAASPP testing will be offered virtually and in person.
- e. Parents on Course: Scheduled 6 Parents on Course workshops for January and continuing to add for February. Attendance continues to increase.

- f. High School and Middle School Hangouts: Offering monthly hangouts where they can interact with other students.
- g. Field Trips: 14 in person in January with almost 600 people. 3 virtual with 60 people.
- h. New Hire: Brandi Jones, Education Specialist

**Discussion and Potential Action on the Consent Agenda**

- Caroline Moon motioned to approve the Consent Agenda Items. Natasha Brunstetter seconded.
- Unanimous

**Announcement of Next Regular Scheduled Board Meeting**

March 10, 2022 @ 4:00pm

**Adjournment**

- Caroline Moon motioned to adjourn at 5:49 pm. Gloria Antonini seconded.
- Unanimous

**Prepared by:**

Lisa Rumsey

**Noted by:**

Board Secretary



# VENDOR AGREEMENT

This Vendor Agreement ("Agreement") is made between  
**CABRILLO POINT ACADEMY** ("School"), a California nonprofit  
public corporation that operates a public charter school and  
[ ] ("Vendor").

## RECITALS

WHEREAS, School fosters successful student achievement through a quality, personalized, and standards-based education program featuring unique and hands-on experiential learning experiences;

WHEREAS, Vendor is engaged in the businesses of providing experienced and qualified educational services as set forth in **Exhibit A**; and

WHEREAS, School desires to retain Vendor for the purpose of providing the services described herein for the benefit of the School, families, and students.

NOW, THEREFORE, in consideration of the foregoing recitals, the promises and the mutual covenants contained herein, and for other good, valuable and sufficient consideration, the parties agree as follows:

## **SECTION 1. TERM and TERMINATION.**

- a. Term: This Agreement shall be effective ~~as of~~ ~~from~~ ~~as of~~ [INSERT DATE] to June 30, 2023 [INSERT DATE].
- b. Termination: Vendor may terminate this Agreement for cause after providing sixty (60) days advance written notice to School. School may terminate this Agreement at any time, with or without cause in its sole discretion with same-day written notice. Upon termination, School shall pay Vendor for all necessary and approved Services rendered pursuant to this Agreement and relevant "Enrichment Certificate(s)" (defined below) up to the effective date of termination. School has no obligation to pay Vendor for any Services provided after the effective date of termination. The termination of this Agreement constitutes a termination of any active invoices and Enrichment Certificates.

## **SECTION 2. SERVICES.**

- a. Scope of Services: Vendor is hereby engaged by School to perform the student enrichment services specified in **Exhibit A**, incorporated herein by reference ("Services"), subject to the terms and conditions contained herein. Vendor assumes full responsibility for the performance of the Services provided under the terms of this Agreement. School does not guarantee any minimum amount of work by this Agreement.

- b. No Authority to Bind School: Vendor understands and agrees that Vendor lacks the authority to bind School contractually, conduct business on School's behalf, or incur any obligations on behalf of School. Specifically, Vendor agrees not to represent himself/herself or any Vendor employees, agents, or contractors as an employee of School in any capacity, including, but not limited to, when interacting with School students, parents, vendors, or employees.
- c. Responsibility for Performance: Vendor assumes full responsibility for the performance of Vendor's duties under the terms of this Agreement and warrants that Vendor and its employees, contractors, and other agents are fully qualified in Vendor's specialized skill or expertise to perform such duties. Vendor will not enter into any contract or engagement that conflicts or interferes with Vendor's duties under this Agreement.
- d. Compliance with Charter Petition and Law: ~~Except when otherwise expressly required by applicable law, School shall not be responsible for monitoring Vendor's compliance with the law, charter petition, and Agreement.~~ Vendor acknowledges that School must comply with Education Code § 220's prohibitions against discrimination, obligations to provide a free appropriate education to students with exceptional needs pursuant to the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act, and be non-sectarian in its programs. Vendor must be non-sectarian in any Services provided to School students. Vendor shall ensure its performance of its Services complies with ~~these~~ legal and School charter petition requirements. If Vendor performs any Services in a manner that is contrary to law, Vendor shall bear all claims, costs, losses and damages (including, but not limited to, reasonable attorneys' fees and costs) arising therefrom.
- ~~e.~~ Service Limitations: Vendor shall not serve a School student for more than twelve (12) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under this Agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); except for visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the School.
- ~~e.~~
- f. No Private School Affiliation: Vendor certifies that it is not, nor is it affiliated with, a private school that submitted an affidavit to register with the California Department of Education and is listed on the state's Private School Directory ("Private School"). Vendor affirms the Services shall not be provided at a Private School. Vendor affirms that it will not confer any compensation received for performing Services under this Agreement to a Private School.
- g. Prohibited Conflicts: Vendor is prohibited from providing Services under this Agreement to a relative (e.g., child, grandchild, niece/nephew, sibling, etc.) of

the Vendor (or its employees). School shall not be responsible for paying Vendor for the prohibited Services described herein.

- h. Vendor Website: Vendor is required to maintain a publicly accessible website describing Vendor's educational Services.

### **SECTION 3. PAYMENT.**

- a. Enrichment Certificate: School requests Services from Vendor through School's issuance of an Enrichment Certificate. School is not responsible to pay for any costs of Services without issuance of an Enrichment Certificate. The Enrichment Certificate will detail requested Services, dates of Services, fees for Services, and other relevant information. Vendors must first receive an Enrichment Certificate before providing Services to students. School does not pay for Services in advance. If an Enrichment Certificate expires, Vendor must cease providing Services until it receives another Enrichment Certificate.
- b. Vendor Invoice: School shall pay Vendor for Services performed through invoices. Vendor will remit one (1) itemized invoice after completing the Services pursuant to an Enrichment Certificate. Vendors should submit invoices to **invoicing@cabrillopointacademy.org**. Vendors are required to submit their invoices to the School. Vendors are required to submit their own invoices to protect student privacy. School will endeavor to pay undisputed invoice amounts within thirty (30) days of receipt. School holidays and days the School is closed (as determined by the School) do not count towards the thirty-day deadline for invoice payment if the school is closed for more than two (2) consecutive school days. School generally does not approve Services offered on dates the School is closed.
  - Scheduled School Closures**
    - o November 21 - 28, 2022
    - o December 19 - January 2, 2023
    - o February 17 - 24, 2023
    - o April 10 - 14, 2023
- c. Termination of Enrichment Certificate: School may terminate an Enrichment Certificate at any time, with or without cause in its sole discretion with same-day written notice. School shall pay Vendor the undisputed amounts for Services already performed under the Enrichment Certificate.
- d. Incurred Costs: Any damages or costs incurred by School, including replacement costs, as a result of Vendor's failure to competently perform under this Agreement may be deducted by School from any amounts owed to Vendor.
- e. Use of School's Name: Vendor shall not use the name, insignia, mark, or any facsimile of the School for any purpose, including but not limited to advertising, client lists, or references, without the advance written authorization of the School.



- f. No Volunteering or Fees: Vendor shall not charge any student or any student's parent or guardian any fee for any ~~educational~~ Services and/or product provided by Vendor under this Agreement. The costs of all materials and items necessary to participate in the Services must be included in the cost of Services provided under this Agreement and Enrichment Certificate(s). Vendor shall not require students or parents/guardians to volunteer to support the Vendor, sign any contracts that create a financial obligation, or take any other action the Charter School deems unreasonable as a condition of receiving Services.

#### **SECTION 4. GENERAL CONDITIONS FOR VENDOR PERFORMANCE.**

- a. Vendor Qualifications: Vendor represents it has the qualifications, skills and, if applicable, the certification and licenses necessary to perform the Services in a competent, and professional manner, without the advice or direction of School. Upon School's request, Vendor shall provide copies of certification or licensure. Subject to the terms of this Agreement, Vendor shall render all Services hereunder in accordance with this Agreement and **Exhibit A**, Vendor's independent and professional judgment and in compliance with all applicable laws and with the generally accepted practices and principles of Vendor's trade. Vendor is customarily engaged in the independently established trade, occupation, or business of the same nature as the Services performed. Vendor affirms they (or their employees, contractors, or agents) who interact with students unsupervised are at least eighteen years of age.
- b. Relationship: The School is not an employer of Vendor or its employees, contractors, or agents and shall not supervise individuals as such in carrying out the Services to be performed by Vendor under the terms of this Agreement. It is expressly understood between the parties that Vendor and its employees, contractors, and agents are not employee(s) of School.
- c. Licenses: Vendor warrants that Vendor is engaged in an independent and bona fide business operation, markets him/her/itself as such, is in possession of a valid business license/insurance when required, and is providing or capable of providing similar services as set forth in **Exhibit A** to others.
- d. No Training or Instruction: Although School may at times provide information concerning its business and students to Vendor, School will not provide any training or instruction to Vendor concerning the manner and means of providing the Services that are subject to this Agreement because Vendor warrants that Vendor is highly skilled in its industry.

**SECTION 5. TAXES.** Because Vendor is not an employee of School, all compensation called for under this Agreement shall be paid without deductions or withholdings, and will be accompanied by an IRS Form 1099, as applicable, at year end. Vendor is responsible for the reporting and payment of any state and/or federal income tax or other withholdings on the compensation provided under this Agreement or any related assessments. In addition, Vendor shall fill out and execute a Form W-9. In the event that the Internal Revenue Service or the State of

California should determine that Vendor or its employee(s) is/are an employee of School subject to withholding and social security contributions, Vendor acknowledges consistent with this Agreement that all payments due to Vendor under this Agreement are gross payments, and the Vendor is solely responsible for all income taxes, social security payments, or other applicable deductions thereon.

**SECTION 6. BENEFITS.** Vendor and its employees, contractors, and agents are not entitled to the rights or benefits that may be afforded to School employees including, but not limited to, disability, workers' compensation, unemployment benefits, sick leave, vacation leave, medical insurance and retirement benefits. Vendor is solely responsible for providing at Vendor's own expense, disability, unemployment, workers' compensation and other insurance for Vendor and any of its employees, contractors, and agents.

**SECTION 7. MATERIALS.** Vendor will furnish at its own expense all materials, equipment and supplies used to provide the Services.

### **SECTION 8. BACKGROUND CHECK AND SAFETY REQUIREMENTS.**

- a. Background Check: Vendor shall ensure its employees, agents, and contractors working directly with School students complete a criminal background check (e.g., through Department of Justice) in accordance with applicable law (Education Code section 45125.1). ~~Following clearance (e.g., through Department of Justice),~~ Vendor ~~will~~ certifies to School that no one working on behalf of Vendor (e.g., Vendor employees, agents, or contractors) ~~working~~ interacting with School students have been convicted or have pending charges of a violent or serious felony as defined in Penal Code sections 667.5(c) and 1192.7(c) or any other crime that prohibits an individual from employment with a charter school. In accordance with Education Code section 45125.1(a), when the Vendor performs the criminal background check (e.g., through Department of Justice), it shall immediately provide any subsequent arrest and conviction information it receives to the School pursuant to the subsequent arrest service. ~~The~~The cost of the background check is the Vendor's responsibility.
- b. First Aid & CPR Certification: Upon School's request, Vendor shall ensure its employees, agents, or contractors obtain First-Aid and CPR Certification. Vendors shall implement safety policies and procedures related to emergency response and accident reporting reasonable for the Services.
- c. Supervision: - Vendor is responsible for supervising and ensuring students have a safe environment from the time they are dropped off to receive Services and until the responsible party picks them up. This obligation extends to virtual Services. Students may not be left unattended during Vendor's provision of Services. Students shall not interact in one-on-one settings with Vendor (or its employees) without the School's express written permission. Vendor may not transport students without School's express written permission.

- d. Student Discipline: Vendor acknowledges that School is responsible for managing and overseeing the education program, which incorporates the Vendor's enrichment services. Vendor must immediately notify School when students act inappropriately and may require discipline. School is responsible for issuing discipline to students. If Vendor wishes to remove a participant from their Services, the Vendor shall notify School and the parties will discuss appropriate measures.
- e. Reporting Bullying and Harassment Incidents to School: To the fullest extent allowed by law, Vendor shall immediately notify School if it becomes aware of any incident of bullying, discrimination, harassment, or sexual harassment at Vendor's place of business, during Vendor's provision of Services, or otherwise involving School students, Vendor, or Vendor's employees, contractors, or agents in any way. If Vendor learns a student may pose a health or safety threat to himself/herself or to other individuals, Vendor must immediately notify the School.
- f. Training: Vendor shall ensure its employees, contractors, or agents who interact with School students participate in sexual harassment prevention training before providing Services under this Agreement. Upon School's request, Vendor shall provide proof of compliance with this training requirement.
- g. Compliance with Public Health Orders: Vendor understands and agrees Vendor must comply with all applicable Governor orders, state, county, and local public health guidelines and requirements, and all other applicable law concerning COVID-19 ("Public Health Requirements") when delivering Services to School students. A Vendor's failure to comply with Public Health Requirements constitutes a material breach of the Agreement.

## **SECTION 9. INDEMNIFICATION AND INSURANCE.**

- a. Indemnification: To the maximum extent allowable by law, Vendor will indemnify, defend, and hold harmless School, its officers, directors, employees, agents and volunteers from and against all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs that such entities or persons may incur that arise out of or relate to this Agreement or the alleged negligence, recklessness or willful misconduct of Vendor, including of Vendor's officers, directors, employees, subcontractors, agents, representatives, volunteers, successors, assigns or anyone for whom Vendor is legally responsible. Vendor's indemnity, defense and hold harmless obligations shall survive the termination of this Agreement. To the maximum extent allowable by law, Vendor also agrees to hold harmless, indemnify, and defend School from any and all liability, damages, or losses (including reasonable attorneys' fees, costs, penalties, and fines) School suffers as a result of (a) Vendor's failure to meet its obligations under Sections 4-6, or (b) a third party's designation of Vendor or Vendor's employees, agents, or

contractors as an employee of School regardless of any actual or alleged negligence by School.

- b. General Liability Insurance Limits: Vendor agrees to maintain general liability insurance coverage, including both bodily injury and property damage, with at least the following coverage limits:
  - i. ~~\$1,000,000 per~~ \$1,000,000 per occurrence
  - ii. \$2,000,000 general aggregate
  - iii. ~~\$500,000 personal~~ \$500,000 personal & advertising injury
- c. Additional Insurance Requirements: Vendor's insurance shall constitute primary coverage for any loss or liability arising from or relating to this Agreement and any insurance held by School shall constitute secondary, excess coverage. School may require additional insurance coverage depending on the Services and shall communicate these insurance requirements to the Vendor in conjunction with the provision of an Enrichment Certificate. Vendor's insurance policies required under this Agreement shall name School as additionally insured.

## **SECTION 10. CONFIDENTIALITY.**

- a. Confidential Information: Vendor acknowledges that during the course of performing Services, Vendor may become privy to confidential, privileged and/or proprietary information important to the School. Vendor further acknowledges its obligations under the Family Educational Rights and Privacy Act ("FERPA") and California Uniform Trade Secrets Act. Vendor shall ensure that all of its employees, agents and contractors agree to the requirements of this section prior to receiving any Confidential Information (defined below). Vendor shall not use or disclose during or after the term of this Agreement, without the prior written consent of School, any information relating to School's employees, directors, agents, students or families, or any information regarding the affairs or operations of School, including School's confidential/proprietary information and trade secrets ("Confidential Information"). Confidential Information, whether prepared by or for the School, includes, without limitation, all of the following: education records, student rosters, medical records, personnel records, information technology systems, financial and accounting information, business or marketing plans or strategies, methods of doing business, curriculum, lists, email addresses and other information concerning actual and potential students or vendors and/or any other information Vendor reasonably should know is treated as confidential by the School. The only allowed disclosures of Confidential Information are (i) with prior written consent of School; (ii) after the information is generally available to the public other than by reason of a breach by Vendor of this agreement to maintain confidentiality; (iii) after the information has been acquired by Vendor through independent means and without a breach of Vendor's duties to School under this Agreement or otherwise; or (iv) pursuant to the order of a court or other tribunal with jurisdiction if Vendor has given School adequate notice so that School may

contest any such process. Personally identifiable student information may only be used as necessary to meet Vendor's obligations under this Agreement. Vendor shall not use any Confidential Information (e.g., student or parent contact information) to market any products or services to School parents or students without School's express written permission. Vendor must take all necessary and appropriate steps to protect and safeguard all of School's Confidential Information and proprietary information from unauthorized disclosure.

- b. Disclosure of Records: School will provide Vendor with those records requested by Vendor that are reasonably necessary to allow Vendor to perform the Services. Vendor shall use any such records only for the purpose provided and not for the benefit of any other person or entity. Upon termination of this Agreement or School's request, Vendor will immediately surrender to School or destroy all Confidential Information and other materials provided to Vendor by School, including all physical copies, drafts, digital or computer versions.

**SECTION 11. ENTIRE AGREEMENT.** This Agreement and its incorporated exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein and supersede all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

## **SECTION 12. DISPUTE RESOLUTION.**

- a. Informal Dispute Resolution: If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties shall first meet and confer informally in an attempt to resolve the issue.
- b. Mediation: If reasonable efforts at informal resolution are unsuccessful, the parties shall participate in a mediation with a mutually-agreed upon mediator. Any costs and fees, other than attorneys' fees, associated the mediation shall be shared equally by the parties.
- c. Arbitration: If School has paid more than \$25,000 to Vendor for Services since the start of the previous fiscal year, and efforts to resolve the dispute at mediation are unsuccessful, the parties agree that such dispute will be submitted to private and confidential arbitration by a single neutral arbitrator through Judicial Arbitration and Mediation Services, Inc. ("JAMS") at the nearest JAMS location to the School, or other service agreed upon by both parties, and that such arbitration will be the exclusive final dispute resolution method under this Agreement. The JAMS Streamlined Arbitration Rules & Procedures in effect at the time the claim or dispute is arbitrated will govern the procedure for the arbitration proceedings between the parties. The arbitrator shall not have the power to modify any of the provisions of this Agreement. The decision of the arbitrator shall be final, conclusive and binding upon the parties hereto, and shall be enforceable in any court of competent jurisdiction. The party initiating

the arbitration shall advance the arbitrator's initial fee. Otherwise and thereafter, each party shall bear their own costs of the arbitration proceeding or litigation to enforce this Agreement, including attorneys' fees and costs. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved, subject to the right to terminate this Agreement. Nothing in this Agreement is intended to prevent either party from obtaining injunctive or equitable relief in court to prevent irreparable harm pending the conclusion of any such arbitration.

**SECTION 13. MODIFYING THE AGREEMENT.** No supplement, modification, or amendment of this Agreement shall be binding unless in writing and executed by both parties.

**SECTION 14. NO WAIVER.** No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

**SECTION 15. NO ASSIGNMENT.** No party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other party. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

**SECTION 16. SEVERABILITY.** If any provision of this Agreement is invalid or contravenes applicable law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

**SECTION 17. GOVERNING LAW.** This Agreement shall be governed by and interpreted under the laws of the State of California.

**SECTION 18. AUTHORITY TO CONTRACT.** Each party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said party, and that the undersigned has been duly authorized to execute this Agreement.

**SECTION 19. NOTICES.** ~~Notices required or given in connection with this Agreement shall be made in writing and effective the same day when delivered by e-mail, facsimile or by hand, or effective the day after being sent via overnight mail, to the Parties at the addresses below: All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows: (a) When delivered personally to the recipient's address as stated on this Agreement; (b) three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement; (c) via email address as stated on this Agreement. Notice is effective upon receipt provided that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.~~

**If to Vendor:**

**If to School:**

*(Please fill in with your information)*

Business: \_\_\_\_\_

**Caleb Jones**

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

**Vendor Services Administrator**

Title: \_\_\_\_\_

**13915 Danielson**

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

**St Suite 200**

\_\_\_\_\_

**Poway, CA 92064**

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

**Caleb.Jones@cabrillopontacademy.org**

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

**(619) 782 - 6464**

**SECTION 20. COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed or emailed .pdf or other electronic copy of the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date above.

**CABRILLO POINT ACADEMY**

By: \_\_\_\_\_

Name: Caleb JonesTitle: Vendor Services Administrator

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

**VENDOR**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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



**EXHIBIT A**  
**Detailed List of Services and Prices**

<u>Service Title</u>	<u>Service Description</u>	<u>Grade Levels</u>	<u>Price</u>	<u>Duration</u>



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## COVID-19 PREVENTION PROGRAM (CPP) FOR CABRILLO POINT ACADEMY

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Updated: **3/3/2022**

### **AUTHORITY AND RESPONSIBILITY**

The ~~HR Specialist~~ **Human Resource team** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

### **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- **Document the vaccination status of our employees through CoVerified, which is maintained as a confidential medical record.**
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace.
- **Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.**
- Review applicable orders and general and industry-specific guidance from the **CDC**, State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **EMPLOYEE PARTICIPATION**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Weekly invite to HR Office Hours to address any questions or concerns.
- Invitation to join ~~HR Specialist~~ **the HR team** while conducting COVID-19 Inspections
- Feedback is periodically solicited by ~~HR Specialist~~ **the HR team** to ensure staff has what they need to feel safe in the workplace.

## EMPLOYEE SCREENING

We screen our employees by:

- **Office Staff:** Sign-in binders have been placed at the entrance of each office location along with contactless thermometers. Employees are provided with hand sanitizer, sanitizing wipes, clean masks (if not wearing their own), clean pens, and a list of COVID-19 symptoms. They are asked to take their temperature and complete a self-assessment of symptoms before entering the office each day. By signing in on the sheet, employees are certifying that they are symptom-free or will remove themselves from the workplace and contact their manager if they can not report to work. Additionally, signs are posted that face coverings are mandatory to enter the office as well as to be worn at all times while in the workspace.

- **In person events/meetings:** It is our desire to maintain in-person activities for students. However, this will take a collaborative effort between families and staff to minimize the risk of exposure to COVID-19. Families and staff must conduct a screening of COVID-19 symptoms of students and accompanying family members. Everyone is advised to **PLEASE, not attend any In-Person Activity if an individual (e.g., staff member, student, accompanying family member) is experiencing any of the following symptoms within 10 days of the In-Person Activity:**

- Fever of 100 degrees or higher
- (Persistent) cough
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Headache
- Sore throat
- Muscle or body aches, fatigue
- Chills
- Vomiting, nausea, diarrhea, or abdominal pain
- Runny nose, congestion

If an individual has any of the above symptoms while at the In-Person Activity, **they must return home.**

If students or family members have experienced any of the above symptoms **within 10 days** of the In-Person Activity, **they must not attend the In-Person Activity.**

**\*\*Staff members who are scheduled to participate in an in-person activity who have symptoms on the day of the activity or within 10 days of the activity must contact Human Resources and their direct supervisor for further instruction.**

- The HR team has collected information to identify staff as fully vaccinated or unvaccinated.
- **Unvaccinated Staff Testing Procedures:**
  - Unvaccinated staff members will participate in weekly COVID-19 testing, per the Governor's mandate.
  - Employees participating in the testing program will be provided rapid at-home antigen tests (via US mail).
  - Every 7 days, the employee must swab the nostrils and process the at-home test. The test produces a result after 15 minutes. Testing is due by the close of business Friday.
  - The employee takes a picture of the test result and uploads it to the web-based platform or the CoVerified app.
  - ***If the employee receives a positive result from the at-home rapid antigen test, they must immediately cease any in-person activities and reach out to hrhelp to receive the proper protocol on isolation/quarantine based on their unique situation and in accordance with the CDPH guidelines.*** Additionally, it is recommended that the employee follow up with a medical provider (covered by your insurance provider).

- Employees who are unvaccinated and 100% remote (ie: never come into contact with other staff, students or student family members) are exempt from weekly testing at this time. The School reserves the right to update this practice at any time.
- COVID-19 testing is available for free at multiple locations throughout Southern California. The following county websites include information and allow you to schedule an appointment at a testing facility near you.

[Riverside County](#)

[San Diego County](#)

[Orange County](#)

[Imperial County](#)

[San Bernardino County](#)

## **CORRECTION OF COVID-19 HAZARDS**

Unsafe or unhealthy work conditions, practices, or procedures will be documented in **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## **CONTROL OF COVID-19 HAZARDS**

### **PHYSICAL DISTANCING**

~~Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:~~

- ~~Eliminating the need for workers to be in the workplace — A majority of our staff works remotely and only a small percentage report to the workplace on a regular or semi-frequent basis.~~
- ~~Reducing the number of persons in an area at one time, including visitors.~~
- ~~Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.~~
- ~~Staggered arrival, departure, work, and break times.~~

~~Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.~~

### **FACE COVERINGS**

When required by orders from the California Department of Public Health (CDPH) or local health department, ~~w~~We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors., ~~and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.~~ Should an employee or visitor arrive on-site without their own face covering ~~when they are required by the CDPH or local health department,~~ they are immediately provided one upon entrance to the office.

~~The following are exceptions to the use of face coverings in our workplace:~~

- ~~When an employee is alone in a room.~~
- ~~While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.~~
- ~~Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.~~

- ~~Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.~~

~~Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice once weekly for COVID-19.~~ We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings will also be provided to any employee that requests one, regardless of vaccination status.

## **ENGINEERING CONTROLS**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- The building contains a regularly maintained HVAC system.
- The property manager recently upgraded the entire building to Merv-13 filters that are changed on a quarterly basis. Additionally, ultralights have been installed behind the filters to zap any particulate matter that escapes the filter.
- In the event of a power outage or necessary shut down of HVAC due to maintenance staff will be advised to work remotely until the system returns to full functionality.

## **CLEANING AND DISINFECTING**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Part of our lease includes nightly cleaning every weekday with EPA approved products - Lysol and Clorox
- Staff who are responsible for maintaining school property that is sent out/returned by students and staff are provided with: Masks, gloves, hand sanitizer, and disinfectant wipes
- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Please see 8 C.C.R. section 3205(c)(7)(B) for more details.
- Should we have a COVID-19 case in our workplace, we will implement the following procedures:
  - The office will be immediately shut down and staff sent home to quarantine and work remotely.
  - HR Specialist/Office Manager will contact Complete Commercial Maintenance, Inc. (cleaners provided in the lease agreement). They will do a deep clean of all touchable services, including all shared tools and equipment with EPA approved products as well and sanitize the air with foggers.

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must also not be shared, to the extent feasible.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

## **HAND SANITIZING**

In order to implement effective hand sanitizing procedures, we:

- Evaluating hand washing facilities.
- Determining the need for additional facilities.

- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time - posters are located above each sink.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Upon request, we provide correctly sized respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person. Employees are encouraged to use respirators in compliance with 8 C.C.R. § 5144(c)(2). Employees will be provided with information required by 8 C.C.R. § 5144.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

## **INVESTIGATING AND RESPONDING TO COVID-19 CASES**

~~This will be accomplished by using the **Appendix C- Investigating COVID-19 Cases** form.~~

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified within 24 hours whenever possible.
- Offered COVID-19 testing at no cost during their working hours, ~~except for COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.~~
- Allowed to work remotely.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- **Reporting Close Contacts:**
  - ~~If a staff member was a close contact they may not attend any in-person activity, they must contact Human Resources and their direct supervisor, and await further instructions.~~
  - ~~Staff will need to answer a series of questions provided by Human Resources to help us determine the best course of action. Staff needs to be thorough in your responses and provide them as quickly as possible.~~

A "close contact" is

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over a 24-hour period
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact with the person (hugged or kissed them)
- Sharing eating or drinking utensils
- Being sneezed on, coughed on, or somehow getting respiratory droplets on you from someone with COVID-19
- **Positive COVID-19 Cases:** ~~Under no circumstances should anyone who has tested positive for COVID-19 come~~

**to In-Person Activities or work, regardless of vaccination status or whether symptoms are present until they have completed the required isolation period.** This needlessly puts others at risk and increases the number of close contacts in our school community that will have to quarantine. Even an asymptomatic, vaccinated person can contract/spread COVID-19.

- **Reporting Positive COVID-19 Tests:**

- Staff members must report COVID-19 positive tests to Human Resources at [HRHelp@<schoolsite>.org](mailto:HRHelp@<schoolsite>.org) and to their direct supervisor in writing as soon as the results have been received.
- The isolation/quarantine periods now depend on a number of factors. Therefore, when Human Resources contacts staff for further information, they are to respond right away and be as thorough as possible.
- Our staff's well-being is our priority so they may utilize COVID Supplemental Sick Leave (when available) or their personal sick leave if they are unable to work from home. Both types of paid sick leave can be used consecutively or intermittently. Staff will need to coordinate any intermittent time off with their supervisor.

## **SYSTEM FOR COMMUNICATING**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their Direct Supervisor in writing.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. Lists of testing centers by county are provided to staff at all times via our SSS website.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing at no cost to the employee and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- We use Weekly Updates that are sent out to all staff as well as post resources and notices on the SSS Website.
- All staff members are invited to attend HR Offices hours weekly to voice any concerns or ask questions.

## **TRAINING AND INSTRUCTION**

We will provide effective training and instruction **via Vector Solutions, Weekly Newsletters, direct emails, and team meetings** that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing respirators. Employees voluntarily using respirators will be trained according to 8 C.C.R. section 5144(c)(2) requirements. How to wear them properly, how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on or COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for **14 days for the appropriate amount of time based on CDPH guidance and the SDCOE Decision Trees** after the last known COVID-19 exposure to a COVID-19 case.
- If we do not exclude an employee who had a close contact as permitted state and local guidelines, Human Resources will provide the employee with information about any applicable precautions recommended by CDPH for individuals with close contact.
- For employees excluded from work, continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished by providing staff with remote work assignments.
- Providing employees at the time of exclusion with information on available benefits.

## **REPORTING, RECORDKEEPING, AND ACCESS**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- ~~Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.~~



## **RETURN-TO-WORK CRITERIA**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - The isolation/quarantine periods now depend on a number of factors. Therefore, when Human Resources contacts staff for further information, they are to respond right away and be as thorough as possible so that they can provide the appropriate return-to-work protocol.
  - ~~COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.~~
  - ~~A negative COVID-19 test will not be required for an employee to return to work.~~
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be ~~10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective~~ determined by HR in accordance with CDPH guidance. Please see 8 C.C.R. sections 3205(c)(10)(E)&(F) for additional guidance.
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## **COVID-19 SUPPLEMENTAL PAID SICK LEAVE ("COVID SPSL")**

**Effective: January 1, 2022 to September 30, 2022**

In addition to the School's Sick Leave policy identified in the Employee Handbook, the School will provide COVID-19 SPSL to each of the School's employees to the extent that the employee is unable to work or telework due to any of the following reasons:

### **COVID Related SPSL ("COVID22Rel")**

- The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the State Department of Public Health, the federal Center for Disease Control and Prevention, or a local public health officer who has jurisdiction over the workplace. a Federal, State or local quarantine or isolation order or guideline related to COVID-19. If the employee is subject to more than one of the foregoing, the employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidance that provides for the longest such minimum period;
- A health care provider advises the employee to isolate or quarantine due to COVID-19;
- The employee is attending an appointment for themselves or a family member to receive a vaccine or a vaccine booster for protection against COVID-19, although the maximum amount of leave for this purpose is 3 days or 24 hours, unless the employee provides verification from a health care provider that the employee or family member is continuing to experience symptoms;
- The employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevent the employee from being able to work or telework; although the maximum amount of leave for this purpose is 3 days or 24 hours, unless the employee provides verification from a health care provider that the employee or family member is continuing to experience symptoms;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for a family member who is subject to an order or guidance described above or who has been advised to isolate or quarantine by a health care provider;
- The employee is caring for a child, as defined in Labor Code section 245.5, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

All employees, regardless of how long the employee has been employed by the School, are eligible for COVIDRel22 Sick Leave.

### Amount of COVID22Rel SPSL Available

For full-time employees, and those that worked or were scheduled to work, on average, at least 40 hours per week for the School in the two weeks preceding the date the employee took COVID22Rel SPSL: the School will grant the employee 40 hours of paid COVID22Rel SPSL.

For all other employees: For employees with a normal weekly schedule, the School will grant the employee COVID22Rel SPSL reflecting the total number of hours the covered employee is normally scheduled to work for the employer over one week.

If the employee works a variable number of hours, the School will grant the employee COVID22Rel SPSL reflecting 7 times the average number of hours the employee worked each day for the employer in the six months preceding the date the employee took COVID22Rel SPSL.

If the employee has worked for the School over a period of fewer than six months but more than 7 days, this calculation shall instead be made over the entire period the employee has worked for the School.

If the employee works a variable number of hours and has worked for the School over a period of 7 days or fewer, the total number of hours the employee has worked for that employer shall reflect the COVID22Rel SPSL.

### Additional COVID Positive SPSL (COVID22Pos)

An employee is entitled to additional COVID22Pos SPSL in an amount not to exceed that described above if the employee, or a family member for whom the employee is providing care, tests positive for COVID-19.

If the employee requests to use additional leave because a family member for whom they are providing care tests positive for COVID-19, the School will require that the employee provide documentation of that family member's test results before paying the additional leave.

The School shall have no obligation to provide Additional COVID22Pos SPSL for an employee who refuses to provide documentation of the test required by the School.

Employees are not required to exhaust COVID22Rel SPSL before using Additional COVID22Pos SPSL.

Additional COVID22Pos SPSL does not change the School's obligations to comply with the Cal-OSHA COVID-19 Emergency Temporary Standards.

### Maximum Amount of COVID SPSL

The total maximum amount of COVID SPSL an employee is entitled to shall not exceed 80 hours for the period between January 1, 2022 and September 30, 2022.

### Uses of COVID SPSL

The employee may determine how many hours of COVID SPSL to use, up to the total number of hours to which the employee is entitled. The School shall make COVID SPSL Leave available for immediate use by the employee, upon the oral or written request of the employee to the School. The School will not provide the employee more COVID SPSL Sick Leave than the number of hours to which they are entitled.

### Rate of Pay

Each hour of COVID SPSL shall be compensated at a rate equal to the following:

**Nonexempt Employees:** The highest of the following:

- Calculated in the same manner as the regular rate of pay for the workweek in which the employee uses COVID SPSL, whether or not the employee actually works overtime in that workweek.

- Calculated by dividing the employee's total wages, not including overtime premium pay, by the employee's total non-overtime hours worked in the full pay periods of the prior 90 days of employment.

**Exempt Employees:** COVID SPSL shall be calculated in the same manner as the School calculates wages for other forms of paid leave time.

**Limits:** Notwithstanding the foregoing, the School shall not be required to pay more than five hundred eleven dollars (\$511) per day and five thousand one hundred ten dollars (\$5,110) in the aggregate to an employee for COVID SPSL unless federal legislation is enacted that increases these amounts beyond the amounts that were included in the Emergency Paid Sick Leave Act established by the federal Families First Coronavirus Response Act, in which case the new federal dollar amounts shall apply to this policy as of the date the new amounts are applicable under the federal law. If an employee reaches the maximum amounts, the employee may choose to use other accrued and unused paid leave available to the employee in order to fully compensate the employee for leave taken.

**Miscellaneous:** The School shall not require an employee to use any other paid or unpaid leave, paid time off, or vacation time provided by the School before the employee uses COVID SPSL or in lieu of COVID SPSL.

The School shall not require an employee to first exhaust their COVID SPSL before satisfying any requirement to provide paid leave for reasons related to COVID-19 under any Cal-OSHA COVID-19 Emergency Temporary Standards.

Retroactive payments will be made in accordance with Labor Code section 248.6.

**Notice:** Notice shall be given to employees of their right to COVID SPSL and shall provide notice of the amount of COVID SPSL that the employee has used through the pay period in which it was due to be paid.

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Amy Davis, Senior Director

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Date

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** HR Specialist

**Date:** 12/11/20

**Name(s) of employee and authorized employee representative that participated:** Director of Technology, Director of Enrichment, Office Manager, Lending Library Specialist

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation
Suite 101 - Lending Library		Drop off of packages from mail carriers, as well as staff and/or families	Specified location to drop materials - tape on the floor, specific bins, masks available
Suite 101 - Lending Library		Office Space	Desks are placed so employees can sit 6 feet apart, self-assess and sign-in upon entry each day, wear masks at all times
Suite 101- Lending Library		Break/Lunch Room	Staff stagger breaks and meals
Suite 103 - Admin Offices		Office Space	Desks are placed so employees can sit 6 feet apart or can work in different rooms, self-assess and sign-in upon entry each day, wear masks at all times
Suite 103 - Admin Offices		Break/Lunch Room	Staff stagger breaks and meals
Suite 200 - Tech Dept & Others		Office Space	Desks are placed so employees can sit 6 feet apart or can work in different rooms, self-assess and sign-in upon entry each day, wear masks at all times

Suite 200- Tech Dept & Others		Break/Lunch Room	Staff stagger breaks and meals
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## **APPENDIX B: COVID-19 INSPECTIONS**

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Self-assessment Sign-in Sheets			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields			

## **APPENDIX C: INVESTIGATING COVID-19 CASES**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non- employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			
<b>Notice is given (<i>within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case</i>) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



## **APPENDIX D: COVID-19 TRAINING ROSTER**

[illegible]

## **ADDITIONAL CONSIDERATION #1: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 TESTING**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by or orders issued by the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### **EXCLUSION OF COVID-19 CASES**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### **INVESTIGATION OF WORKPLACE COVID-19 ILLNESS**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 INVESTIGATION, REVIEW AND HAZARD CORRECTION**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

- [describe other applicable controls].

#### **NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **ADDITIONAL CONSIDERATION #2: MAJOR COVID-19 OUTBREAKS**

In the event we experience 20 or more COVID-19 cases within a 30-day period, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 TESTING**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **EXCLUSION OF COVID-19 CASES**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **INVESTIGATION OF WORKPLACE COVID-19 ILLNESSES**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 HAZARD CORRECTION**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.



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## Evaluation Policy

Cabrillo Point Academy is committed to providing evaluation and assessment of all staff members on a continuing basis.

The purpose of the Cabrillo Point Academy Governing Board approving this Evaluation Policy is to accomplish the following:

1. Outline the Purpose of the Evaluation
2. Establish the Frequency of Evaluations and the Evaluation Timeline
3. Establish Who Conducts the Employee Evaluations
4. Outline the Evaluation Sequence of Events
5. Establish the Use of Professional Growth and Improvement Plans
6. Outline the Record Keeping Process for All Evaluations

**1. Purpose of Evaluations:** The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by the Charter School Employees.

**2. Frequency of Evaluations and Evaluation Timeline:** ~~All~~ Some returning staff will be evaluated. ~~during the 2020-21 school year or upon first year of employment.~~ All new staff will be evaluated. General education eCertificated and classified staff who receive an average score from their evaluator of ~~4~~ 3.0 or higher on a 5-point scale and continue to perform in good standing will be expected to complete a performance evaluation every-other year.

~~General education eCertificated~~ and classified staff who receive an average score from their evaluator of ~~3~~ 2.9 or lower on a 5-point scale will be evaluated on an annual basis. ~~General education cCertificated~~ and classified staff who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a mandatory Performance Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.

~~Special education certificated and classified staff who receive an average score from their evaluator of 3 or higher on a 4 point scale and continue to perform in good standing will be expected to complete a performance evaluation every other year.~~

~~Special education certificated and classified staff who receive an average score from their evaluator of 2 or lower on a 4 point scale and who demonstrate poor performance of job~~

~~expectations will be evaluated on an annual basis, placed on a mandatory Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.~~

Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.

**3. Who Conducts the Employee Evaluations:** The employee's immediate supervisor(s) will be responsible for evaluating the employees. The supervisor may delegate portions of the evaluation process to a designee, but the supervisor shall retain overall responsibility.

**4. Sequence of Events:**

- Self-Assessment and Form 700: the employee will complete their self-assessment of the evaluation (if applicable) and their Form 700 prior to their meeting with their supervisors.
- Meeting with Supervisor: the employee and the employee's supervisor or designee will meet with the employee and conduct their evaluation.
- Employee's Time to Respond: the employee will be given the opportunity to respond to their supervisor's evaluation.
- Final Evaluation Report and Summary Conference: the evaluator shall prepare, complete and issue the Final Evaluation Report and give a copy to the employee during the final evaluation conference.

**5. Professional Growth and Improvement Plans:** Employees who receive an unsatisfactory evaluation (scoring below a score of 3 on the 5-point scale or a score of 2 on the 4-point scale) shall be placed on a Professional Growth and Improvement Plan. The employee's supervisor will confer with the employee making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist the employee in his or her performance.

**6. Record Keeping:** A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.

**Revised: March 10, 2022**



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## Compensation Policy

### Dedication to Non-discrimination

It is the policy of Cabrillo Point Academy not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

### Important Information

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for Cabrillo Point Academy. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Senior Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. -An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

### Compensation Philosophy

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy

places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We offer...

- comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations
- a transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be affected

We recognize and reward...

- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers...

Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:

- exceptional teacher performance that leads to growth and excellence for students
- commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

## **CERTIFICATED COMPENSATION**

### Certificated Definition:

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or credential as defined by the California Teaching Commission (CTC).

### Teacher Definition:

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education

### Salary Placement Guidelines:

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

### Creditable Years of Experience:



- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 5 (five) years with placement on year 5 (five).
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be “hard-to-staff” positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution’s normal work schedule during the school year
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution’s normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
  - California and US public, charter, and private elementary and secondary schools
  - Accredited foreign public, charter, and private elementary and secondary schools
  - California, US, and foreign accredited universities and colleges
  - Non-public special education contract schools for special education teachers
  - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- Other relevant professional experience may be considered by the Senior Director or designee.

The Senior Director or his or her designee may adjust a rehired teacher’s placement on the pay scale as appropriate based on the employee’s accumulated experience following the teacher’s separation from the School, which may result in a higher or lower placement on the scale than the teacher would have otherwise been placed had the teacher been continuously employed.

#### Credential/Certification:

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher salary table (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor’s degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher table as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale Level and Group based on their creditable years of service and post-Bachelor degree units, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee’s assignment or future

assignment, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series

- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Pay Scale based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher completes graduate level coursework on January 15 and provides an official transcript on May 1, any advancement on the Pay Scale and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher completes graduate level coursework on August 15 and provides an official transcript on October 20, any advancement on the Pay Scale and increase in pay will be effective beginning the first pay period following October 20. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 31. The teacher would receive the advancement starting the next pay period of November 1-15.
- For teachers with less than 98 units, the maximum number of years of service that can be accumulated is 10 years. To add additional years of service, teachers must obtain 98 or more units. The year in which 98 or more units is achieved, the teacher will finish out that year as year 10. They will then advance in years of service the preceding school years as outlined on the salary schedule.

#### Advanced Degree/Certificate Stipends:

- Teachers who hold a Doctoral degree are entitled to additional compensation of \$3,000 stipend in addition to their current annual salary on the Salary Table.
- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a \$3,000 stipend in addition to current annual salary on the Salary.
- Proof of National Board Certificate (NBC) and Doctoral Degrees must be submitted by October 31 in order for stipend to be paid for that year. Any submission after October 31 will result in stipend for the following year.
- The stipends will be paid as set forth in the Stipend Chart below.

#### Signing Bonus:

If the School decides to issue signing bonuses, the following requirements shall apply.

- Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, to promote diversity, or to address specific concerns at the school.
- The Senior Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.

- To qualify for a signing bonus, the teacher must:
  - be certified in the field they are hired to teach.
  - teach in that field of the bonus.

#### Supplemental Duty Stipends:

- Stipends are assigned and approved by the Senior Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Staff who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Senior Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Senior Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as Student Support Coordinator, SPED Lead Teacher, etc. are assigned on a year by year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart, once the Supplemental duty has started.

Student stipends are paid bi-monthly based on the teacher roster from August through June according to the teacher work calendar

The Senior Director has been delegated authority to change the stipend amounts and add or change stipends based on the need of the school throughout the year in line with the board adopted budget.

#### Medical Opt-Out Stipend:

- Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution of \$250 per month.

#### Voluntary Transfer to Lower Role Placement or Teaching position:

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale will be placed in the new salary placement or teacher salary schedule, and the salary will be calculated as it is in the new placement or schedule.

#### Additional Supplement Bonus ("Supplement"):

The Senior Director may recommend a Supplement for teachers as set forth in this section.

- A Senior Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Senior Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent

fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.

- Teacher supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Senior Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Senior Director:
  - 1. The Senior Director must first agree with the teacher on the terms
  - 2. The supplemental work must be separate from the normal job responsibilities.
  - 3. The work must be completed or in the progress of being completed.

#### Part-time Teachers:

For all part-time teachers.

- Part-time/Full time Status: Compensation for part-time teachers will be \$30.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the chart below. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than the number of approved hours per week specified in the chart for the 5 floating days in July. If a part-time teacher anticipates exceeding the number of approved hours per week due to the attendance in the back to school training sessions, the teacher must obtain prior approval.

Part Time Teacher Hourly Table																			
Number of regularly enrolled students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Number of approved hours per week	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
<b>Please Note:</b> No more than your max approved hours should be worked in one calendar week without prior approval No more than 8 hours can be worked in one day Any time over 5 hours in a day must include a scheduled lunch No hours may be worked on Holidays No hours are approved over school breaks (ex. Thanksgiving, Winter, Presidents Week, Spring Break)																			

- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's employee handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.

When a case load of 20 students is reached, employees may be rated in and placed on a

salary table and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a case load of less than 28 students over a course of three (3) consecutive months may result in a return to part time status.

### **Part Time HQT Hourly Schedule**

<b>Number of Sections Covered</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
<b>Number of Approved Hours Per Week</b>	15	20	25	30

## **CLASSIFIED COMPENSATION**

### **Experience and Placement**

- Each classified employee will be placed on the salary schedule based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
  - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
  - Example: SPED instructional aide at a school district, or a company may be equivalent experience for the SPED instructional aide position, but SPED center aide will be applicable experience.
- The evaluation of prior experience and placement on the Salary Scale will be recommended by the Human Resources Department and the Senior Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
  - The number of days worked in a year must be at least 180 days as a full-time employee
  - The percentage of days worked
  - Position held
  - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
  - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Senior Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board

## **Role/Salary Placements**

All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Senior Director or designee. Some hard-to staff positions may be compensated out of the salary schedule as approved by the Senior Director.

## **Advancements on Pay Scale**

- An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

## **Lateral Transfer**

- A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

## **Partial Assignments**

- In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the salary schedule (or salary placement) with the higher salary.

## **Reassignments**

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or schedule
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Senior Director to avoid disruption so long as it is not earlier than the next payroll period.

## **Rehires**

- A former employee who returns to a position similar to the role held prior to separation will be placed on the salary scale as follows:
  - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the salary scale.
  - All applicable work experience earned outside of Cabrillo Point Academy, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

## **Experience – Nonexempt Employees**

- Each nonexempt employee will be placed on the salary schedule based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Senior Director or his/her designee. The following criteria, among others, may be considered in evaluation of

prior experience:



- The number of days worked in a year must be at least 180 days as a full time employee
- The percentage of days worked
- Position held
- Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the schedule.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Senior Director or his or her designee may adjust a rehired non-exempt employee's placement on the pay scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

**Additional Supplement Bonus ("Supplement"):**

The Senior Director may recommend a Supplement for classified staff members as set forth in this section.

- A Senior Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Senior Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Senior Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Senior Director:
  - 1. The Senior Director must first agree with the classified staff member on the terms

- 2. The supplemental work must be separate from the normal job responsibilities.
- 3. The work must be completed or in the progress of being complete.

#### APPENDICES:

Stipend Chart

Salary & Pay Schedules

Revised: January 27, 2022

**Cabrillo Point Academy**  
**July 1, 2021 – Stipend Chart**  
**Page 1 of 8**

Description	Amount	Eligibility	Eligibility Start	Period Paid
<b>504 Coordinator</b>	\$15,000	Assigned Position: Paid to certificated teachers who facilitate 504 meetings.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
<b>Academic Decathlon Coach/Advisor</b>	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Decathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
<b>Academic Pentathlon Coach/Advisor</b>	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Pentathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
<b>Career Technical Education (CTE)</b>	\$5,000	Paid to CTE credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
<b>CHYA Stipend</b>	\$2,500	Assigned Position: Paid to a certificated teacher to provide office hours and instruction/support with CHYA curriculum.	Eligibility is earned after service has been completed from start date to end date.	Paid as a lump sum after completion of the work.

**Cabrillo Point Academy**  
**July 1, 2021 – Stipend Chart**  
**Page 2 of 8**

Description	Amount	Eligibility	Eligibility Start	Period Paid
<b>Doctoral Degree Stipend</b>	\$3,000	Provided to teachers who hold a doctorate degree.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.
<b>ELD Teacher Stipend</b>	\$15,000	Assigned Position: Paid to credentialed teacher who applied and received the position to facilitate designated ELD instruction for EL students.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
<b>Elementary Explorers on Course Lead Teacher Stipend</b>	\$18,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to coordinate Mission 2 Learn classes.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
<b>Elementary Explorers on Course Teacher Stipend</b>	\$15,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to teach Mission 2 Learn classes.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
<b>Extended School Year (ESY) Stipend</b>	\$3,500	Paid to special education teachers who provide services during ESY.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of ESY.

**Cabrillo Point Academy**  
**July 1, 2021 – Stipend Chart**  
**Page 3 of 8**

Description	Amount	Eligibility	Eligibility Start	Period Paid
<b>Extra Student Stipend</b>	\$100/month/student over required roster limit	If the Senior Director assigns additional students to the employee's full-time load, the employee will receive \$100/month per student.	Becomes eligible once their rosters surpass required roster limits.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.
<b>High School Academic Support Coordinator</b>	\$10,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be a lead for the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be not prorated. It is a set amount regardless of when hired for the position.
<b>Highly Qualified Teacher Extra Course Stipend</b>	\$450/ pay period for each section of Edgenuity coverage and \$670/ pay period for each section of ChoicePlus Academy coverage	Provided to single subject credentialed teachers who teach additional coursework beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months of the student calendar.
<b>Highly Qualified Teacher Summer School Stipend</b>	\$30.00/hour	Provided to single subject credentialed teachers who teach additional coursework for high school summer school courses.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.

Cabrillo Point Academy  
July 1, 2021 – Stipend Chart  
Page 4 of 8

Description	Amount	Eligibility	Eligibility Start	Period Paid
HST - Middle School/High School Stipend	\$5,000	Assigned Position: Paid to a credentialed teacher who applied and received the position.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.
Induction Coach Stipend	\$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Intervention Support Coordinator Stipend	\$15,000	Assigned Position: Paid to certificated teachers who facilitate direct instruction classes for students who are identified for tier 1, 2, and 3 intervention.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
Lead Community Coordinator Stipend	\$12,000	Assigned Position: Paid to a certificated teacher who facilitates regular events for the Community Connections program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.
Library Team Lead Stipend	\$650 per month (\$7,800 for 12 months)	This position is open to current CPA Library Specialists	Eligibility begins immediately	Paid \$325 bi-monthly for 12 months.

**Cabrillo Point Academy**  
**July 1, 2021 – Stipend Chart**  
**Page 5 of 8**

Description	Amount	Eligibility	Eligibility Start	Period Paid
<b>Medical Benefit Opt-Out Stipend</b>	\$3,000	Provided to employees who opt out of medical benefit coverage.	Eligibility starts at the beginning of the school year.	\$125 paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
<b>Mileage Stipend</b>	\$500 per semester/ \$1,000 per year	Certificated employees who carry a roster and must travel to student monthly meetings.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
<b>MOU Coordinator</b>	\$8,400.00	Assigned Position: Paid to designated director to provide support for all employees that are on the shared staff MOU	Eligibility starts at the beginning of the school year paid July-June.	Paid bimonthly over 12 months; July-June. Will be prorated based on period of service during the school year.
<b>National Board Certification (NBC) Stipend</b>	\$3,000	Provided to teachers who have been awarded the National Board Certification.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.
<b>Phone/ Internet/ Utilities Stipend</b>	\$956.16	Provided to all employees for work expense, including phone, internet, and utilities costs.	For all current employees. Eligibility starts at the beginning of the school year paid bimonthly July - June.	\$39.84 paid bimonthly over July - June. Will be prorated based on period of service during the school year.

**Cabrillo Point Academy**  
**July 1, 2021 – Stipend Chart**  
**Page 6 of 8**

Description	Amount	Eligibility	Eligibility Start	Period Paid
<b>Professional Development Presenter</b>	\$500	Assigned Position: Paid to a credentialed teacher who develops and delivers an approved professional development topic.	Eligibility is earned after service has been completed from start date to end date.	Paid in lump sum after the completion of the work.
<b>Regional Coordinator - Middle School/High School Stipend</b>	\$5,000	Assigned Position: Paid to a credentialed teacher who applied and received the position.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
<b>School Counselor Extra Duties Stipend</b>	\$8,500	Assigned Position: Paid to a credentialed school counselor who applied and received the position to fulfill extra duties.	Eligibility starts at the beginning of the school year.	Paid twice a month over 12 months.
<b>Counselor Extra Section Stipend</b>	\$450 per week for each section of counseling coverage.	Provided to school counselors with a PPS who serve an extra section of students as school counselors.	Eligibility starts at the beginning of the school year and once counseling services begin.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
<b>Special Programs Lead Stipend</b>	\$6,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.



Cabrillo Point Academy  
July 1, 2021 – Stipend Chart  
Page 7 of 8

Description	Amount	Eligibility	Eligibility Start	Period Paid
<b>SPED Lead Teacher Stipend</b>	\$1,000	Assigned Position: Must be in a leadership role and an authority in compliance, training and support in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
<b>SPED Teacher Stipend</b>	Mild/Moderate \$150/month per extra student. Moderate/Severe or Moderate/Severe Transition \$400/month per extra student	If the Special Education Director assigns additional students to the employee's full-time caseload, the employee will receive \$150/month per student in the mild/moderate program, \$400/month per student in the moderate/severe program or m/s transition program.	Becomes eligible once rosters surpass required roster limits (which may be retroactive to the start of the 2021-2022 school year).	Paid bimonthly over 10 months of the student calendar.
<b>Student Support Coordinator Stipend</b>	\$15,000	Assigned Position: Paid to certificated teachers who facilitate SST meetings.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
<b>Staff Development Coordinator</b>	\$8,500	Assigned Position: Paid to a designated HST who applied and received the position to train Homeschool Teachers in best practices through training, collaboration and professional development.	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.

Cabrillo Point Academy  
July 1, 2021 – Stipend Chart  
Page 7 of 8

Description	Amount	Eligibility	Eligibility Start	Period Paid
Testing Team Lead Stipend	\$3,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year once the teachers come back 8/2/21.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.

Cabrillo Point Academy  
Homeschool Teacher (HST)  
July 1, 2021 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$59,800**	\$59,800**	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800
B ( + 14 points)	\$59,800**	\$59,800**	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$62,121
C ( + 28 points)	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$61,463	\$64,688
D ( + 42 points)	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$60,683	\$63,917	\$67,254
E ( + 56 points)	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$60,683	\$64,071	\$66,330	\$69,821
F ( + 70 points)	\$59,800	\$59,800	\$59,800	\$59,800	\$59,800	\$59,862	\$62,069	\$65,355	\$68,769	\$72,388
G ( + 84 points)	\$59,800	\$59,800	\$59,800	\$59,800	\$59,862	\$62,069	\$64,277	\$67,640	\$71,208	\$74,955
H ( + 98 points)	\$59,800	\$59,800	\$59,800	\$59,862	\$62,069	\$64,071	\$66,484	\$69,975	\$73,672	\$77,522

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$80,089	\$82,656	\$85,223	\$87,790

H15	H20	H25	H30
\$90,357	\$92,924	\$95,491	\$97,545

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
Highly Qualified Teacher (HQT)  
July 1, 2021 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$59,850**	\$59,850**	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860
B ( + 14 points)	\$59,850**	\$59,850**	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$65,512
C ( + 28 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$64,855	\$68,081
D ( + 42 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$64,074	\$67,311	\$70,651
E ( + 56 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$63,252	\$67,439	\$69,726	\$73,220
F ( + 70 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$62,327	\$65,461	\$68,749	\$72,166	\$75,789
G ( + 84 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$61,402	\$64,459	\$67,670	\$71,036	\$74,607	\$78,358
H ( + 98 points)	\$59,860	\$59,860	\$59,860	\$60,374	\$63,354	\$66,540	\$69,880	\$73,374	\$77,073	\$80,927

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H ( + 98 points)	\$83,496	\$86,065	\$88,634	\$91,203

H15	H20	H25	H30
\$93,773	\$96,342	\$98,911	\$100,966

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\* Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
Special Education (SPED) Teacher  
July 1, 2021 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,510**	\$61,510**	\$61,521	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316
B ( + 14 points)	\$61,510**	\$62,165**	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$69,648
C ( + 28 points)	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$68,910	\$72,526
D ( + 42 points)	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$68,036	\$71,663	\$75,404
E ( + 56 points)	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$67,115	\$71,806	\$74,368	\$78,282
F ( + 70 points)	\$63,316	\$63,316	\$63,316	\$63,316	\$63,316	\$66,079	\$69,591	\$73,274	\$77,102	\$81,160
G ( + 84 points)	\$63,316	\$63,316	\$63,316	\$63,316	\$65,043	\$68,468	\$72,065	\$75,836	\$79,836	\$84,038
H ( + 98 points)	\$63,316	\$63,316	\$63,316	\$63,892	\$67,230	\$70,799	\$74,541	\$78,455	\$82,599	\$86,916

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$89,794	\$92,672	\$95,550	\$98,428

H15	H20	H25	H30
\$101,306	\$104,184	\$107,062	\$109,364

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
Counselor  
July 1, 2021 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$59,850**	\$59,850**	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860
B ( + 14 points)	\$59,850**	\$59,850**	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$65,512
C ( + 28 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$64,855	\$68,081
D ( + 42 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$64,074	\$67,311	\$70,651
E ( + 56 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$63,252	\$67,439	\$69,726	\$73,220
F ( + 70 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$59,860	\$62,327	\$65,461	\$68,749	\$72,166	\$75,789
G ( + 84 points)	\$59,860	\$59,860	\$59,860	\$59,860	\$61,402	\$64,459	\$67,670	\$71,036	\$74,607	\$78,358
H ( + 98 points)	\$59,860	\$59,860	\$59,860	\$60,374	\$63,354	\$66,540	\$69,880	\$73,374	\$77,073	\$80,927

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$83,496	\$86,065	\$88,634	\$91,203

H15	H20	H25	H30
\$93,773	\$96,342	\$98,911	\$100,966

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\* Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
Certificated Support  
July 1, 2021 – Salary Schedule

SCHOOL PSYCHOLOGIST AND PROGRAM SPECIALIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$82,700	\$85,760	\$90,050	\$94,560	\$99,280	\$104,250

SPEECH/LANGUAGE PATHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$75,620	\$79,600	\$83,800	\$88,210	\$92,850	\$97,490

NURSE

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$71,920	\$75,510	\$78,880	\$82,850	\$86,990	\$91,340

OCCUPATIONAL THERAPIST & MENTAL HEALTH THERAPIST/SOCIAL WORKER

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$72,100	\$75,870	\$79,860	\$84,070	\$88,510	\$93,150

\*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*\*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
Regional Coordinator  
July 1, 2021 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$84,500	\$86,613	\$88,778	\$90,997	\$93,272	\$95,604	\$97,994	\$100,444	\$102,955

Regional Coordinators must hold a minimum of 16 students.

\*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*\*Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

\*\*\*Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.



Cabrillo Point Academy  
Administrator and Director  
July 1, 2021 – Salary Schedule

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Assistant Director
1	\$65,000	\$93,000	\$115,000	\$150,000	\$110,000
2	\$67,000	\$95,500	\$118,000	\$153,500	\$112,750
3	\$69,000	\$98,000	\$121,000	\$157,500	\$115,500
4	\$71,000	\$100,000	\$124,000	\$161,000	\$118,500
5	\$73,000	\$102,500	\$127,000	\$165,000	\$121,500
6	\$75,000	\$105,000	\$130,000	\$169,000	\$124,500
7	\$77,500	\$108,000	\$133,000	\$173,500	\$127,500
8	\$80,000	\$110,500	\$137,000	\$177,000	\$130,500
9	\$82,500	\$112,000	\$140,000	\$180,500	\$135,000
10	\$85,000	\$115,000	\$143,500	\$184,000	\$137,000
11	\$87,500	\$117,500	\$147,000	\$187,500	---
12	\$90,000	\$121,000	\$151,000	\$191,000	---
13	\$92,500	\$124,000	\$154,500	\$194,500	---
14	\$95,500	\$127,000	\$158,500	\$198,000	---
15	\$98,000	\$130,000	\$162,500	\$200,000	---

Director Level 1	Director Level 2	Director Level 3
Director of School Support	Director of HR Development	Director of Special Education
Director of Testing	Director of IT	Assistant Senior Director
Director of Accounting	Director of Technology Systems	
Director of Student Support	Director of High School	
Director of Compliance	Director of Accountability	
Director of Achievement & Accr.		
Director of Enrichment		
Director of ChoicePlus Academy		
Director of Edgenuity		
Director of Vendors		

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 228 work days. The 228 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
July 1, 2021 – Classified Pay Scales

Classified Pay Scale – 191

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.32	\$15.69	\$16.06	\$16.55	\$17.04	\$17.65	\$18.14	\$18.63	\$19.86	\$21.05	\$21.70	\$21.98
Spec L2	\$18.39	\$18.88	\$19.49	\$19.98	\$20.47	\$21.09	\$21.70	\$22.31	\$22.92	\$23.54	\$29.37	\$25.01

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Classified Pay Scale – 228

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.32	\$15.69	\$16.06	\$16.55	\$17.04	\$17.65	\$18.14	\$18.63	\$19.86	\$21.05	\$21.70	\$21.98
Spec L2	\$18.39	\$18.88	\$19.49	\$19.98	\$20.47	\$21.09	\$21.70	\$22.31	\$22.92	\$23.54	\$24.27	\$25.01
Spec L3	\$19.62	\$20.23	\$20.84	\$21.45	\$22.07	\$22.74	\$23.42	\$24.15	\$24.89	\$25.62	\$26.27	\$26.78
Spec L4/Executive Assistant	\$24.52	\$25.26	\$25.99	\$26.85	\$27.58	\$28.44	\$29.30	\$30.16	\$31.02	\$31.88	\$32.49	\$33.15

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy  
Technology Department  
July 1, 2021 – Classified Pay Scales

Job Title		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
IT Tech (ITT) or Order Fulfillment Specialist (OFS)	Hourly	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.12	\$23.75	\$24.37	\$25.00	\$25.63	\$26.26	\$26.88	\$27.51	\$28.14	\$28.77	\$29.39
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$22.00	\$22.66	\$23.34	\$24.04	\$24.76	\$25.43	\$26.12	\$26.81	\$27.50	\$28.19	\$28.88	\$29.57	\$30.26	\$30.95	\$31.64	\$32.33
	Annual																
IT Support Specialist (ITSS)	Hourly	\$24.00	\$24.72	\$25.46	\$26.23	\$27.01	\$27.74	\$28.50	\$29.25	\$30.00	\$30.75	\$31.51	\$32.26	\$33.01	\$33.77	\$34.52	\$35.27
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or or IT Provisioning Mgr	Hourly	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.05	\$30.87	\$31.69	\$32.50	\$33.32	\$34.13	\$34.95	\$35.76			
	Annual														\$76,086.40	\$77,792.00	\$79,476.80
IT Support Specialist III or Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$28.00	\$28.84	\$29.71	\$30.60	\$31.51	\$32.37	\$33.25	\$34.12	\$35.00	\$35.88						
	Annual											\$76,460.80	\$78,291.20	\$80,121.60	\$81,931.20	\$83,761.60	\$85,592.00
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$32.00	\$32.96	\$33.95	\$34.97	\$36.02											
	Annual						\$76,939.20	\$79,019.20	\$81,120.00	\$83,200.00	\$85,300.80	\$87,380.80	\$89,460.80	\$91,561.60	\$93,641.60	\$95,742.40	\$97,822.40
IT Manager (ITM)	Hourly	\$34.00	\$35.02	\$36.04													
	Annual				\$77,084.80	\$79,206.40	\$81,328.00	\$83,449.60	\$85,571.20	\$87,692.80	\$89,814.40	\$91,936.00	\$94,057.60	\$96,179.20	\$98,300.80	\$100,422.40	\$102,544.00

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school’s operational needs and/or budget approved by the school board.



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## Public Random Drawing/Lottery Policy

Cabrillo Point Academy is committed to providing quality education to all students who wish to attend, within the school boundaries. Based on available resources, it may be necessary to limit admissions, and in that event a Public Random Drawing/Lottery will be held to determine admission. Cabrillo Point Academy ensures admission will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion.

The purpose of the Cabrillo Point Academy Governing Board approving the Public Random Drawing/Lottery Policy is to accomplish the following:

1. Establish the procedures under which the Cabrillo Point Academy (“School”) will conduct the School’s public random drawing/lottery in the event that applications for enrollment exceed the School’s capacity.
- 1. Enrollment:** The School is a non-classroom based charter school that operates solely as an independent study program. Admission to the School is open to any student who resides within the boundaries of San Diego County or an adjacent county. The School will accept all students who wish to attend, so long as it has the capacity to serve them. The School’s Governing Board will annually determine the maximum enrollment for each school year based on, among other factors, the annual budget, staffing, and available resources prior to the start of the Open Enrollment Period. Limits may be established by county served, and/or for the school as a whole.

The Board will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open Enrollment Period each year for enrollment during the following school year. Following the close of the Open Enrollment Period, applications shall be counted to determine whether the School has received more applications than maximum enrollment capacity. If the number of pupils who wish to attend the School exceeds the School’s capacity overall or per county, enrollment will be determined by a Lottery conducted in accordance with the procedures set forth in this Policy and applicable law. Admission preferences will only be extended consistent with this Policy, the School’s charter, and applicable law.

Admission preferences will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion. In addition, enrollment preferences will not limit enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.

2. **Lottery Procedures:** In the event that there are more students who wish to attend the School than there are spots available upon closure of the Open Enrollment Period, the School will conduct a Lottery during the Spring semester prior to the academic year for which enrollment is sought.

All pupils, except those who are guaranteed admission as provided in this Policy and the School's charter, who wish to enroll in the School must participate in the Lottery subject to the following:

1. Students who reside within the boundaries of the Dehesa Elementary School District ("District") will have their unique identifiers placed in the Lottery pool twice.
2. Students who reside outside the boundaries of the District will have their unique identifiers placed in the Lottery once.

The following students are exempt from the Lottery and are guaranteed enrollment in the School: (1) students currently enrolled in the School at the close of the Open Enrollment period; and (2) siblings of currently enrolled students. "Sibling" is defined as a pupil who has at least one biological or adoptive parent in common with the admitted pupil, or who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of the admitted pupil. Step-siblings are only considered siblings if they reside at the same address as the sibling who is admitted into the School. In the event that the overall or county-specific capacity has been met and there are more siblings interested in attending than there are spaces available, the siblings will be placed in a "Sibling Lottery." The Sibling Lottery wait list will be exhausted before the School draws from the general Lottery. The School shall provide all legally required notices to siblings before holding the Sibling Lottery; ~~(3) students of current employees that reside in the boundaries of San Diego County or an adjacent county.~~

Public notice of the ~~Open Enrollment Period and date of the~~ general Lottery will be posted on the School's website and the notice will provide the date, time, and location ~~of the Lottery at least 10 days prior to the commencement of the Open Enrollment Period,~~ including providing a copy of the CDE's notice regarding the School's disenrollment and transfer practices pursuant to Education Code section 47605(e)(4)(D). ~~Public notice and the date of the general lottery will also be included in application forms.~~ The Lottery will be conducted by the county served by the Senior Director or his/her designee using a random method of selection. Unique identifiers will be assigned to each applicant. The conduct of the Lottery will be open to the public and families are encouraged, but not required, to attend. After the public lottery ~~is finalized,~~ the unique identifiers ~~along with the newly assigned lottery number~~ will be posted on the School's website ~~with the number selection based on the information at the time of the lottery. Successful applicants will be notified electronically.~~ Students will be listed according to the newly assigned lottery number and informed of enrollment availability via email.

If a student is extended an offer of admission due to one of the preferences noted in this Policy or the School's charter, the School may request supporting documentation as part of the admission process. The School will conduct a verification of such documentation prior to finalizing the student's unconditional admission and may disenroll an applicant submitting materially false information.

After the Lottery process, families will receive an offer of intent to enroll by email.

Families will have five (5) calendar days to confirm by email or telephone response. If a family fails to complete the process within the timeframe allotted, the spot may be offered to the next recipient on the waiting list. ~~timely complete the process, the spot may be filled from the waiting list.~~ Once an offer has been accepted by the family, additional information may be requested as part of the registration process. Following acceptance through the Lottery, students who are offered admission at the School at the time of the Lottery will have seven (7) calendar days to complete the registration process. If a family fails to timely complete the process, the spot may be filled from the waiting list.

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of enrollment. Students accepting enrollment must complete required independent study agreements within five (5) days of the beginning of the school year, unless otherwise advised by the School.

3. **Waitlist:** If a slot becomes available for student enrollment in the School, the School may notify families on the applicable waitlist in the order they appear on the waitlist. In the School's sole discretion, and in light of capacity, budgetary considerations, and other factors, for the general lottery the School may also extend an enrollment invitation to a student's sibling(s) who is/are also on the waitlist, irrespective of their placement on the waitlist, to provide these siblings with the sibling preference.

Any student(s) drawn from the waitlist shall have five (5) school days to accept the enrollment slot (via telephone or email to the School) and proceed with the registration process. ~~Families will have seven (7) calendar days to complete the registration process. Applicants must complete a registration packet with all required documentation within (7) calendar days and by the deadline given by the School to confirm unconditional admission. If a family fails to timely complete the registration process within the timeframe provided, the spot may be filled from the waiting list. Applicants must complete a registration packet with all required documentation and by the deadline given by the School to confirm unconditional admission.~~

~~Families who do not respond will be withdrawn from the waitlist. Families who respond and are not ready to commit, will be placed at the bottom of the waitlist.~~

Students who are not offered a spot for the academic school year for which the Lottery was held may remain on the waitlist for that academic year unless the parent or guardian requests that the student be removed from the waitlist earlier. The waitlist shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.

4. **Current Families Required to Confirm Intent to Return:** Families with currently enrolled students must submit a form/application to confirm their intent to return to the school next year by the date set by the Senior Director or designee to remain enrolled in the School for the following school year. If an enrolled student fails to provide this form/application, they will not have guaranteed admission for the following school year as a currently enrolled student. This means the student loses their spot and will have to submit another application if they are interested in enrolling in the School for the following school year. Failure to re-enroll and sign the Master Agreement by the date set forth by the Senior Director will result in a voluntary disenrollment.