



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064
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**Regularly Scheduled Board Meeting
Cabrillo Point Academy
3152 Red Hill Ave. #150
Costa Mesa, CA 92626
May 12, 2022 – 4:00pm**

Through Teleconference

Join Zoom Meeting

<https://charter-academy.zoom.us/j/87403038327>

Meeting ID: 874 0303 8327

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AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Hearing for the Suicide Prevention Policy
4. Public Comments
5. Closed Session – Conference with Legal Counsel – Anticipated Litigation (Three Cases) § 54956.9
6. Discussion and Potential Action on the April Financials
7. Discussion and Potential Action on the Form 990
8. Discussion and Potential Action on the Compensation Policy
9. Discussion and Potential Action on the Amendment to the Facilities Agreement for Records
10. Discussion and Potential Action on the 2021-2022 Board Calendar
11. 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. 2022-2023 Employee Handbook

12. Discussion and Potential Action on the Executive Director Contract, Salary, and Fringe Benefits

13. Announcement of Next Regular Scheduled Board Meeting

14. 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)).



Suicide Prevention Policy

Cabrillo Point Academy is committed to protecting the health and well-being of all Cabrillo Point Academy students, including vulnerable youth populations¹, by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide and self-harming behavior. The Cabrillo Point Academy Governing Board hereby adopts this Suicide Prevention Policy in compliance with California *Education Code (EC)* Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) and other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

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

1. Explain the Purpose and Requirements of the Suicide Prevention Policy
 2. Outline Requirements of Coordination and Consultation with County Health Plan
 3. Outline Staff Training on Suicide Awareness and Prevention
 4. Establish Restrictions on Employee Authorization and Scope
 5. Outline Measures and Strategies for Suicide Prevention, Intervention, and Postvention
 6. Outline the Process for Implementing the Suicide Prevention Policy
 7. Outline Requirements of Policy Review
1. **Purpose:** Cabrillo Point Academy recognizes that suicide is a leading cause of death among youth, prevention is a collective effort that requires stakeholder engagement, and school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, its impact on students and families, and other trauma associated with suicide, the Executive Director or designee shall develop age appropriate measures, strategies, practices and supports for suicide prevention, intervention, and postvention.
- The Executive Director or designee may consult with school and other community stakeholders, school-employed mental health professionals, and suicide prevention experts, in planning, implementing, and evaluating the school's measures and strategies for suicide prevention, intervention, and postvention.
- Cabrillo Point Academy recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcome. Cabrillo Point Academy is aware of the school's ethical responsibility to take a proactive approach in preventing deaths by suicide, and acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.
2. **County Coordination:** School staff must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources. If a

¹ *Vulnerable youth populations include LGBTQ+ (lesbian, gay, bisexual, transgender, questioning) youth, youth living with mental and/or substance use disorders, youth who engage in self-harm or have attempted suicide, youth in out-of-home settings, youth experiencing homelessness, American Indian/Alaska Native youth or youth that identify with other racial minority groups, youth bereaved by suicide and youth living with medical conditions and disabilities.*

referral is made for mental health or related services for a student who is a Medi-Cal beneficiary, the school staff shall coordinate and consult with the county mental health plan.

3. **Suicide Awareness and Prevention Training:** All staff will receive annual training on suicide awareness and prevention which includes identification of risk factors and warning signs, protective factors, response procedures, referrals for support through the school and community resources, and postvention procedures. The training shall also include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. Materials for training shall include how to identify appropriate school-based and community-based mental health services. Additional training in risk assessment and crisis intervention will be provided to school employed mental health professionals.
4. **Employee Authorization and Scope:** Employees of Cabrillo Point Academy and their partners must act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.
5. **Prevention, Intervention, and Postvention Measures and Strategies:** As appropriate, the measures and strategies for suicide prevention, intervention, and postvention shall specifically address the needs of vulnerable youth population and other groups of students judged by the school, and available research, to be at elevated risk for suicide. These measures and strategies shall include, but are not limited to:
 - a. Promoting students' mental, emotional, and social health and well-being within the school's Multi-Tiered System of Support (MTSS) model at an age appropriate level and sensitive to the needs of young pupils.
 - b. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school.
 - c. Review of materials and resources used for enhancing stakeholder knowledge, awareness, and communication and ensuring their alignment with best practices for safe and effective messaging about suicide.
 - d. Crisis intervention procedures for addressing suicide threats or attempts for all staff that include the utilization of the school's mental health professionals, crisis coordinator(s), and administrators for screening, consultation, support, and communication.
 - e. Counseling, consultation, debriefing and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide.
6. **Policy Implementation:** The Executive Director or designee shall establish the school's crisis intervention team to ensure the proper implementation and review of this policy and school practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215.

The school shall post this policy on the school's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students.

7. **Policy Review:** The Board shall review, and update as necessary, this policy at least every five years.

Cabrillo Point Academy

Monthly Financial Presentation – April 2022

Highlights

Highlights

- P2 ADA will be unchanged for the rest of the year – 4,123
- Revenue decreased by \$510K
- Expenses decreased by \$1M
- YE surplus is projected at \$5.4M (but additional expenses are needed and will lower the actual YE surplus)

Compliance and Reporting

- 25:1 PTR is within compliance
- 40/80 is out of compliance
 - 80% has fallen below the required spending threshold, but senior leadership has a plan in place to address this shortfall.

Pupil:Teacher Ratio	
20.62	:1

Cert.	Instr.
50.6%	75.7%
5,215,497	(2,122,770)

Spending Plan

Total = \$2.48M

- Technology purchase = \$1.88M
 - Includes laptops, Chromebook, tablets, and various technology accessories
- Testing Stipend = \$400K
- Digital Library = \$200K

Changes

- Will increase total expenses from \$44M to \$46.4M
- Will reduce surplus from \$5.4M to \$2.9M
- Will put 80% spending requirement into compliance

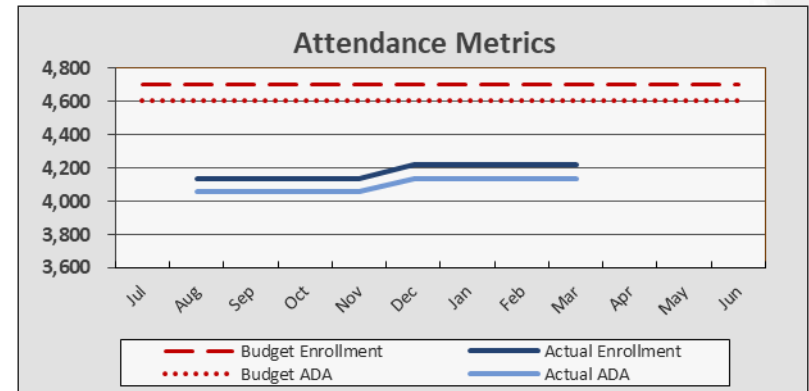
Compliance and Reporting

Cert.	Instr.
50.6%	80.7%
5,215,497	352,407

Attendance



<i>Enrollment & Per Pupil Data</i>			
	<u><i>Actual</i></u>	<u><i>Forecast</i></u>	<u><i>Budget</i></u>
<i>Enrollment</i>	4223	4223	4700
<i>ADA</i>	4123	4123	4606
<i>Attendance Rate</i>	97.6%	98.0%	98.0%
<i>Unduplicated %</i>	33.8%	33.8%	35.2%
<i>Revenue per ADA</i>		\$11,973	\$10,679
<i>Expenses per ADA</i>		\$10,663	\$10,459



- P2 ADA = 4,123



Revenue

- Revenue decreased by \$510K compared to prior month version
 - Title I, II, and III funding updated to match current Federal projections
 - An increase of \$57K
 - \$568K in EEBG funding moved from this year to future years
 - Needs to be spent by 6/30/2026

Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 32,184,716	\$ 34,100,044 \$ (1,915,328)
Federal Revenue	5,378,897	922,742 4,456,155
Other State Revenue	3,221,262	2,864,075 357,187
Other Local Revenue	11,499	- 11,499
Total Revenue	\$ 40,796,374	\$ 37,886,862 \$ 2,909,512

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 39,049,698	\$ 44,002,505	\$ (4,952,807)
6,284,112	1,099,242	5,184,870
4,020,994	4,087,963	(66,970)
11,499	-	11,499
\$ 49,366,302	\$ 49,189,710	\$ 176,592

Expenses

- Expenses decreased by \$1M from prior month
 - \$1M removed from Supplies and Services for final unspent Student funds
 - All other expenses were in-line with projections

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 14,535,376	\$ 14,750,756	\$ 215,379	\$ 18,541,799	\$ 17,700,907	\$ (840,893)
Classified Salaries	2,718,923	3,209,250	490,327	3,587,955	3,851,101	263,146
Benefits	5,180,002	5,529,580	349,578	6,210,765	6,623,069	412,304
Books and Supplies	4,356,944	6,703,393	2,346,449	6,137,846	8,144,837	2,006,990
Subagreement Services	6,246,765	7,274,458	1,027,693	6,928,521	8,806,824	1,878,303
Operations	446,786	384,917	(61,870)	520,503	461,900	(58,603)
Facilities	122,761	153,417	30,656	154,061	184,100	30,039
Professional Services	1,501,141	1,973,377	472,235	1,876,023	2,398,529	522,506
Depreciation	6,547	2,417	(4,131)	7,873	2,900	(4,973)
Interest	-	-	-	-	-	-
Total Expenses	\$ 35,115,246	\$ 39,981,564	\$ 4,866,318	\$ 43,965,347	\$ 48,174,166	\$ 4,208,819

Fund Balance

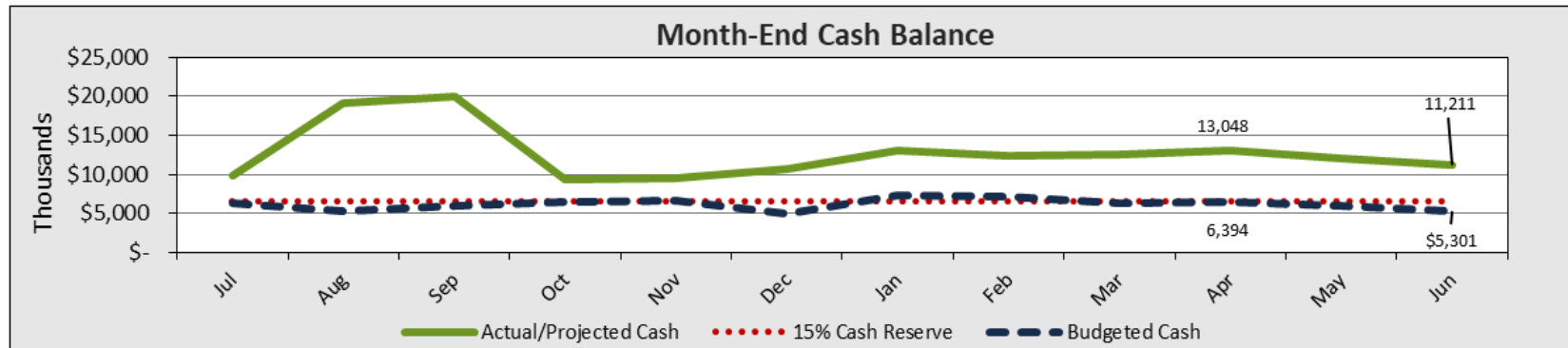
- Year-end surplus forecasted at **12.3%** of total expenses
 - Planned spending lower this to 6.3%
- Projected end of year fund balance exceeds State requirements.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 5,681,128	\$ (2,094,702)	\$ 7,775,830
Beginning Fund Balance	<u>5,164,519</u>	<u>5,164,519</u>	
Ending Fund Balance	<u>\$ 10,845,647</u>	<u>\$ 3,069,817</u>	
<i>As a % of Annual Expenses</i>	24.7%	6.4%	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 5,400,955	\$ 1,015,544	\$ 4,385,411
Beginning Fund Balance	<u>5,164,519</u>	<u>5,164,519</u>	
Ending Fund Balance	<u>\$ 10,565,474</u>	<u>\$ 6,180,063</u>	
	24.0%	12.8%	

Cash Balance

- End of Year cash balance: **\$11.2M**
- No projected borrowing/factoring needed



Compliance



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA	May-09	CALPADS End-of-Year 1, 2, 3 and 4 - The data submission window opens on May 9, 2022 and closes on July 29, 2022. End-of-Year data includes: Course completion, program eligibility/participation, homeless students, student discipline, cumulative enrollment, student absence, postsecondary, RFEP count, work-based learning indicator, CTE, postsecondary outcomes for Students with Disabilities and SpED.	School	No	No	https://www.cde.ca.gov/ds/sp/cl/
FINANCE	May-16	Extended Due Date - Form 990 - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	School/Audit firm	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	May-20	Federal Stimulus Annual Report - 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	https://www.cde.ca.gov/fg/cr/anreporhelp.asp
FINANCE	May-20	Submit Charter Schools Annual Information Survey - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes	https://www.cde.ca.gov/sp/ch/csinfosvy.asp
DATA	May-31	English Language Proficient Assessment - For public school students in California, English language proficiency (ELP) falls within the scope of state and federal laws. It is required that local educational agencies (LEAs) administer a state test of ELP, which for California is the ELPAC. Furthermore, state and federal laws require the ELPAC in California to be aligned with the state's English language development (ELD) standards. All students with an English Learner status must take the summative assessment.	School	No	No	https://www.elpac.org/
FINANCE	Jun-01	Executive School Leadership Review Evaluation - The board of directors is responsible for hiring and establishing the compensation (salary and benefits) of the executive director by identifying compensation that is "reasonable and not excessive". The board conducting the review should document who was involved and the process used to conduct the review, as well as the disposition of the full board's decision to approve the executive director's compensation (minutes of a meeting are fine for this). The documentation should demonstrate that the board took the comparable data into consideration when it approved the compensation.	School	Yes	No	This is an IRS requirement for Executive Director positions. If needed, Charter Impact can provide data on comparable salaries for your organization's Board of Directors.
FINANCE	Jun-25	Certification of the 2021-22 Second Principal Apportionment - The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The Second Principal Apportionment (P-2), certified by June 25, is based on the second period data that LEAs report to CDE in April and May. P-2 supersedes the P-1 Apportionment calculations and is the final state aid payment for the fiscal year ending in June.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/pa/
FINANCE	Jun-30 (But Date Can Vary with Authorizer)	Local Control and Accountability Plan - The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs. The components of the LCAP for the 2022-2023 LCAP year must be posted as one document assembled in the following order: LCFF Budget Overview for Parents Supplement to the Annual Update to the 2021-22 LCAP Plan Summary Engaging Educational Partners Goals and Actions Increased or Improved Services for Foster Youth, English Learners, and Low-income students Action Tables Instructions The LCAP must be presented at the same public meeting as the budget, preceding the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.	School with Charter Impact support	Yes	No	https://www.cde.ca.gov/re/lc/

Compliance



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jun-30 (But Date Can Vary with Authorizer)	Submit Preliminary Budget Plan to Authorizer - Charter Schools are required to submit their annual budgets to their authorizer by the authorizer-imposed deadline. Authorizers then use the budget to determine if the Charter School has reasonable financial health to sustain operations. The budget must be presented at the same public meeting as the LCAP, following the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.	Charter Impact	Yes	No	https://www.cde.ca.gov/fg/sf/fr/calendar22district.asp
FINANCE	Jun-30	Pre-Kindergarten Planning and Implementation Grant Plan - State law requires each LEA to create a plan articulating, how all children in the attendance area of the LEA will have access to full-day learning programs the year before kindergarten that meet the needs of parents, including through partnerships with the LEA's expanded learning offerings, the After-School Education and Safety Program, the California state preschool program, Head Start programs, and other community-based early learning and care programs (EC Section 8281.5). Under state law, the plan must be developed for consideration by the LEA's governing board or body at a public meeting on or before June 30, 2022	Charter Impact with School support	Yes	No	https://www.cde.ca.gov/cj/gs/em/
OPERATIONS	Jun-30	Approve school calendar and instructional minutes - 180/175 days charter schools and are allowed to shorten instructional year by 5 days without fiscal penalty. Kindergarten ~ 600 hours; Grades 1-3 ~ 840 hours; Grades 4-8 ~ 900 hours; Grades 9-12 ~ 1080 hours	School with Charter Impact support	Yes	No	https://www.cde.ca.gov/fg/aa/pa/lcfitfaq.asp
GOVERNANCE	Jun-30	Review your Parental Involvement Policy - Every local educational agency (LEA) in California must have a parental involvement policy: Federal requirement (LEAs accepting Title I funds). State requirement (California Education Code [EC] for non-Title I schools. Parents must be involved in how the funds reserved for parental involvement will be allocated for parental involvement activities. Keep minutes and sign-in sheets documenting these discussions. The California Department of Education (CDE) reviews the Consolidated Application and Reporting System (CARS) to see if the required reservation has been made.	School	Yes	No	https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp
GOVERNANCE	Jun-30	Review your Homeless Education Policy - A Homeless Education Policy is used to ensure that your school is compliant with key provisions of the Education for Homeless Children and Youths Act. It is also used to collect the contact information for your required designated homeless liaisons at your school. All schools are required to establish a board approved Homeless Education Policy.	School	No	No	https://www.cde.ca.gov/sp/hs/cv/strategies.asp
FINANCE	Jun-30	School Nutrition Application Due to CDE - Funding supports five school meal and milk programs to assist schools, districts, and other nonprofit agencies in providing nutritious meals and milk to children at reasonable prices or free to qualified applicants. The five programs are the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Feeding Option (SSFO), Special Milk Program (SMP), and State Meal Program (STMP)	School	No	No	https://www.cde.ca.gov/ls/nu/sn/eligmaterials.asp
DATA	Jun-30	Principal Apportionment Data Collection - End-of-Year ADA data must be reconciled and submitted to Charter School authorizers for funding purposes. All attendance data collected from the first day of school to June 30, 2022 must be included in this submission. Due dates may vary and are prescribed by the schools' authorizer. The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); Expanded Learning Opportunities Program; and funding for several other programs. The Principal Apportionment is a series of apportionment calculations that adjust the flow of state funds throughout the fiscal year as information becomes known.	Charter Impact with School support			https://www.cde.ca.gov/fg/aa/pa/index.asp
FINANCE	TBD	Complete Consolidated Application reporting - Spring - The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program.	Charter Impact with School support	Yes	No	https://www.cde.ca.gov/fg/aa/co/index.asp

Appendices

- Monthly Cash Flow / Forecast 21-22
- 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 05/09/2022

ADA = 4123.23



Revenues

State Aid - Revenue Limit

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	2,821,268	2,821,268	2,821,268	2,821,268	3,408,450	-	37,247,476	42,069,658	(4,822,182)
8012	Education Protection Account	-	-	225,087	-	225,086	-	-	157,713	-	-	-	-	216,760	824,646	921,200	(96,554)
8019	State Aid - Prior Year	-	1	6,617	1	-	-	-	(1,324)	(1,324)	(1,324)	(1,324)	(1,324)	-	(1)	-	(1)
8096	In Lieu of Property Taxes	-	-	-	-	-	-	-	556,424	-	-	-	-	421,153	977,577	1,011,646	(34,069)

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.)
														ADA = 4606.00	
2,050,360	2,050,361	3,922,351	3,690,648	3,690,647	3,915,733	3,690,647	2,819,944	3,534,081	2,819,944	2,819,944	3,407,126	637,913	39,049,698	44,002,505	(4,952,807)

Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	98,340	98,340	303,262	499,942	558,478	(58,536)
8290	Title I, Part A - Basic Low Income	-	-	-	121,981	-	-	22,009	-	-	-	339,396	483,386	428,988	54,398
8291	Title II, Part A - Teacher Quality	-	-	-	24,455	-	-	24,534	-	-	-	49,146	98,135	90,238	7,897
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	16,731	-	16,731	21,538	(4,807)
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	3,859	(19,615)	-	-	-	87,677	-	87,677

-	-	-	-	-	-	-	-	-	-	98,340	98,340	303,262	499,942	558,478	(58,536)
-	-	-	121,981	-	-	22,009	-	-	-	-	-	339,396	483,386	428,988	54,398
-	-	-	24,455	-	-	24,534	-	-	-	-	-	49,146	98,135	90,238	7,897
-	-	-	-	-	-	-	-	-	-	-	16,731	-	16,731	21,538	(4,807)
-	-	903,068	-	-	-	4,195,173	-	-	-	-	-	-	5,098,241	-	5,098,241
5,301	22,847	-	73,843	-	-	1,442	3,859	(19,615)	-	-	-	-	87,677	-	87,677
5,301	22,847	903,068	220,279	-	-	4,243,158	3,859	(19,615)	-	98,340	115,071	691,804	6,284,112	1,099,242	5,184,870

Other State Revenue

8311	State Special Education	155,281	155,281	279,506	279,506	279,506	279,506	279,506	264,007	170,369	217,188	217,987	267,282	-	2,844,926	2,653,885	191,041
8550	Mandated Cost	-	-	-	-	-	105,832	-	-	-	-	-	-	-	105,832	103,682	2,150
8560	State Lottery	-	-	-	-	-	-	332,614	-	-	293,021	-	-	314,462	940,096	953,442	(13,346)
8598	Prior Year Revenue	-	-	-	(27,503)	-	-	53,724	-	-	-	-	-	-	26,222	-	26,222
8599	Other State Revenue	-	-	-	405	14,172	(14,578)	473,493	-	80,020	(449,595)	-	-	-	103,918	376,954	(273,036)

155,281	155,281	279,506	279,506	279,506	279,506	279,506	264,007	170,369	217,188	217,987	267,282	314,462	2,844,926	2,653,885	191,041
-	-	-	-	-	105,832	-	-	-	-	-	-	-	105,832	103,682	2,150
-	-	-	-	-	-	332,614	-	-	293,021	-	-	314,462	940,096	953,442	(13,346)
-	-	-	(27,503)	-	-	53,724	-	-	-	-	-	-	26,222	-	26,222
-	-	-	405	14,172	(14,578)	473,493	-	80,020	(449,595)	-	-	-	103,918	376,954	(273,036)
155,281	155,281	279,506	252,409	293,678	370,760	1,139,337	264,007	250,389	60,614	217,987	267,282	314,462	4,020,994	4,087,963	(66,970)

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)	-	-	-	75	-	-	-	-	537	-	537

1,868	149	-	-	6,399	-	2,545	-	-	-	-	-	-	10,962	-	10,962
-	237	2,566	1,666	(4,008)	-	-	-	75	-	-	-	-	537	-	537
1,868	387	2,566	1,666	2,392	-	2,545	-	75	-	-	-	-	11,499	-	11,499

Total Revenue

2,212,810	2,228,876	5,107,491	4,165,002	3,986,717	4,286,493	9,075,687	3,087,810	3,764,930	2,880,558	3,136,271	3,789,479	1,644,178	49,366,302	49,189,710	176,592
													0		

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	1,022,310	1,015,122	1,013,366	1,027,095	1,967,095	-	13,119,799	12,455,448	(664,351)
1175	Teachers' Extra Duty/Stipends	85,946	128,567	139,342	155,410	165,033	172,749	182,937	170,607	176,318	163,296	156,832	156,832	-	1,853,871	2,331,987	478,117
1200	Pupil Support Salaries	70,925	89,527	88,134	88,307	86,873	87,034	87,146	85,386	88,747	82,211	82,045	142,045	-	1,078,379	936,709	(141,670)
1300	Administrators' Salaries	135,026	140,722	141,562	140,872	141,455	144,305	139,755	141,555	144,955	141,755	134,375	194,375	-	1,740,712	1,510,212	(230,500)
1900	Other Certificated Salaries	58,286	59,115	60,250	60,306	60,139	60,256	57,263	54,935	60,765	71,992	55,365	90,365	-	749,038	466,550	(282,488)

879,967	1,045,104	1,033,307	1,033,519	1,018,206	1,052,357	1,012,350	1,022,310	1,015,122	1,013,366	1,027,095	1,967,095	-	13,119,799	12,455,448	(664,351)
85,946	128,567	139,342	155,410	165,033	172,749	182,937	170,607	176,318	163,296	156,832	156,832	-	1,853,871	2,331,987	478,117
70,925	89,527	88,134	88,307	86,873	87,034	87,146	85,386	88,747	82,211	82,045	142,045	-	1,078,379	936,709	(141,670)
135,026	140,722	141,562	140,872	141,455	144,305	139,755	141,555	144,955	141,755	134,375	194,375	-	1,740,712	1,510,212	(230,500)
58,286	59,115	60,250	60,306	60,139	60,256	57,263	54,935	60,765	71,992	55,365	90,365	-	749,038	466,550	(282,488)
1,230,149	1,463,036	1,462,595	1,478,414	1,471,707	1,516,701	1,479,451	1,474,793	1,485,908	1,472,621	1,455,711	2,550,711	-	18,541,799	17,700,907	(840,893)

Classified Salaries

2100	Instructional Salaries	26,431	37,323	35,530	36,056	34,901	37,683	34,210	36,411	32,902	29,236	34,567	84,567	-	459,816	311,609	(148,207)
2200	Support Salaries	67,248	70,486	76,761	74,710	72,176	78,972	71,987	65,259	74,596	71,933	77,785	187,785	-	989,698	1,827,445	837,747
2300	Classified Administrators' Salaries	52,195	52,516	52,516	52,516	52,599	52,599	52,599	43,095	47,293	52,599	46,621	71,621	-	628,766	615,450	(13,317)
2400	Clerical and Office Staff Salaries	72,839	79,834	88,152	90,127	88,761	93,362	88,305	86,224	93,809	85,669	85,555	175,555	-	1,128,193	764,629	(363,564)
2900	Other Classified Salaries	22,295	24,066	28,811	28,798	27,829	30,339	27,810	26,518	30,370	29,670	29,989	74,989	-	381,482	331,968	(49,515)

26,431	37,323	35,530	36,056	34,901	37,683	34,210	36,411	32,902	29,236	34,567	84,567	-	459,816	311,609	(148,207)
67,248	70,486	76,761	74,710	72,176	78,972	71,987	65,259	74,596	71,933	77,785	187,785	-	989,698	1,827,445	837,747
52,195	52,516	52,516	52,516	52,599	52,599	52,599	43,095	47,293	52,599	46,621	71,621	-	628,766	615,450	(13,317)
72,839	79,834	88,152	90,127	88,761	93,362	88,305	86,224	93,809	85,669	85,555	175,555	-	1,128,193	764,629	(363,564)
22,295	24,066	28,811	28,798	27,829	30,339	27,810	26,518	30,370	29,670	29,989	74,989	-	381,482	331,968	(49,515)
241,008	264,224	281,770	282,206	276,266	292,955	274,911	257,507	278,970	269,107	274,516	594,516	-	3,587,955	3,851,101	263,146

Benefits

3101	STRS	203,651	238,609	238,194	225,964	239,950	247,096	241,002	240,300	241,777	239,537	232,052	232,052	-	2,820,184	2,835,721	15,536
3301	OASDI	14,563	15,341	16,936	16,938	16,601	17,744	16,502	15,439	16,763	16,295	15,627	33,843	-	212,592	241,571	28,979
3311	Medicare	20,610	24,273	24,457	24,699	24,503	25,293	24,594	24,225	24,690	24,359	23,539	42,789	-	308,029	313,159	5,129
3401	Health and Welfare	159,290	184,894	154,170	198,741	163,376	196,807	283,611	198,129	193,150	194,738	195,250	195,250	-	2,317,407	2,235,000	(82,407)
3501	State Unemployment	3,003	8,503	3,143	1,386	77,367	31,552	35,512	3,787	(12,799)	485	9,597	9,597	-	171,134	155,330	(15,804)
3601	Workers' Compensation	13,698	23,457	13,698	13,698	13,698	13,698	13,697	13,697	13,697	13,696	14,610	26,558	-	187,902	194,374	6,472
3901	Other Benefits	-	-	-	-	193,516	-	-	-	-	-	-	-	-	193,516	647,914	454,398

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY21-22

Revised 05/09/2022

ADA = 4123.23



	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.)
Books and Supplies																
4100 Textbooks and Core Materials	395	5,119	2,134	10	531	(95)	10	10	35	9,588	36,257	36,257	-	90,250	199,100	108,850
4302 School Supplies	104,809	600,517	439,682	208,282	163,894	165,418	223,304	177,466	313,392	280,514	221,846	51,795	-	2,950,919	5,640,302	2,689,383
4305 Software	117,155	218,890	69,904	63,596	20,375	5,786	21,729	24,411	36,635	112,227	130,652	130,652	-	952,011	1,037,611	85,600
4310 Office Expense	3,833	30,269	9,416	24,875	5,580	14,691	16,607	3,090	2,552	5,250	3,575	3,575	-	123,313	27,700	(95,613)
4311 Business Meals	-	-	29	-	-	-	-	-	-	-	33	33	-	96	200	104
4400 Noncapitalized Equipment	3,952	63,562	558,626	9,586	8,751	95,976	2,845	528	-	111,203	977,349	188,879	-	2,021,257	1,239,924	(781,334)
	230,143	918,356	1,079,792	306,349	199,131	281,776	264,495	205,506	352,615	518,782	1,369,712	411,191	-	6,137,846	8,144,837	2,006,990
Subagreement Services																
5101 Nursing	-	-	-	-	-	-	-	-	-	-	125	125	-	250	1,500	1,250
5102 Special Education	4,882	88,012	41,804	571,605	237,077	449,720	285,382	105,909	356,018	294,549	298,196	298,196	-	3,031,351	3,515,358	484,007
5105 Security	-	367	3,473	3,618	835	(934)	645	341	966	(258)	-	-	-	9,054	-	(9,054)
5106 Other Educational Consultants	(8,515)	42,424	310,054	577,573	370,519	426,475	294,322	673,906	529,458	585,454	69,003	16,110	-	3,886,785	5,289,966	1,403,181
	(3,633)	130,802	355,331	1,153,878	608,432	875,262	580,349	780,156	886,441	879,746	367,324	314,432	-	6,928,521	8,806,824	1,878,303
Operations and Housekeeping																
5201 Auto and Travel	3,249	14,790	10,982	22,566	640	17,676	1,076	11,108	2,703	1,126	2,767	2,767	-	91,449	6,600	(84,849)
5300 Dues & Memberships	667	12,667	-	-	2,080	3,770	-	-	-	-	758	758	-	20,700	10,500	(10,200)
5400 Insurance	22,156	30,064	30,123	30,123	30,123	30,123	30,123	30,124	30,125	30,125	29,275	29,275	-	351,759	392,000	40,241
5501 Utilities	2,782	(1,445)	2,294	122	(836)	115	1,118	410	(80)	453	642	642	-	6,213	6,300	87
5516 Miscellaneous Expense	-	-	-	9,100	-	-	-	-	-	-	-	-	-	9,100	-	(9,100)
5900 Communications	1,772	418	2,181	932	1,847	1,899	2,750	(567)	2,480	4,420	2,258	2,258	-	22,649	32,000	9,351
5901 Postage and Shipping	2,306	2,081	2,030	1,293	1,871	499	1,426	1,340	2,489	981	1,158	1,158	-	18,633	14,500	(4,133)
	32,932	58,575	47,610	64,136	35,724	54,082	36,493	42,415	37,717	37,104	36,858	36,858	-	520,503	461,900	(58,603)
Facilities, Repairs and Other Leases																
5601 Rent	46,516	(9,489)	30,678	(40,210)	37,683	(17,553)	11,848	11,848	11,848	11,848	15,383	15,383	-	125,782	182,000	56,218
5602 Additional Rent	-	-	-	-	-	-	-	-	-	-	42	42	-	83	500	417
5604 Other Leases	614	1,315	1,315	1,330	1,253	1,224	1,460	2,663	1,651	14,448	225	225	-	27,721	1,600	(26,121)
5610 Repairs and Maintenance	-	-	-	132	-	-	-	-	-	343	-	-	-	474	-	(474)
	47,130	(8,174)	31,993	(38,748)	38,935	(16,329)	13,307	14,511	13,498	26,638	15,650	15,650	-	154,061	184,100	30,039
Professional/Consulting Services																
5801 IT	2,249	(1,563)	35,604	5,446	3,004	6,340	34,080	25	18,258	(79,089)	2,737	2,737	47,155	76,981	592,840	515,859
5802 Audit & Taxes	-	-	-	-	-	-	-	8,400	-	-	-	-	-	8,400	7,400	(1,000)
5803 Legal	-	31,755	18,747	15,966	49,022	19,697	10,256	22,794	20,358	10,818	17,150	17,150	15,017	248,731	180,200	(68,531)
5804 Professional Development	2,060	6,425	111	1,370	302	3,682	325	10,286	799	17,687	9,645	9,645	-	62,337	115,738	53,401
5805 General Consulting	-	1,250	2,000	1,250	355	639	-	355	355	160	3,883	3,883	-	14,131	50,600	36,469
5806 Special Activities/Field Trips	303	15,651	7,521	10,898	2,279	9,247	8,997	10,715	18,432	27,406	-	-	-	111,449	60,906	(50,543)
5807 Bank Charges	2,141	1,145	1,246	1,117	1,212	1,223	1,085	947	1,071	1,075	3,183	3,183	-	18,628	34,700	16,072
5809 Other taxes and fees	1,824	406	228	4,215	80	5,839	1,335	246	210	1,319	2,150	2,150	-	20,001	19,600	(401)
5810 Payroll Service Fee	1,315	2,144	2,951	2,389	2,114	5,076	3,384	3,384	5,863	6,198	2,625	2,625	-	40,068	33,300	(6,768)
5811 Management Fee	71,195	74,495	72,520	69,387	60,788	59,613	60,338	135,351	67,055	67,180	71,993	71,993	-	881,907	860,820	(21,087)
5812 District Oversight Fee	20,504	20,504	22,754	36,906	36,906	39,157	36,906	28,213	35,354	28,213	28,199	34,071	22,808	390,497	440,025	49,528
5813 County Fees	-	-	-	-	-	-	-	-	1,994	-	-	-	900	2,894	2,400	(494)
	101,590	152,212	163,682	148,945	156,063	150,513	156,706	220,715	169,749	80,967	141,565	147,437	85,880	1,876,023	2,398,529	522,506
Depreciation																
6900 Depreciation Expense	655	655	655	655	655	655	655	655	655	655	663	663	-	7,873	2,900	(4,973)
	655	655	655	655	655	655	655	655	655	655	663	663	-	7,873	2,900	(4,973)
Total Expenses	2,294,789	3,474,763	3,874,026	3,877,260	3,515,925	3,687,804	3,421,283	3,491,835	3,702,832	3,774,729	4,152,674	4,611,547	85,880	43,965,347	48,174,166	4,208,819
Monthly Surplus (Deficit)	(81,979)	(1,245,887)	1,233,465	287,742	470,792	598,689	5,654,404	(404,025)	62,098	(894,171)	(1,016,403)	(822,068)	1,558,299	5,400,955	1,015,544	4,385,411

Cash Flow Adjustments

	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.)
Monthly Surplus (Deficit)	(81,979)	(1,245,887)	1,233,465	287,742	470,792	598,689	5,654,404	(404,025)	62,098	(894,171)	(1,016,403)	(822,068)	1,558,299	5,400,955		
Cash flows from operating activities																
Depreciation/Amortization	655	655	655	655	655	655	655	655	655	655	663	663	-	7,873		
Public Funding Receivables	3,617,026	10,490,853	(737,816)	859,311	-	-	877,296	(239,473)	264,007	30,353	-	-	(1,644,178)	13,517,378		
Grants and Contributions Rec.	2,964,521	11,102	(8,917)	7,629	(14,665)	24,809	-	43,148	-	(307)	-	-	-	3,027,319		
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)	22,316	(145,722)	106,920	-	-	-	(199,058)		
Other Assets	-	-	-	8,899	-	43,700	-	-	-	-	-	-	-	52,600		
Accounts Payable	(710,185)	83,645	390,735	(245,390)	(312,431)	305,436	(15,165)	(215,112)	8,283	346,311	-	-	85,880	(277,993)		
Accrued Expenses	283,020	57,091	16,252	(139,036)	43,942	97,899	(32,687)	84,056	11,832	(17,167)	-	-	-	405,204		
Other Liabilities	(2,960,800)	-	(135,755)	(405)	(14,172)	14,578	28,416	-	-	869,698	-	-	-	(2,198,441)		
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	(708,434)	201,153	442,291	(1,015,740)	(821,405)				
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	12,404,627	12,605,780	13,048,071	12,032,330				
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	12,404,627	12,605,780	13,048,071	12,032,330	11,210,925				

Cert.	Instr.
50.6%	75.7%
5,215,497	(2,122,770)

Pupil:Teacher Ratio
20.62 :1

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 2,821,268	\$ 3,150,888	\$ (329,620)	\$ 31,017,759	\$ 32,616,585	\$ (1,598,826)	\$ 42,069,658
Education Protection Account	-	230,300	(230,300)	607,886	690,900	(83,014)	921,200
State Aid - Prior Year	(1,324)	-	(1,324)	2,647	-	2,647	-
In Lieu of Property Taxes	-	73,029	(73,029)	556,424	792,559	(236,135)	1,011,646
Total State Aid - Revenue Limit	2,819,944	3,454,217	(634,273)	32,184,716	34,100,044	(1,915,328)	44,002,505
Federal Revenue							
Special Education - Entitlement	-	51,654	(51,654)	-	403,516	(403,516)	558,478
Title I, Part A - Basic Low Income	-	-	-	143,990	428,988	(284,998)	428,988
Title II, Part A - Teacher Quality	-	-	-	48,989	90,238	(41,249)	90,238
Title III - Limited English	-	-	-	-	-	-	21,538
Other Federal Revenue	-	-	-	5,098,241	-	5,098,241	-
Prior Year Federal Revenue	-	-	-	87,677	-	87,677	-
Total Federal Revenue	-	51,654	(51,654)	5,378,897	922,742	4,456,155	1,099,242
Other State Revenue							
State Special Education	217,188	245,458	(28,270)	2,359,656	1,917,510	442,146	2,653,885
Mandated Cost	-	-	-	105,832	103,682	2,150	103,682
State Lottery	293,021	232,965	60,056	625,635	465,929	159,706	953,442
Prior Year Revenue	-	-	-	26,222	-	26,222	-
Other State Revenue	(449,595)	-	(449,595)	103,918	376,954	(273,036)	376,954
Total Other State Revenue	60,614	478,423	(417,809)	3,221,262	2,864,075	357,187	4,087,963
Other Local Revenue							-
Interest Revenue	-	-	-	10,962	-	10,962	-
Contributions, Unrestricted	-	-	-	537	-	537	-
Total Other Local Revenue	-	-	-	11,499	-	11,499	-
Total Revenues	\$ 2,880,558	\$ 3,984,293	\$ (1,103,735)	\$ 40,796,374	\$ 37,886,862	\$ 2,909,512	\$ 49,189,710
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,013,366	\$ 1,037,954	\$ 24,588	\$ 10,125,610	\$ 10,379,540	\$ 253,930	\$ 12,455,448
Teachers' Extra Duty/Stipends	163,296	194,332	31,036	1,540,206	1,943,323	403,117	2,331,987
Pupil Support Salaries	82,211	78,059	(4,152)	854,290	780,591	(73,699)	936,709
Administrators' Salaries	141,755	125,851	(15,904)	1,411,962	1,258,510	(153,452)	1,510,212
Other Certificated Salaries	71,992	38,879	(33,113)	603,308	388,792	(214,516)	466,550
Total Certificated Salaries	1,472,621	1,475,076	2,454	14,535,376	14,750,756	215,379	17,700,907
Classified Salaries							
Instructional Salaries	29,236	25,967	(3,269)	340,683	259,675	(81,009)	311,609
Support Salaries	71,933	152,287	80,354	724,128	1,522,871	798,743	1,827,445
Supervisors' and Administrators' Salaries	52,599	51,287	(1,311)	510,525	512,875	2,350	615,450
Clerical and Office Staff Salaries	85,669	63,719	(21,950)	867,083	637,191	(229,892)	764,629
Other Classified Salaries	29,670	27,664	(2,006)	276,505	276,640	135	331,968
Total Classified Salaries	269,107	320,925	51,818	2,718,923	3,209,251	490,327	3,851,101
Benefits							
State Teachers' Retirement System, certificated position	239,537	236,310	(3,227)	2,356,080	2,363,101	7,021	2,835,721
OASDI/Medicare/Alternative, certificated positions	16,295	20,131	3,836	163,123	201,310	38,187	241,571
Medicare/Alternative, certificated positions	24,359	26,097	1,738	241,702	260,966	19,263	313,159
Health and Welfare Benefits, certificated positions	194,738	186,250	(8,488)	1,926,907	1,862,500	(64,407)	2,235,000
State Unemployment Insurance, certificated positions	485	7,767	7,282	151,940	139,797	(12,143)	155,330
Workers' Compensation Insurance, certificated position	13,696	16,198	2,502	146,734	161,979	15,245	194,374
Other Benefits, certificated positions	-	53,993	53,993	193,516	539,929	346,412	647,914
Total Benefits	489,110	546,745	57,635	5,180,002	5,529,580	349,578	6,623,069
Books & Supplies							
Textbooks and Core Materials	9,588	16,592	7,003	17,736	165,917	148,180	199,100
School Supplies	280,514	443,711	163,196	2,677,278	4,631,414	1,954,136	5,640,302
Software	112,227	86,468	(25,759)	690,708	864,676	173,968	1,037,611
Office Expense	5,250	2,308	(2,941)	116,163	23,083	(93,080)	27,700
Business Meals	-	17	17	29	167	137	200
Noncapitalized Equipment	111,203	97,542	(13,661)	855,030	1,018,137	163,107	1,239,924
Total Books & Supplies	518,782	646,637	127,855	4,356,944	6,703,393	2,346,449	8,144,837
Subagreement Services							
Nursing	-	125	125	-	1,250	1,250	1,500
Special Education	294,549	292,946	(1,603)	2,434,958	2,929,465	494,507	3,515,358
Transportation	-	-	-	1,082	-	(1,082)	-
Security	(258)	-	258	9,054	-	(9,054)	-
Other Educational Consultants	585,454	416,151	(169,304)	3,801,672	4,343,743	542,071	5,289,966

Cabrillo Point Academy

Budget vs Actual

For the period ended April 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Total Subagreement Services	879,746	709,222	(170,524)	6,246,765	7,274,458	1,027,693	8,806,824
Operations & Housekeeping							
Auto and Travel	1,126	550	(576)	85,916	5,500	(80,416)	6,600
Dues & Memberships	-	875	875	19,183	8,750	(10,433)	10,500
Insurance	30,125	32,667	2,542	293,209	326,667	33,458	392,000
Utilities	453	525	72	4,930	5,250	320	6,300
Miscellaneous Expense	-	-	-	9,100	-	(9,100)	-
Communications	4,420	2,667	(1,753)	18,132	26,667	8,535	32,000
Postage and Shipping	981	1,208	228	16,316	12,083	(4,233)	14,500
Total Operations & Housekeeping	37,104	38,492	1,388	446,786	384,917	(61,870)	461,900
Facilities, Repairs & Other Leases							
Rent	11,848	15,167	3,319	95,015	151,667	56,652	182,000
Additional Rent	-	42	42	-	417	417	500
Other Leases	14,448	133	(14,314)	27,271	1,333	(25,938)	1,600
Repairs and Maintenance	343	-	(343)	474	-	(474)	-
Total Facilities, Repairs & Other Leases	26,638	15,342	(11,296)	122,761	153,417	30,656	184,100
Professional/Consulting Services							
IT	(79,089)	49,403	128,493	24,353	494,033	469,680	592,840
Audit & Taxes	-	-	-	8,400	7,400	(1,000)	7,400
Legal	10,818	15,017	4,199	199,414	150,167	(49,248)	180,200
Professional Development	17,687	9,645	(8,042)	43,047	96,448	53,401	115,738
General Consulting	160	4,217	4,057	6,364	42,167	35,803	50,600
Special Activities/Field Trips	27,406	4,791	(22,615)	111,449	50,012	(61,437)	60,906
Bank Charges	1,075	2,892	1,816	12,262	28,917	16,655	34,700
Other Taxes and Fees	1,319	1,633	314	15,701	16,333	633	19,600
Payroll Service Fee	6,198	2,775	(3,423)	34,818	27,750	(7,068)	33,300
Management Fee	67,180	71,735	4,555	737,922	717,350	(20,572)	860,820
District Oversight Fee	28,213	34,542	6,329	305,418	341,000	35,583	440,025
County Fees	-	600	600	1,994	1,800	(194)	2,400
Total Professional/Consulting Services	80,967	197,250	116,283	1,501,141	1,973,377	472,236	2,398,529
Depreciation							
Depreciation Expense	655	242	(413)	6,547	2,417	(4,131)	2,900
Total Depreciation	655	242	(413)	6,547	2,417	(4,131)	2,900
Total Expenses	\$ 3,774,729	\$ 3,949,930	\$ 175,201	\$ 35,115,246	\$ 39,981,564	\$ 4,866,317	\$ 48,174,166
Change in Net Assets	(894,171)	34,363	(928,535)	5,681,128	(2,094,702)	7,775,829	1,015,544
Net Assets, Beginning of Period	11,739,818			5,164,519			
Net Assets, End of Period	\$ 10,845,647			\$ 10,845,647			

Cabrillo Point Academy

Statement of Financial Position

April 30, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 12,119,993	\$ 6,811,278	\$ 5,308,714	78%
Restricted Cash	928,078	-	928,078	0%
Total Cash & Cash Equivalents	13,048,071	6,811,278	6,236,792	78%
Current Assets				
Accounts Receivable	19,431	85,950	(66,519)	-77%
Public Funding Receivables	594,121	15,755,677	(15,161,556)	-96%
Factored Receivables	-	(8,316,600)	8,316,600	-100%
Due To/From Related Parties	40,014	38,833	1,181	3%
Prepaid Expenses	526,010	326,952	199,058	61%
Total Current Assets	14,227,647	14,702,091	(474,444)	-132%
Long-Term Assets				
Property & Equipment, Net	66,936	73,483	(6,547)	-9%
Deposits	58,034	110,634	(52,600)	-48%
Total Long Term Assets	124,970	184,117	(59,147)	-32%
Total Assets	\$ 14,352,617	\$ 14,886,208	\$ (533,591)	-4%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 924,463	\$ 1,288,336	\$ (363,873)	-28%
Accrued Liabilities	1,654,429	1,249,226	405,204	32%
Deferred Revenue	928,078	3,126,519	(2,198,441)	-70%
Notes Payable, Current Portion	-	4,057,608	(4,057,608)	-100%
Total Current Liabilities	3,506,970	9,721,689	(6,214,719)	-64%
Total Liabilities	3,506,970	9,721,689	(6,214,719)	-64%
Total Net Assets	10,845,647	5,164,519	5,681,128	110%
Total Liabilities and Net Assets	\$ 14,352,617	\$ 14,886,208	\$ (533,591)	-4%

Cabrillo Point Academy

Statement of Cash Flows

For the period ended April 30, 2022

	Month Ended 04/30/22	YTD Ended 04/30/22
Cash Flows from Operating Activities		
Change in Net Assets	\$ (894,171)	\$ 5,681,128
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	655	6,547
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	30,353	15,161,556
Grants, Contributions & Pledges Receivable	(307)	(8,250,081)
Due from Related Parties	-	(1,181)
Prepaid Expenses	106,920	(199,058)
Other Assets	-	52,600
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	346,311	(363,873)
Accrued Expenses	(17,167)	405,204
Deferred Revenue	869,698	(2,198,441)
Total Cash Flows from Operating Activities	442,291	10,294,400
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	-	(4,057,608)
Total Cash Flows from Financing Activities	-	(4,057,608)
 Change in Cash & Cash Equivalents	442,291	6,236,792
Cash & Cash Equivalents, Beginning of Period	12,605,780	6,811,278
 Cash and Cash Equivalents, End of Period	\$ 13,048,071	\$ 13,048,071

Cabrillo Point Academy

Due (To)/From All Inspire Charter School Locations

For the period ended April 30, 2022

Other Entities	Account Balance
Due (to)/from Inspire Charter Services	\$ 4,358,841
Due (to)/from Granite Mountain Charter School	40,014
Allowance for Bad Debt IFR	<u>(4,358,841)</u>
Total Due (to)/from Balance	<u>\$ 40,014</u>

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
21883	Achieve Inc.	4/7/2022	\$ 156.00
21884	Aesthetic Climbing Gym LLC	4/7/2022	2,090.00
21885	Apple Inc.	4/7/2022	98.00
21886	Ardent Academy for Gifted Youth	4/7/2022	350.00
21887	Beautiful Feet Books, Inc.	4/7/2022	292.79
21888	Big Little Ones LLC	4/7/2022	392.40
21889	BioBox Labs LLC	4/7/2022	184.09
21890	Bitsbox	4/7/2022	299.95
21891	BookShark	4/7/2022	269.35
21892	Briale Enterprises, Inc. DBA Tutor Doctor Costal Orange Cou	4/7/2022	1,715.00
21893	Camulos Farm	4/7/2022	350.00
21894	Carlson Gracie Jiu Jitsu Menifee	4/7/2022	330.00
21895	Carrie Damitz	4/7/2022	110.00
21896	CAT of Corona	4/7/2022	55.00
21897	Coach Ballgame	4/7/2022	3,755.00
21898	Creative Outlet PAC	4/7/2022	1,090.00
21899	Dan Lee	4/7/2022	5,070.00
21900	Drew's Art Box LLC	4/7/2022	165.00
21901	Eiki Paik Worcester	4/7/2022	498.75
21902	Evolution Swim Academy Mission Viejo LLC	4/7/2022	4,865.54
21903	Express Yourself Therapy	4/7/2022	2,155.75
21904	Fidelity Security Life Insurance Co.	4/7/2022	1,883.70
21905	Guillobel Brazilian Jiu-Jitsu International Inc	4/7/2022	9,518.00
21906	H4B Team LLC	4/7/2022	422.97
21907	Home Science Tools	4/7/2022	488.31
21908	Jacaranda Music Studios, LLC	4/7/2022	460.00
21909	James Boran	4/7/2022	1,640.00
21910	Juliet Aucreman	4/7/2022	350.00
21911	Karis Academy	4/7/2022	700.00
21912	Katyanne Downing	4/7/2022	366.33
21913	KHS Ice Arena	4/7/2022	2,280.00
21914	Kumon Mission Viejo-Civic Center	4/7/2022	750.00
21915	Kumon of Brea	4/7/2022	420.00
21916	Lakeshore	4/7/2022	393.83
21917	Learning Without Tears	4/7/2022	87.71
21918	Lee's Tae Kwon Do	4/7/2022	220.00
21919	Lisa M Palmer	4/7/2022	280.00
21920	Little Surf Co.	4/7/2022	6,710.50
21921	Math-U-See Inc.	4/7/2022	775.00
21922	Meet the Masters, Inc.	4/7/2022	134.85
21923	Mercurius Inc.	4/7/2022	303.89
21924	Michele Sanchez	4/7/2022	345.00
21925	Morey's Music, Inc.	4/7/2022	226.22
21926	Moving Beyond the Page	4/7/2022	775.81
21927	MoxieBox Art, Inc	4/7/2022	368.39
21928	Nazgul Shinn	4/7/2022	968.84
21929	Nuestra Escuelita Spanish Academy	4/7/2022	304.20
21930	Orange County Dept of Education	4/7/2022	130.00
21931	Outschool, Inc.	4/7/2022	45.00
21932	Pianoforte Music Studio	4/7/2022	760.00
21933	Pliha Speech & Learning Center	4/7/2022	9,215.00
21934	Portal Languages - Mission Viejo	4/7/2022	350.00
21935	Power of Leverage Brazilian Jiu Jitsu	4/7/2022	1,440.00
21936	Ramona Brazilian Jiu-Jitsu/MMA	4/7/2022	1,495.00
21937	Reshma Solbach	4/7/2022	135.00

Cabrillo Point Academy

Check Register

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
21938	Rock n Tumble Gymnastics	4/7/2022	270.00
21939	Russian School of Mathematics	4/7/2022	768.00
21940	Scott Carr	4/7/2022	1,183.00
21941	Singapore Math Inc.	4/7/2022	453.91
21942	Soccer Saints	4/7/2022	240.00
21943	South Coast Repertory	4/7/2022	2,060.00
21944	South OC Hybrid Homeschool	4/7/2022	4,369.00
21945	Studies Weekly	4/7/2022	193.20
21946	Sylvan Learning Center	4/7/2022	1,050.00
21947	Tanya Raisa Noordhoff	4/7/2022	250.00
21948	Teaching Textbooks	4/7/2022	43.08
21949	The School of Sandy Toes	4/7/2022	300.00
21950	Trinity Therapeutic Riding Center	4/7/2022	2,075.00
21951	United Studios of Self Defense Fountain Valley	4/7/2022	582.00
21952	Valley-Wide Elite Gymnastics	4/7/2022	260.00
21953	Yamaha Music Academy of Fountain Valley	4/7/2022	355.00
21954	YMCA of Orange County	4/7/2022	1,240.00
21955	April Simpson	4/8/2022	949.83
21956	Music Vault Academy	4/8/2022	918.00
21957	Watersafe Swim School	4/8/2022	2,427.00
21958	Voya Financial FBO CalSTRS Pension2	4/8/2022	20,790.00
21959	Academics In A Box Inc	4/14/2022	126.80
21960	Agility Kids, LLC	4/14/2022	238.00
21961	Aidas Reklys	4/14/2022	1,296.00
21962	AMAA	4/14/2022	1,241.68
21963	Amber E Schreckengaust	4/14/2022	10,516.85
21964	American Tiger Martial Arts & Fitness	4/14/2022	99.00
21965	Amy Roncevich	4/14/2022	400.00
21966	Ashleigh Reyes	4/14/2022	1,210.00
21967	Bailey Dillard	4/14/2022	240.00
21968	Barron Hockey Academy	4/14/2022	700.00
21969	Beautiful Feet Books, Inc.	4/14/2022	291.69
21970	Beth Gillis	4/14/2022	130.00
21971	Big Little Ones LLC	4/14/2022	184.70
21972	Bigfoot Graphics	4/14/2022	60.00
21973	Bitsbox	4/14/2022	227.70
21974	Brain and Body Music Studio dba B&B Music School	4/14/2022	600.00
21975	Brave Writer LLC	4/14/2022	269.40
21976	Briale Enterprises, Inc. DBA Tutor Doctor Costal Orange Cou	4/14/2022	360.00
21977	C3 Classes	4/14/2022	1,922.00
21978	Cadenza Music Academy	4/14/2022	130.00
21979	Caitlyn Park	4/14/2022	250.00
21980	California Music Studios	4/14/2022	575.42
21981	Camulos Farm	4/14/2022	1,450.00
21982	Cat Kelley	4/14/2022	100.00
21983	Celeste Haueter	4/14/2022	860.00
21984	Children's Music Academy of La Mirada	4/14/2022	85.00
21985	Christina Ranes	4/14/2022	240.00
21986	Christy Sawyer	4/14/2022	180.00
21987	Code Ninjas	4/14/2022	1,012.66
21988	Costa Mesa Math Center, LLC	4/14/2022	750.00
21989	Cox Business	4/14/2022	440.39
21990	Dexter Music	4/14/2022	930.00
21991	E C E 4 Autism	4/14/2022	4,320.00
21992	EDMC	4/14/2022	400.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
21993	Edmentum Inc	4/14/2022	14,825.00
21994	Educational Connections by Cathy Bray	4/14/2022	100.00
21995	Educational Development Corporation	4/14/2022	17.98
21996	Eido Learn , LLC	4/14/2022	200.00
21997	Elizabeth Blackmore	4/14/2022	460.00
21998	Elizabeth Sledge Music	4/14/2022	100.00
21999	Endeavor Gymnastics	4/14/2022	95.00
22000	Evan-Moor	4/14/2022	52.76
22001	Fine Art Classes, Inc.	4/14/2022	984.50
22002	Fired Up Arts	4/14/2022	900.00
22003	FYI-For Your Imagination	4/14/2022	1,870.00
22004	Gravitas Publications, Inc.	4/14/2022	178.15
22005	Guo's Elite dba World Elite Gymnastics RSM	4/14/2022	2,922.12
22006	Hangar 18 Climbing Gyms	4/14/2022	750.00
22007	Hart Academy of Dance	4/14/2022	624.00
22008	Heather Patrick	4/14/2022	984.50
22009	Home Science Tools	4/14/2022	197.16
22010	IL-Do Taekwondo	4/14/2022	1,615.00
22011	Image IV Systems	4/14/2022	96.84
22012	Imagine Learning, LLC	4/14/2022	41,200.00
22013	JackKris Publishing, LLC	4/14/2022	65.38
22014	Jacqueline Stemmer	4/14/2022	350.00
22015	JDI Dance Company	4/14/2022	506.33
22016	Jonathan Forte	4/14/2022	150.00
22017	Judylyn Weesner	4/14/2022	1,595.00
22018	Kara Wuchner	4/14/2022	159.00
22019	Katyanne Downing	4/14/2022	250.73
22020	Kimberli Breen	4/14/2022	1,000.00
22021	KMO Ventures One LLC	4/14/2022	4,974.20
22022	Krav Maga of Orange County LLC	4/14/2022	1,040.00
22023	Kumon Math and Reading At The Market Place	4/14/2022	1,095.00
22024	Kumon of Brea	4/14/2022	1,440.00
22025	Lakeshore	4/14/2022	1,832.18
22026	Lanterns Global	4/14/2022	4,886.00
22027	Laura DeSoto	4/14/2022	550.00
22028	Lauren Ruwe	4/14/2022	362.50
22029	Learn and Create DBA Crafty School Crates	4/14/2022	736.12
22030	Learning Without Tears	4/14/2022	69.17
22031	Legacy of Valor & Excellence	4/14/2022	2,205.00
22032	Lil' Chef School	4/14/2022	2,343.00
22033	M B B & D LLC	4/14/2022	249.00
22034	Macie Sweeney-Slick	4/14/2022	395.00
22035	Mari G. Haig	4/14/2022	1,070.00
22036	Marnie Cooper School of Acting	4/14/2022	350.00
22037	Math-U-See Inc.	4/14/2022	535.00
22038	Mathnasium of Diamond Bar	4/14/2022	948.00
22039	McColgan & Associates INC	4/14/2022	4,653.00
22040	Mercurius Inc.	4/14/2022	67.46
22041	Minji Noh Lee	4/14/2022	350.00
22042	Morey's Music, Inc.	4/14/2022	101.10
22043	Moving Beyond the Page	4/14/2022	1,151.07
22044	MoxieBox Art, Inc	4/14/2022	121.45
22045	Music Centre	4/14/2022	220.00
22046	Music Vault Academy	4/14/2022	3,069.00
22047	Muya Enrichment	4/14/2022	275.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
22048	Newport Mesa Riding Center	4/14/2022	2,040.00
22049	Orange County Surf Coaching	4/14/2022	640.00
22050	Outschool, Inc.	4/14/2022	446.00
22051	Oxford Consulting Services, Inc.	4/14/2022	321.00
22052	Pacific Ballet Conservatory	4/14/2022	1,185.70
22053	Power of Leverage Brazilian Jiu Jitsu	4/14/2022	2,010.00
22054	Professional Tutors of America Inc.	4/14/2022	1,880.00
22055	Ramsey Solutions	4/14/2022	48.46
22056	Redlands Gymnastics Club	4/14/2022	74.00
22057	Riverside County Office of Education	4/14/2022	16,600.00
22058	Rockstars of Tomorrow Riverside	4/14/2022	705.00
22059	Russian School of Mathematics	4/14/2022	768.00
22060	Samantha Fuentes	4/14/2022	391.25
22061	San Diego Gas & Electric	4/14/2022	298.41
22062	SCEGA Gymnastics	4/14/2022	91.00
22063	School of Rock Santa Ana	4/14/2022	339.00
22064	Science 2 U	4/14/2022	680.00
22065	Scott Carr	4/14/2022	169.00
22066	Sheri Wolfe	4/14/2022	1,500.00
22067	SHI International Corp	4/14/2022	26,350.00
22068	Shih-Yin Lee	4/14/2022	300.00
22069	Singapore Math Inc.	4/14/2022	902.09
22070	Small Talk OC	4/14/2022	7,340.00
22071	Snapology	4/14/2022	2,642.49
22072	SOR Schools VI, LLC	4/14/2022	260.00
22073	South Coast Conservatory	4/14/2022	35.00
22074	Southland Ballet Academy Inc.	4/14/2022	80.00
22075	SpanishOne Plus	4/14/2022	700.00
22076	Stagelight Performing Arts	4/14/2022	1,314.40
22077	Studies Weekly	4/14/2022	96.81
22078	Studio H Fine Art	4/14/2022	1,020.00
22079	Success 4 Hoopz	4/14/2022	320.00
22080	Temecula Conservatory of Music	4/14/2022	209.00
22081	The Coder School	4/14/2022	568.00
22082	The Music Abode	4/14/2022	360.00
22083	The Performer's Academy	4/14/2022	350.00
22084	Tustin Dance and Music Center, LLC	4/14/2022	1,165.14
22085	U.S. Music Lessons	4/14/2022	685.00
22086	Write On! Webb	4/14/2022	475.00
22087	YMCA of San Diego County	4/14/2022	149.00
22088	Z-Ultimate Self Defense Studio	4/14/2022	195.00
22089	Office Depot, Inc	4/14/2022	1,613.26
22090	Savvas Learning Company LLC	4/14/2022	12.84
22091	Chrysty Hodson	4/19/2022	21.54
22092	Oyster Inc.	4/19/2022	419.40
22093	A Plan in Place	4/21/2022	45.59
22094	A+ In Home Tutors, Inc	4/21/2022	425.00
22095	Achieve Inc.	4/21/2022	208.00
22096	Aesthetic Climbing Gym LLC	4/21/2022	129.00
22097	Agility Kids, LLC	4/21/2022	340.00
22098	Alicia M Ferreira	4/21/2022	325.00
22099	Alkawthar Learning Center	4/21/2022	5,700.00
22100	Alyssa Westphal	4/21/2022	1,700.00
22101	Amy Roncevich	4/21/2022	570.00
22102	Angela Box	4/21/2022	520.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
22103	Apple Inc.	4/21/2022	310.83
22104	Art Steps, Inc.	4/21/2022	4,272.50
22105	Beautiful Feet Books, Inc.	4/21/2022	634.20
22106	Beltran Spanish Tutoring/Karen Beltran	4/21/2022	1,200.00
22107	Blue Family	4/21/2022	2,565.00
22108	BookShark	4/21/2022	1,960.31
22109	Brave Writer LLC	4/21/2022	199.00
22110	C3 Classes	4/21/2022	3,700.00
22111	Cat Kelley	4/21/2022	100.00
22112	CAT of Corona	4/21/2022	55.00
22113	Catherine Croisette	4/21/2022	945.00
22114	Children's Music Academy of La Mirada	4/21/2022	170.00
22115	Cody Noriega	4/21/2022	195.00
22116	Connie Herrick	4/21/2022	1,050.00
22117	Danica Prohaszka	4/21/2022	240.00
22118	Day Dreams LLC dba The Coder School - Cerritos	4/21/2022	650.00
22119	Discount School Supply	4/21/2022	111.51
22120	Edmentum Inc	4/21/2022	6,145.00
22121	Elemental Science	4/21/2022	170.48
22122	Ereflect Pty Ltd	4/21/2022	67.00
22123	Erika Williams	4/21/2022	240.00
22124	Ethos Jiu Jitsu	4/21/2022	1,440.00
22125	Fashion Camp - Create Design Sew LLC	4/21/2022	3,081.00
22126	Final Strike Martial Arts	4/21/2022	170.00
22127	Firestorm Freerunning and Acrobatics	4/21/2022	700.00
22128	Firestorm Galaxy	4/21/2022	780.00
22129	Frank Velasquez	4/21/2022	780.00
22130	Freckled Frog	4/21/2022	345.00
22131	FYI-For Your Imagination	4/21/2022	660.00
22132	Gabrina Owen	4/21/2022	2,338.60
22133	Gavin Witzer Golf	4/21/2022	2,700.00
22134	Glee Music Academy	4/21/2022	3,451.50
22135	Home Science Tools	4/21/2022	745.76
22136	Incident IQ, LLC	4/21/2022	15,900.95
22137	J.E.M.S. Dance Center	4/21/2022	211.00
22138	Jacob D. Crandall	4/21/2022	10,073.50
22139	Jennifer Price	4/21/2022	34.81
22140	Jerry DeMink	4/21/2022	168.00
22141	Jimmy Tat BJJ LLC	4/21/2022	405.00
22142	Joobilo LLC	4/21/2022	2,690.00
22143	Judylyn Weesner	4/21/2022	1,925.00
22144	Kumon of Ladera Ranch	4/21/2022	850.00
22145	Lakeshore	4/21/2022	2,320.92
22146	Leading Note Studios	4/21/2022	314.00
22147	Learn and Create DBA Crafty School Crates	4/21/2022	210.58
22148	Learning Without Tears	4/21/2022	9.99
22149	Lisa M Palmer	4/21/2022	1,105.00
22150	Los Angeles County of Education	4/21/2022	5,245.00
22151	LUD Inc. (Sylvan of Irvine)	4/21/2022	288.00
22152	Mary Roberts	4/21/2022	75.00
22153	Math-U-See Inc.	4/21/2022	379.00
22154	Mathnasium of Mission Viejo	4/21/2022	1,120.00
22155	Mathnasium of San Clemente	4/21/2022	150.00
22156	Mathnasium of Temecula	4/21/2022	53.21
22157	Meredith Barr	4/21/2022	835.25

Cabrillo Point Academy**Check Register**

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Check Number	Vendor Name	Check Date	Check Amount
22158	Miaplaza Inc.	4/21/2022	89.85
22159	Michele Liem	4/21/2022	270.00
22160	Michelle Terry	4/21/2022	619.00
22161	Modjdeh and Daryoush Akbari	4/21/2022	2,217.50
22162	Molly's Music	4/21/2022	441.00
22163	Momentum Dance Center LLC 2	4/21/2022	71.00
22164	Morey's Music, Inc.	4/21/2022	30.00
22165	Mosaic Music	4/21/2022	2,293.50
22166	Moving Beyond the Page	4/21/2022	331.67
22167	MoxieBox Art, Inc	4/21/2022	283.91
22168	Murphy Language Arts, LLC	4/21/2022	577.12
22169	Murrieta Academy of Music	4/21/2022	630.00
22170	Natalie Shohdy	4/21/2022	2,850.00
22171	Nayaz Pasha	4/21/2022	1,097.93
22172	New Life Physical Therpay, PC	4/21/2022	1,950.00
22173	No Hawaiki Nui	4/21/2022	1,110.00
22174	Oak Meadow Inc.	4/21/2022	83.42
22175	OC Next Act	4/21/2022	420.00
22176	Orange County Surf Coaching	4/21/2022	1,290.00
22177	Oscar Azucena	4/21/2022	1,600.00
22178	Outschool, Inc.	4/21/2022	358.00
22179	Pacific Conservatory	4/21/2022	981.00
22180	Pamela Y. Worcester	4/21/2022	250.00
22181	Portal Languages - Mission Viejo	4/21/2022	3,180.00
22182	Power of Leverage Brazilian Jiu Jitsu	4/21/2022	2,290.00
22183	Precision Gymnastics, Inc.	4/21/2022	156.00
22184	Professional Interpreting	4/21/2022	600.00
22185	Rebecca Scott	4/21/2022	426.25
22186	Riffs Music	4/21/2022	1,105.00
22187	Robin Young	4/21/2022	2,600.00
22188	Russian School of Mathematics	4/21/2022	239.00
22189	Sand n Straw, LLC	4/21/2022	220.00
22190	Scholastic Inc.	4/21/2022	41.09
22191	School of Rock Huntington Beach	4/21/2022	525.00
22192	School of Rock Santa Ana	4/21/2022	959.00
22193	Shanelle Gray Studios	4/21/2022	300.00
22194	Silver Spur Riding School	4/21/2022	437.98
22195	Singapore Math Inc.	4/21/2022	861.50
22196	Sonrisas Spanish	4/21/2022	575.00
22197	Sophi Albert	4/21/2022	240.00
22198	South Coast Conservatory	4/21/2022	874.00
22199	Specialized Therapy Services, Inc.	4/21/2022	11,900.00
22200	Studies Weekly	4/21/2022	508.85
22201	Teaching Textbooks	4/21/2022	122.16
22202	Temecula Music Academy	4/21/2022	150.00
22203	Temecula Music Teacher, LLC	4/21/2022	335.00
22204	Terra Arts	4/21/2022	22,248.75
22205	The Center Stage Studio	4/21/2022	700.00
22206	The Collective Movements	4/21/2022	465.00
22207	The Music Lair	4/21/2022	200.00
22208	The Writtenburg Door	4/21/2022	43,373.75
22209	Thinkwell Corporation	4/21/2022	159.00
22210	Time Warner Cable	4/21/2022	77.97
22211	Tkd Capistrano Corp.	4/21/2022	300.00
22212	TOCA Training Centers	4/21/2022	2,015.00

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For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
22213	Top Billing Entertainment	4/21/2022	175.00
22214	Trigger Memory Co.	4/21/2022	54.90
22215	Twist N U	4/21/2022	270.00
22216	USSD Yorba Linda	4/21/2022	300.00
22217	Veronica Anne Richards	4/21/2022	1,414.09
22218	Watersafe Swim School	4/21/2022	1,874.00
22219	Westrin Dance Center /The Dance Centre	4/21/2022	330.00
22220	White Dragon of East County	4/21/2022	442.00
22221	YMCA of San Diego County	4/21/2022	603.00
22222	OC Allstars	4/21/2022	514.00
22223	Cameron Brothers Construction Co. LP	4/26/2022	13,837.50
22224	Modern Development Company	4/26/2022	6,866.50
22225	Poway Executive Plaza, LLC	4/26/2022	26,593.56
22226	Voya Financial FBO CalSTRS Pension2	4/27/2022	20,750.00
22228	Amazon Capital Services	4/28/2022	2,515.59
CPA220405-01	Amazon Capital Services	4/5/2022	19.48
CPA220405-02	Amazon Capital Services	4/5/2022	152.62
CPA220405-03	Amazon Capital Services	4/5/2022	63.57
CPA220405-04	Amazon Capital Services	4/5/2022	62.34
CPA220405-05	Amazon Capital Services	4/5/2022	468.69
CPA220407-01	Amazon Capital Services	4/7/2022	65,499.86
CPA220407-02	A Tree of Knowledge Educational Services, Inc.	4/7/2022	300.00
CPA220407-03	Activities for Learning, Inc.	4/7/2022	50.00
CPA220407-04	All About Learning Press, Inc.	4/7/2022	241.22
CPA220407-05	All About Learning Press, Inc.	4/7/2022	103.53
CPA220407-06	All About Learning Press, Inc.	4/7/2022	225.06
CPA220407-07	All About Learning Press, Inc.	4/7/2022	239.12
CPA220407-08	All About Learning Press, Inc.	4/7/2022	61.62
CPA220407-09	All About Learning Press, Inc.	4/7/2022	198.20
CPA220407-10	Aqua Tots LA LLC	4/7/2022	120.00
CPA220407-11	Aqua Tots LA LLC	4/7/2022	225.00
CPA220407-12	Art of Problem Solving	4/7/2022	96.00
CPA220407-13	Art of Problem Solving	4/7/2022	31.25
CPA220407-14	Code Ninjas Newport Beach	4/7/2022	279.00
CPA220407-15	eat2explore	4/7/2022	89.25
CPA220407-16	eat2explore	4/7/2022	216.65
CPA220407-17	Freedom Choice Education	4/7/2022	250.00
CPA220407-18	Gymnastics Pacifica	4/7/2022	60.00
CPA220407-19	Institute for Excellence in Writing	4/7/2022	131.88
CPA220407-20	Institute for Excellence in Writing	4/7/2022	53.41
CPA220407-21	Jennifer Guitron	4/7/2022	240.00
CPA220407-22	Jennifer Guitron	4/7/2022	120.00
CPA220407-23	Jennifer Guitron	4/7/2022	320.00
CPA220407-24	Jenny Del Greco	4/7/2022	173.25
CPA220407-25	Lauren Niggel	4/7/2022	255.00
CPA220407-26	Logic of English	4/7/2022	56.88
CPA220407-27	Logic of English	4/7/2022	33.26
CPA220407-28	MEL Science U.S., LLC	4/7/2022	364.84
CPA220407-29	MEL Science U.S., LLC	4/7/2022	214.42
CPA220407-30	Office Depot, Inc	4/7/2022	151.86
CPA220407-31	Office Depot, Inc	4/7/2022	157.60
CPA220407-32	Office Depot, Inc	4/7/2022	78.55
CPA220407-33	Office Depot, Inc	4/7/2022	132.14
CPA220407-34	Office Depot, Inc	4/7/2022	40.77
CPA220407-35	Office Depot, Inc	4/7/2022	57.21

Cabrillo Point Academy**Check Register**

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Check Number	Vendor Name	Check Date	Check Amount
CPA220407-36	Olympia Training Center	4/7/2022	2,349.00
CPA220407-37	One-on-One Tutoring	4/7/2022	350.00
CPA220407-38	One-on-One Tutoring	4/7/2022	315.00
CPA220407-39	One-on-One Tutoring	4/7/2022	350.00
CPA220407-40	Pacific Coast Academy	4/7/2022	4,146.01
CPA220407-41	Pacific Coast Academy	4/7/2022	3,926.27
CPA220407-42	Pacific Coast Academy	4/7/2022	89,782.28
CPA220407-43	Peace Hill Press, Inc. dba Well Trained Mind Press	4/7/2022	42.89
CPA220407-44	Peace Hill Press, Inc. dba Well Trained Mind Press	4/7/2022	85.10
CPA220407-45	Procopio, Cory, Hargreaves & Savitch LLP	4/7/2022	2,678.40
CPA220407-46	Rainbow Resource Center	4/7/2022	134.35
CPA220407-47	Rainbow Resource Center	4/7/2022	59.92
CPA220407-48	Rainbow Resource Center	4/7/2022	283.03
CPA220407-49	Rainbow Resource Center	4/7/2022	43.76
CPA220407-50	Rainbow Resource Center	4/7/2022	45.21
CPA220407-51	Rainbow Resource Center	4/7/2022	181.22
CPA220407-52	Rainbow Resource Center	4/7/2022	205.39
CPA220407-53	Rainbow Resource Center	4/7/2022	36.54
CPA220407-54	Rainbow Resource Center	4/7/2022	88.80
CPA220407-55	Rainbow Resource Center	4/7/2022	88.02
CPA220407-56	STEAM Academy LLC	4/7/2022	338.00
CPA220407-57	Teacher Synergy, LLC	4/7/2022	26.00
CPA220407-58	Teacher Synergy, LLC	4/7/2022	43.00
CPA220407-59	Teacher Synergy, LLC	4/7/2022	44.95
CPA220407-60	Teacher Synergy, LLC	4/7/2022	59.50
CPA220407-61	Teacher Synergy, LLC	4/7/2022	101.70
CPA220407-62	Teacher Synergy, LLC	4/7/2022	51.99
CPA220407-63	Teacher Synergy, LLC	4/7/2022	139.05
CPA220407-64	Teacher Synergy, LLC	4/7/2022	46.00
CPA220407-65	Teacher Synergy, LLC	4/7/2022	6.40
CPA220407-66	Teacher Synergy, LLC	4/7/2022	43.90
CPA220407-67	Teacher Synergy, LLC	4/7/2022	48.00
CPA220407-68	Teacher Synergy, LLC	4/7/2022	16.48
CPA220407-69	Teacher Synergy, LLC	4/7/2022	29.49
CPA220407-70	Teacher Synergy, LLC	4/7/2022	63.50
CPA220407-71	Teacher Synergy, LLC	4/7/2022	155.97
CPA220407-72	Teacher Synergy, LLC	4/7/2022	17.45
CPA220407-73	Teacher Synergy, LLC	4/7/2022	141.45
CPA220407-74	Teacher Synergy, LLC	4/7/2022	23.70
CPA220407-75	Teacher Synergy, LLC	4/7/2022	214.99
CPA220407-76	Teacher Synergy, LLC	4/7/2022	4.50
CPA220407-77	Timberdoodle.com	4/7/2022	233.18
CPA220407-78	Timberdoodle.com	4/7/2022	78.91
CPA220407-79	Timberdoodle.com	4/7/2022	189.35
CPA220407-80	Timberdoodle.com	4/7/2022	545.59
CPA220407-81	Timberdoodle.com	4/7/2022	482.94
CPA220407-82	Timberdoodle.com	4/7/2022	554.66
CPA220407-83	Timberdoodle.com	4/7/2022	589.69
CPA220407-84	Timberdoodle.com	4/7/2022	71.90
CPA220407-85	Timberdoodle.com	4/7/2022	85.00
CPA220407-86	Timberdoodle.com	4/7/2022	89.21
CPA220407-87	Westminster Arts Academy	4/7/2022	130.00
CPA220407-88	WM Music Lessons	4/7/2022	4,935.00
CPA220408-01	Carlson Gracie Westminster	4/8/2022	525.00
CPA220408-02	Carlson Gracie Westminster	4/8/2022	125.00

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Check Number	Vendor Name	Check Date	Check Amount
CPA220408-03	Carlson Gracie Westminster	4/8/2022	125.00
CPA220414-01	A Tree of Knowledge Educational Services, Inc.	4/14/2022	50.00
CPA220414-02	Activities for Learning, Inc.	4/14/2022	117.70
CPA220414-03	Alena Berg Music Studios	4/14/2022	600.00
CPA220414-04	All About Learning Press, Inc.	4/14/2022	103.58
CPA220414-05	All About Learning Press, Inc.	4/14/2022	259.54
CPA220414-06	American Martial Arts Academy - 2 (Placentia Campus)	4/14/2022	239.00
CPA220414-07	Annie Koh	4/14/2022	1,920.00
CPA220414-08	Aqua Tots LA LLC	4/14/2022	124.00
CPA220414-09	Aqua Tots LA LLC	4/14/2022	199.00
CPA220414-10	Aqua Tots LA LLC	4/14/2022	199.00
CPA220414-100	Karate For All	4/14/2022	198.00
CPA220414-101	Karate For All	4/14/2022	110.00
CPA220414-102	Karate For All	4/14/2022	132.00
CPA220414-103	Katie Kohn	4/14/2022	350.00
CPA220414-104	Kumon Center of Mission Viejo-North	4/14/2022	600.00
CPA220414-105	Kumon Huntington Beach South	4/14/2022	1,365.00
CPA220414-106	Laura Guerrero	4/14/2022	245.00
CPA220414-107	Lauren Niggel	4/14/2022	255.00
CPA220414-108	Liliana Harris	4/14/2022	240.00
CPA220414-109	Mark Howard	4/14/2022	497.00
CPA220414-11	Aqua Tots LA LLC	4/14/2022	660.00
CPA220414-110	MEL Science U.S., LLC	4/14/2022	150.42
CPA220414-111	Mikala JvR	4/14/2022	120.00
CPA220414-112	Mission Vista Academy	4/14/2022	375.00
CPA220414-113	OC All Stars Cheer & Dance, Inc	4/14/2022	76.00
CPA220414-114	OC All Stars Cheer & Dance, Inc	4/14/2022	88.00
CPA220414-115	OC All Stars Cheer & Dance, Inc	4/14/2022	96.00
CPA220414-116	OC All Stars Cheer & Dance, Inc	4/14/2022	123.00
CPA220414-117	OC All Stars Cheer & Dance, Inc	4/14/2022	115.00
CPA220414-118	OC All Stars Cheer & Dance, Inc	4/14/2022	135.00
CPA220414-119	OC All Stars Cheer & Dance, Inc	4/14/2022	108.00
CPA220414-12	Aqua Tots LA LLC	4/14/2022	236.00
CPA220414-120	OC All Stars Cheer & Dance, Inc	4/14/2022	108.00
CPA220414-121	OC All Stars Cheer & Dance, Inc	4/14/2022	96.00
CPA220414-122	Oku Education Inc	4/14/2022	350.00
CPA220414-123	One-on-One Tutoring	4/14/2022	150.00
CPA220414-124	One-on-One Tutoring	4/14/2022	350.00
CPA220414-125	One-on-One Tutoring	4/14/2022	350.00
CPA220414-126	One-on-One Tutoring	4/14/2022	250.00
CPA220414-127	One-on-One Tutoring	4/14/2022	250.00
CPA220414-128	One-on-One Tutoring	4/14/2022	250.00
CPA220414-129	Optimus Brazilian JiuJitsu	4/14/2022	180.00
CPA220414-13	Aqua Tots LA LLC	4/14/2022	124.00
CPA220414-130	Pacific Coast Academy	4/14/2022	160.00
CPA220414-131	Pakua LLC	4/14/2022	120.00
CPA220414-132	Pakua LLC	4/14/2022	120.00
CPA220414-133	Pakua LLC	4/14/2022	90.00
CPA220414-134	Phoenix Feather Academy of Music	4/14/2022	896.50
CPA220414-135	Pony Hayvin Ranch	4/14/2022	190.00
CPA220414-136	Pony Hayvin Ranch	4/14/2022	190.00
CPA220414-137	Pony Hayvin Ranch	4/14/2022	200.00
CPA220414-138	PowerSchool Group LLC	4/14/2022	5,106.00
CPA220414-139	PowerSchool Group LLC	4/14/2022	1,673.95
CPA220414-14	Aqua Tots LA LLC	4/14/2022	225.00

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For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220414-140	Rainbow Resource Center	4/14/2022	95.07
CPA220414-141	Rainbow Resource Center	4/14/2022	87.14
CPA220414-142	Rainbow Resource Center	4/14/2022	232.44
CPA220414-143	Rainbow Resource Center	4/14/2022	74.63
CPA220414-144	Rainbow Resource Center	4/14/2022	61.32
CPA220414-145	Rainbow Resource Center	4/14/2022	94.34
CPA220414-146	Rainbow Resource Center	4/14/2022	239.55
CPA220414-147	Rainbow Resource Center	4/14/2022	241.95
CPA220414-148	Rainbow Resource Center	4/14/2022	311.94
CPA220414-149	Rainbow Resource Center	4/14/2022	253.49
CPA220414-15	Aqua Tots LA LLC	4/14/2022	25.00
CPA220414-150	Rainbow Resource Center	4/14/2022	52.11
CPA220414-151	Rainbow Resource Center	4/14/2022	282.09
CPA220414-152	Rainbow Resource Center	4/14/2022	101.57
CPA220414-153	Rainbow Resource Center	4/14/2022	211.90
CPA220414-154	Rainbow Resource Center	4/14/2022	119.69
CPA220414-155	Rainbow Resource Center	4/14/2022	149.07
CPA220414-156	Rainbow Resource Center	4/14/2022	229.97
CPA220414-157	Rainbow Resource Center	4/14/2022	27.16
CPA220414-158	Rainbow Resource Center	4/14/2022	95.68
CPA220414-159	Rainbow Resource Center	4/14/2022	32.34
CPA220414-16	Aqua Tots LA LLC	4/14/2022	236.00
CPA220414-160	Rainbow Resource Center	4/14/2022	54.37
CPA220414-161	Rainbow Resource Center	4/14/2022	66.17
CPA220414-162	Rainbow Resource Center	4/14/2022	194.17
CPA220414-163	Rainbow Resource Center	4/14/2022	187.97
CPA220414-164	Rainbow Resource Center	4/14/2022	23.45
CPA220414-165	Rainbow Resource Center	4/14/2022	203.65
CPA220414-166	Sara Burdge	4/14/2022	349.60
CPA220414-167	Spanish Time 123	4/14/2022	630.00
CPA220414-168	Stephanie Reyes	4/14/2022	100.00
CPA220414-169	Stephanie Reyes	4/14/2022	125.00
CPA220414-17	Aqua Tots LA LLC	4/14/2022	136.00
CPA220414-170	Suzanne Silvio	4/14/2022	350.00
CPA220414-171	Suzanne Silvio	4/14/2022	350.00
CPA220414-172	Suzanne Silvio	4/14/2022	200.00
CPA220414-173	Sydney Zuccolotto	4/14/2022	320.00
CPA220414-174	Sydney Zuccolotto	4/14/2022	320.00
CPA220414-175	Sydney Zuccolotto	4/14/2022	240.00
CPA220414-176	Sydney Zuccolotto	4/14/2022	80.00
CPA220414-177	Sydney Zuccolotto	4/14/2022	320.00
CPA220414-178	Teacher Synergy, LLC	4/14/2022	8.00
CPA220414-179	Teacher Synergy, LLC	4/14/2022	87.00
CPA220414-18	Aqua Tots LA LLC	4/14/2022	450.00
CPA220414-180	Teacher Synergy, LLC	4/14/2022	16.07
CPA220414-181	Teacher Synergy, LLC	4/14/2022	5.55
CPA220414-182	Teacher Synergy, LLC	4/14/2022	9.00
CPA220414-183	Teacher Synergy, LLC	4/14/2022	44.29
CPA220414-184	Teacher Synergy, LLC	4/14/2022	43.24
CPA220414-185	Teacher Synergy, LLC	4/14/2022	3.00
CPA220414-186	Teacher Synergy, LLC	4/14/2022	27.95
CPA220414-187	Teacher Synergy, LLC	4/14/2022	5.00
CPA220414-188	Teacher Synergy, LLC	4/14/2022	2.00
CPA220414-189	Teacher Synergy, LLC	4/14/2022	8.99
CPA220414-19	Aqua Tots LA LLC	4/14/2022	273.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220414-190	Teacher Synergy, LLC	4/14/2022	45.00
CPA220414-191	Teacher Synergy, LLC	4/14/2022	22.48
CPA220414-192	Teacher Synergy, LLC	4/14/2022	23.25
CPA220414-193	Teacher Synergy, LLC	4/14/2022	33.40
CPA220414-194	Teacher Synergy, LLC	4/14/2022	25.00
CPA220414-195	Teacher Synergy, LLC	4/14/2022	8.50
CPA220414-196	Teacher Synergy, LLC	4/14/2022	60.85
CPA220414-197	Timberdoodle.com	4/14/2022	182.26
CPA220414-198	Time4Learning	4/14/2022	524.85
CPA220414-199	TSVS	4/14/2022	315.00
CPA220414-20	Aqua Tots ORANGE LLC	4/14/2022	124.00
CPA220414-200	WM Music Lessons	4/14/2022	2,625.00
CPA220414-201	WM Music Lessons	4/14/2022	10,614.00
CPA220414-202	WM Tutoring Services	4/14/2022	900.00
CPA220414-203	WM Tutoring Services	4/14/2022	755.00
CPA220414-204	Wonder Crate	4/14/2022	34.90
CPA220414-21	Aqua Tots ORANGE LLC	4/14/2022	199.00
CPA220414-22	Aqua Tots ORANGE LLC	4/14/2022	236.00
CPA220414-23	Aqua Tots ORANGE LLC	4/14/2022	299.00
CPA220414-24	Aqua Tots ORANGE LLC	4/14/2022	124.00
CPA220414-25	Aqua Tots ORANGE LLC	4/14/2022	124.00
CPA220414-26	Aqua Tots ORANGE LLC	4/14/2022	236.00
CPA220414-27	Aqua Tots ORANGE LLC	4/14/2022	114.36
CPA220414-28	Aqua Tots ORANGE LLC	4/14/2022	124.00
CPA220414-29	Aqua Tots ORANGE LLC	4/14/2022	111.64
CPA220414-30	Aqua Tots ORANGE LLC	4/14/2022	236.00
CPA220414-31	Aqua Tots ORANGE LLC	4/14/2022	236.00
CPA220414-32	Aqua Tots ORANGE LLC	4/14/2022	660.00
CPA220414-33	Aqua Tots ORANGE LLC	4/14/2022	124.00
CPA220414-34	Aqua Tots ORANGE LLC	4/14/2022	124.00
CPA220414-35	Arbor Learning Community	4/14/2022	4,310.00
CPA220414-36	Art of Problem Solving	4/14/2022	34.98
CPA220414-37	Art of Problem Solving	4/14/2022	57.11
CPA220414-38	Art of Problem Solving	4/14/2022	34.98
CPA220414-39	Art Studio Pillar	4/14/2022	160.00
CPA220414-40	Art Studio Pillar	4/14/2022	100.00
CPA220414-41	ASU Preparatory Academy	4/14/2022	375.00
CPA220414-42	ASU Preparatory Academy	4/14/2022	375.00
CPA220414-43	ASU Preparatory Academy	4/14/2022	375.00
CPA220414-44	ASU Preparatory Academy	4/14/2022	375.00
CPA220414-45	Benjamin Wachman	4/14/2022	295.00
CPA220414-46	Bre Wood	4/14/2022	75.00
CPA220414-47	Breakthrough Sports	4/14/2022	85.00
CPA220414-48	Breakthrough Sports	4/14/2022	85.00
CPA220414-49	Breakthrough Sports	4/14/2022	220.00
CPA220414-50	Breakthrough Sports	4/14/2022	55.00
CPA220414-51	Breakthrough Sports	4/14/2022	180.00
CPA220414-52	Breakthrough Sports	4/14/2022	90.00
CPA220414-53	Breakthrough Sports	4/14/2022	64.00
CPA220414-54	Breakthrough Sports	4/14/2022	64.00
CPA220414-55	Breakthrough Sports	4/14/2022	15.00
CPA220414-56	Breakthrough Sports	4/14/2022	280.00
CPA220414-57	Breakthrough Sports	4/14/2022	130.00
CPA220414-58	Charles Jones	4/14/2022	343.75
CPA220414-59	Charter Impact, Inc.	4/14/2022	70,928.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220414-60	Coastal Music Studios	4/14/2022	800.00
CPA220414-61	Creative Academy Tutoring Center LLC	4/14/2022	350.00
CPA220414-62	Creative Academy Tutoring Center LLC	4/14/2022	350.00
CPA220414-63	Creative Academy Tutoring Center LLC	4/14/2022	350.00
CPA220414-64	Creative Academy Tutoring Center LLC	4/14/2022	350.00
CPA220414-65	Creative Academy Tutoring Center LLC	4/14/2022	350.00
CPA220414-66	Creative Academy Tutoring Center LLC	4/14/2022	350.00
CPA220414-67	Dancing Keys Music Studio	4/14/2022	232.00
CPA220414-68	Dancing Keys Music Studio	4/14/2022	162.00
CPA220414-69	Dancing Keys Music Studio	4/14/2022	145.80
CPA220414-70	EMH Sports USA, Inc.	4/14/2022	450.00
CPA220414-71	Focus Dance Center	4/14/2022	140.00
CPA220414-72	Focus Dance Center	4/14/2022	60.00
CPA220414-73	Focus Dance Center	4/14/2022	80.00
CPA220414-74	Focus Dance Center	4/14/2022	185.00
CPA220414-75	Focus Dance Center	4/14/2022	185.00
CPA220414-76	Focus Dance Center	4/14/2022	72.00
CPA220414-77	Freedom Choice Education	4/14/2022	250.00
CPA220414-78	Global Teletherapy	4/14/2022	68,607.50
CPA220414-79	Gretchen McKay	4/14/2022	645.00
CPA220414-80	Head, Heart, and Hands	4/14/2022	9,000.00
CPA220414-81	Institute for Excellence in Writing	4/14/2022	57.72
CPA220414-82	Institute for Excellence in Writing	4/14/2022	73.01
CPA220414-83	Institute for Excellence in Writing	4/14/2022	204.87
CPA220414-84	Institute for Excellence in Writing	4/14/2022	323.40
CPA220414-85	Institute for Excellence in Writing	4/14/2022	104.80
CPA220414-86	Institute for Excellence in Writing	4/14/2022	174.78
CPA220414-87	Jennifer Guitron	4/14/2022	20.00
CPA220414-88	Jennifer Guitron	4/14/2022	350.00
CPA220414-89	Jenny Tu	4/14/2022	1,380.00
CPA220414-90	Kara A. Ahmann	4/14/2022	400.00
CPA220414-91	Karate For All	4/14/2022	100.00
CPA220414-92	Karate For All	4/14/2022	135.00
CPA220414-93	Karate For All	4/14/2022	82.50
CPA220414-94	Karate For All	4/14/2022	132.00
CPA220414-95	Karate For All	4/14/2022	198.00
CPA220414-96	Karate For All	4/14/2022	110.00
CPA220414-97	Karate For All	4/14/2022	132.00
CPA220414-98	Karate For All	4/14/2022	100.00
CPA220414-99	Karate For All	4/14/2022	110.00
CPA220419-01	Amazon Capital Services	4/19/2022	39.09
CPA220419-02	Amazon Capital Services	4/19/2022	25.86
CPA220421-01	ABC Guidance	4/21/2022	350.00
CPA220421-02	Activities for Learning, Inc.	4/21/2022	107.25
CPA220421-03	All About Learning Press, Inc.	4/21/2022	182.30
CPA220421-04	All About Learning Press, Inc.	4/21/2022	47.76
CPA220421-05	All About Learning Press, Inc.	4/21/2022	49.81
CPA220421-06	All About Learning Press, Inc.	4/21/2022	49.81
CPA220421-07	All About Learning Press, Inc.	4/21/2022	91.67
CPA220421-08	All About Learning Press, Inc.	4/21/2022	49.81
CPA220421-09	All About Learning Press, Inc.	4/21/2022	117.65
CPA220421-10	Angelina L Mosley	4/21/2022	710.00
CPA220421-100	One-on-One Tutoring	4/21/2022	150.00
CPA220421-101	Peace Hill Classical Co-Op LLC	4/21/2022	250.00
CPA220421-102	Peace Hill Press, Inc. dba Well Trained Mind Press	4/21/2022	11.15

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220421-103	Peace Hill Press, Inc. dba Well Trained Mind Press	4/21/2022	93.15
CPA220421-104	Peace Hill Press, Inc. dba Well Trained Mind Press	4/21/2022	28.20
CPA220421-105	Rainbow Resource Center	4/21/2022	391.81
CPA220421-106	Rainbow Resource Center	4/21/2022	153.02
CPA220421-107	Rainbow Resource Center	4/21/2022	35.41
CPA220421-108	Rainbow Resource Center	4/21/2022	108.02
CPA220421-109	Rainbow Resource Center	4/21/2022	178.74
CPA220421-11	Aqua Tots LA LLC	4/21/2022	236.00
CPA220421-110	Rainbow Resource Center	4/21/2022	39.29
CPA220421-111	Rainbow Resource Center	4/21/2022	57.77
CPA220421-112	Rainbow Resource Center	4/21/2022	38.66
CPA220421-113	Rainbow Resource Center	4/21/2022	18.22
CPA220421-114	Rainbow Resource Center	4/21/2022	309.47
CPA220421-115	Rainbow Resource Center	4/21/2022	45.05
CPA220421-116	Rainbow Resource Center	4/21/2022	79.96
CPA220421-117	Rainbow Resource Center	4/21/2022	56.96
CPA220421-118	Rainbow Resource Center	4/21/2022	92.22
CPA220421-119	Rainbow Resource Center	4/21/2022	44.03
CPA220421-12	Aqua Tots LA LLC	4/21/2022	236.00
CPA220421-120	Rainbow Resource Center	4/21/2022	44.03
CPA220421-121	Rainbow Resource Center	4/21/2022	21.51
CPA220421-122	Rainbow Resource Center	4/21/2022	43.33
CPA220421-123	Rainbow Resource Center	4/21/2022	27.96
CPA220421-124	Rainbow Resource Center	4/21/2022	83.84
CPA220421-125	Rainbow Resource Center	4/21/2022	135.03
CPA220421-126	Rainbow Resource Center	4/21/2022	201.98
CPA220421-127	Rainbow Resource Center	4/21/2022	89.49
CPA220421-128	Rainbow Resource Center	4/21/2022	86.97
CPA220421-129	Rainbow Resource Center	4/21/2022	63.71
CPA220421-13	Aqua Tots ORANGE LLC	4/21/2022	448.00
CPA220421-130	Rainbow Resource Center	4/21/2022	63.16
CPA220421-131	Rainbow Resource Center	4/21/2022	242.96
CPA220421-132	Rainbow Resource Center	4/21/2022	18.22
CPA220421-133	Rainbow Resource Center	4/21/2022	46.56
CPA220421-134	Rainbow Resource Center	4/21/2022	139.65
CPA220421-135	Rainbow Resource Center	4/21/2022	160.93
CPA220421-136	Rainbow Resource Center	4/21/2022	21.45
CPA220421-137	Rainbow Resource Center	4/21/2022	21.45
CPA220421-138	Rainbow Resource Center	4/21/2022	25.33
CPA220421-139	Roos Music	4/21/2022	4,565.00
CPA220421-14	Aqua Tots ORANGE LLC	4/21/2022	248.00
CPA220421-140	Roos Music	4/21/2022	5,161.00
CPA220421-141	Roos Music	4/21/2022	4,900.00
CPA220421-142	Roos Music	4/21/2022	4,149.00
CPA220421-143	Roos Music	4/21/2022	2,625.00
CPA220421-144	RSM Singers Company	4/21/2022	350.00
CPA220421-145	School Pathways, LLC	4/21/2022	800.00
CPA220421-146	School Pathways, LLC	4/21/2022	56,901.57
CPA220421-147	School Pathways, LLC	4/21/2022	678.00
CPA220421-148	Singapore Math Live	4/21/2022	100.00
CPA220421-149	Soaring Minds Education	4/21/2022	2,430.00
CPA220421-15	Aqua Tots ORANGE LLC	4/21/2022	124.00
CPA220421-150	Soaring Minds Education	4/21/2022	1,800.00
CPA220421-151	Sydney Zuccolotto	4/21/2022	320.00
CPA220421-152	Sydney Zuccolotto	4/21/2022	320.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220421-153	Sydney Zuccolotto	4/21/2022	320.00
CPA220421-154	Sydney Zuccolotto	4/21/2022	320.00
CPA220421-155	Sydney Zuccolotto	4/21/2022	320.00
CPA220421-156	Sydney Zuccolotto	4/21/2022	320.00
CPA220421-157	Teacher Synergy, LLC	4/21/2022	27.49
CPA220421-158	Teacher Synergy, LLC	4/21/2022	12.00
CPA220421-159	Teacher Synergy, LLC	4/21/2022	27.00
CPA220421-16	Aqua Tots ORANGE LLC	4/21/2022	105.00
CPA220421-160	Teacher Synergy, LLC	4/21/2022	87.00
CPA220421-161	Teacher Synergy, LLC	4/21/2022	0.90
CPA220421-162	Teacher Synergy, LLC	4/21/2022	3.83
CPA220421-163	Teacher Synergy, LLC	4/21/2022	9.80
CPA220421-164	Teacher Synergy, LLC	4/21/2022	21.60
CPA220421-165	Teacher Synergy, LLC	4/21/2022	10.00
CPA220421-166	Teacher Synergy, LLC	4/21/2022	14.00
CPA220421-167	Teacher Synergy, LLC	4/21/2022	41.84
CPA220421-168	Teacher Synergy, LLC	4/21/2022	29.30
CPA220421-169	Teacher Synergy, LLC	4/21/2022	29.95
CPA220421-17	Aqua Tots ORANGE LLC	4/21/2022	124.00
CPA220421-170	Teacher Synergy, LLC	4/21/2022	8.50
CPA220421-171	Teacher Synergy, LLC	4/21/2022	3.50
CPA220421-172	Teacher Synergy, LLC	4/21/2022	358.40
CPA220421-173	Teacher Synergy, LLC	4/21/2022	24.99
CPA220421-174	Teacher Synergy, LLC	4/21/2022	79.00
CPA220421-175	Tutorloo, Inc. dba Mathnasium of Seal Beach	4/21/2022	299.00
CPA220421-176	Tutorloo, Inc. dba Mathnasium of Seal Beach	4/21/2022	299.00
CPA220421-177	United Studios of Self Defense	4/21/2022	215.00
CPA220421-178	White Dragon Martial Arts	4/21/2022	149.00
CPA220421-179	WM Tutoring Services	4/21/2022	1,950.00
CPA220421-18	Art of Problem Solving	4/21/2022	31.25
CPA220421-19	Art of Problem Solving	4/21/2022	156.24
CPA220421-20	Artistic Dance Academy	4/21/2022	60.00
CPA220421-21	Basurto Music & Academics	4/21/2022	750.00
CPA220421-22	Blake Litschke	4/21/2022	67.50
CPA220421-23	Blake Litschke	4/21/2022	90.00
CPA220421-24	Blake Litschke	4/21/2022	67.50
CPA220421-25	Blake Litschke	4/21/2022	120.00
CPA220421-26	Blake Litschke	4/21/2022	270.00
CPA220421-27	Blake Litschke	4/21/2022	120.00
CPA220421-28	Blake Litschke	4/21/2022	120.00
CPA220421-29	Blake Litschke	4/21/2022	60.00
CPA220421-30	Blake Litschke	4/21/2022	120.00
CPA220421-31	Bre Wood	4/21/2022	100.00
CPA220421-32	Breakthrough Sports	4/21/2022	210.00
CPA220421-33	Breakthrough Sports	4/21/2022	210.00
CPA220421-34	Breakthrough Sports	4/21/2022	210.00
CPA220421-35	Breakthrough Sports	4/21/2022	210.00
CPA220421-36	Brenda Harp	4/21/2022	180.00
CPA220421-37	Charles Jones	4/21/2022	343.75
CPA220421-38	Charlot Gymnastics	4/21/2022	248.00
CPA220421-39	Checkmat Fallbrook Brazilian Jiu Jitsu	4/21/2022	940.00
CPA220421-40	Dance Works	4/21/2022	1,074.00
CPA220421-41	Dejitaru Karate Dojo	4/21/2022	320.00
CPA220421-42	Earthroots Field School	4/21/2022	475.00
CPA220421-43	Earthroots Field School	4/21/2022	160.00

Cabrillo Point Academy**Check Register**

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220421-44	Earthroots Field School	4/21/2022	350.00
CPA220421-45	Frazier Martial Arts	4/21/2022	507.23
CPA220421-46	Gryphon Fitness Studio, LLC	4/21/2022	260.00
CPA220421-47	Head, Heart, and Hands	4/21/2022	2,450.00
CPA220421-48	Heather Brinson	4/21/2022	1,595.00
CPA220421-49	Hector Y. Martinez	4/21/2022	500.00
CPA220421-50	Hooked on Phonics	4/21/2022	43.09
CPA220421-51	Institute for Excellence in Writing	4/21/2022	37.25
CPA220421-52	Institute for Excellence in Writing	4/21/2022	215.65
CPA220421-53	Institute for Excellence in Writing	4/21/2022	309.39
CPA220421-54	Institute for Excellence in Writing	4/21/2022	37.25
CPA220421-55	Institute for Excellence in Writing	4/21/2022	26.47
CPA220421-56	Institute for Excellence in Writing	4/21/2022	57.72
CPA220421-57	Jennifer Guitron	4/21/2022	320.00
CPA220421-58	Jennifer Guitron	4/21/2022	240.00
CPA220421-59	Jennifer Guitron	4/21/2022	100.00
CPA220421-60	Jennifer Guitron	4/21/2022	70.77
CPA220421-61	Jennifer Guitron	4/21/2022	161.00
CPA220421-62	Jennifer Guitron	4/21/2022	161.00
CPA220421-63	Jenny Del Greco	4/21/2022	800.00
CPA220421-64	Karate For All	4/21/2022	99.00
CPA220421-65	Karate For All	4/21/2022	22.00
CPA220421-66	Kathleen Elliott	4/21/2022	250.00
CPA220421-67	Kathleen Elliott	4/21/2022	220.00
CPA220421-68	Kathleen Elliott	4/21/2022	55.00
CPA220421-69	Kathleen Elliott	4/21/2022	165.00
CPA220421-70	Kathleen Elliott	4/21/2022	165.00
CPA220421-71	Katie Kohn	4/21/2022	350.00
CPA220421-72	Katie Kohn	4/21/2022	350.00
CPA220421-73	KICKS Taekwondo Riverside Inc.	4/21/2022	150.00
CPA220421-74	KNM Company LLC	4/21/2022	720.00
CPA220421-75	KNM Company LLC	4/21/2022	750.00
CPA220421-76	KNM Company LLC	4/21/2022	325.00
CPA220421-77	KNM Company LLC	4/21/2022	2,390.00
CPA220421-78	KNM Company LLC	4/21/2022	1,200.00
CPA220421-79	KNM Company LLC	4/21/2022	600.00
CPA220421-80	KNM Company LLC	4/21/2022	1,970.00
CPA220421-81	Logic of English	4/21/2022	193.13
CPA220421-82	Logic of English	4/21/2022	116.90
CPA220421-83	MEL Science U.S., LLC	4/21/2022	214.42
CPA220421-84	MEL Science U.S., LLC	4/21/2022	225.63
CPA220421-85	Miwako Watanabe of Studio Mieux-Mieux	4/21/2022	124.00
CPA220421-86	Mr. D Math, LLC	4/21/2022	145.00
CPA220421-87	MusicPaige Studio	4/21/2022	880.00
CPA220421-88	MusicPaige Studio	4/21/2022	1,223.00
CPA220421-89	OC All Stars Cheer & Dance, Inc	4/21/2022	150.00
CPA220421-90	OC All Stars Cheer & Dance, Inc	4/21/2022	350.00
CPA220421-91	Office Depot, Inc	4/21/2022	44.81
CPA220421-92	Office Depot, Inc	4/21/2022	8.21
CPA220421-93	Office Depot, Inc	4/21/2022	45.22
CPA220421-94	Office Depot, Inc	4/21/2022	75.40
CPA220421-95	Office Depot, Inc	4/21/2022	95.29
CPA220421-96	Office Depot, Inc	4/21/2022	130.38
CPA220421-97	Oku Education Inc	4/21/2022	10,759.51
CPA220421-98	Oku Education Inc	4/21/2022	254.50

Cabrillo Point Academy

Check Register

For the period ended April 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
CPA220421-99	Olympia Training Center	4/21/2022	3,688.00
CPA220426-01	Amazon Capital Services	4/26/2022	70,656.05
CPA220426-02	Amazon Capital Services	4/26/2022	20,757.23
CPA220426-03	Amazon Capital Services	4/26/2022	3,821.18
CPA220427-01	Gavin Witzer Golf	4/27/2022	<u>700.00</u>
Total Disbursements in April			<u>\$ 1,257,219.56</u>

Cabrillo Point Academy

Accounts Payable Aging

April 30, 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	6492	1/7/2022	2/6/2022	\$ -	\$ -	\$ -	\$ 195	\$ -	\$ 195
A+ In Home Tutors, Inc	6710	4/1/2022	5/1/2022	130	-	-	-	-	130
A+ In Home Tutors, Inc	7196	3/7/2022	4/6/2022	-	50	-	-	-	50
A+ In Home Tutors, Inc	7229	3/8/2022	4/7/2022	-	375	-	-	-	375
A+ In Home Tutors, Inc	7367	3/22/2022	4/21/2022	-	325	-	-	-	325
A+ In Home Tutors, Inc	7420	3/29/2022	4/28/2022	-	325	-	-	-	325
A+ In Home Tutors, Inc	7421	3/29/2022	4/28/2022	-	325	-	-	-	325
A+ In Home Tutors, Inc	7422	3/29/2022	4/28/2022	-	325	-	-	-	325
A+ In Home Tutors, Inc	7515	4/3/2022	5/3/2022	260	-	-	-	-	260
A+ In Home Tutors, Inc	7516	4/3/2022	5/3/2022	130	-	-	-	-	130
A+ In Home Tutors, Inc	7519	4/3/2022	5/3/2022	260	-	-	-	-	260
A+ In Home Tutors, Inc	7521	4/3/2022	5/3/2022	325	-	-	-	-	325
A+ In Home Tutors, Inc	7523	4/3/2022	5/3/2022	195	-	-	-	-	195
A+ In Home Tutors, Inc	7683	4/14/2022	5/14/2022	98	-	-	-	-	98
A+ In Home Tutors, Inc	7701	4/15/2022	5/15/2022	325	-	-	-	-	325
A+ In Home Tutors, Inc	7706	4/15/2022	5/15/2022	260	-	-	-	-	260
A+ In Home Tutors, Inc	7707	4/15/2022	5/15/2022	260	-	-	-	-	260
A+ In Home Tutors, Inc	7710	4/15/2022	5/15/2022	325	-	-	-	-	325
A+ In Home Tutors, Inc	7711	4/15/2022	5/15/2022	325	-	-	-	-	325
Adriene Madden Publishing	AMMAR2022	4/18/2022	5/18/2022	70	-	-	-	-	70
Adriene Madden Publishing	BrTMAR2022	4/18/2022	5/18/2022	175	-	-	-	-	175
Adriene Madden Publishing	BTMAR2022	4/18/2022	5/18/2022	175	-	-	-	-	175
Adriene Madden Publishing	CHMAR2022	4/18/2022	5/18/2022	70	-	-	-	-	70
Adriene Madden Publishing	EMMAR2022	4/18/2022	5/18/2022	70	-	-	-	-	70
Adriene Madden Publishing	IPMAR2022	4/18/2022	5/18/2022	140	-	-	-	-	140
Adriene Madden Publishing	KKMAR2022	4/18/2022	5/18/2022	140	-	-	-	-	140
Adriene Madden Publishing	LEMAR2022	4/18/2022	5/18/2022	140	-	-	-	-	140
Adriene Madden Publishing	NMMAR2022	4/18/2022	5/18/2022	70	-	-	-	-	70
Adriene Madden Publishing	NPMAR2022	4/18/2022	5/18/2022	140	-	-	-	-	140
Aesthetic Climbing Gym LLC	2090	4/9/2022	5/9/2022	268	-	-	-	-	268
Aesthetic Climbing Gym LLC	2091	4/9/2022	5/9/2022	99	-	-	-	-	99
Aesthetic Climbing Gym LLC	2092	4/9/2022	5/9/2022	140	-	-	-	-	140
Aesthetic Climbing Gym LLC	2094	4/9/2022	5/9/2022	139	-	-	-	-	139
Aesthetic Climbing Gym LLC	2095	4/9/2022	5/9/2022	123	-	-	-	-	123
Aesthetic Climbing Gym LLC	2096	4/9/2022	5/9/2022	140	-	-	-	-	140
Aesthetic Climbing Gym LLC	2098	4/9/2022	5/9/2022	268	-	-	-	-	268
Aesthetic Climbing Gym LLC	2099	4/9/2022	5/9/2022	139	-	-	-	-	139
Aesthetic Climbing Gym LLC	3000	4/9/2022	5/9/2022	268	-	-	-	-	268
Aesthetic Climbing Gym LLC	3002	4/9/2022	5/9/2022	180	-	-	-	-	180
Aesthetic Climbing Gym LLC	3003	4/9/2022	5/9/2022	140	-	-	-	-	140
Aesthetic Climbing Gym LLC	3005	4/9/2022	5/9/2022	184	-	-	-	-	184
Al-Burooj Academy	431	4/13/2022	5/13/2022	2,945	-	-	-	-	2,945
Aliso Viejo Kumon Center	41122	4/11/2022	5/11/2022	515	-	-	-	-	515
All About Learning Press, Inc.	910892	4/8/2022	6/7/2022	182	-	-	-	-	182

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All About Learning Press, Inc.	910993	4/19/2022	6/18/2022	241	-	-	-	-	241
Amanda Gifford	84	4/21/2022	5/21/2022	1,415	-	-	-	-	1,415
American Martial Arts Academy - 2 (Placentia Ca	9947	4/21/2022	5/21/2022	229	-	-	-	-	229
Anaheim Ballet	2022-6	4/14/2022	5/14/2022	600	-	-	-	-	600
Andrey Chuguev	1	4/21/2022	4/30/2022	180	-	-	-	-	180
Annan Aboul-Nasr	10	4/7/2022	5/7/2022	700	-	-	-	-	700
Apple Inc.	AH38060827	4/12/2022	5/12/2022	49	-	-	-	-	49
Apple Inc.	AH39670370	4/19/2022	5/19/2022	99	-	-	-	-	99
Applied Music Studio, LLC	40888 dec '21	4/10/2022	5/10/2022	120	-	-	-	-	120
Applied Music Studio, LLC	41234	1/1/2022	1/31/2022	-	-	-	120	-	120
Applied Music Studio, LLC	41745	4/10/2022	5/10/2022	120	-	-	-	-	120
Applied Music Studio, LLC	42044	4/22/2022	5/22/2022	80	-	-	-	-	80
Applied Music Studio, LLC	42045	4/22/2022	5/22/2022	120	-	-	-	-	120
Applied Music Studio, LLC	42046	4/22/2022	5/22/2022	120	-	-	-	-	120
Applied Music Studio, LLC	420477	4/22/2022	5/22/2022	80	-	-	-	-	80
Applied Music Studio, LLC	420478	4/22/2022	5/22/2022	135	-	-	-	-	135
April Sonnenberg	SONN032422	3/24/2022	3/24/2022	-	-	11	-	-	11
Aqua Tots LA LLC	175_CM	4/11/2022	5/11/2022	598	-	-	-	-	598
Aqua Tots LA LLC	176_CM	4/11/2022	5/11/2022	236	-	-	-	-	236
Aqua Tots ORANGE LLC	197_OR	4/11/2022	5/11/2022	672	-	-	-	-	672
Aqua Tots ORANGE LLC	199_OR	4/11/2022	5/11/2022	248	-	-	-	-	248
Aqua Tots ORANGE LLC	201_OR	4/11/2022	5/11/2022	351	-	-	-	-	351
Aquatic Explorations	27777	3/1/2022	3/31/2022	-	1,250	-	-	-	1,250
Art + Soul Collective	31	4/9/2022	5/8/2022	180	-	-	-	-	180
Art + Soul Collective	41	4/19/2022	5/19/2022	180	-	-	-	-	180
Art + Soul Collective	42	4/19/2022	5/19/2022	140	-	-	-	-	140
Art + Soul Collective	44	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	45	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	46	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	48	4/19/2022	5/19/2022	185	-	-	-	-	185
Art + Soul Collective	50	4/19/2022	5/19/2022	164	-	-	-	-	164
Art + Soul Collective	54	4/19/2022	5/19/2022	30	-	-	-	-	30
Art + Soul Collective	55	4/19/2022	5/19/2022	85	-	-	-	-	85
Art + Soul Collective	57	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	59	4/19/2022	5/19/2022	164	-	-	-	-	164
Art + Soul Collective	60	4/19/2022	5/19/2022	100	-	-	-	-	100
Art + Soul Collective	61	4/19/2022	5/19/2022	235	-	-	-	-	235
Art + Soul Collective	62	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	63	4/19/2022	5/19/2022	42	-	-	-	-	42
Art + Soul Collective	65	4/19/2022	5/19/2022	160	-	-	-	-	160
Art + Soul Collective	66	4/19/2022	5/19/2022	180	-	-	-	-	180
Art + Soul Collective	67	4/19/2022	5/19/2022	42	-	-	-	-	42
Art + Soul Collective	69	4/19/2022	5/19/2022	50	-	-	-	-	50
Art + Soul Collective	70	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	71	4/19/2022	5/19/2022	180	-	-	-	-	180

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Art + Soul Collective	73	4/19/2022	5/19/2022	165	-	-	-	-	165
Art + Soul Collective	75	4/19/2022	5/19/2022	40	-	-	-	-	40
Art + Soul Collective	77	4/19/2022	5/19/2022	175	-	-	-	-	175
Art + Soul Collective	79	4/19/2022	5/19/2022	175	-	-	-	-	175
Artistic Dance Academy	2079	4/5/2022	5/5/2022	50	-	-	-	-	50
ATG, Inc. DBA Urban Workshop	9083	4/12/2022	5/12/2022	533	-	-	-	-	533
Bay Alarm Company	19378422	2/15/2022	2/15/2022	-	-	-	130	-	130
Bay Alarm Company	19387145	2/15/2022	2/15/2022	-	-	-	135	-	135
Bay Alarm Company	19390974	2/15/2022	3/17/2022	-	-	135	-	-	135
Bay Alarm Company	19459141	3/15/2022	4/14/2022	-	165	-	-	-	165
Bay Alarm Company	19462730	3/15/2022	3/15/2022	-	-	308	-	-	308
Bay Alarm Company	19463774	3/15/2022	4/14/2022	-	195	-	-	-	195
Bay Alarm Company	19540386	4/15/2022	4/15/2022	-	176	-	-	-	176
Beach Kids Therapy Center	181841	3/31/2022	4/30/2022	70	-	-	-	-	70
Beach Kids Therapy Center	181845	3/31/2022	4/30/2022	420	-	-	-	-	420
Beach Kids Therapy Center	181847	3/31/2022	4/30/2022	280	-	-	-	-	280
Beach Kids Therapy Center	182227	3/31/2022	4/30/2022	840	-	-	-	-	840
Beach Kids Therapy Center	182228	3/31/2022	4/30/2022	840	-	-	-	-	840
Beach Kids Therapy Center	182229	3/31/2022	4/30/2022	840	-	-	-	-	840
Beach Kids Therapy Center	182231	3/31/2022	4/30/2022	420	-	-	-	-	420
Beautiful Feet Books, Inc.	16696	4/7/2022	5/7/2022	243	-	-	-	-	243
Beautiful Feet Books, Inc.	16697	4/7/2022	5/7/2022	139	-	-	-	-	139
Beautiful Feet Books, Inc.	16700	4/7/2022	5/7/2022	93	-	-	-	-	93
Beautiful Feet Books, Inc.	16709	4/11/2022	5/11/2022	148	-	-	-	-	148
Beautiful Feet Books, Inc.	16743	4/19/2022	5/19/2022	256	-	-	-	-	256
Bertrand's Music	746655-042022	4/21/2022	5/21/2022	54	-	-	-	-	54
Big Little Ones LLC	00040	4/12/2022	4/12/2022	-	110	-	-	-	110
Bitsbox	4681	4/19/2022	5/20/2022	141	-	-	-	-	141
Bitsbox	4687	4/21/2022	5/21/2022	129	-	-	-	-	129
BookShark	BI0002953	4/12/2022	5/12/2022	258	-	-	-	-	258
BookShark	BI0003236	4/19/2022	5/19/2022	99	-	-	-	-	99
BookShark	BI0003238	4/19/2022	5/19/2022	180	-	-	-	-	180
BookShark	BI0003267	4/20/2022	5/20/2022	1,045	-	-	-	-	1,045
BookShark	BI0003304	4/21/2022	5/21/2022	140	-	-	-	-	140
Brain Builders STEM Education, Inc	1754	2/15/2022	3/17/2022	-	-	(400)	-	-	(400)
Brain Builders STEM Education, Inc	1762	3/9/2022	4/8/2022	-	(380)	-	-	-	(380)
Brain Builders STEM Education, Inc	1833	4/13/2022	5/13/2022	(225)	-	-	-	-	(225)
Brain Builders STEM Education, Inc	1840	4/13/2022	5/13/2022	20	-	-	-	-	20
Brain Builders STEM Education, Inc	1859	4/22/2022	5/22/2022	(665)	-	-	-	-	(665)
Brave Writer LLC	92788-P020	4/11/2022	4/11/2022	-	50	-	-	-	50
Brave Writer LLC	CPA-77643	4/4/2022	4/4/2022	-	229	-	-	-	229
Brave Writer LLC	CPA-93501	4/5/2022	4/5/2022	-	239	-	-	-	239
Bre Wood	132	4/7/2022	5/7/2022	100	-	-	-	-	100
Breakthrough Sports	41222d	4/12/2022	5/12/2022	105	-	-	-	-	105
Breakthrough Sports	41222f	4/12/2022	5/12/2022	68	-	-	-	-	68

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Breakthrough Sports	41222g	4/12/2022	5/12/2022	210	-	-	-	-	210
Breakthrough Sports	41222j	4/12/2022	5/12/2022	165	-	-	-	-	165
Breakthrough Sports	41222m	4/12/2022	5/12/2022	210	-	-	-	-	210
Breakthrough Sports	41222n	4/12/2022	5/12/2022	330	-	-	-	-	330
Breakthrough Sports	41222p	4/12/2022	5/12/2022	165	-	-	-	-	165
Breakthrough Sports	41222q	4/1/2022	5/1/2022	235	-	-	-	-	235
Breakthrough Sports	41222r	4/12/2022	5/12/2022	210	-	-	-	-	210
C3 Classes	2021-14	4/1/2022	5/1/2022	3,403	-	-	-	-	3,403
Cadence Dance Project	0056	4/13/2022	5/13/2022	229	-	-	-	-	229
Cadenza Music Academy	64	4/1/2022	5/1/2022	270	-	-	-	-	270
Caitlyn Park	154	4/21/2022	5/21/2022	150	-	-	-	-	150
California Music Studios	KO2104Pal4	4/21/2022	5/21/2022	180	-	-	-	-	180
Camulos Farm	CSimmons-01	4/1/2022	5/1/2022	350	-	-	-	-	350
Carlson Gracie Westminster	33	4/11/2022	5/11/2022	750	-	-	-	-	750
Carrie Damitz	2022C	4/13/2022	5/13/2022	110	-	-	-	-	110
CEG Martial Arts	0122CM	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	0122JP	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	0222CM	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	0222JP	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	0322JP	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	1221CK	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	1221CM	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	1221JP	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	222SP	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	222TA	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	322SP	4/19/2022	5/19/2022	156	-	-	-	-	156
CEG Martial Arts	322TA	4/19/2022	5/19/2022	156	-	-	-	-	156
Charter Impact, Inc.	12531	3/31/2022	4/30/2022	200	-	-	-	-	200
Charter Impact, Inc.	12585	4/22/2022	5/22/2022	2,250	-	-	-	-	2,250
Chef Tech Cooking School	68737	4/13/2022	5/13/2022	250	-	-	-	-	250
Chef Tech Cooking School	68763	4/13/2022	5/13/2022	200	-	-	-	-	200
City of Santa Ana M-13	ZA373	3/7/2022	4/6/2022	-	522	-	-	-	522
Coaching Goddess, Inc.	4	4/19/2022	4/19/2022	-	1,800	-	-	-	1,800
Code Ninjas	1114	4/22/2022	5/22/2022	199	-	-	-	-	199
Code Ninjas Los Alamitos	2022 - 5	4/18/2022	4/18/2022	-	225	-	-	-	225
Code Ninjas Newport Beach	202203-003	4/15/2022	4/15/2022	-	134	-	-	-	134
Code Ninjas Newport Beach	202204-001	4/15/2022	4/15/2022	-	279	-	-	-	279
Code Ninjas Newport Beach	202204-002	4/15/2022	4/15/2022	-	179	-	-	-	179
Code Ninjas Newport Beach	202204-003	4/15/2022	4/15/2022	-	269	-	-	-	269
Code Ninjas Newport Beach	202204-004	4/15/2022	4/15/2022	-	179	-	-	-	179
Cornerstone Therapies	62700A	4/4/2022	5/4/2022	227	-	-	-	-	227
Cornerstone Therapies	62701A	3/31/2022	4/30/2022	636	-	-	-	-	636
Cornerstone Therapies	62703A	3/31/2022	4/30/2022	455	-	-	-	-	455
Cornerstone Therapies	62704A	3/31/2022	4/30/2022	682	-	-	-	-	682
Cornerstone Therapies	62705A	3/31/2022	4/30/2022	727	-	-	-	-	727

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Cornerstone Therapies	62706A	3/31/2022	4/30/2022	1,091	-	-	-	-	1,091
Cornerstone Therapies	62707A	3/31/2022	4/30/2022	409	-	-	-	-	409
CoVerified	7486SIRB-0007	4/1/2022	5/9/2022	1,000	-	-	-	-	1,000
Creative Academy Tutoring Center LLC	1682	4/20/2022	5/20/2022	60	-	-	-	-	60
Creative Creatures & Co.	CBA-APRIL-2022	4/6/2022	5/6/2022	2,036	-	-	-	-	2,036
CrossFit Forest	11	4/10/2022	5/10/2022	5,528	-	-	-	-	5,528
Debra Hardman	741	4/11/2022	5/11/2022	520	-	-	-	-	520
Denise Buskirk	041722	4/17/2022	5/17/2022	4,983	-	-	-	-	4,983
Denise Buskirk	041922	4/19/2022	5/19/2022	350	-	-	-	-	350
Department of Justice	575548	4/5/2022	4/5/2022	-	49	-	-	-	49
Discount School Supply	P41266040101	4/18/2022	5/18/2022	175	-	-	-	-	175
E C E 4 Autism	02202756	2/28/2022	3/30/2022	-	-	3,750	-	-	3,750
Earthroots Field School	3407	4/6/2022	5/6/2022	800	-	-	-	-	800
eat2explore	101249	4/8/2022	5/8/2022	132	-	-	-	-	132
eat2explore	101250	4/8/2022	5/8/2022	132	-	-	-	-	132
eat2explore	101251	4/8/2022	5/8/2022	93	-	-	-	-	93
eat2explore	101265	4/18/2022	5/18/2022	132	-	-	-	-	132
eat2explore	101269	4/19/2022	5/19/2022	142	-	-	-	-	142
Educational Connections by Cathy Bray	8	4/8/2022	5/8/2022	300	-	-	-	-	300
Educational Development Corporation	DIR0840135	4/8/2022	5/8/2022	61	-	-	-	-	61
Educational Development Corporation	DIR10009967	4/13/2022	5/13/2022	110	-	-	-	-	110
Educational Development Corporation	DIR10014947	4/18/2022	5/18/2022	55	-	-	-	-	55
Educational Development Corporation	DIR10020519	4/19/2022	5/19/2022	139	-	-	-	-	139
Educational Development Corporation	DIR10020520	4/19/2022	5/19/2022	163	-	-	-	-	163
Effectual Educational Consulting Services	7862	2/28/2022	3/30/2022	-	-	6,345	-	-	6,345
Elemental Science	IN-4293	4/8/2022	5/8/2022	176	-	-	-	-	176
Erika S Scheidel	2022-1	4/12/2022	5/12/2022	1,478	-	-	-	-	1,478
Esther Bril	202219040302	4/19/2022	5/19/2022	2,000	-	-	-	-	2,000
Evan-Moor	INV342306	4/11/2022	5/11/2022	388	-	-	-	-	388
Evan-Moor	INV342307	4/8/2022	5/8/2022	425	-	-	-	-	425
Evolution Golf Academy	0040	4/18/2022	5/18/2022	165	-	-	-	-	165
Evolution Swim Academy Mission Viejo LLC	1109	4/12/2022	5/12/2022	8,208	-	-	-	-	8,208
Evolution Swim Academy Mission Viejo LLC	1110	4/22/2022	5/22/2022	4,807	-	-	-	-	4,807
Express Yourself Therapy	1769	3/21/2022	3/21/2022	-	-	176	-	-	176
Express Yourself Therapy	1770	3/21/2022	3/21/2022	-	-	88	-	-	88
Express Yourself Therapy	1772	3/21/2022	3/21/2022	-	-	132	-	-	132
Express Yourself Therapy	1777	3/22/2022	3/22/2022	-	-	73	-	-	73
Express Yourself Therapy	1778	3/22/2022	3/22/2022	-	-	176	-	-	176
Express Yourself Therapy	1779	3/22/2022	3/22/2022	-	-	88	-	-	88
Express Yourself Therapy	1781	3/23/2022	3/23/2022	-	-	176	-	-	176
Express Yourself Therapy	1786	3/24/2022	3/24/2022	-	-	73	-	-	73
Express Yourself Therapy	1788	3/24/2022	3/24/2022	-	-	132	-	-	132
Express Yourself Therapy	1790	3/28/2022	3/28/2022	-	-	176	-	-	176
Express Yourself Therapy	1792	3/28/2022	3/28/2022	-	-	88	-	-	88
Express Yourself Therapy	1794	3/28/2022	3/28/2022	-	-	132	-	-	132

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Express Yourself Therapy	1800	3/29/2022	3/29/2022	-	-	73	-	-	73
Express Yourself Therapy	1801	3/29/2022	3/29/2022	-	-	176	-	-	176
Express Yourself Therapy	1802	3/29/2022	3/29/2022	-	-	88	-	-	88
Express Yourself Therapy	1810	3/31/2022	3/31/2022	-	73	-	-	-	73
Express Yourself Therapy	1812	3/31/2022	3/31/2022	-	132	-	-	-	132
Express Yourself Therapy	1813	4/1/2022	4/1/2022	-	176	-	-	-	176
Firestorm Freerunning and Acrobatics	3-2022 12	4/4/2022	5/4/2022	8,812	-	-	-	-	8,812
Frazier Martial Arts	133	4/5/2022	5/5/2022	189	-	-	-	-	189
Freedom Choice Education	101	4/19/2022	5/19/2022	150	-	-	-	-	150
Freedom Choice Education	102	4/19/2022	5/19/2022	300	-	-	-	-	300
Freedom Choice Education	103	4/19/2022	5/19/2022	30	-	-	-	-	30
Freedom Choice Education	104	4/19/2022	5/19/2022	175	-	-	-	-	175
Freedom Choice Education	105	4/19/2022	5/19/2022	300	-	-	-	-	300
Freedom Choice Education	96	4/19/2022	5/19/2022	350	-	-	-	-	350
Freedom Choice Education	97	4/19/2022	5/19/2022	700	-	-	-	-	700
Freedom Choice Education	98	4/19/2022	5/19/2022	250	-	-	-	-	250
Freedom in Motion	042022CPA	4/11/2022	5/11/2022	514	-	-	-	-	514
Fun with Horses	0000056	4/17/2022	4/17/2022	-	550	-	-	-	550
Function Junction	2202	3/3/2022	4/2/2022	-	1,305	-	-	-	1,305
Function Junction	2212	4/2/2022	5/2/2001	-	-	-	-	2,175	2,175
Gavin Witzer Golf	5	4/19/2022	5/19/2022	2,100	-	-	-	-	2,100
Gracie Barra San Clemente	In2winit	4/13/2022	5/13/2022	1,686	-	-	-	-	1,686
H4B Team LLC	3111	4/13/2022	5/13/2022	148	-	-	-	-	148
H4B Team LLC	3121	4/18/2022	5/18/2022	148	-	-	-	-	148
H4B Team LLC	3122	4/18/2022	5/18/2022	148	-	-	-	-	148
Harbottle Law Group	4619	4/11/2022	5/11/2022	9,251	-	-	-	-	9,251
HBCO LLC	1268939	4/22/2022	5/22/2022	84	-	-	-	-	84
History Unboxed LLC	wc-13855HU	4/20/2022	5/20/2022	286	-	-	-	-	286
History Unboxed LLC	wc-13895HU	4/20/2022	5/20/2022	262	-	-	-	-	262
History Unboxed LLC	wc-14041HU	4/22/2022	5/22/2022	176	-	-	-	-	176
History Unboxed LLC	wc-14047HU	4/22/2022	5/22/2022	99	-	-	-	-	99
History Unboxed LLC	wc-14072HU	4/22/2022	5/22/2022	341	-	-	-	-	341
History Unboxed LLC	wc-14159HU	4/22/2022	5/22/2022	121	-	-	-	-	121

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Holly Dodson	APR22-CPA	4/15/2022	5/15/2022	2,313	-	-	-	-	2,313
Home Science Tools	000410442	4/11/2022	5/11/2022	86	-	-	-	-	86
Home Science Tools	000412924	4/21/2022	5/21/2022	61	-	-	-	-	61
Homeschool Concierge	690	9/26/2019	10/26/2019	-	-	-	-	(15,640)	(15,640)
Huckleberry Friend Productions	270	4/12/2022	5/12/2022	260	-	-	-	-	260
Infinity Kids	3299	4/5/2022	5/5/2022	8,240	-	-	-	-	8,240
Institute for Excellence in Writing	887160	4/20/2022	5/18/2022	44	-	-	-	-	44
Institute for Excellence in Writing	887165	4/20/2022	5/18/2022	44	-	-	-	-	44
Institute for Excellence in Writing	887473	4/22/2022	5/19/2022	26	-	-	-	-	26
Institute for Excellence in Writing	887476	4/22/2022	5/19/2022	44	-	-	-	-	44
Interpreters Unlimited	303719	3/21/2022	4/20/2022	-	120	-	-	-	120
Interpreters Unlimited	304976	3/28/2022	4/27/2022	-	150	-	-	-	150
Interval Music	33122	3/31/2022	4/30/2022	2,100	-	-	-	-	2,100
Intro 2 Skateboarding	133	4/4/2022	5/4/2022	3,375	-	-	-	-	3,375
ISHARY CORP dba Kumon of Murrieta-Central	042022CPA	4/11/2022	5/11/2022	770	-	-	-	-	770
Jacaranda Music Studios, LLC	12678	4/21/2022	4/21/2022	-	100	-	-	-	100
Jacaranda Music Studios, LLC	12679	4/21/2022	4/21/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12680	4/21/2022	4/21/2022	-	195	-	-	-	195
Jacaranda Music Studios, LLC	12681	4/21/2022	4/21/2022	-	195	-	-	-	195
Jacaranda Music Studios, LLC	12682	4/21/2022	4/21/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12683	4/21/2022	4/21/2022	-	130	-	-	-	130
Jacaranda Music Studios, LLC	12684	4/21/2022	4/21/2022	-	100	-	-	-	100
Jacaranda Music Studios, LLC	12685	4/21/2022	4/21/2022	-	130	-	-	-	130
Jacqueline Stemmer	2022-005	3/20/2022	4/19/2022	-	150	-	-	-	150
Jennifer Guitron	21	4/11/2022	5/11/2022	320	-	-	-	-	320
Jennifer Guitron	22	4/11/2022	5/11/2022	20	-	-	-	-	20
Jump and Schout Therapy, Inc.	29665	3/31/2022	4/30/2022	1,040	-	-	-	-	1,040
Jump and Schout Therapy, Inc.	29666	3/31/2022	4/30/2022	1,170	-	-	-	-	1,170
Jump and Schout Therapy, Inc.	29667	3/31/2022	4/30/2022	640	-	-	-	-	640
Jump and Schout Therapy, Inc.	29668	3/31/2022	4/30/2022	650	-	-	-	-	650
Jump and Schout Therapy, Inc.	29669	3/31/2022	4/30/2022	488	-	-	-	-	488
Jump and Schout Therapy, Inc.	29670	3/31/2022	4/30/2022	1,040	-	-	-	-	1,040
Katie Kohn	153	4/1/2022	5/1/2022	150	-	-	-	-	150
Kitchen Stewardship, LLC	445	4/13/2022	5/13/2022	150	-	-	-	-	150
KiwiCo, Inc.	GROUP #69	3/15/2022	4/29/2022	-	3,719	-	-	-	3,719
Kumon Mission Viejo-Civic Center	Goldsmith_009	4/12/2022	5/12/2022	160	-	-	-	-	160
Kumon Mission Viejo-Civic Center	Nichols_014	4/11/2022	5/11/2022	300	-	-	-	-	300
Lakeshore	585710120621	12/6/2021	1/5/2022	-	-	-	-	39	39
Lakeshore	793676040822	4/8/2022	5/8/2022	214	-	-	-	-	214
Lakeshore	793678041122	4/11/2022	5/11/2022	368	-	-	-	-	368
Lakeshore	796556041122	4/11/2022	5/11/2022	123	-	-	-	-	123
Lakeshore	797448041222	4/12/2022	5/12/2022	106	-	-	-	-	106
Lakeshore	797807041122	4/11/2022	5/11/2022	65	-	-	-	-	65
Lakeshore	822292041922	4/19/2022	5/19/2022	219	-	-	-	-	219
Lakeshore	828505042122	4/21/2022	5/21/2022	151	-	-	-	-	151

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Lakeshore	830988042122	4/21/2022	5/21/2022	47	-	-	-	-	47
Lakeshore	831010042122	4/21/2022	5/21/2022	97	-	-	-	-	97
Lakeshore	831328042122	4/21/2022	5/21/2022	150	-	-	-	-	150
Lakeshore	831942042122	4/22/2022	5/22/2022	80	-	-	-	-	80
Law Office of Jennifer McQuarrie	3447	4/1/2022	4/1/2022	-	847	-	-	-	847
Learn and Create DBA Crafty School Crates	21295	4/15/2022	5/15/2022	153	-	-	-	-	153
Learn and Create DBA Crafty School Crates	21296	4/15/2022	5/15/2022	153	-	-	-	-	153
Learn and Create DBA Crafty School Crates	21297	4/15/2022	5/15/2022	147	-	-	-	-	147
Learn and Create DBA Crafty School Crates	21318	4/15/2022	5/15/2022	233	-	-	-	-	233
Learn and Create DBA Crafty School Crates	21319	4/15/2022	5/15/2022	123	-	-	-	-	123
Learn To Rip	155	4/5/2022	5/5/2022	120	-	-	-	-	120
Learn To Rip	158	4/5/2022	5/5/2022	175	-	-	-	-	175
Learn To Rip	161	4/5/2022	5/5/2022	180	-	-	-	-	180
Learn To Rip	162	4/5/2022	5/5/2022	180	-	-	-	-	180
Learn To Rip	163	4/5/2022	5/5/2022	240	-	-	-	-	240
Learn To Rip	164	4/5/2022	5/5/2022	180	-	-	-	-	180
Learning Without Tears	INV141176	4/19/2022	5/19/2022	10	-	-	-	-	10
Lee's Tae Kwon Do	20220410	4/10/2022	5/10/2022	937	-	-	-	-	937
Lee's Tae Kwon Do	20220410_2	4/10/2022	5/10/2022	179	-	-	-	-	179
Lee's Taekwondo-Laguna Hills	April	4/18/2022	5/18/2022	148	-	-	-	-	148
Lingo Train LLC	7079	4/12/2022	5/12/2022	140	-	-	-	-	140
Lingo Train LLC	7080	4/11/2022	5/11/2022	130	-	-	-	-	130
Lingo Train LLC	7081	4/11/2022	5/11/2022	80	-	-	-	-	80
Little Passports	118430529	3/31/2022	4/30/2022	118	-	-	-	-	118
Little Passports	118550649	4/15/2022	5/15/2022	172	-	-	-	-	172
Little Passports	CM-0000000259	3/18/2022	4/17/2022	-	(155)	-	-	-	(155)
Little Passports	CM-0000000262	3/29/2022	4/28/2022	-	(112)	-	-	-	(112)
Little Surf Co.	1669	4/13/2022	5/13/2022	349	-	-	-	-	349
Live Education Inc.	10100	4/13/2022	5/13/2022	511	-	-	-	-	511
Logic of English	SI-148375	4/19/2022	5/19/2022	101	-	-	-	-	101
Logic of English	SI-148535	4/21/2022	5/21/2022	203	-	-	-	-	203
Lois M. Kempff	822	4/13/2022	5/13/2022	740	-	-	-	-	740
Lorie Susan Suntree	2022 CBA Spr -2	4/14/2022	5/14/2022	480	-	-	-	-	480
Maestro Performance Products	04-22-CS	4/10/2022	5/10/2022	145	-	-	-	-	145
Maestro Performance Products	04-22-DR	4/18/2022	5/18/2022	145	-	-	-	-	145
Maestro Performance Products	04-22-MR	4/18/2022	5/18/2022	145	-	-	-	-	145
Maestro Performance Products	04-22-SR	4/18/2022	5/18/2022	145	-	-	-	-	145
Mary York	00-002	4/20/2022	5/20/2022	225	-	-	-	-	225
Math-U-See Inc.	0764763-IN	4/22/2022	6/21/2022	119	-	-	-	-	119
Mathnasium of Ladera Ranch	1315	4/1/2022	5/1/2022	1,050	-	-	-	-	1,050
Mathnasium of San Clemente	31966071	4/12/2022	5/12/2022	339	-	-	-	-	339
Mathnasium of Tustin	1034	4/13/2022	5/13/2022	270	-	-	-	-	270
Mathnasium of Tustin	1035	4/13/2022	5/13/2022	299	-	-	-	-	299
Mathnasium of Tustin	1036	4/13/2022	5/13/2022	329	-	-	-	-	329
Mathnasium of Tustin	1037	4/13/2022	5/13/2022	20	-	-	-	-	20

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Mathnasium of Tustin	1038	4/18/2022	5/18/2022	330	-	-	-	-	330
McKee Music Therapy Services LLC	1558	4/8/2022	5/8/2022	723	-	-	-	-	723
Megapixels, LLC	04132022	4/13/2022	5/13/2022	300	-	-	-	-	300
Meggan Colombo	COLOMBO-3A	4/18/2022	4/18/2022	-	1,225	-	-	-	1,225
MEL Science U.S., LLC	CM2022041301	4/13/2022	5/13/2022	150	-	-	-	-	150
Mike Slayen	2519	4/15/2022	4/15/2022	-	123	-	-	-	123
Mike Slayen	2520	4/15/2022	4/15/2022	-	123	-	-	-	123
Mission Vista Academy	CPA-LUCID042022	4/25/2022	5/25/2022	180	-	-	-	-	180
Mission Vista Academy	CPA-TABLEAU2022	4/25/2022	5/25/2022	280	-	-	-	-	280
Moving Beyond the Page	266730	4/21/2022	5/21/2022	312	-	-	-	-	312
MoxieBox Art, Inc	8653	4/3/2022	5/3/2022	121	-	-	-	-	121
MoxieBox Art, Inc	8667	4/12/2022	5/12/2022	121	-	-	-	-	121
MoxieBox Art, Inc	8692	4/16/2022	5/16/2022	122	-	-	-	-	122
MoxieBox Art, Inc	8708	4/16/2022	5/16/2022	81	-	-	-	-	81
MoxieBox Art, Inc	8711	4/16/2022	5/16/2022	81	-	-	-	-	81
Mubashera Chaudhry	1501	4/14/2022	5/14/2022	250	-	-	-	-	250
Mubashera Chaudhry	504	4/15/2022	5/15/2022	620	-	-	-	-	620
Muya Enrichment	9498558197	4/12/2022	5/12/2022	1,350	-	-	-	-	1,350
My Sewing Room	CPA-SD03-22	4/18/2022	5/18/2022	101	-	-	-	-	101
Nancy Watilo	34	4/18/2022	5/18/2022	560	-	-	-	-	560
Nessy Learning LLC	NESUS4547	4/22/2022	5/22/2022	155	-	-	-	-	155
Newport Mesa Riding Center	10218	2/2/2022	2/2/2022	-	-	-	90	-	90
Newport Mesa Riding Center	10295	4/12/2022	4/12/2022	-	340	-	-	-	340
Newport Mesa Riding Center	10296	4/12/2022	4/12/2022	-	340	-	-	-	340
Newport Mesa Riding Center	10297	4/12/2022	4/12/2022	-	340	-	-	-	340
NHC 1997 INC.	A2022-3	4/11/2022	5/11/2022	945	-	-	-	-	945
Noonan Family Swim School, Inc.	86423_1	4/20/2022	5/20/2022	225	-	-	-	-	225
Noonan Family Swim School, Inc.	87181	4/20/2022	5/20/2022	400	-	-	-	-	400
Noonan Family Swim School, Inc.	87853_1	4/20/2022	5/20/2022	111	-	-	-	-	111
Nuestra Escuelita Spanish Academy	0053	4/11/2022	5/11/2022	608	-	-	-	-	608
OC All-Stars Anaheim - Amanda Morgan	4112201	4/1/2022	5/1/2022	120	-	-	-	-	120
OC All-Stars Anaheim - Amanda Morgan	4112204	4/1/2022	5/1/2022	120	-	-	-	-	120
OC Monart	T	4/15/2022	5/15/2022	190	-	-	-	-	190
OC Monart	U	4/15/2022	5/15/2022	560	-	-	-	-	560
Office Depot, Inc	235380008002	4/5/2022	5/1/2022	7	-	-	-	-	7
Office Depot, Inc	237429660001	4/7/2022	5/1/2022	84	-	-	-	-	84
Office Depot, Inc	237619107001	4/5/2022	5/1/2022	106	-	-	-	-	106
Office Depot, Inc	238089304001	4/6/2022	5/1/2022	76	-	-	-	-	76
Office Depot, Inc	238589559001	4/8/2022	5/1/2022	6	-	-	-	-	6
Office Depot, Inc	238638733001	4/8/2022	5/1/2022	1	-	-	-	-	1
Oku Education Inc	1119	4/18/2022	4/18/2022	-	7,069	-	-	-	7,069
One-on-One Tutoring	242	4/19/2022	5/19/2022	350	-	-	-	-	350
Optimus Brazilian JiuJitsu	9 Audrina Vasquez	4/19/2022	5/19/2022	160	-	-	-	-	160
Orange County Riding Academy	0000281	4/15/2022	4/15/2022	-	5,185	-	-	-	5,185
Outschool, Inc.	12345701816	4/4/2022	5/4/2022	60	-	-	-	-	60

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Otschool, Inc.	12345702285	4/11/2022	5/11/2022	80	-	-	-	-	80
Otschool, Inc.	12345702286	4/11/2022	5/11/2022	30	-	-	-	-	30
Otschool, Inc.	12345702287	4/11/2022	5/11/2022	30	-	-	-	-	30
Otschool, Inc.	12345702288	4/11/2022	5/11/2022	28	-	-	-	-	28
Otschool, Inc.	12345702289	4/11/2022	5/11/2022	15	-	-	-	-	15
Otschool, Inc.	12345702290	4/11/2022	5/11/2022	15	-	-	-	-	15
Otschool, Inc.	12345702291	4/11/2022	5/11/2022	45	-	-	-	-	45
Otschool, Inc.	12345702292	4/11/2022	5/11/2022	60	-	-	-	-	60
Otschool, Inc.	12345702294	4/11/2022	5/11/2022	200	-	-	-	-	200
Otschool, Inc.	12345702851	4/18/2022	5/18/2022	27	-	-	-	-	27
Otschool, Inc.	12345702852	4/18/2022	5/18/2022	35	-	-	-	-	35
Otschool, Inc.	12345702853	4/18/2022	5/18/2022	32	-	-	-	-	32
Otschool, Inc.	12345702854	4/18/2022	5/18/2022	56	-	-	-	-	56
Otschool, Inc.	12345702855	4/18/2022	5/18/2022	30	-	-	-	-	30
Otschool, Inc.	12345702856	4/18/2022	5/18/2022	40	-	-	-	-	40
Otschool, Inc.	12345702857	4/18/2022	5/18/2022	120	-	-	-	-	120
Otschool, Inc.	12345702858	4/18/2022	5/18/2022	32	-	-	-	-	32
Otschool, Inc.	12345702859	4/18/2022	5/18/2022	80	-	-	-	-	80
Otschool, Inc.	12345702860	4/18/2022	5/18/2022	100	-	-	-	-	100
Otschool, Inc.	12345703206	4/22/2022	5/22/2022	36	-	-	-	-	36
Pacific Coast Academy	CPA-AMAZON032022	4/18/2022	5/18/2022	4,145	-	-	-	-	4,145
Pacific Coast Academy	CPA-KAISER052022	4/25/2022	5/25/2022	89,232	-	-	-	-	89,232
Pacific Coast Academy	CPA-LIKHAPPSDS042022	4/17/2022	5/17/2022	127	-	-	-	-	127
Pacific Coast Academy	CPA-TAG032022	4/25/2022	5/25/2022	408	-	-	-	-	408
Peace Hill Classical Co-Op LLC	1424	4/16/2022	5/16/2022	750	-	-	-	-	750
Peace Hill Classical Co-Op LLC	1432	4/8/2022	5/8/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1440	4/16/2022	5/16/2022	1,050	-	-	-	-	1,050
Peace Hill Classical Co-Op LLC	1442	4/8/2022	5/8/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1443	4/13/2022	5/13/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1444	4/13/2022	5/13/2022	197	-	-	-	-	197
Peace Hill Classical Co-Op LLC	1446	4/14/2022	5/14/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1449	4/14/2022	5/14/2022	100	-	-	-	-	100
Peace Hill Classical Co-Op LLC	1451	4/14/2022	5/14/2022	400	-	-	-	-	400
Peace Hill Classical Co-Op LLC	1453	4/14/2022	5/14/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1454	4/14/2022	5/14/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1455	4/14/2022	5/14/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1457	4/14/2022	5/14/2022	200	-	-	-	-	200
Peace Hill Classical Co-Op LLC	1458	4/14/2022	5/14/2022	250	-	-	-	-	250
Peace Hill Classical Co-Op LLC	1459	4/16/2022	5/16/2022	500	-	-	-	-	500
Peace Hill Classical Co-Op LLC	1463	4/16/2022	5/16/2022	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	51	4/16/2022	5/16/2022	80	-	-	-	-	80
Pianoforte Music Studio	10058	4/1/2022	4/10/2022	-	137	-	-	-	137
Pianoforte Music Studio	10060	4/1/2022	4/1/2022	-	528	-	-	-	528

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Portview Preparatory, Inc.	10493	3/31/2022	4/30/2022	15,160	-	-	-	-	15,160
Power of Leverage Brazilian Jiu Jitsu	436	2/2/2022	3/4/2022	-	-	150	-	-	150
Procopio, Cory, Hargreaves & Savitch LLP	793600	3/29/2022	4/28/2022	-	36	-	-	-	36
Procopio, Cory, Hargreaves & Savitch LLP	794606	4/11/2022	5/11/2022	684	-	-	-	-	684
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
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

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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
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
Pure Joy Basketball	0023	4/10/2022	5/10/2022	185	-	-	-	-	185
Rabeah Sackett	SPRING 2022	4/13/2022	4/13/2022	-	795	-	-	-	795
Rainbow Resource Center	3721518	4/11/2022	5/11/2022	52	-	-	-	-	52
Rainbow Resource Center	3721520	4/11/2022	5/11/2022	161	-	-	-	-	161
Rainbow Resource Center	3721844	4/11/2022	5/11/2022	38	-	-	-	-	38
Rainbow Resource Center	3721845	4/11/2022	5/11/2022	30	-	-	-	-	30
Rainbow Resource Center	3721851	4/11/2022	5/11/2022	38	-	-	-	-	38
Rainbow Resource Center	3721852	4/11/2022	5/11/2022	38	-	-	-	-	38
Rainbow Resource Center	3722174	4/11/2022	5/11/2022	195	-	-	-	-	195

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Rainbow Resource Center	3722175	4/11/2022	5/11/2022	230	-	-	-	-	230
Rainbow Resource Center	3722720	4/12/2022	5/12/2022	56	-	-	-	-	56
Rainbow Resource Center	3722722	4/12/2022	5/12/2022	30	-	-	-	-	30
Rainbow Resource Center	3727547	4/19/2022	5/19/2022	81	-	-	-	-	81
Rainbow Resource Center	3727772	4/19/2022	5/19/2022	98	-	-	-	-	98
Rainbow Resource Center	3727866	4/19/2022	5/19/2022	34	-	-	-	-	34
Rainbow Resource Center	3728782	4/20/2022	5/20/2022	21	-	-	-	-	21
Rainbow Resource Center	3728783	4/20/2022	5/20/2022	85	-	-	-	-	85
Rainbow Resource Center	3728785	4/20/2022	5/20/2022	74	-	-	-	-	74
Rainbow Resource Center	3728786	4/20/2022	5/20/2022	70	-	-	-	-	70
Rainbow Resource Center	3728879	4/20/2022	5/20/2022	79	-	-	-	-	79
Rainbow Resource Center	3729047	4/20/2022	5/20/2022	97	-	-	-	-	97
Rainbow Resource Center	3729103	4/21/2022	5/21/2022	121	-	-	-	-	121
Rainbow Resource Center	3729182	4/21/2022	5/21/2022	28	-	-	-	-	28
Rainbow Resource Center	3729234	4/21/2022	5/21/2022	121	-	-	-	-	121
Rainbow Resource Center	3729297	4/21/2022	5/21/2022	52	-	-	-	-	52
Rainbow Resource Center	3729540	4/21/2022	5/21/2022	138	-	-	-	-	138
Rainbow Resource Center	3729598	4/21/2022	5/21/2022	138	-	-	-	-	138
Rainbow Resource Center	3729610	4/21/2022	5/21/2022	179	-	-	-	-	179
Rainbow Resource Center	3729698	4/22/2022	5/22/2022	227	-	-	-	-	227
Rainbow Resource Center	3729700	4/22/2022	5/22/2022	807	-	-	-	-	807
Rainbow Resource Center	3729723	4/21/2022	5/21/2022	222	-	-	-	-	222
Rainbow Resource Center	3729727	4/21/2022	5/21/2022	22	-	-	-	-	22
Rainbow Resource Center	3729757	4/21/2022	5/21/2022	16	-	-	-	-	16
Rainbow Resource Center	3729787	4/21/2022	5/21/2022	26	-	-	-	-	26
Rainbow Resource Center	3729788	4/21/2022	5/21/2022	26	-	-	-	-	26
Rainbow Resource Center	3729791	4/21/2022	5/21/2022	55	-	-	-	-	55
Rainbow Resource Center	3729811	4/22/2022	5/22/2022	16	-	-	-	-	16
Rainbow Resource Center	3729812	4/22/2022	5/22/2022	63	-	-	-	-	63
Rainbow Resource Center	3729813	4/22/2022	5/22/2022	49	-	-	-	-	49
Rainbow Resource Center	3730232	4/22/2022	5/22/2022	22	-	-	-	-	22
Rainbow Resource Center	3730233	4/22/2022	5/22/2022	78	-	-	-	-	78
Rainbow Resource Center	3730234	4/22/2022	5/22/2022	820	-	-	-	-	820
Rainbow Resource Center	3730282	4/22/2022	5/22/2022	184	-	-	-	-	184
Rainbow Resource Center	3730525	4/22/2022	5/22/2022	61	-	-	-	-	61
Randall Music School	080	4/11/2022	5/11/2022	115	-	-	-	-	115
Ricardo Robledo	016	4/18/2022	5/18/2022	480	-	-	-	-	480
Rising Stars Foundation	297439	4/21/2022	4/21/2022	-	26	-	-	-	26
Rising Stars Foundation	297440	2/2/2022	2/2/2022	-	-	-	26	-	26
Rock Creek Enrichment Center	20221116	3/23/2022	4/22/2022	-	1,150	-	-	-	1,150
Rock Creek Enrichment Center	20221117	3/23/2022	4/22/2022	-	1,275	-	-	-	1,275
Rock Creek Enrichment Center	20221119	4/9/2022	5/9/2022	1,050	-	-	-	-	1,050
Rockstars of Tomorrow	010522-CP1	4/13/2022	5/13/2022	1,895	-	-	-	-	1,895
S.T.A.R Academy	BID2350.49-07	4/11/2022	5/11/2022	260	-	-	-	-	260
S.T.A.R Academy	ERICS1102.6-08	4/11/2022	5/11/2022	600	-	-	-	-	600

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S.T.A.R Academy	ERIC51104.6-06	4/11/2022	5/11/2022	113	-	-	-	-	113
S.T.A.R Academy	SAI2036.2-08	4/11/2022	5/11/2022	2,835	-	-	-	-	2,835
S.T.A.R Academy	SAI2118.9-08	4/11/2022	5/11/2022	840	-	-	-	-	840
S.T.A.R Academy	SAI2196-03	4/11/2022	5/11/2022	7,280	-	-	-	-	7,280
S.T.A.R Academy	SAI2197-01	4/11/2022	5/11/2022	560	-	-	-	-	560
San Diego Gas & Electric	SDGE041822-100	4/18/2022	5/3/2022	879	-	-	-	-	879
San Diego Gas & Electric	SDGE041822-101	4/18/2022	5/3/2022	405	-	-	-	-	405
San Diego Gas & Electric	SDGE041822-102	4/18/2022	5/3/2022	394	-	-	-	-	394
San Diego Gas & Electric	SDGE041822-103	4/18/2022	5/3/2022	146	-	-	-	-	146
Sand n Straw, LLC	CPAapr2022	4/21/2022	5/21/2022	220	-	-	-	-	220
Sara Burdge	39	4/11/2022	5/11/2022	320	-	-	-	-	320
Sara Burdge	41	4/18/2022	5/18/2022	240	-	-	-	-	240
Sara Burdge	43	3/1/2022	3/31/2022	-	300	-	-	-	300
Sara Burdge	44	4/1/2022	5/1/2022	300	-	-	-	-	300
Sara Burdge	45	4/1/2022	5/1/2022	350	-	-	-	-	350
Sara Burdge	46	4/19/2022	5/19/2022	320	-	-	-	-	320
Savvas Learning Company LLC	4026608854	4/6/2022	5/6/2022	47	-	-	-	-	47
Savvas Learning Company LLC	7027904753	4/6/2022	5/6/2022	15	-	-	-	-	15
School Specialty	208129753235	4/8/2022	5/8/2022	24	-	-	-	-	24
Singapore Math Inc.	S221865	4/11/2022	5/11/2022	78	-	-	-	-	78
Singapore Math Inc.	S222054	4/12/2022	5/12/2022	159	-	-	-	-	159
Singapore Math Inc.	S222087	4/13/2022	5/13/2022	56	-	-	-	-	56
SKY Pediatric Inc.	CPA-220331	4/2/2022	5/2/2022	2,600	-	-	-	-	2,600
SOR Schools VI, LLC	004	4/19/2022	4/19/2022	-	2,494	-	-	-	2,494
Sounds Smart Speech Therapy	SSST0322P	4/4/2022	5/4/2022	2,365	-	-	-	-	2,365
South Coast Conservatory	SCC2022-009	4/18/2022	4/18/2022	-	350	-	-	-	350
Southland Ballet Academy Inc.	5016	4/21/2022	5/21/2022	60	-	-	-	-	60
Specialized Therapy Services, Inc.	CPAC01-0222	2/28/2022	4/9/2022	-	85,797	-	-	-	85,797
Specialized Therapy Services, Inc.	CPAC02-0322	3/31/2022	5/10/2022	825	-	-	-	-	825
Storybook Bindles	0000364	4/21/2022	5/21/2022	105	-	-	-	-	105
Studies Weekly	415374	4/11/2022	10/14/2021	-	-	-	-	65	65
Studies Weekly	434761	3/31/2022	4/29/2022	-	65	-	-	-	65
Studies Weekly	435270	4/11/2022	9/1/2022	32	-	-	-	-	32
Studies Weekly	435272	4/11/2022	9/1/2022	65	-	-	-	-	65
Studies Weekly	435275	4/11/2022	9/1/2022	65	-	-	-	-	65
Studies Weekly	435284	4/11/2022	9/1/2022	32	-	-	-	-	32
Studies Weekly	435302	4/11/2022	9/1/2022	32	-	-	-	-	32
Susan R Simmons	Guerrero 0003	4/15/2022	5/15/2022	440	-	-	-	-	440
Taft Avenue Community Church	TAFT040622	4/6/2022	5/6/2022	775	-	-	-	-	775
Teacher Synergy, LLC	191379314	4/18/2022	5/9/2022	26	-	-	-	-	26
Teacher Synergy, LLC	191380621	4/18/2022	5/9/2022	2	-	-	-	-	2
Teacher Synergy, LLC	191383596	4/18/2022	5/9/2022	15	-	-	-	-	15
Teacher Synergy, LLC	191466432	4/19/2022	5/10/2022	2	-	-	-	-	2
Teacher Synergy, LLC	191466791	4/19/2022	5/10/2022	16	-	-	-	-	16
Teacher Synergy, LLC	191467677	4/19/2022	5/10/2022	15	-	-	-	-	15

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Teacher Synergy, LLC	191468052	4/19/2022	5/10/2022	20	-	-	-	-	20
Teacher Synergy, LLC	191468142	4/19/2022	5/10/2022	16	-	-	-	-	16
Teacher Synergy, LLC	191468330	4/19/2022	5/10/2022	53	-	-	-	-	53
Teacher Synergy, LLC	191506362	4/19/2022	5/10/2022	25	-	-	-	-	25
Teacher Synergy, LLC	191679573	4/20/2022	5/11/2022	5	-	-	-	-	5
Teacher Synergy, LLC	191679782	4/20/2022	5/11/2022	8	-	-	-	-	8
Teacher Synergy, LLC	191682494	4/20/2022	5/11/2022	17	-	-	-	-	17
Teacher Synergy, LLC	191736107	4/21/2022	5/12/2022	18	-	-	-	-	18
Teacher Synergy, LLC	191811372	4/21/2022	5/12/2022	8	-	-	-	-	8
Teacher Synergy, LLC	191813577	4/21/2022	5/12/2022	2	-	-	-	-	2
Teacher Synergy, LLC	191813802	4/21/2022	5/12/2022	32	-	-	-	-	32
Teacher Synergy, LLC	191813979	4/21/2022	5/12/2022	8	-	-	-	-	8
Teacher Synergy, LLC	191817958	4/21/2022	5/12/2022	10	-	-	-	-	10
Teacher Synergy, LLC	191866776	4/22/2022	5/13/2022	13	-	-	-	-	13
Teacher Synergy, LLC	191867441	4/22/2022	5/13/2022	11	-	-	-	-	11
Teaching Textbooks	42890	4/19/2022	5/19/2022	55	-	-	-	-	55
Terra Arts	20086	3/10/2022	3/10/2022	-	-	24,903	-	-	24,903
The Coder School	20220331-MV	4/12/2022	5/12/2022	787	-	-	-	-	787
The Critical Thinking Co.	185307A	4/21/2022	5/21/2022	231	-	-	-	-	231
The LaunchPad Therapy for Kids	7846	3/31/2022	3/31/2022	-	600	-	-	-	600
The Music Factory	M030122	4/12/2022	5/12/2022	1,451	-	-	-	-	1,451
Thinkwell Corporation	205627	4/19/2022	5/19/2022	86	-	-	-	-	86
Tkd Capistrano Corp.	SJ4222022BBTKDA	4/22/2022	5/22/2022	85	-	-	-	-	85
Tkd Capistrano Corp.	SJ582022BBTKDA	4/8/2022	5/8/2022	250	-	-	-	-	250
Transamerica	CPATRANS-APR22	4/1/2022	4/1/2022	-	1,763	-	-	-	1,763
Transamerica	CPATRANS-MAR22	3/1/2022	3/1/2022	-	-	1,763	-	-	1,763
TSW Therapy, Inc	1101	4/5/2022	5/5/2022	10,200	-	-	-	-	10,200
Turnitin, LLC	IN11231589	4/25/2022	5/25/2022	2,000	-	-	-	-	2,000
USSD Yorba Linda	Reese42022	4/6/2022	5/6/2022	545	-	-	-	-	545
Valley-Wide Elite Gymnastics	0009662	4/1/2022	5/1/2022	412	-	-	-	-	412
Valued Voices	220103	4/1/2022	5/1/2022	2,700	-	-	-	-	2,700
Valued Voices	220203	4/1/2022	5/1/2022	2,700	-	-	-	-	2,700
Valued Voices	220303	4/1/2022	5/1/2022	1,620	-	-	-	-	1,620
Valued Voices	220403	4/1/2022	5/1/2022	720	-	-	-	-	720
Valued Voices	220503	4/1/2022	5/1/2022	750	-	-	-	-	750
Valued Voices	220603	4/1/2022	5/1/2022	1,823	-	-	-	-	1,823
Valued Voices	220903	4/1/2022	5/1/2022	1,485	-	-	-	-	1,485
Valued Voices	221103	4/1/2022	5/1/2022	750	-	-	-	-	750
Valued Voices	221303	4/1/2022	5/1/2022	1,260	-	-	-	-	1,260
Valued Voices	221603	4/1/2022	5/1/2022	675	-	-	-	-	675
Valued Voices	221703	4/1/2022	5/31/2022	1,380	-	-	-	-	1,380
Valued Voices	221803	4/1/2022	5/1/2022	450	-	-	-	-	450
Valued Voices	221903	4/1/2022	5/1/2022	1,350	-	-	-	-	1,350
Valued Voices	222103	4/1/2022	5/1/2022	720	-	-	-	-	720
Vasilios Tsounis	73	4/20/2022	5/20/2022	105	-	-	-	-	105

Cabrillo Point Academy**Accounts Payable Aging**

April 30, 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
Verizon Wireless	9903582358	4/7/2022	4/29/2022	-	1,600	-	-	-	1,600
Verizon Wireless	9903582359	4/7/2022	4/29/2022	-	192	-	-	-	192
Verizon Wireless	9903582360	4/7/2022	4/29/2022	-	1,810	-	-	-	1,810
Waterworks Aquatics	158	4/14/2022	5/14/2022	3,134	-	-	-	-	3,134
Waterworks Aquatics	160	4/18/2022	5/18/2022	8,000	-	-	-	-	8,000
Waterworks Aquatics HB	159	4/18/2022	5/18/2022	5,184	-	-	-	-	5,184
Webreak Hip-Hop Dance Company	0251	6/18/2021	6/18/2021	-	-	-	-	290	290
West Coast Krav Maga Wildomar	7015	4/9/2022	5/9/2022	179	-	-	-	-	179
Westminster Arts Academy	1101	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1102	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1103	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1104	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1105	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1106	4/12/2022	5/12/2022	156	-	-	-	-	156
Westminster Arts Academy	1107	4/12/2022	5/12/2022	156	-	-	-	-	156
Westminster Arts Academy	1108	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1109	4/12/2022	5/12/2022	78	-	-	-	-	78
Westminster Arts Academy	1110	4/12/2022	5/12/2022	130	-	-	-	-	130
Westminster Arts Academy	1111	4/12/2022	5/12/2022	130	-	-	-	-	130
Wild Roots Nannies Inc	1200	4/21/2022	4/21/2022	-	450	-	-	-	450
WM Music Lessons	065CPA	4/20/2022	5/20/2022	4,543	-	-	-	-	4,543
Yamaha Music Academy of Fountain Valley	34694	1/1/2022	1/7/2022	-	-	-	-	146	146
Yamaha Music Academy of Fountain Valley	34697	4/16/2022	1/7/2022	-	-	-	-	146	146
Yamaha Music Academy of Fountain Valley	34700	4/16/2022	1/7/2022	-	-	-	-	146	146
Yamaha Music Academy of Fountain Valley	34898	1/1/2022	1/7/2022	-	-	-	-	146	146
Yamaha Music Academy of Fountain Valley	34899	4/16/2022	1/7/2022	-	-	-	-	146	146
Yamaha Music Academy of Fountain Valley	35591	3/1/2022	3/31/2022	-	146	-	-	-	146
Yamaha Music Academy of Fountain Valley	35888	3/1/2022	4/30/2022	251	-	-	-	-	251
Yamaha Music Academy of Fountain Valley	35890	2/1/2022	4/30/2022	230	-	-	-	-	230
Yamaha Music Academy of Fountain Valley	35891	3/1/2022	4/30/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35893	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35894	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35895	3/1/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35897	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35898	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35899	3/1/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35901	4/21/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35902	2/1/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35903	3/1/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35906	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35907	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35908	3/1/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35911	4/16/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35912	2/1/2022	6/15/2022	146	-	-	-	-	146
Yamaha Music Academy of Fountain Valley	35913	3/1/2022	6/15/2022	146	-	-	-	-	146

Cabrillo Point Academy

Accounts Payable Aging

April 30, 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
Youth Care of Utah, Inc.	0009	4/4/2022	5/3/2022	17,759	-	-	-	-	17,759
Ziggy's Tutoring	22201002-B	4/16/2022	5/16/2022	240	-	-	-	-	240
Total Outstanding Payables in April				\$ 376,485	\$ 129,717	\$ 38,813	\$ 696	\$ 378,751	\$ 924,463

WILKINSON HADLEY KING & CO. LLP
218 W. DOUGLAS AVE
EL CAJON, CA 92020
619-447-6700

April 29, 2022

CABRILLO POINT ACADEMY
13915 DANIELSON ST 200
POWAY, CA 92064

Dear Client:

Your 2020 Federal Return of Organization Exempt from Income Tax will be electronically filed with the Internal Revenue Service upon receipt of a signed Form 8879-E0 - IRS e-file Signature Authorization. No tax is payable with the filing of this return.

Your 2020 California Exempt Organization Annual Information Return will be electronically filed with the State of California upon receipt of a signed Form 8453-E0. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

KEVIN SPROUL

CABRILLO POINT ACADEMY

82-1769676

	2020	2019	DIFF
REVENUE			
CONTRIBUTIONS AND GRANTS.....	48,339,594	44,766,634	3,572,960
INVESTMENT INCOME.....	50,235	55,565	-5,330
TOTAL REVENUE.....	48,389,829	44,822,199	3,567,630
EXPENSES			
SALARIES, OTHER COMPEN., EMP. BENEFITS...	22,213,175	19,445,274	2,767,901
OTHER EXPENSES.....	23,867,769	23,134,806	732,963
TOTAL EXPENSES.....	46,080,944	42,580,080	3,500,864
NET ASSETS OR FUND BALANCES			
REVENUE LESS EXPENSES.....	2,308,885	2,242,119	66,766
TOTAL ASSETS AT END OF YEAR.....	23,203,988	20,868,847	2,335,141
TOTAL LIABILITIES AT END OF YEAR.....	18,039,472	18,013,216	26,256
NET ASSETS/FUND BALANCES AT END OF YEAR.	5,164,516	2,855,631	2,308,885

CABRILLO POINT ACADEMY

82-1769676

	2020	2019	DIFF
RECEIPTS AND REVENUES			
GROSS SALES OR RECEIPTS.....	50,235	55,565	-5,330
GROSS CONTRIBUTIONS, GIFTS, & GRANTS.....	48,339,594	44,766,634	3,572,960
TOTAL GROSS RECEIPTS.....	48,389,829	44,822,199	3,567,630
TOTAL COSTS.....	0	0	0
TOTAL GROSS INCOME.....	48,389,829	44,822,199	3,567,630
EXPENSES			
TOTAL EXPENSES.....	46,080,944	42,580,080	3,500,864
EXCESS RECEIPTS OVER EXPENSES.....	2,308,885	2,242,119	66,766
FILING FEE			
FILING FEE.....	0	0	0
BALANCE DUE.....	0	0	0

2020

GENERAL INFORMATION

PAGE 1

CABRILLO POINT ACADEMY

82-1769676

FORMS NEEDED FOR THIS RETURN

FEDERAL: 990, SCH A, SCH B, SCH D, SCH E, SCH J, SCH O, SCH R
CALIFORNIA: 199, SCH B, 8453-EO, E-FILE INSTRUCTIONS

CARRYOVERS TO 2021

NONE

CABRILLO POINT ACADEMY

82-1769676

FORM 990, PART III, LINE 4E
PROGRAM SERVICES TOTALS

	PROGRAM SERVICES TOTAL	FORM 990	SOURCE
TOTAL EXPENSES	34,872,096.	34,872,096.	PART IX, LINE 25, COL. B
GRANTS	0.	0.	PART IX, LINES 1-3, COL. B
REVENUE	0.	0.	PART VIII, LINE 2, COL. A

FORM 990, PART IX, LINE 24E
OTHER EXPENSES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUNDRAISING
COMMUNICATION	27,390.	27,390.		
EQUIPT RENTAL & REPAIR	4,718.	2,934.	1,784.	
MISCELLANEOUS	35,217.		35,217.	
STUDENT EVENTS	37,416.	37,416.		
TOTAL	\$ 104,741.	\$ 67,740.	\$ 37,001.	\$ 0.

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-0047

For calendar year 2020, or fiscal year beginning 7/01, 2020, and ending 6/30, 202021▶ **Do not send to the IRS. Keep for your records.**▶ **Go to www.irs.gov/Form8879EO for the latest information.****2020**Department of the Treasury
Internal Revenue Service

Name of exempt organization or person subject to tax

CABRILLO POINT ACADEMY

Name and title of officer or person subject to tax

JENNIFER LORGEDIRECTOR

Taxpayer identification number

82-1769676**Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, or 7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, or 7b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1 a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1 b <u>48,389,829.</u>
2 a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2 b _____
3 a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3 b _____
4 a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4 b _____
5 a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5 b _____
6 a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6 b _____
7 a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7 b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) _____, (EIN) _____, and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize WILKINSON HADLEY KING & CO. LLP to enter my PIN 78641 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency (ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ _____ Date ▶ _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN

30313312278

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ KEVIN SPROUL Date ▶ _____

**ERO Must Retain This Form – See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2020 calendar year, or tax year beginning 7/01, 2020, and ending 6/30, 2021	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C CABRILLO POINT ACADEMY 13915 DANIELSON ST 200 POWAY, CA 92064 F Name and address of principal officer: SAME AS C ABOVE
D Employer identification number 82-1769676 E Telephone number 626 932-1802 G Gross receipts \$ 48,389,829.	
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 J Website: N/A K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other <input type="checkbox"/> L Year of formation: 2017 M State of legal domicile: CA	
H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions. H(c) Group exemption number	

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: PROVIDE A HIGH STANDARD OF EDUCATION TO STUDENTS THROUGH COMPREHENSIVE CURRICULUM SUPPORTED BY ENERGETIC, DYNAMIC, AND CARING TEACHERS.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	5
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	364
	6	Total number of volunteers (estimate if necessary)	6	0
		7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a
b		Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8	Contributions and grants (Part VIII, line 1h)	44,766,634.	48,339,594.
	9	Program service revenue (Part VIII, line 2g)		
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	55,565.	50,235.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	44,822,199.	48,389,829.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
14		Benefits paid to or for members (Part IX, column (A), line 4)		
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	19,445,274.	22,213,175.
16a		Professional fundraising fees (Part IX, column (A), line 11e)		
b		Total fundraising expenses (Part IX, column (D), line 25)		
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	23,134,806.	23,867,769.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	42,580,080.	46,080,944.
19		Revenue less expenses. Subtract line 18 from line 12	2,242,119.	2,308,885.
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 20,868,847.	End of Year 23,203,988.
	21	Total liabilities (Part X, line 26)	18,013,216.	18,039,472.
	22	Net assets or fund balances. Subtract line 21 from line 20	2,855,631.	5,164,516.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	JENNIFER LORGE	DIRECTOR			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	KEVIN SPROUL				P02037139
	Firm's name	Firm's EIN			
	WILKINSON HADLEY KING & CO. LLP	52-2354566			
	Firm's address	Phone no.			
	218 W. DOUGLAS AVE EL CAJON, CA 92020	619-447-6700			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

BAA For Paperwork Reduction Act Notice, see the separate instructions.

TEEA0101L 01/19/21

Form 990 (2020)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

PROVIDE A HIGH STANDARD OF EDUCATION TO STUDENTS THROUGH COMPREHENSIVE CURRICULUM
SUPPORTED BY ENERGETIC, DYNAMIC, AND CARING TEACHERS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 34,872,096. including grants of \$) (Revenue \$)
PROVIDE A VIRTUAL CURRICULUM MODEL THAT EMPHASIZES MEETING INDIVIDUAL STUDENTS' NEEDS
FOR MEETING THE CALIFORNIA COMMON CORE STATE STANDARDS FOR THEIR GRADE LEVEL.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ▶ 34,872,096.

Part IV Checklist of Required Schedules

	Yes	No	
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	1	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors See instructions?	2	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I	3		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II	4		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III	5		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I	6		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II	7		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III	8		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV	9		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If 'Yes,' complete Schedule D, Part V	10		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	11 a	X	
b Did the organization report an amount for investments — other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII	11 b		X
c Did the organization report an amount for investments — program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII	11 c		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX	11 d		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	11 e		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X	11 f	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII	12a	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional	12b		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	13	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV	14b		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV	15		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV	16		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I See instructions	17		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II	18		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III	19		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H	20a		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II	21		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If 'Yes,' complete Schedule J.</i>	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>		X
24b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
24c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
24d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
25b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
b A family member of any individual described in line 28a? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I.</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI.</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
1 a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
1 b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
1 c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2a 364		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? 2b	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year? 3a		X
b If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation on Schedule O. 3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 4a		X
b If 'Yes,' enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? 5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? 5b		X
c If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? 5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? 6a		X
b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? 6b		
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? 7a		X
b If 'Yes,' did the organization notify the donor of the value of the goods or services provided? 7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? 7c		X
d If 'Yes,' indicate the number of Forms 8282 filed during the year. 7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? 7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? 7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? 7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? 7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? 8		
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966? 9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? 9b		
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12. 10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. 10b		
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders. 11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? 12a		
b If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. 12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? 13a		
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. 13b		
c Enter the amount of reserves on hand 13c		
14a Did the organization receive any payments for indoor tanning services during the tax year? 14a		X
b If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation on Schedule O. 14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? 15		X
If 'Yes,' see instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? 16		X
If 'Yes,' complete Form 4720, Schedule O.		

Part VI Governance, Management, and Disclosure For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ **X****Section A. Governing Body and Management**

	Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year. 1 a 5		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
b Enter the number of voting members included on line 1a, above, who are independent. 1 b 5		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? 2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? 3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? 4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets? 5		X
6 Did the organization have members or stockholders? 6		X
7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? 7 a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? 7 b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body? 8 a	X	
b Each committee with authority to act on behalf of the governing body? 8 b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses on Schedule O. 9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10 a Did the organization have local chapters, branches, or affiliates? 10 a		X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 10 b		
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11 a	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13. 12 a	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12 b	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done. SEE SCHEDULE O 12 c	X	
13 Did the organization have a written whistleblower policy? 13	X	
14 Did the organization have a written document retention and destruction policy? 14		X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official. SEE SCHEDULE O. 15 a	X	
b Other officers or key employees of the organization. SEE SCHEDULE O. 15 b	X	
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).		
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16 a		X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? 16 b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶
CHARTER IMPACT 15760 VENTURA BLVD STE 960 ENCINO CA 91436 888 474-0322

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JENNA LORGE DIRECTOR	40 0	X						163,879.	0.	0.
(2) LORETTA BURNS	0 40					X		0.	155,205.	0.
(3) ERIKA VANDERSPEK DIRECTOR	40 0	X		X				154,632.	0.	0.
(4) CHRISTY BURKE	40 0					X		134,067.	0.	0.
(5) SHERRY JOHNSON	40 0					X		126,199.	0.	0.
(6) SUNNY SCHWEERS	40 0					X		116,560.	0.	0.
(7) DEANNA ZAMISKA	40 0					X		115,967.	0.	0.
(8) CAROLINE MOON PRESIDENT	2 0	X		X				0.	0.	0.
(9) SHERRI MCFADDEN TREASURER	2 0	X		X				0.	0.	0.
(10) LISA RUMSEY SECRETARY	2 0	X		X				0.	0.	0.
(11) GLORIA ANTONINI TRUSTEE	2 0	X						0.	0.	0.
(12) NATASHA BRUNSTETTER TRUSTEE	2 0	X						0.	0.	0.
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) _____	_____									
(16) _____	_____									
(17) _____	_____									
(18) _____	_____									
(19) _____	_____									
(20) _____	_____									
(21) _____	_____									
(22) _____	_____									
(23) _____	_____									
(24) _____	_____									
(25) _____	_____									

1 b Subtotal 811,304. 155,205. 0.

c Total from continuation sheets to Part VII, Section A 0. 0. 0.

d Total (add lines 1b and 1c) 811,304. 155,205. 0.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ 6

3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If 'Yes,' complete Schedule J for such individual.*

	Yes	No
3		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If 'Yes,' complete Schedule J for such individual.*

4	X	
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5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If 'Yes,' complete Schedule J for such person.*

5		X
----------	--	---

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
LIGHTHOUSE THERAPY LLC 267 DOLORES DR PLEASANT LAKE, MI 49272		119,327.
LINDAMOOD-BELL LEARNING PROCESSES 20371 IRVINE AVE BLD A SUITE 170 N		103,376.
PROCOPIO CORY HARGREAVES & SAVITCH LLP 525 B STREET SUITE 2200 SAN D		107,875.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ 3

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1 a					
	b Membership dues	1 b					
	c Fundraising events	1 c					
	d Related organizations	1 d					
	e Government grants (contributions)	1 e 48,255,077.					
	f All other contributions, gifts, grants, and similar amounts not included above ...	1 f 84,517.					
	g Noncash contributions included in lines 1a-1f.	1 g					
	h Total. Add lines 1a-1f		48,339,594.				
Program Service Revenue	Business Code						
	2 a -----						
	b -----						
	c -----						
	d -----						
	e -----						
	f All other program service revenue.						
	g Total. Add lines 2a-2f						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		50,235.			50,235.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real	(ii) Personal				
		6 b Less: rental expenses					
		6 c Rental income or (loss)					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		7 b Less: cost or other basis and sales expenses					
		7 c Gain or (loss)					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18						
		8 b Less: direct expenses					
		c Net income or (loss) from fundraising events					
	9 a Gross income from gaming activities. See Part IV, line 19						
		9 b Less: direct expenses					
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances.							
	10 b Less: cost of goods sold.						
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue	Business Code						
	11 a -----						
	b -----						
	c -----						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions		48,389,829.	0.	0.	50,235.		

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☒ X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	318,511.	0.	318,511.	0.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	16,958,791.	14,891,986.	2,066,805.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).	2,346,559.	2,022,591.	323,968.	
9 Other employee benefits.	2,209,795.	1,904,709.	305,086.	
10 Payroll taxes.	379,519.	327,122.	52,397.	
11 Fees for services (nonemployees):				
a Management.	2,397,385.		2,397,385.	
b Legal.	217,189.		217,189.	
c Accounting.	11,250.		11,250.	
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	5,202,930.	5,069,063.	133,867.	
12 Advertising and promotion.				
13 Office expenses.	45,458.	45,458.		
14 Information technology.	8,977.	8,977.		
15 Royalties.				
16 Occupancy.	202,031.		202,031.	
17 Travel.	36,240.		36,240.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	364,687.		364,687.	
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	2,856.	2,856.		
23 Insurance.	383,590.		383,590.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a BOOKS & SUPPLIES	6,723,462.	6,723,462.		
b BAD DEBT EXPENSE	4,358,841.		4,358,841.	
c SPECIAL EDUCATION	3,741,656.	3,741,656.		
d OTHER TAXES & FEES	66,476.	66,476.		
e All other expenses.	104,741.	67,740.	37,001.	
25 Total functional expenses. Add lines 1 through 24e.	46,080,944.	34,872,096.	11,208,848.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash — non-interest-bearing	8,650,280.	1	6,811,278.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	11,696,787.	4	15,881,641.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	351,752.	9	326,952.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 120,087.		
	b Less: accumulated depreciation	10b 46,604.		
		51,339.	10c	73,483.
	11 Investments — publicly traded securities		11	
	12 Investments — other securities. See Part IV, line 11		12	
	13 Investments — program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11	118,689.	15	110,634.	
16 Total assets. Add lines 1 through 15 (must equal line 33)	20,868,847.	16	23,203,988.	
Liabilities	17 Accounts payable and accrued expenses	3,424,344.	17	2,538,745.
	18 Grants payable		18	
	19 Deferred revenue		19	165,719.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties	14,588,872.	24	15,335,008.
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	18,013,216.	26	18,039,472.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	2,855,631.	27	3,568,953.
	28 Net assets with donor restrictions		28	1,595,563.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances.	2,855,631.	32	5,164,516.
	33 Total liabilities and net assets/fund balances.	20,868,847.	33	23,203,988.

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI. ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	48,389,829.
2	Total expenses (must equal Part IX, column (A), line 25)	2	46,080,944.
3	Revenue less expenses. Subtract line 2 from line 1	3	2,308,885.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,855,631.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	5,164,516.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII. ☐

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2b	Were the organization's financial statements audited by an independent accountant?	X	
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:			
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?		X
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
3b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	X	

BAA

TEEA0112L 10/19/20

Form 990 (2020)

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

**Open to Public
Inspection**

Name of the organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☒ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: _____
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	%
16a 33-1/3% support test—2020. If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
b 33-1/3% support test—2019. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2019. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose.						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge.						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons.						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**☐**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2019 Schedule A, Part III, line 15.	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2019 Schedule A, Part III, line 17.	18	%

19a 33-1/3% support tests—2020. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ☐**b 33-1/3% support tests—2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ☐**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer lines 3b and 3c below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?	11a	
b A family member of a person described in line 11a above?	11b	
c A 35% controlled entity of a person described in line 11a or 11b above? If 'Yes' to line 11a, 11b, or 11c, provide detail in Part VI .	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).	2	
3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard.	3	

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	2a		
b Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.	2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If 'Yes' or 'No,' provide details in Part VI .	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in Part VI the role played by the organization in this regard.	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

BAA

Schedule A (Form 990 or 990-EZ) 2020

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D – Distributions**

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required – <i>provide details in Part VI</i>)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)

	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required – <i>explain in Part VI</i>). See instructions.		
3	Excess distributions carryover, if any, to 2020		
a	From 2015		
b	From 2016		
c	From 2017		
d	From 2018		
e	From 2019		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2020 distributable amount		
i	Carryover from 2015 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2020 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2020 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
6	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
7	Excess distributions carryover to 2021. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2016		
b	Excess from 2017		
c	Excess from 2018		
d	Excess from 2019		
e	Excess from 2020		

BAA

Schedule A (Form 990 or 990-EZ) 2020

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B**(Form 990, 990-EZ,
or 990-PF)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**► **Attach to Form 990, Form 990-EZ, or Form 990-PF.**
► **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2020

Name of the organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Organization type (check one):**Filers of:****Section:**

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. ► \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

Employer identification number

CABRILLO POINT ACADEMY

82-1769676

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	

BAA

Schedule B (Form 990, 990-EZ, or 990-PF) (2020)

Name of organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ▶ \$ _____ *N/A*
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Financial Statements

► Complete if the organization answered 'Yes' on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
► Attach to Form 990.

► Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020**Open to Public
Inspection**

Employer identification number

CABRILLO POINT ACADEMY

82-1769676

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2 a
b Total acreage restricted by conservation easements	2 b
c Number of conservation easements on a certified historic structure included in (a)	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►

4 Number of states where property subject to conservation easement is located ►

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ►

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

► \$

(ii) Assets included in Form 990, Part X

► \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

► \$

b Assets included in Form 990, Part X

► \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange program
 e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1 c
d Additions during the year	1 d
e Distributions during the year	1 e
f Ending balance	1 f

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII. ☐

Part V Endowment Funds. Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ☐ %
 b Permanent endowment ☐ %
 c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) Unrelated organizations	3a(i)	
(ii) Related organizations	3a(ii)	
b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land				
b Buildings				
c Leasehold improvements		38,795.	6,345.	32,450.
d Equipment		47,124.	37,124.	10,000.
e Other		34,168.	3,135.	31,033.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				73,483.

BAA

Schedule D (Form 990) 2020

Part VII Investments – Other Securities.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely held equity interests.....		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.) .. ▶		

Part VIII Investments – Program Related.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.) .. ▶		

Part IX Other Assets.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.) .. ▶	

Part X Other Liabilities.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.) .. ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. **SEE, PART XIII.** ☒

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	48,389,829.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	48,389,829.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b.	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	48,389,829.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	46,080,944.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	46,080,944.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b.	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	46,080,944.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X - FASB ASC 740 FOOTNOTE

THE SCHOOL FOLLOWS PROVISIONS OF UNCERTAIN TAX POSITIONS AS ADDRESSED IN ASC 958.

THE SCHOOL RECOGNIZES ACCRUED INTEREST AND PENALTIES ASSOCIATED WITH UNCERTAIN TAX

POSITIONS AS PART OF THE INCOME TAX PROVISION, WHEN APPLICABLE.

SCHEDULE E
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Schools**

- **Complete if the organization answered 'Yes' on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**
► **Attach to Form 990 or Form 990-EZ.**
► **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2020**Open to Public
Inspection**

Name of the organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	X	
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	X	
3 Has the organization publicized its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during its taxable year in a manner reasonably expected to be noticed by visitors to the homepage, or through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If 'Yes,' please describe. If 'No,' please explain. If you need more space, use Part II	X	
<u>RACIALLY NONDISCRIMINATORY POLICY IS CLEARLY STATED ON ALL ENROLLMENT</u> <u>FORMS.</u>		

4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	X	
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	X	
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	X	
d Copies of all material used by the organization or on its behalf to solicit contributions?	X	
If you answered 'No' to any of the above, please explain. If you need more space, use Part II.		

5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?		X
b Admissions policies?		X
c Employment of faculty or administrative staff?		X
d Scholarships or other financial assistance?		X
e Educational policies?		X
f Use of facilities?		X
g Athletic programs?		X
h Other extracurricular activities?		X
If you answered 'Yes' to any of the above, please explain. If you need more space, use Part II.		

6 a Does the organization receive any financial aid or assistance from a governmental agency?		X
b Has the organization's right to such aid ever been revoked or suspended?		X
If you answered 'Yes' on either line 6a or line 6b, explain on Part II.		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If 'No,' explain on Part II	X	

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Name of the organization

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

**Open to Public
Inspection**

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part I Questions Regarding Compensation

1 a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

☐ First-class or charter travel

☐ Housing allowance or residence for personal use

☐ Travel for companions

☐ Payments for business use of personal residence

☐ Tax indemnification and gross-up payments

☐ Health or social club dues or initiation fees

☐ Discretionary spending account

☐ Personal services (such as maid, chauffeur, chef)

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If 'No,' complete Part III to explain.

1 b

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

2

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

☐ Compensation committee

☐ Written employment contract

☐ Independent compensation consultant

☐ Compensation survey or study

☐ Form 990 of other organizations

☐ Approval by the board or compensation committee

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

4 a

X

b Participate in or receive payment from a supplemental nonqualified retirement plan?

4 b

X

c Participate in or receive payment from an equity-based compensation arrangement?

4 c

X

If 'Yes' to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

5 a

X

b Any related organization?

5 b

X

If 'Yes' on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

6 a

X

b Any related organization?

6 b

X

If 'Yes' on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If 'Yes,' describe in Part III.

7

X

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)?
If 'Yes,' describe in Part III.

8

X

9 If 'Yes' on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

9

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2020

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1	JENNA LORGE DIRECTOR	(i) 163,879.	(ii) 0.	(iii) 0.	0.	0.	163,879.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
2	ERIKA VANDERSPEK DIRECTOR	(i) 154,632.	(ii) 0.	(iii) 0.	0.	0.	154,632.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
3	LORETTA BURNS	(i) 0.	(ii) 0.	(iii) 0.	0.	0.	0.	0.
		(ii) 155,205.	0.	0.	0.	0.	155,205.	0.
4		(i)						
		(ii)						
5		(i)						
		(ii)						
6		(i)						
		(ii)						
7		(i)						
		(ii)						
8		(i)						
		(ii)						
9		(i)						
		(ii)						
10		(i)						
		(ii)						
11		(i)						
		(ii)						
12		(i)						
		(ii)						
13		(i)						
		(ii)						
14		(i)						
		(ii)						
15		(i)						
		(ii)						
16		(i)						
		(ii)						

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZComplete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020**Open to Public
Inspection**

Employer identification number

CABRILLO POINT ACADEMY

82-1769676

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

FORM 990 REVIEWED BY MANAGEMENT AND THEN THE BOARD BEFORE APPROVAL.

FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS

BOARD REVIEWS CONFLICT OF INTEREST STATEMENTS ANNUALLY DURING A BOARD MEETING.

INTEREST STATEMENTS ANNUALLY DURING A BOARD MEETING.

FORM 990, PART VI, LINE 15A - COMPENSATION REVIEW & APPROVAL PROCESS - CEO & TOP MANAGEMENT

SALARY RANGES FOR OTHER CHARTER SCHOOLS WERE PRESENTED TO THE BOARD FOR APPROVAL.

FORM 990, PART VI, LINE 15B - COMPENSATION REVIEW & APPROVAL PROCESS - OFFICERS & KEY EMPLOYEES

SALARY RANGES FOR OTHER CHARTER SCHOOLS WERE PRESENTED TO THE BOARD FOR APPROVAL.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

DOCUMENTS AVAILABLE UPON REQUEST FROM THE SCHOOL.

**FORM 990, PART IX, LINE 11G
OTHER FEES FOR SERVICES**

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUND- RAISING
BANKING & SERVICE CHARGES	41,757.		41,757.	
DISTRICT OVERSIGHT	36,302.		36,302.	
PROFESSIONAL CONSULTING	5,124,871.	5,069,063.	55,808.	
TOTAL	\$ 5,202,930.	\$ 5,069,063.	\$ 133,867.	\$ 0.

SCHEDULE R
(Form 990)Department of the Treasury
Internal Revenue Service

Name of the organization

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020**Open to Public
Inspection**

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part I Identification of Disregarded Entities. Complete if the organization answered 'Yes' on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1) ----- ----- -----					
(2) ----- ----- -----					
(3) ----- ----- -----					

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Sec 512(b)(13) controlled entity?	
						Yes	No
(1) INSPIRE CHARTER SCHOOL LA 1740 HUNTINGTON DR STE 205 DUARTE, CA 91010 82-1799135	EDUCATION				N/A		X
(2) PACIFIC COAST ACADEMY 1740 HUNTINGTON DR STE 205 DUARTE, CA 91010 82-1707686	EDUCATION				N/A		X
(3) GRANITE MOUNTAIN CHARTER SCHOOL 1740 HUNTINGTON DR STE 205 DUARTE, CA 91010 83-3660999	EDUCATION				N/A		X
(4) MISSION VISTA ACADEMY 1740 HUNTINGTON DR STE 205 DUARTE, CA 91010 83-3785573	EDUCATION				N/A		X

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Dispropor- tionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1) ----- ----- -----												
(2) ----- ----- -----												
(3) ----- ----- -----												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of- year assets	(h) Percentage ownership	(i) Sec 512(b)(13) controlled entity?	
								Yes	No
(1) ----- ----- -----									
(2) ----- ----- -----									
(3) ----- ----- -----									

Part V Transactions With Related Organizations. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	1 a	X
b Gift, grant, or capital contribution to related organization(s)	1 b	X
c Gift, grant, or capital contribution from related organization(s)	1 c	X
d Loans or loan guarantees to or for related organization(s)	1 d	X
e Loans or loan guarantees by related organization(s)	1 e	X
f Dividends from related organization(s)	1 f	X
g Sale of assets to related organization(s)	1 g	X
h Purchase of assets from related organization(s)	1 h	X
i Exchange of assets with related organization(s)	1 i	X
j Lease of facilities, equipment, or other assets to related organization(s)	1 j	X
k Lease of facilities, equipment, or other assets from related organization(s)	1 k	X
l Performance of services or membership or fundraising solicitations for related organization(s)	1 l	X
m Performance of services or membership or fundraising solicitations by related organization(s)	1 m	X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1 n	X
o Sharing of paid employees with related organization(s)	1 o	X
p Reimbursement paid to related organization(s) for expenses	1 p	X
q Reimbursement paid by related organization(s) for expenses	1 q	X
r Other transfer of cash or property to related organization(s)	1 r	X
s Other transfer of cash or property from related organization(s)	1 s	X

2 If the answer to any of the above is 'Yes,' see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) INSPIRE CHARTER SCHOOL LA	Q	1,181.	Q
(2) PACIFIC COAST ACADEMY	P	8,898.	P
(3) GRANITE MOUNTAIN CHARTER SCHOOL	P	40,014.	P
(4) MISSION VISTA ACADEMY	P	19,024.	P
(5)			
(6)			

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unre- lated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Dispropor- tionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1) ----- ----- -----													
(2) ----- ----- -----													
(3) ----- ----- -----													
(4) ----- ----- -----													
(5) ----- ----- -----													
(6) ----- ----- -----													
(7) ----- ----- -----													
(8) ----- ----- -----													

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

2020

California Exempt Organization
Annual Information Return

199

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) 7/01/2020, and ending (mm/dd/yyyy) 6/30/2021.

Corporation/Organization name CABRILLO POINT ACADEMY		California corporation number 4029082
Additional information. See instructions.		FEIN 82-1769676
Street address (suite or room) 13915 DANIELSON ST 200		PMB no.
City POWAY	State CA	Zip code 92064
Foreign country name	Foreign province/state/county	Foreign postal code

<p>A First return. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B Amended return. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C IRC Section 4947(a)(1) trust. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) <input type="checkbox"/></p> <p>E Check accounting method: 1 <input type="checkbox"/> Cash 2 <input checked="" type="checkbox"/> Accrual 3 <input type="checkbox"/> Other</p> <p>F Federal return filed? 1 <input type="checkbox"/> 990T 2 <input type="checkbox"/> 990-PF 3 <input type="checkbox"/> Sch H (990) 4 <input type="checkbox"/> Other 990 series</p> <p>G Is this a group filing? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>H Is this organization in a group exemption If "Yes," what is the parent's name? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>I Did the organization have any changes to its guidelines not reported to the FTB? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>K Is the organization exempt under R&TC Section 23701g? ... If "Yes," enter the gross receipts from nonmember sources. \$ <input type="checkbox"/></p> <p>L Is the organization a limited liability company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>M Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>N Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>O Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input type="checkbox"/> No Date filed with IRS <input type="checkbox"/></p>
--	--

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8.	1	50,235.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received. SEE SCH. B.	3	48,339,594.
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B.	4	48,389,829.
	5	Cost of goods sold.	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	
	7	Total costs. Add line 5 and line 6.	7	
	8	Total gross income. Subtract line 7 from line 4.	8	48,389,829.
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	46,080,944.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	2,308,885.
Filing Fee	11	Total payments.	11	
	12	Use tax. See General Information K.	12	
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11.	13	
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12.	14	
	15	Penalties and Interest. See General Information J.	15	
	16	Balance due. Add line 12 and line 15. Then subtract line 11 from the result.	16	0.
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
Paid Preparer's Use Only	Signature of officer	Title DIRECTOR	Date	Telephone 626 932-1802
	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN P02037139
	Firm's name (or yours, if self-employed) and address WILKINSON HADLEY KING & CO. LLP 218 W. DOUGLAS AVE EL CAJON, CA 92020			Firm's FEIN 52-2354566
				Telephone 619-447-6700
May the FTB discuss this return with the preparer shown above? See instructions. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Part II Organizations with gross receipts of more than \$50,000 and private foundations
regardless of amount of gross receipts – complete Part II or furnish substitute information.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions.	•	1	
	2	Interest	•	2	
	3	Dividends	•	3	
	4	Gross rents	•	4	
	5	Gross royalties	•	5	
	6	Gross amount received from sale of assets (See Instructions)	•	6	
	7	Other income. Attach schedule. SEE STATEMENT 1	•	7	50,235.
Expenses and Disbursements	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Page 1, Part I, line 1.		8	50,235.
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule.	•	9	
	10	Disbursements to or for members.	•	10	
	11	Compensation of officers, directors, and trustees. Attach schedule. SEE STMT 2	•	11	318,511.
	12	Other salaries and wages	•	12	16,958,791.
	13	Interest	•	13	364,687.
	14	Taxes	•	14	379,519.
	15	Rents	•	15	202,031.
	16	Depreciation and depletion (See instructions)	•	16	2,856.
	17	Other expenses and disbursements. Attach schedule. SEE STATEMENT 3	•	17	27,854,549.
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Page 1, Part I, line 9.		18	46,080,944.

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		8,650,280.	•	6,811,278.
2	Net accounts receivable		11,696,787.	•	15,881,641.
3	Net notes receivable			•	
4	Inventories			•	
5	Federal and state government obligations			•	
6	Investments in other bonds			•	
7	Investments in stock			•	
8	Mortgage loans			•	
9	Other investments. Attach schedule.			•	
10 a	Depreciable assets.	95,087.		120,087.	
b	Less accumulated depreciation.	43,748.	51,339.	46,604.	73,483.
11	Land.			•	
12	Other assets. Attach schedule. STM 4		470,441.	•	437,586.
13	Total assets		20,868,847.		23,203,988.
Liabilities and net worth					
14	Accounts payable		3,424,344.	•	2,538,745.
15	Contributions, gifts, or grants payable			•	
16	Bonds and notes payable. ST 5		14,588,872.	•	15,335,008.
17	Mortgages payable.			•	
18	Other liabilities. Attach schedule. STM 6				165,719.
19	Capital stock or principal fund		2,855,631.	•	5,164,516.
20	Paid-in or capital surplus. Attach reconciliation.			•	
21	Retained earnings or income fund.			•	
22	Total liabilities and net worth		20,868,847.		23,203,988.

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000

1	Net income per books	•	2,308,885.	7	Income recorded on books this year not included in this return. Attach schedule	•	
2	Federal income tax	•		8	Deductions in this return not charged against book income this year. Attach schedule.	•	
3	Excess of capital losses over capital gains	•		9	Total. Add line 7 and line 8		
4	Income not recorded on books this year. Attach schedule.	•		10	Net income per return. Subtract line 9 from line 6.		2,308,885.
5	Expenses recorded on books this year not deducted in this return. Attach schedule	•					
6	Total. Add line 1 through line 5.		2,308,885.				

Schedule B**(Form 990, 990-EZ,
or 990-PF)**Department of the Treasury
Internal Revenue ServiceCALIFORNIA COPY
Schedule of Contributors► **Attach to Form 990, Form 990-EZ, or Form 990-PF.**
► **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2020

Name of the organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Organization type (check one):**Filers of:****Section:**

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. ► \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

BAA

Schedule B (Form 990, 990-EZ, or 990-PF) (2020)

Name of organization

CABRILLO POINT ACADEMY

Employer identification number

82-1769676

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ▶ \$ N/A

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

CABRILLO POINT ACADEMY

82-1769676

STATEMENT 1
FORM 199, PART II, LINE 7
OTHER INCOME

OTHER INVESTMENT INCOME..... \$ 50,235.
TOTAL \$ 50,235.

STATEMENT 2
FORM 199, PART II, LINE 11
COMPENSATION OF OFFICERS, DIRECTORS, TRUSTEES AND KEY EMPLOYEES

CURRENT OFFICERS:

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	TOTAL COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
CAROLINE MOON 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	PRESIDENT 2.00	\$ 0.	\$ 0.	\$ 0.
SHERRI MCFADDEN 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	TREASURER 2.00	0.	0.	0.
LISA RUMSEY 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	SECRETARY 2.00	0.	0.	0.
JENNA LORGE 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	DIRECTOR 40.00	163,879.	0.	0.
ERIKA VANDERSPEK 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	DIRECTOR 40.00	154,632.	0.	0.
GLORIA ANTONINI 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	TRUSTEE 2.00	0.	0.	0.
NATASHA BRUNSTETTER 1740 HUNTINGTON DRIVE 205 DUARTE, CA 91010	TRUSTEE 2.00	0.	0.	0.
	TOTAL	\$ <u>318,511.</u>	\$ <u>0.</u>	\$ <u>0.</u>

STATEMENT 3
FORM 199, PART II, LINE 17
OTHER EXPENSES

ACCOUNTING FEES..... \$ 11,250.
BAD DEBT EXPENSE..... 4,358,841.
BOOKS & SUPPLIES..... 6,723,462.
COMMUNICATION..... 27,390.
EQUPT RENTAL & REPAIR..... 4,718.

STATEMENT 3 (CONTINUED)
FORM 199, PART II, LINE 17
OTHER EXPENSES

INFORMATION TECHNOLOGY.....	\$	8,977.
INSURANCE.....		383,590.
LEGAL FEES.....		217,189.
MANAGEMENT FEES.....		2,397,385.
MISCELLANEOUS.....		35,217.
OFFICE EXPENSES.....		45,458.
OTHER EMPLOYEE BENEFIT.....		2,209,795.
OTHER FEES.....		5,202,930.
OTHER TAXES & FEES.....		66,476.
PENSION PLAN CONTRIBUTIONS.....		2,346,559.
SPECIAL EDUCATION.....		3,741,656.
STUDENT EVENTS.....		37,416.
TRAVEL.....		36,240.
TOTAL		<u>\$27,854,549.</u>

STATEMENT 4
FORM 199, SCHEDULE L, LINE 12
OTHER ASSETS

PREPAID EXPENSES AND DEFERRED CHARGES.....		326,952.
SECURITY DEPOSITS.....		110,634.
TOTAL	\$	<u>437,586.</u>

STATEMENT 5
FORM 199, SCHEDULE L, LINE 16
BONDS AND NOTES PAYABLETOTAL NOTES AND BONDS PAYABLE \$ 15,335,008.**STATEMENT 6**
FORM 199, SCHEDULE L, LINE 18
OTHER LIABILITIES

DEFERRED REVENUE.....		165,719.
TOTAL	\$	<u>165,719.</u>

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

**California e-file Return Authorization for
Exempt Organizations**

FORM

2020**8453-EO**

Exempt Organization name

Identifying number

CABRILLO POINT ACADEMY

82-1769676

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	48,389,829.
2	Total gross income (Form 199, line 8)	2	48,389,829.
3	Total expenses and disbursements (Form 199, line 9)	3	46,080,944.

Part II Settle Your Account Electronically for Taxable Year 2020

4 ☐ Electronic funds withdrawal 4a Amount _____ 4b Withdrawal date (mm/dd/yyyy) _____

Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____
 6 Account number _____ 7 Type of account: ☐ Checking ☐ Savings

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2020 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

**Sign
Here**

Signature of officer

Date

DIRECTOR

Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2020 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**ERO
Must
Sign**ERO's
signature

▶ KEVIN SPROUL

Date

Check if
also paid
preparer☒Check if
self-
employed☐

ERO's PTIN

P02037139

Firm's name (or yours
if self-employed)
and address

▶ WILKINSON HADLEY KING & CO. LLP

218 W. DOUGLAS AVE

EL CAJON

Firm's FEIN

52-2354566

ZIP code

CA 92020

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**Paid
Preparer
Must
Sign**Paid
preparer's
signature

▶

Date

Check if
self-employed☐

Paid preparer's PTIN

Firm's name
(or yours if self-
employed) and
address

▶

Firm's FEIN

ZIP code

For Privacy Notice, get FTB 1131 ENG/SP.

FTB 8453-EO 2020



Cabrillo Point Academy

Compensation Policy

~~2021-2022~~ 2022-2023

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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 Executive 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

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.

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 Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the Salary Schedule 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 schedule 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 Schedule (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 schedule as certificated teachers.
- A teacher is eligible to advance to the proper Salary Schedule level once they meet the requirement for that specific Salary Schedule Level and Group based on their creditable years of service and post bachelor's 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 Salary Schedule 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 Salary Schedule 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 15, any advancement on the Salary Schedule and increase in pay will be effective beginning the first pay period following October 15. 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 Certificated staff** who hold a Doctoral degree are entitled to additional compensation of \$3,000 stipend in addition to their current annual salary on the Salary Schedule.
- 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 Schedule.
- 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 Executive 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 Executive 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 chart below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Executive 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 Executive 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 Executive 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.

Voluntary Transfer to Lower Role Placement or Teaching position

Employees approved to voluntarily transfer to a position in a lower placement on the Salary Schedule 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 Executive Director may recommend a Supplement for teachers as set forth in this section.

- The Executive 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 Executive 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 Executive 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 Executive Director:
 - The Executive Director must first agree with the teacher on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - 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 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 Schedule 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 caseload of less than 28 students over a course of three (3) consecutive months may result in a return to part-time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the Pay Scale 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 Pay Scale will be recommended by the Human Resources Department and the Executive 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 year 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 Executive 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 Executive Director or designee. Some hard-to-staff positions may be compensated out of the Pay Scale as approved by the Executive 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 Pay Scale (or salary placement) with the higher

salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay 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 Pay Scale.
- 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 Executive 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 Pay Scale as follows:
 - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the Pay 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 – Non-Exempt Employees

- Each non-exempt employee will be placed on the Pay Scale 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 Executive 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 Pay Scale.
- 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 Executive 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 Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- An Executive 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 Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the chart 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 Executive 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 Executive Director:
 - The Executive Director must first agree with the classified staff member on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

APPENDICIES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

C. PART-TIME TEACHER HOURLY SCHEDULE

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
504 Coordinator	\$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 every pay period bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
Academic Decathlon Coach/Advisor	\$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 bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
Academic Pentathlon Coach/Advisor	\$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 bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
Career Technical Education (CTE)	\$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.	N/A
CHYA	\$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.	28
Counselor - Pupil Personnel Services (PPS) Extra Duties	\$8,500	Assigned Position: Paid to a credentialed school counselor who applied and received the position to fulfill extra duties. Paid to PPS 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 twice a month over 12 months. Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
Counselor Extra Section	\$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 counselor.	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.	N/A
Doctoral Degree	\$3,000	Provided to certificated staff 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.	N/A
ELD Teacher	\$15,000 \$20,000	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 10 months; August - May. Will be prorated based on period of service during the school year.	24
Elementary Explorers on Course Lead Teacher	\$18,000 \$23,000	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. Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	24
Elementary Explorers on Course Teacher	\$15,000 \$20,000	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. Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	24

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
Explorers Teacher Sub	\$30/hour with a total of 2 hours expected	Assigned Position: Paid to a designated HST who volunteered and received the position.	Eligibility starts upon covering an Explorers class as a substitute.	Paid the following paycheck after work and hours are submitted.	N/A
Extended School Year (ESY)	\$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.	N/A
Extra Student	\$100/month/student over required roster limit	If the Executive 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.	N/A
High School Academic Support Coordinator	\$10,000 \$12,000	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.	28
Highly Qualified Teacher Extra Course	\$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.	N/A

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
Highly Qualified Teacher Summer School	\$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.	N/A
HST- Middle School/ High School	\$5,000 \$10,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August – May. Will be prorated based on period of service during the school year.	23 28
Induction Coach	\$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.	N/A
Intervention Support Coordinator	\$15,000 \$20,000	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 10 months; August - May. Will be prorated based on period of service during the school year.	24
Lead Community Coordinator	\$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.	18
Library Team Lead	\$650 per month (\$7,800 for 12 months)	This position is open to current CPA Library Specialists.	Eligibility begins immediately.	Paid \$325 bimonthly over 12 months; July - June.	N/A

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
Math Adventures Teacher	\$5,000	Assigned Position: Paid to a designated HST who applied and received the position to facilitate online instruction and regular events for the Math Adventures program.	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.	28
Medical Benefit Opt-Out	\$3,000	Provided to teachers 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.	N/A
Mileage	\$500 1,250 per semester/ \$1000 2,500 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.	N/A
MOU Coordinator	\$8,400	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.	N/A
National Board Certification (NBC)	\$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.	N/A
National Honor Society Advisor	\$2,500	Assigned Position: Paid to a certificated teacher who serves as an advisor to NHS students and oversees the functions of the honor society.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
National Junior Honor Society Advisor	\$2,500	Assigned Position: Paid to a certificated teacher who serves as an advisor to NJHS students and oversees the functions of the honor society.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
Phone/ Internet/ Utilities	\$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. Payments will align with the employee's work calendar.	N/A
Professional Development Presenter	\$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.	N/A
Regional Coordinator - Middle School/ High School	\$5,000	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 prorated based on period of service during the school year.	
Special Programs Lead	\$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 10 months; August-May. Will be prorated based on period of service during the school year.	28
SPED Extra Student	Mild/Moderate \$150/month per extra student. Moderate/ Severe or Moderate/	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.	Eligibility starts once rosters surpass required roster limits (which may be retroactive to the start of the 2021-2022 school year).	Paid bimonthly over 10 months; August - May.	N/A

Cabrillo Point Academy
July 1, 2021 2022 – Stipend Chart

Description Stipend	Amount	Eligibility Description	Eligibility Start	Period Paid Method of Payment	Base Number of Students
	Severe Transition \$400/month per extra student				
SPED Lead Teacher	\$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.	N/A
SPED Lead Program Specialist	\$3,000	Assigned Position: Serves as an administrative designee, authority in compliance, and supports teachers and other Program Specialists in the field of special education.	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.	N/A
Staff Development Coordinator	\$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.	18
Student Support Coordinator	\$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 10 months; August-May. Will be prorated based on period of service during the school year.	
Testing Team Lead	\$3,000 \$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 10 months; August-May. Will be prorated based on period of service during the school year.	28

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
Administrator and Director
July 1, 2022 – Salary Schedule

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Assistant Director
1	\$67,000	\$95,800	\$118,500	\$154,500	\$113,300
2	\$69,000	\$98,400	\$121,500	\$158,100	\$116,100
3	\$71,100	\$100,900	\$124,600	\$162,200	\$119,000
4	\$73,100	\$103,000	\$127,700	\$165,800	\$122,100
5	\$75,200	\$105,600	\$130,800	\$170,000	\$125,100
6	\$77,300	\$108,200	\$133,900	\$174,100	\$128,200
7	\$79,800	\$111,200	\$137,000	\$178,700	\$131,300
8	\$82,400	\$113,800	\$141,100	\$182,300	\$134,400
9	\$85,000	\$115,400	\$144,200	\$185,900	\$139,100
10	\$87,600	\$118,500	\$147,800	\$189,500	\$141,100
11	\$90,100	\$121,000	\$151,400	\$193,100	---
12	\$92,700	\$124,600	\$155,500	\$196,700	---
13	\$95,300	\$127,700	\$159,100	\$200,300	---
14	\$98,400	\$130,800	\$163,300	\$203,900	---
15	\$100,900	\$133,900	\$167,400	\$206,000	---

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.

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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
Certificated Support
July 1, 2022 – Salary Schedule

PROGRAM SPECIALIST

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000	\$108,700	\$111,400	\$114,200	\$117,100	\$120,000	\$123,000

SCHOOL PSYCHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$85,200	\$88,300	\$92,800	\$97,400	\$102,300	\$107,400

SPEECH/LANGUAGE PATHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$77,900	\$82,000	\$86,300	\$90,900	\$95,600	\$100,400

NURSE

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,100	\$77,800	\$81,200	\$85,300	\$89,600	\$94,100

OCCUPATIONAL THERAPIST & MENTAL HEALTH THERAPIST/SOCIAL WORKER

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,300	\$78,100	\$82,300	\$86,600	\$91,200	\$95,900

*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
~~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
July 1, 2022 – Classified Pay Scales

Classified Pay Scale – 191

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$30.26	\$25.76

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	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$25.00	\$25.76
Spec L3	\$20.20	\$20.84	\$21.47	\$22.10	\$22.73	\$23.42	\$24.12	\$24.88	\$25.63	\$26.39	\$27.05	\$27.58
Spec L4/Executive Assistant	\$25.25	\$26.01	\$26.77	\$27.65	\$28.41	\$29.30	\$30.18	\$31.06	\$31.95	\$32.83	\$33.46	\$34.14

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
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
Counselor
July 1, 2022 – Salary Schedule

PAY SCALE GROUP	PAY SCALE LEVEL									
Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$ 61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

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
Highly Qualified Teacher (HQT)
July 1, 2022 – Salary Schedule

PAY SCALE GROUP	PAY SCALE LEVEL									
Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

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
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
Homeschool Teacher (HST)
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600
B (+ 14 points)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$64,000
C (+ 28 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$63,300	\$66,600
D (+ 42 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$65,800	\$69,300
E (+ 56 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$66,000	\$68,300	\$71,900
F (+ 70 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$67,300	\$70,800	\$74,600
G (+ 84 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,200	\$69,700	\$73,300	\$77,200
H (+ 98 points)	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,000	\$68,500	\$72,100	\$75,900	\$79,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$82,500	\$85,100	\$87,800	\$90,400

H15	H20	H25	H30
\$93,100	\$95,700	\$98,400	\$100,500

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
Homeschool Teacher (HST) – Middle and High School
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900
B (+ 14 points)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$74,300
C (+ 28 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$73,600	\$76,900
D (+ 42 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,100	\$79,600
E (+ 56 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,300	\$78,600	\$82,200
F (+ 70 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$77,600	\$81,100	\$84,900
G (+ 84 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,500	\$80,000	\$83,600	\$87,500
H (+ 98 points)	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,300	\$78,800	\$82,400	\$86,200	\$90,100

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,800	\$95,400	\$98,100	\$100,700

H15	H20	H25	H30
\$103,400	\$106,000	\$108,700	\$110,800

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.

****Must maintain 28 students.

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
Regional Coordinator
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000

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
Regional Coordinator – Middle and High School
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$97,300	\$99,500	\$101,700	\$104,000	\$106,400	\$108,800	\$111,200	\$113,800	\$116,300

Regional Coordinators must hold a minimum of 10 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
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
Special Education (SPED) Teacher
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$63,400**	\$63,400**	\$63,400	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200
B (+ 14 points)	\$63,400**	\$64,000**	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,700
C (+ 28 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,000	\$74,700
D (+ 42 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$70,100	\$73,800	\$77,700
E (+ 56 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$69,100	\$74,000	\$76,600	\$80,600
F (+ 70 points)	\$65,200	\$65,200	\$65,200	\$65,20	\$65,200	\$68,100	\$71,700	\$75,500	\$79,400	\$83,600
G (+ 84 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$67,000	\$70,500	\$74,200	\$78,100	\$82,200	\$86,600
H (+ 98 points)	\$65,200	\$65,200	\$65,200	\$65,800	\$69,200	\$72,900	\$76,800	\$80,800	\$85,100	\$89,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,500	\$95,500	\$98,400	\$101,400

H15	H20	H25	H30
\$104,300	\$107,300	\$110,300	\$112,600

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
Student Support Coordinator and 504 Coordinator
July 1, 2022 – Salary Schedule

PAY SCALE GROUP	PAY SCALE LEVEL									
Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000
B (+ 14 points)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$79,400
C (+ 28 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,800	\$82,100
D (+ 42 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,300	\$84,700
E (+ 56 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,400	\$83,800	\$87,400
F (+ 70 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$82,800	\$86,300	\$90,000
G (+ 84 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,700	\$85,100	\$88,800	\$92,700
H (+ 98 points)	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,400	\$83,900	\$87,500	\$91,300	\$95,300

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$97,900	\$100,600	\$103,200	\$105,900

H15	H20	H25	H30
\$108,500	\$111,200	\$113,800	\$115,900

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.

**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
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 IT Provisioning Manager	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.

Cabrillo Point Academy
Technology Department
July 1, 2022 – 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	\$20.60	\$21.22	\$21.86	\$22.51	\$23.19	\$23.81	\$24.46	\$25.10	\$25.75	\$26.40	\$27.05	\$27.69	\$28.34	\$28.98	\$29.63	\$30.27
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.19	\$26.90	\$27.61	\$28.33	\$29.04	\$29.75	\$30.46	\$31.17	\$31.88	\$32.59	\$33.30
	Annual																
IT Support Specialist (ITSS)	Hourly	\$24.72	\$25.46	\$26.22	\$27.02	\$27.82	\$28.57	\$29.36	\$30.13	\$30.90	\$31.67	\$32.46	\$33.23	\$34.00	\$34.78	\$35.56	\$36.33
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or IT Provisioning Manager	Hourly	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$30.95	\$31.80	\$32.64	\$33.48	\$34.32	\$35.15	\$36.00	\$36.83	\$37.69	\$38.51	\$39.38
	Annual																
IT Support Specialist III or Data Analyst Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$28.84	\$29.71	\$30.60	\$31.52	\$32.46	\$33.34	\$34.25	\$35.14	\$36.05	\$36.96	\$37.88	\$38.75	\$39.66	\$40.58	\$41.49	\$42.40
	Annual																
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$32.96	\$33.95	\$34.97	\$36.02	\$37.10	\$38.08	\$39.13	\$40.19	\$41.20	\$42.26	\$43.26	\$44.28	\$45.33	\$46.39	\$47.40	\$48.46
	Annual																
IT Manager (ITM)	Hourly	\$39.23	\$40.29	\$41.35	\$42.36	\$43.41	\$44.47	\$45.53	\$46.59	\$47.64	\$48.65	\$49.71					
	Annual												\$105,600.00	\$108,200.00	\$111,200.00	\$113,800.00	\$115,400.00

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.

Cabrillo Point Academy
Part-Time Homeschool Teacher (HST)
~~July 1, 2021~~ July 1, 2022 – Hourly Schedule

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

Part-Time Highly Qualified Teacher (HQT)
~~July 1, 2021~~ July 1, 2022 – Hourly Schedule

Number of Sections Covered	1	2	3	4
Number of Approved Hours Per Week	15	20	25	30

Please Note:

- 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 scheduled lunch.
- No hours may be worked on Holidays.
- No hours are approved over school breaks: (ex. Thanksgiving Break, Winter Break, Presidents' Break, Spring Break)

**FIRST AMENDMENT TO FACILITIES USE AGREEMENT BY AND AMONG
DEHESA SCHOOL DISTRICT, CABRILLO POINT ACADEMY, PACIFIC COAST
ACADEMY, AND MISSION VISTA ACADEMY**

This **FIRST AMENDMENT TO FACILITIES USE AGREEMENT** (“First Amendment”) dated July 1, 2022, is made by and among Dehesa School District, a school district organized and existing under the laws of the State of California (“District”), on the one hand, and Cabrillo Point Academy, a California nonprofit public benefit corporation operating a public charter school (“CPA”), Pacific Coast Academy, a California nonprofit public benefit corporation operating a public charter school (“PCA”), and Mission Vista Academy, a California nonprofit public benefit corporation operating a public charter school (“MVA”) on the other. The charter schools may be referred to herein individually as the “Charter School” and collectively as the “Charter Schools.” The District and the Charter Schools may also be individually referred to as a “Party” and collectively referred to as the “Parties.”

RECITALS

WHEREAS, the Parties entered into that certain Facilities Use Agreement, dated April 22, 2021, by and among Dehesa School District, Cabrillo Point Academy, Pacific Coast Academy, and Mission Vista Academy (“Agreement”), to memorialize the terms and conditions pursuant to which the Charter Schools would use a District Facility for the sole purpose of maintaining the Charter Schools’ records and conducting periodic special education assessments for students enrolled in the Charter Schools; and

WHEREAS, the Parties now desire, through this First Amendment, to amend the Agreement to include an additional modular unit as a part of the Facility.

NOW, THEREFORE, in consideration of the promises and mutual covenants and agreements described in this First Amendment, the Parties agree as follows:

1. Section 2.a. is hereby amended and replaced in its entirety with the following:

Facility. The Facility consists of two (2) modular classrooms: (i) Building H-11 on the westernmost portion of the Site and (ii) Unit #10. Both classrooms are more particularly depicted in Attachment 1.

2. **Attachment 1** “Depiction of Site and Facility” and **Attachment 2** “District Inventory List of Furnishings and Equipment at Facility” are hereby amended and replaced in their entirety with the attached **Amended Attachment 1** and **Amended Attachment 2**.

3. Except as otherwise stated herein, the Terms of the Agreement shall remain the same.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to the Facilities Lease by and between the District and the Charter Schools as of the dates set forth below.

[Signatures on the following page]

DISTRICT:

Superintendent

Print Name

Date

CABRILLO POINT ACADEMY:

Principal

Print Name

Date

MISSION VISTA ACADEMY:

Principal

Print Name

Date

PACIFIC COAST ACADEMY:

Principal

Print Name

Date

Date approved by Cabrillo Point Academy Board: _____

Date approved by Pacific Coast Academy Board: _____

Date approved by Mission Vista Academy Board: _____

Approved and ratified this ____ day of _____, 2022, by the Governing Board of the Dehesa School District by the following vote:

AYES:

NOES:

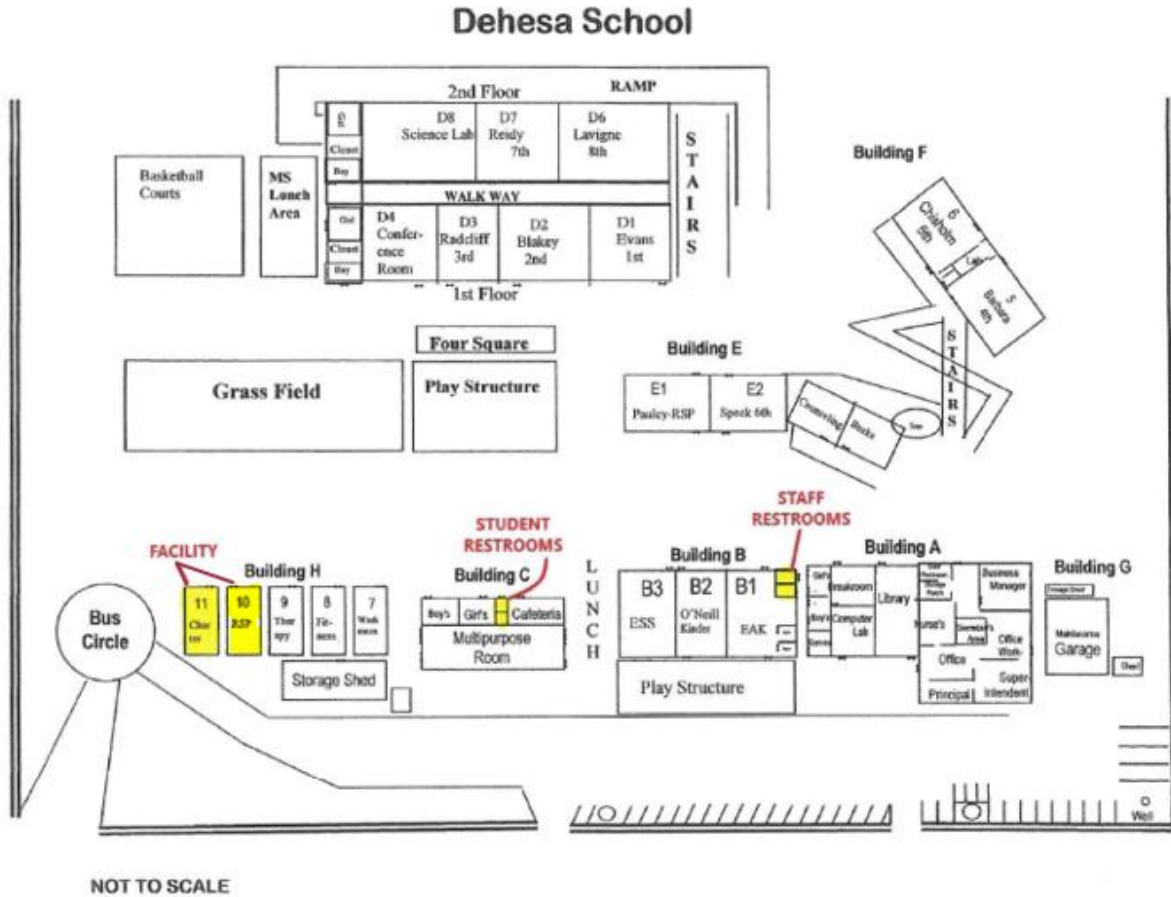
ABSENT:

ABSTAIN:

Cindy White, President of the Governing Board

AMENDED ATTACHMENT 1

Depiction of Site and Facility



District Initials _____
Cabrillo Point Academy Initials _____
Pacific Coast Academy Initials _____
Mission Vista Academy Initials _____

AMENDED ATTACHMENT 2

District Inventory List of Furnishings and Equipment at Facility

District Initials _____
Cabrillo Point Academy Initials _____
Pacific Coast Academy Initials _____
Mission Vista Academy Initials _____

815-111/6332958.1

Cabrillo Point

July 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Notes:

July 2021 – No Board Meeting

August 26 – Board Meeting

September 30 – Board Meeting

October 28 – Board Meeting

November 18 – Board Meeting

December 9 – Board Meeting

January 27 – Board Meeting

February 2022 – No Board

March 10 – Board Meeting

April 28 – Board Meeting

May 12 – Board Meeting

June 23 – Board Meeting

October 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Legend:

Blue – Board Meeting

Green – Holiday

Orange – Due Date
(See appendix)

2021-2022

Appendix – Important Due Dates

October

- Unaudited Actuals
- November 1st - Dashboard Indicators due to the state

December

- Approval of Previous Years Audit
- December 15th - Audit due
- December 15th - First Interims due to the county

January

- February 1st - SARC (School Accountability Report Card) due to the state
- March 1st - Comprehensive School Safety Plan

March

- March 15th - Second Interims due to the county
- March 31st - Auditor Selection Form due to the county
- April 1st - Form 700s due to the County Board of Supervisors

April

- School Calendars

May

- Public Hearing of LCAP
- May 15th - Form 990 due

June

- Adopted Budget
- Final Approval of the LCAP
- Board Meeting Calendar



Cabrillo Point Academy

Employee Handbook

~~2021-2022~~ 2022-2023

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SECTION 1 – WELCOME

Welcome to Cabrillo Point Academy!

We are happy to have you join us at Cabrillo Point Academy (CPA or School). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of CPA, its personnel policies and procedures, and your benefits as a CPA employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No CPA guideline, practice, manual or rule may alter the “at-will” status of your relationship with CPA.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, CPA reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever CPA determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at CPA.

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at CPA.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other CPA document confers any contractual right, either express or implied, to remain in CPA's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by CPA or you may resign for any reason at any time.

No supervisor or other representative of CPA except the ~~Senior-Executive~~ Director, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

SECTION 3 – PHILOSOPHY

CORE PURPOSE

CPA exists to inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three core values are what distinguish CPA from other schools:

- Mentoring – to inspire students to forge their paths in the world
- Passionate – to strive for excellence
- Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

- Innovative
- Dynamic
- Results-oriented
- Data-driven
- Extraordinary
- Confident
- Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, CPA will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

- Academic achievement through relevant curricula, clear expectations, and shared accountability
- Relationship building through mentorship and consistent communication

SCHOOLWIDE LEARNER OUTCOMES

At Cabrillo Point Academy, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

Cabrillo Point Academy's Students are:

- **Navigators of the Digital World** - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- **Self-Directed** - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- **Personalized Learners** - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- **Independent Critical Thinkers** - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- **Responsible Citizens** - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.
- **Effective Communicators** - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and CPA will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, CPA may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the ~~Senior-Executive~~ Director of CPA with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the ~~Senior-Executive~~ Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict CPA’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

CPA is an equal opportunity employer. In accordance with applicable law, CPA prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, 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, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, 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 protected by applicable law. Also in accordance with applicable law, CPA prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. CPA will ensure that applicants and employees are treated in all aspects of employment without unlawful

discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, CPA prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of CPA.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, CPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to CPA. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. CPA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of CPA to ensure equal employment opportunity without harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, 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, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), 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. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

CPA prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to CPA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the

workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means
- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another’s work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
 - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual
 - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment

What is Abusive Conduct/Workplace Bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, or for participating in an

investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All CPA employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

CPA encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the ~~Senior-Executive~~ Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, CPA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. CPA recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. CPA is serious about enforcing its policy against harassment; however, CPA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to CPA’s attention so it can take whatever steps are necessary to correct the problems.

All employees who witness potential violations of this policy, and particularly supervisors, are required to

immediately report such incidents to their immediate supervisor, the ~~Senior-Executive~~ Director, or Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the ~~Senior-Executive~~ Director or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

CPA encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

CPA's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with CPA's investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, CPA will provide regular progress updates, as appropriate, to those directly involved. CPA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

CPA may investigate conduct in the absence of a formal complaint if CPA has reason to believe that an individual has engaged in conduct that violates CPA policies or applicable law. Further, CPA may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which CPA believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as CPA believes appropriate under the circumstances. Due to privacy protections, CPA may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if

erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. CPA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the ~~Senior Executive~~ Director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of CPA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers online at www.eeoc.gov and www.dfeh.ca.gov, respectively.

TITLE IX

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School's Title IX Coordinator is Jennifer Carrete, phone: (619) 782-6464 ext. 2011, Email: TitleIX@cabrillopointacademy.org.

TRAINING REQUIREMENTS

CPA requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

CPA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry

or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of CPA policy, specifically the policies contained in CPA's Employee Handbook.

An employee who wishes to report a suspected violation of law or CPA Policy may do so by contacting the ~~Senior-Executive~~ Director, ~~Assistant Senior-Deputy Executive~~ Director or Human Resources.

CPA expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of CPA policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the ~~Senior-Executive~~ Director, ~~Assistant Senior-Deputy Executive~~ Director or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the ~~Senior-Executive~~ Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of CPA's administration will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. CPA strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. CPA is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the ~~Senior-Executive~~ Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. CPA will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

CPA provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

- The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
- The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or ~~Senior-Executive~~ Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at CPA and will be handled in accordance with CPA's policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of CPA and its interest in our school will be formed in part, by CPA employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, CPA, and our school's services.

Below are several things employees can do to help leave people with a good impression of CPA. These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like and personable replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each CPA employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 35 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 35 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators and work according to specified days on their board approved staff calendar.

Classified Employee

Classified Employees include those employees hired by CPA that do not primarily instruct students, nor require state certification, such as maintenance, assistants and other operational employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The ~~Senior~~ Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of

their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the **Senior Executive Director**.

CPA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities

- Teachers may be assigned a "Virtual Class" or "Virtual Classes."
- Teachers are provided, at CPA's expense, a computer capable of maintaining a high-speed internet connection for their entire virtual class.
- Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. by internet and/or phone.
- Teachers **may** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.
- Teachers must have access to a phone for calling/responding to students/parents during the teacher's scheduled time within two (2) hours by phone or four (4) hours by internet.
- Teachers will use the tracking and monitoring system integrated into the student's assigned course. Teachers will provide continual monitoring of the student's progress and their scheduled benchmarked progress status.
- Teachers will be responsible for all virtual school required record keeping and reporting.

Training

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard CPA protocols and procedures.

Worksites

Most classes will be held virtually. Teachers may work from home.

REMOTE WORK POLICY

The conditions of remote work include, but are not limited to the following:

EMPLOYEE EXPECTATIONS

Availability

As a condition of working on a remote basis, the employee must be available for contact via telephone

and email and perform work during their normal scheduled hours. Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.

Timekeeping Requirements

Non-exempt employees working remotely must comply with the School's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in the School's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with school policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to their supervisor and Human Resources.

Compliance With School Policies

Employees must comply with all School policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of the School's electronic communications and computer systems and Confidential Information, including but not limited to student information.

Leave of Absence

Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.

Security Measures

Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the School. All work product done at the home work area will be treated in the same manner as work product from the School's primary location and is the property of the School. All records, computer files, and correspondence must be safeguarded for return to the School's primary location. Computer files must be regularly backed up and saved. All School property, unless otherwise specifically authorized by a supervisor, must be returned to the School's primary location upon the employee's conclusion of the remote work period. Employee is expected to ensure the protection of student and personnel privacy concerns, including, but not limited to ensuring that no private student information requiring protection by FERPA is disclosed to third parties without the parent's/guardian's consent, protecting School computers from access by third persons, keeping confidential information in locked cabinets and any other protective measures in light of your particular position.

Travel

Employees must remain available to be physically present at the work site as needed by School operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Remote work is not a substitute for dependent care. Employees shall remain available during agreed upon work hours to work for the School.

Work Space Safety

- While working from home, Employee shall maintain a clearly defined workspace that is kept clean, orderly and free from hazardous conditions.
- The work area shall have adequate light so the Employee may successfully perform the requirements of the Employee's job.
- All exits from the worksite shall be free from obstructions.
- All equipment used by Employee (both School provided and Employee owned) shall be in good working condition.
- Employee's desk, chair and other equipment are appropriately designed and arranged to eliminate strain on all parts of the body. Employee shall indemnify Employer for any injury to third parties at the teleworking location.
- If the Employee is injured while performing work in the course of scope of Employee's employment with the School while working at home, Employee shall notify the Employee's supervisor immediately. During work hours and while performing work functions in the designated work area of the home, Employee is covered by worker's compensation, only during agreed upon work hours.

Equipment, Tools, and Materials

- School will supply Employee with necessary office supplies to perform the Employee's job. School will not reimburse Employee for any additionally purchased supplies without the prior written consent of the Employee's supervisor.
- Employee acknowledges that all School provided equipment and tools required for Employee to perform that Employee's job remain the property of the School. The School will provide for repairs to School equipment and tools only. The Employee is responsible for repairs to any Employee-owned equipment or tools used by Employee. The Employee is financially responsible for School owned equipment and tools if any are lost, stolen or damaged because of that employee's intentional conduct, gross negligence, misuse or abuse.
- No one other than Employee shall use any School provided equipment or tools for any purpose and Employee shall only use School provided equipment and tools for business purposes.
- Within three (3) days of written notice, Employee must return School owned equipment for inspection, repair, replacement, or repossession.
- If the Employee's employment is terminated, Employee agrees to return all School owned equipment, tools and materials to School within 48 hours of receiving a shipping label or ability to drop off at a school site.

Miscellaneous

- An employee's ability to work remotely remains at the sole and absolute discretion of the School. As with all of its policies and procedures, the School reserves the right to modify, alter, or

- otherwise amend this policy at its sole and absolute discretion.
- Unless otherwise required by law, remote working is voluntary.
- Employee understands that Employee is responsible for tax consequences, if any, of this arrangement.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored training that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

CPA will pay hourly employees for attendance at mandatory training, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of CPA's normal business hours with no additional pay.

In the event that an employee must leave early or is unable to attend a scheduled training (i.e., Professional Development sessions), during their normal work hours, an employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time each work period began and ended, and the meal periods taken. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Employees must record all time actually worked. Submission of your electronic timecard indicates you have certified the hours entered are accurate and you have adhered to all policies and procedures.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

WORKWEEK AND WORKDAY

CPA's workweek is from Sunday at 12:00 AM through the following Saturday at 11:59 PM. CPA's standard workday is 12:00 AM to 11:59 PM (midnight) each day.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

CPA prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 11:59 a.m. The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form. This needs to be completed in advance or immediately as the situation occurs, but in no event after the meal period has been missed. If you are a part-time employee who consistently works 5-6 hours a day and would like to waive your meal break on a regular basis, please note that you will have to fill out a new form every 90 days to continue to waive your meal break. Reach out to HR to receive a copy of the "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee may only waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and complete a "Second Meal Period Waiver" form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that day's time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's timesheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue

to his or her supervisor and complete a Non-Exempt Employee Meal Waiver Agreement. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday that he or she experienced the non-compliant meal or rest period. If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the noncompliant meal or rest period on the Non-Exempt Employee Meal Period Waiver Agreement, or to Human Resources. Non-Exempt Employee Meal Period Waiver Agreement.

PAYDAYS

Employees are paid semi-monthly on the 10th and 25th of the month in accordance with the School's payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the School is not responsible for automatic payments or withdrawals dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by CPA for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

CPA is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, CPA must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions, CPA will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the

employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

CPA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after he or she begins work. Former employees who are rehired must also complete the form if they have not completed an I-9 with CPA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide evidence of your credential including EL Authorization, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your ~~Senior-Executive~~ Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four

(4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file. As a condition of continued employment, all employees will be required to present evidence once every four (4) calendar years that they are free from active tuberculosis. Employees whose TB clearance has expired will not be permitted to report to work, and will

be placed on unpaid leave.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

Applicants and employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with the School.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that CPA's employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without CPA's assistance, he or she is required to notify CPA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with CPA.

All employees that are mandated reporters are required to participate in approved mandated reporter training provided by the School within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the School using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of the School after completion.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by CPA. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee's personal information and changes affecting the employee's status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Staff will be evaluated annually or every other year per the Evaluation Policy. Staff will meet with their direct supervisor annually to establish and review SMART goals for the school year.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

- The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child.
- The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition."
- The "serious health condition" of the employee.
- The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been

taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources. In some instances, FMLA leave and CFRA leave run concurrently and in some instances they do not. FMLA runs concurrently with Pregnancy Disability Leave, while CFRA does not.

CALIFORNIA FAMILY RIGHTS ACT ("CFRA")

Employees may be eligible for CFRA leave only if the School has 5 or more employees for each working day during each of the 20 or more calendar workweeks in the current or preceding calendar year. Eligible employees may request a CFRA leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the CFRA leave of absence.

Ordinarily, you must request a planned CFRA leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A CFRA leave may be taken for the following reasons:

- The birth of an employee's or a domestic partner's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth, adoption or placement of the child.
- The care of the employee's spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild or sibling with a "serious health condition."
- The "serious health condition" of the employee; or
- The qualifying exigency related to covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

The definition of child includes any adult child, regardless of the child's age or dependency status.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild, or sibling requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

CFRA leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period. The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much CFRA leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as CFRA will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid CFRA leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid CFRA leave that is due to your own serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PTO, PSL, and holiday benefits, will be suspended during the approved leave

period and will resume upon return to active employment. During a CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning a CFRA leave, or would like to submit a request for a CFRA leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor and Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit

payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

Additionally, if an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, non-pregnancy-related medical conditions requiring other leave or other circumstances beyond the control of the employee, the School reserves the right to recover from the employee the premium the School paid for the employee's group health plan coverage while out on leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or domestic partner is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use unused and available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers'

compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

CPA provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or

daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year.
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor.
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Employees must use existing PTO in order to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's communication, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work for various reasons related to crime or abuse if:

- The employee is a victim of such a crime.
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, adoptive child, foster child, legal ward of the court, adopted child, a child of a domestic partner, a child to whom the employee stands in loco parentis, a person to whom the employee stood in loco parentis when the person was a minor, sibling, step-sibling, foster sibling, adoptive sibling, half-sibling, parent, legal guardian of an employee or an employee's spouse or domestic partner, person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child, step-parent, or the child or a registered domestic partner, or any other individual whose close association with the employee is the equivalent of any of these family relationships) of an employee is a victim of such a crime.

"Victim" means a victim of stalking, domestic violence, or sexual assault; a victim of crime that caused physical injury or that caused mental injury and a direct threat of physical injury; a person whose

immediate family member is deceased as the direct result of crime.

Leave may be taken for the following reasons:

- Any employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- An employee victim may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.
- An employee victim to seek medical attention for injuries caused by crime or abuse.
- An employee victim to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- An employee victim to obtain psychological counseling or mental health services related to an experience of crime or abuse.
- An employee victim to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

When an employee is a victim as defined as follows: A person against whom one of the following crimes has been committed: A violent felony as defined in Penal Code section 667.5(c); A serious felony as defined in Penal Code section 1192.7(c); A felony provision of law proscribing theft or embezzlement, the employee shall be allowed to attend judicial proceedings related to that crime or those crimes against an immediate family member victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

When an unscheduled absence occurs, the School shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. Documentation may be from any of the following:

- A police report indicating that the employee was a victim.
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible.

This leave is unpaid but the employee may choose to use available sick, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are the victim of domestic violence, sexual assault, or stalking, you may be entitled to a reasonable accommodation for your safety while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. The School is not required to undertake an action that constitutes an undue hardship on its business operations. If you require a reasonable accommodation in line with this policy, please contact the School's human resources manager.

You will not be discharged, discriminated against, or retaliated against because of a request for an accommodation under this policy.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone at (213) 897-6595 or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

California's military leave laws, and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

The School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

The employee will also be given an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, when that employee is an organ donor, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

CPA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts CPA's right to discipline an employee, up to and including termination of employment, for violation of CPA's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your available sick, and/or PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

CIVIL AIR PATROL LEAVE

CPA provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with CPA for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO.

STAFF OUT OF STATE/COUNTRY

Employees are not allowed to perform any work for Cabrillo Point Academy while the employee is located outside of the United States of America. Any time taken outside of the United States of America will be taken as ~~sick~~ vacation leave or unpaid time off. **Additionally, employees may not work remotely from other states without advanced written permission from the Executive Director based on board approval.** Any dispute arising out of the employment context between Cabrillo Point Academy and the employee will be filed in a court of competent jurisdiction located in San Diego County or with an arbitrator in accordance with an arbitration agreement located in San Diego County and in accordance with the laws of the state of California without regard to conflict of laws principles.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes the following holidays during the year:

- Independence Break
- Labor Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Presidents' Break
- Spring Break
- Memorial Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO)

Full-time 12 month classified employees and certificated directors, and administrators are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part-time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

Full-time, regular Administrative/Classified employees (12-month employees) accrue ten (10) paid vacation days per year. Vacation days are accrued at a rate of 6.667 hours) per month. Once an employee's PTO balance reaches twenty (20) days (i.e., 160 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 20-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay

in lieu of taking vacation except upon termination of employment.

- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap as set forth in this policy.

Limits on Use

Eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of 2 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Permitted Use

Eligible employees may use their allotted PSL as follows:

- To take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member.
- To aid or care for a guide dog, signal dog, or service dog, as those terms are defined by Civil Code section 54.1, of the employee, employee's family member, or the person designated by the employee as identified below.
- If the employee's place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or child care provider is closed by order of a public official due to a public health emergency.
- For purposes related to donating the employee's bone marrow or an organ of the employee to another person or to care for or assist a person for purposes related to that person's donating bone marrow or an organ to another person.
- For family emergencies, employees may use up to 2 sick leave days per school year.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, a designated person (if the employee does not have a spouse or registered domestic partner), the child or parent of a spouse of the employee or those related to the employee by blood or affinity equivalent to a family relationship. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a

person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child. "Spouse" means a legal spouse as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Accrual

PSL days are accrued as set forth below to eligible employees:

All employees that have worked within California for 30 days are eligible employees that will ~~accrue one hour of PSL for every 30 hours worked beginning on their first day of employment. Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee's normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.~~ be awarded PSL beginning on their first day of employment in accordance with the details below:

	Start Date			
Workdays per Position	7/1/22-9/6/22	9/7/22-12/31/22	1/1/23-3/3/23	3/4/23-6/30/23
191, 196, & PT Staff	24 hours	prorated	24 hours	prorated
201 & 206	32 hours	prorated	32 hours	prorated
228	40 hours	prorated	40 hours	prorated

NOTE: Prorated amounts are determined by the percentage available to work during the remainder of the semester.

Carry Over and Caps on Accrual

The maximum amount of PSL that an employee may accrue is 80 hours for the school year. Carry over into the next year is subject to a cap of 18 days or 144 hours for full time employees. ~~An employee will be awarded the number of hours from the above chart at the start of each semester based on their time of service unless they have already met the cap of 144 hours.~~ Once the maximum accrual is reached, employees stop accruing until ~~the next semester frontload and~~ the amount of accrued sick leave is below 144 hours. Accrued and unused sick leave carries over from year to year, subject to the 144-hour accrual cap. At no time may an employee accrue more than 144 hours. Part time employees will be capped at 80 hours.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. ~~In the event that three (3) or more consecutive work days of sick leave are used, an employee~~

Commented [1]: @mcquarrielaw@gmail.com Here is my first attempt at explaining this new policy.
Assigned to Jennifer McQuarrie

Commented [2R1]: I think that makes sense. Do you have in your mind what amount will be awarded with the "prorated" categorization?

Commented [3R1]: @mcquarrielaw@gmail.com My original thought would be to figure out what percentage of the semester they would complete and give them that percentage of hours for their position. However, would it be better to set increments of actual hours? For example of a 191 employee, if you start between 9/7-10/15, you get 16 hours and if you start 10/16 - 12/31, you get 8 hours.

Commented [4R1]: I think it makes sense to give them the percentage of hours for their position.

Commented [5R1]: I added a note under the table to help explain. Does that work?

Commented [6R1]: Yes, I think that works.

must provide medical clearance to return to work.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

~~2021 COVID-19 SUPPLEMENTAL PAID SICK LEAVE (COVID-19 SPSL)~~

~~Until no longer required by law, in addition to the School's PSL identified above, the School will provide to each employee employed by the School to the extent that the employee is unable to work (or telework) due to a need for leave because of any of the following:~~

- ~~● Caring for Yourself: The covered employee is subject to a quarantine or isolation period related to COVID-19 (see note below), or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.~~
- ~~● Caring for a Family Member: The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 (see note below) or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.~~
- ~~● Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.~~

~~NOTE: The quarantine or isolation period related to COVID-19 is the period defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace.~~

~~All employees, regardless of how long the employee has been employed by the School, are eligible for COVID-19 SPSL.~~

~~For full time employees, the School will grant the employee 80 hours of paid E-Sick Leave. Full time employees are those that are normally scheduled to work at least 40 hours each workweek. For part time employees, a number of hours granted will be equal to the number of hours that such employee works, on average, over a 2-week period.~~

~~If the employee's schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken COVID-19 SPSL, the employer shall use the following in place of such number:~~

- ~~● Part-Time Covered Employees with Variable Schedules Who Have Worked For an Employer Over a Period of More Than 14 Days. For such a part-time covered employee who works variable hours, the covered employee may take fourteen times the average number of hours the covered employee worked each day for the employer in the six months preceding the date the covered employee took 2021 COVID-19 Supplemental Paid Sick Leave. If the part-time covered employee has worked for the employer for fewer than six months, this calculation would be done over the~~

~~entire period that the covered employee has worked for the employer. If the variable schedule calculation results in an average work schedule of at least 40 hours per week, the variable-scheduled covered employee would be considered full time and entitled to 80 hours of leave because the laws require the employer to pay 80 hours of 2021 COVID-19 Supplemental Paid Sick Leave to a covered employee it properly considers full time, but does not require payment for more than 80 hours.~~

- ~~● Part-Time Covered Employees with Variable Schedules Who Have Worked For an Employer for a Period of 14 Days or Fewer. A covered employee who is newly hired (i.e., hired 14 days or less) and works variable hours will be entitled to the number of 2021 COVID-19 Supplemental Paid Sick Leave hours that they have worked in the preceding two weeks.~~

~~Unused paid COVID-19 SPSL does not carry over from 1 year to the next and is not paid out on termination.~~

~~The School shall not require, as a condition of providing paid COVID-19 SPSL, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid COVID-19 SPSL.~~

~~COVID-19 SPSL is calculated based on the employee's required compensation and the number of hours the employee would otherwise be normally scheduled to work, except that an employer shall not be required to pay more than \$511 per day and \$5,110 in the aggregate when an employee uses COVID-19 SPSL, but the covered employee may utilize other paid leave that may be available in order to receive what they would normally earn if the cap is reached.~~

INSURANCE BENEFITS

~~Full time employees are entitled to insurance benefits offered by CPA. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by CPA. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.~~

~~If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources.~~

~~Additional voluntary insurance plans will be offered through the School that will be the employee's responsibility to purchase and pay for.~~

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CPA's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a

reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at CPA group rates plus an administration fee. CPA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CPA's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

CPA withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) or participate in a qualifying event because of a family member's military deployment to a foreign country. The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided by the state concurrently while an employee takes an eligible leave of absence under CPA policy and applicable law.

CPA will require you to exhaust any available sick leave and PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

RETURN-TO-WORK POLICY

CPA strives to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the School and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA). Inquiries about the ADA, FMLA or CFRA should be directed to the human resource department (HR).

CPA defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions may be made available to qualified employees to minimize or eliminate time lost from work. The School cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Procedures

If a health care provider releases the employee to return to work on modified duty and has completed the return-to-work and job description forms, the employee should return the forms to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release from the health care provider.

HR will review the return-to-work form and determine a transitional position for the employee if appropriate and transitional work falls within the School's operational needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the employee's health care provider.

Transitional positions are developed based on the physical capability of the worker, the needs of the School, and the availability of transitional work. CPA will determine appropriate work hours, shifts, duration and locations of all work assignments. The School reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

The employee will be asked to sign the notice indicating his or her acceptance or refusal of the transitional work job offer and to return the notice to HR.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify their supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.

UNPAID LEAVE

When an exempt salaried employee does not have any available PTO or PSL and there is a need for time off, they must take the whole day unpaid. Exempt salaried staff members cannot take partial days off as unpaid leave.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using CPA's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of CPA and have been provided for use in conducting CPA business. All communications and information transmitted by, received from, created, or stored in CPA's Communication Systems are records and property of CPA. The Communication Systems are to be used for School purposes only. Employees may, however, use CPA technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with CPA business, and does not violate any CPA policies:

- To send and receive necessary and occasional personal communications.
- To use the telephone system for brief and necessary personal calls; and
- To access the internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

CPA has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing Email, voicemails, and instant messages sent and received by users. Further, CPA may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of CPA's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from CPA's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish CPA's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed CPA upon request for any reason that CPA, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though CPA has the right to retrieve, read, and delete any

information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the ~~Senior-Executive~~ Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on CPA letterhead.

Offensive and Inappropriate Material

CPA's policy against discrimination and harassment, sexual or otherwise, applies fully to CPA's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the internet or displayed or stored in CPA's computers. Likewise, material or graphics political in nature are not allowed to be used or displayed during work hours. Employees encountering or receiving this kind of material should immediately report the incident to their ~~Senior-Executive~~ Director.

CPA may (but is not required) to use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access by CPA networks. Employees who encounter inappropriate or sexually explicit material while browsing on the internet should immediately disconnect from the site, regardless of whether the site was subject to CPA's blocking software.

Licenses and Fees

Employees may not agree to a license or download any material over the internet for which a registration fee is charged without first obtaining the express written permission of his/her ~~Senior-Executive~~ Director.

Games and Entertainment Software

Employees may not use a CPA internet connection to download games or other entertainment software, or to play games over the internet.

Confidential Information

Employees may not transmit information over the internet or through email that is confidential or proprietary. Employees are referred to CPA's "Confidential Information" policy, contained herein, for a general description of what CPA deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

CPA's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her ~~Senior Executive~~ Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any CPA approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of CPA, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of CPA."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the internet through a computer attached to CPA's network must do so through an approved internet firewall. Accessing the internet directly by modem is strictly prohibited unless the computer you are using is not connected to CPA's network.

Files obtained from sources outside CPA including disks brought from home; including files downloaded from the internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents, or vendors, may contain dangerous computer viruses that may damage CPA's computer network. Employees should never download files from the internet, accept email attachments from outsiders, or use disks from non-CPA sources, without first scanning the material with CPA approved virus checking software. If you suspect that a virus has been introduced into CPA network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

CPA reserves the right to modify this policy at any time, with or without notice. CPA may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA AND VIDEO CONFERENCING POLICIES

CPA has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. CPA has also adopted a policy regarding employees' behavior during video conferencing. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as

malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.

- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School’s premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the school.

Employees should weigh whether a particular posting or explicit/implicit message puts his/her effectiveness as a School employee at risk. CPA encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Personal or Professional Blogs

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student’s blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission

of the ~~Senior-Executive~~ Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Human Resources. Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with CPA's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

CPA attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Staff Equipment

Each staff member assigned devices and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used.
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures.
- Keep food and drinks away from all computing devices and work areas.
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - Immediately report the incident to his/her immediate supervisor and/or ~~Senior-Executive~~

Director.

- Obtain an official police report documenting the theft or loss; and
- Provide a copy of the police report to his/her immediate supervisor or ~~Senior-Executive~~ Director.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

If you are required to perform business on a cell phone for CPA while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

CPA's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the ~~Senior-Executive~~ Director is required before anyone can post any information on commercial on-line systems or the internet.

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, CPA has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by CPA.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by CPA employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by CPA.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. CPA must approve any postings prior to posting.

CPA reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI-NEPOTISM POLICY

Policy Statement

It is the policy of CPA to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a CPA decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all CPA board members, employees, individual consultants hired or retained by CPA, and School Services Providers hired or retained by CPA.

Relationships between CPA board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- Family Members of CPA board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the CPA Board of Directors.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the CPA Board of Directors.

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of school services to CPA, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to CPA.

Procedures

When a Family Member of a current CPA board member, employee, individual consultant, or School

Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member's application/request must be denied if a conflict under this policy exists (e.g., if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that CPA's best interests would be served otherwise.

When a Family Member of a current CPA board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within CPA, the Family Member's application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of CPA, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, CPA will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and CPA. If a mutual agreement is unattainable, the Board will determine, in CPA's best interest, which employee is to be transferred or separated.

Responsibilities

The ~~Senior-Executive~~ Director or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the ~~Senior-Executive~~ Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that CPA's best interests would be served by the employment of a Family Member.

The ~~Senior-Executive~~ Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the ~~Senior-Executive~~ Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the ~~Senior-Executive~~ Director.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any School key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School.

If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the ~~Senior~~ Executive Director.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time CPA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In CPA's discretion, employees' work areas (i.e., desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for CPA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to CPA. CPA will generally try to obtain an employee's consent before conducting a search of work areas, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

CPA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect CPA or which occur on CPA property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on CPA premises, regardless of the relationship between CPA and the parties involved
- All threats or acts of violence occurring off CPA premises involving someone who is acting in the capacity of a representative of CPA

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy CPA property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

CPA's prohibition against threats and acts of violence applies to all persons involved in CPA's operation,

including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on CPA property. Violations of this policy by any individual on CPA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to their ~~Senior-Executive~~ Director.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

School Dress Code

It is the goal of the school to foster a professional work environment for all staff, as part of our commitment to providing excellent customer service to our families, our communities, our professional associates, and respect for one another.

General Rules

Clothing should be clean, free of wrinkles, rips or tears, and appropriate for the workplace. Nothing too tight or revealing (i.e., nothing too low cut in the front or back, or sheer), no bare midriffs, no spaghetti straps, and no undergarments showing. No shorts or yoga pants. No offensive language or images. Hair should be clean and neatly groomed. Please cover tattoos whenever possible.

Casual Business Attire

Tops:

- Polo style or button-down shirts or blouse
- Pullovers or sweaters
- *No tank tops

Bottoms:

- Skirt (no more than 3" above the knee)
- Dress slacks or Khakis
- Capri pants
- Denim jeans

Dresses:

- No more than 3" above the knee

Hats:

- School hats

Shoes:

- Comfortable and professional: This may include dress shoes, boots, heels, sandals, or flats.
- *If you are in a position where you are moving items or furniture, please wear closed-toe shoes.

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Bringing your own children into CPA students’ homes
- Allowing students in your home during working hours
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not

about school activities

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor or the ~~Senior-Executive~~ Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of

any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the ~~Senior~~Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the ~~Senior~~Executive Director.

STANDARDS OF CONDUCT AND CIVILITY

At CPA, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

CPA employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All employees and any individuals acting on behalf of CPA are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Children must have adult supervision at all times.

CIVILITY

- Everyone treats each other with civility, dignity, respect and professionalism at all times
- Employees exercise emotional self-control and sensitivity to feelings of others not with blame or recrimination
- Employee behavior supports an environment where everyone feels safe, secure and respected.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Any conduct that has gained sufficient notoriety so as to impair the employee's school-related relationships
- Any willful conduct that endangers the safety, health or wellbeing of another individual
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the school
- Immoral conduct
- Unfitness for service
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Violation of the Standards of Conduct and Civility Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language

at any time on School premises or during working hours

- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal,

social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the ~~Senior-Executive~~ Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

Employees shall not be financially interested in any contract made by them in their official capacity.

CPA expects employees to devote their best efforts to the interests of our school. CPA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at CPA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with CPA whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the ~~Senior-Executive~~ Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to CPA's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full-time employee we expect that you devote your full professional effort to your position at CPA. If you wish to participate in outside work activities you are required to obtain written approval from the ~~Senior-Executive~~ Director prior to starting those activities. Approval will be granted unless the activity conflicts with CPA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at CPA.
- Involve organizations that are doing or seek to do business with CPA including actual or potential vendors.
- Violate provisions of law or CPA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).
- Your obligations to CPA must be given priority. Full-time employees are hired and continue employment with the understanding that CPA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of CPA that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of CPA. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer of employee of CPA if any of the following apply:

- It involves the use of CPA time, facilities, equipment, supplies, or the officer's or employee's position or influence with CPA, for private gain or advantage.
- It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with CPA.
- It involves the performance of an act as part of the outside activity that involves services performed for CPA.
- It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use CPA's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of CPA, the officer or employee shall obtain a written determination of the ~~Senior-Executive~~ Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

CPA will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of CPA business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of CPA that CPA shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. CPA does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with CPA in order to obtain funds or things of value from CPA. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with CPA for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in CPA, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student’s education at CPA, resulting in the individual’s receipt of funds or thing of value from CPA.

Procedures

The prior approval of the ~~Senior-Executive~~ Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

- Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
- Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the ~~Senior-Executive~~ Director or his or her designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of CPA to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This

policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine

cigarettes including (herbal cigarettes) as well as e-cigarettes, cigars, pipes, vaping and/or (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location, whichever is farther.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your ~~Senior~~ Executive Director, other employees or call 911. Report any suspicious persons or activities to your ~~Senior~~ Executive Director. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the ~~Senior-Executive~~ Director and the written consent of the individual being recorded. Please report any problems with our security systems to your ~~Senior-Executive~~ Director.

VIDEO SURVEILLANCE FOR DANIELSON STREET OFFICE

Cabrillo Point Academy ("Charter School") is committed to maintaining a safe and healthy learning environment for all members of the school community. In furtherance of this goal, Charter School has installed security cameras in the hallways, entry ways, inventory rooms, and other locations throughout the administrative office at 13915 Danielson Street, Suites 100, 101, 102 and 200, Poway, California 92064 ("Office") for the safety of visitors and to secure Charter School property.

These systems have visual recording capabilities and the recordings may be retained in Charter School's sole discretion. There are no cameras in restrooms and other similar sensitive locations ("Sensitive Locations").

While in or around the Office, Charter School employees are subject to video surveillance and recording and do not have an expectation of privacy other than while in Sensitive Locations.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on CPA property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles

and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

CPA cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on CPA's premises, including the parking area, or away from school property while on school business CPA employees are prohibited from using personal property for work-related purposes unless approved in advance by the ~~Senior-Executive~~ Director.

SAFETY POLICY

CPA is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or ~~Senior-Executive~~ Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or ~~Senior-Executive~~ Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the ~~Senior-Executive~~ Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

CPA has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

ERGONOMICS

CPA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your ~~Senior-Executive~~ Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your ~~Senior-Executive~~ Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

CPA will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from CPA; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to CPA for three consecutive work days. CPA requests that employees provide at least two weeks written notice of a voluntary termination. All CPA property must be returned immediately upon terminating employment. CPA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of CPA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, CPA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at CPA may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at CPA. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, CPA will disclose only the dates of employment and the title of the last position held. CPA will verify or disclose an employee's salary history only if the employee provides written authorization for CPA to provide the information. However, CPA will provide information about current or former employees as required by law or court order. CPA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Cabrillo Point Academy's ("CPA") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding CPA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of CPA's policies.

In particular, I have read and understand CPA's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with CPA at any time, CPA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and CPA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the ~~Senior Executive~~ Director of CPA, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the ~~Senior-Executive~~ Director. This is the entire agreement between CPA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with CPA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

CPA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than CPA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____