

**AGENDA**  
**PUBLIC HEARING @ REGULAR MEETING**  
**BOARD OF DIRECTORS**  
**California Virtual Academy at San Diego**  
**March 7, 2024**  
**3:00 P.M.**

ORIGINAL

**Primary Location:**

**Zoom Meeting:** <https://zoom.us/j/3446279195>

**Conference call: (669) 900-9128**

**Meeting ID: 344 627 9195**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The California Virtual Academy at San Diego ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting or by requesting the agenda from the California Virtual Academy Office (805-581-0202).
2. "Requests to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." Speakers may also request to be placed on "Speakers List" by calling the California Virtual Academy Office (805-581-0202) seventy two hours in advance of the meeting.
3. The "Oral Communications" portion is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

*California Virtual Academy at San Diego does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, gender, physical or mental disability, ancestry or marital status, in any of its policies, procedures of practices.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require*

appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact California Virtual Academy at San Diego office at (805)581-0202.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at 3:01 P.M.

**B. ROLL CALL**

	Present	Absent
Mr. Jack Creedon (President)	_____	_X_
Dr. Ruben Garcia (Secretary)	_X_	_____
Dr. Shelly Hess	_____	_X_
Ms. Lori Enroth (Treasurer)	_X_	_____
Ms. Stephanie Green	_X_	_____

**C. FLAG SALUTE**

- Katherine led (student)

**NOTICE OF PUBLIC HEARING**

**TIME AND DATE:** **March 7, 2024**      **3:00 PM**  
During its Special Board Meeting

**LOCATION:**      **Zoom Meeting:** <https://zoom.us/j/3446279195>

**SUBJECT:**      **California Virtual Educators United Initial Proposal for 2024-2025 negotiations with California Virtual Academy at San Diego**

- **Article 8 – Evaluation Procedures**
- **Article 11 - Professional Work Day/Work Year**
- **Article 13 - Compensation**

Opening of Public Hearing: 3:03 PM

Closing of Public Hearing: 3:04 PM

**II. COMMUNICATIONS**

A. **ORAL COMMUNICATIONS:** Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

- B. For Information: Director's Report  
 This is a presentation of information which has occurred since the previous Board meeting.  
 - 3931 current enrollment; 1675 in Elem., 1082 in MS, and 1174 in HS
- C. For Information: Board/Staff Discussions  
 Board and staff discuss items of mutual interest.
- D. Approval of Previous Board Meeting Minutes  
 Moved: Ruben  
 2<sup>nd</sup>: Lori

APPROVED

**III. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

**IV. SCHEDULED FOR ACTION**

**A. BUSINESS**

FY 2023-24 Second Interim Budget Update  
 - No questions asked.

APPROVED  
 BDRPT 01

Ratification of Disbursements  
 - No questions asked.

APPROVED  
 BDRPT 02

Approval of FY 2023-24 Selection of Independent Auditors  
 - No questions asked.

APPROVED  
 BDRPT 03

**B. PERSONNEL**

2023-24 Employment Agreements and Terminations  
 - No questions asked.

APPROVED  
 BDRPT 04

**C. INSTRUCTION AND CURRICULUM**

Clubs Policies and Processes  
 - No questions asked.

APPROVED  
 BDRPT 05

Comprehensive School Safety Plan Update  
- No questions asked.

**D. PUPIL SERVICES**

None

**V. ITEMS SCHEDULED FOR INFORMATION**

None

**VI. ADJOURNMENT**

The meeting was adjourned at 3:15 P.M.

APPROVED

February 29, 2024

To: April Warren, Head of School California Virtual Academies

California Virtual Educators United presents its three articles to open for the 2024-2025 school year to the California Virtual Academies. The Union requests CAVA provide us with a few meeting dates to discuss the following articles:

- Article 8 - Evaluation Procedures
- Article 11 - Professional Work Day/Work Year
- Article 13 - Compensation

Please feel free to contact me with any questions you may have regarding these matters, and we look forward to a bargaining dates proposal as soon as it is possible from the CAVA team.

Sincerely,

Jaime Talley, M. Ed.

Bargaining Chair

415.484.6035

**APPROVED**

**TO: CALIFORNIA VIRTUAL ACADEMY AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #01**

**VIA: CALIFORNIA VIRTUAL ACADEMY STAFF**

March 7, 2024

**SUBJECT:** Fiscal Year 2023-24 Second Interim Budget Update

**PROPOSAL:**

It is proposed that the Governing Board of California Virtual Academy at San Diego approve the "Second Interim Budget Update."

**BACKGROUND:**

This report has been prepared using the Fiscal Crisis and Management Assistance Team's (FCMAT's) Local Control Funding Formula (LCFF) calculator.

The adopted budget for the 2023-24 fiscal year was based on anticipated P2 ADA of 3,278 students. The current P2 ADA estimate for California Virtual Academy at San Diego has increased to 3,562 students, which is expected to generate \$51,538,970 in funding. The current budget anticipates an ending fund balance of \$4,367,047 including an estimated surplus of \$1,440,210 in the current fiscal year, which California Virtual Academy at San Diego will retain and carry forward into future fiscal years.

**BUDGET IMPLICATIONS:**

The forecasted revenue is \$51,538,970. The school anticipates an ending fund balance of \$4,367,047 for the 2023-24 school year.

**RECOMMENDATIONS:**

It is recommended that the Governing Board:

1. Approve the Second Interim Budget Update for the 2023-24 school year on behalf of California Virtual Academy at San Diego.
2. Authorize the Head of School to make budget adjustments periodically to include unanticipated revenue or unexpected costs that may arise.

**RESPECTFULLY SUBMITTED**

April Warren  
Head of School

**PREPARED BY:**

April Warren  
Head of School

Francis "Paco" Burke  
Chief Business Official

**PRESENTED BY:**

April Warren  
Head of School

Francis "Paco" Burke  
Chief Business Official

Ayes: 3

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Robinson* Date: 3/7/2024

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					
Shelly Hess				X		
Lori Enroth	X					X
Stephanie Green	X				X	

# **California Virtual Academy at San Diego**

**Board Presentation**

**Fiscal Year 2023-24**

**Second Interim Budget**



**CALIFORNIA  
VIRTUAL  
ACADEMIES**



# California Virtual Academy at San Diego

## Summary of Changes from Fiscal Year 2023-24 First Interim Budget

Category	Current	Incr (Decr)	Reason
ADA	3,504	58	2% increase compared to Fiscal Year 2023-24 First Interim Budget
LCFF Revenue	\$ 45,041,816	\$ 670,801	Increase primarily due to increase in estimated P2 ADA
Restricted Revenue	\$ 6,360,953	\$ 127,122	Primarily due to ADA-driven decrease in State SPED funding, and in increase in estimated Title expenditures and estimated Learning Recovery Emergency Block Grant expenditures
Expenses	\$ 50,098,760	\$ 2,089,730	Primarily due to certificated salary schedule increases, an enrollment driven increase in student materials and services, an increase in estimated SpEd contracted services expenditures, and planned restricted fund expenditures.

## Fiscal Year 2023-24 Second Interim Budget Highlights

SB740	44.07%	Certificated salaries and benefits, as a percent of revenue, is 4.1% higher than required
	82.10%	Instruction and instruction-related services, as a percent of revenue, is 2.1% higher than required
K12 Invoice Credits \$	-	Amount of credits issued by K12 for Fiscal Year 2023-24, which guarantee the school does not end the year with a deficit



## California Virtual Academy at San Diego

Fiscal Year 2023-24

### Second Interim Budget Comparison

Description	Object Code	2023-24 Adopted Budget	2023-24 First Interim Budget	2023-24 Second Interim Budget	vs. First Interim Budget Increase (Decrease)	
					\$ Difference	% Change
P2 ADA		3,278	3,504	3,562	58	1.66% <sup>a</sup>
<b>A. REVENUES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	\$ 41,355,177	\$ 44,371,015	\$ 45,041,816	\$ 670,801	1.51% <sup>b</sup>
2. Federal Revenues	8100-8299	2,159,684	1,792,496	1,842,590	50,094	2.79% <sup>c</sup>
3. Other State Revenues	8300-8599	4,029,536	4,441,335	4,518,363	77,028	1.73% <sup>d</sup>
4. Other Local Revenues	8600-8799	22,398	35,881	136,201	100,320	279.59% <sup>e</sup>
5. TOTAL REVENUES		\$ 47,566,795	\$ 50,640,726	\$ 51,538,970	\$ 898,243	1.77%
<b>B. EXPENDITURES</b>						
1. Certificated Salaries	1000-1999	\$ 13,452,915	\$ 14,771,495	\$ 15,119,808	\$ 348,314	2.36% <sup>f</sup>
2. Non-certificated Salaries	2000-2999	1,060,642	920,810	907,535	(13,275)	-1.44% <sup>g</sup>
3. Employee Benefits	3000-3999	5,105,283	5,506,455	5,399,797	(106,658)	-1.94% <sup>h</sup>
4. Books and Supplies	4000-4999	11,105,707	10,008,034	10,746,403	738,369	7.38% <sup>i</sup>
5. Services and Other Operating Expenditures	5000-5999	14,960,269	16,715,352	17,835,252	1,119,900	6.70% <sup>j</sup>
6. Capital Outlay	6000-6999	78,306	86,884	89,965	3,080	3.55% <sup>k</sup>
7. Other Outgo	7100-7499	-	-	-	-	
8. TOTAL EXPENDITURES		\$ 45,763,122	\$ 48,009,030	\$ 50,098,760	\$ 2,089,730	4.35%
<b>C. EXCESS (DEFICIENCY) OF REVENUE OVER EXPEND. BEFORE OTHER FINANCING SOURCES</b>		1,803,673	2,631,696	1,440,210	(1,191,487)	-45.27%
<b>D. OTHER FINANCING SOURCES/USES</b>		-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b>		1,803,673	2,631,696	1,440,210	(1,191,487)	-45.27%

**EXPLANATION OF VARIANCES:**

- a 2% increase compared to Fiscal Year 2023-24 First Interim Budget
- b Increase primarily due to increase in estimated P2 ADA
- c Primarily due to increase in estimated Title expenditures and an increase in estimated Federal IDEA SpEd funding
- d Primarily due to an ADA driven increase in State SpEd funding and an increase in estimated LREBG expenditures
- e School set up interest bearing accounts effective October 2023. Increase is a result of actual & anticipated interest income
- f Primarily due certificated salary schedule increases
- g Primarily due to slight decrease in school's allocation of restricted funded classified FTEs
- h Primarily due to decrease in actual benefits rate from October-January, compared to 1st Interim Budget
- i Primarily due to an increase in enrollment driven student materials and services
- j Primarily due to increase in planned restricted fund expenditures, revenue driven SS&T Fees (K12 Charges), and estimated SpEd contracted services expenditures
- k Due to estimated increase in asset purchases - employee computers and technology



**CALIFORNIA**  
VIRTUAL  
ACADEMIES

# California Virtual Academy at San Diego

## Fiscal Year 2023-24 Second Interim Budget

Senate Bill 740 Instructional Cost		
Certificated Salaries and Benefits	Object Code	Total
Certificated Teacher Salaries	1100	\$ 14,495,154
Cert. Supervisors' and Admin. Salaries	1300	\$ 624,654
Additional Certificated Personnel Pay	1900	\$ -
Certificated Employee Benefits	3000-3999	\$ 4,987,915
Special Ed. - Certificated Contract Services (Certificated Portion - 80%)	5100	\$ 2,542,965
<b>Certificated Staff Cost</b>		<b>\$ 22,650,689</b>
Non-Certificated Support Salaries	2200	\$ 907,535
Non-Certificated Employee Benefits	3000-3999	\$ 411,883
Approved Textbooks and Core Curricula Materials	4100	\$ 10,343,593
Materials and Supplies	4300	\$ 402,810
Special Ed. - Certificated Contract Services (Non-certificated portion - 20%)	5100	\$ 282,552
Travel and Conferences	5200	\$ 567,953
Inst. Computers/Printers/Leasing	5600	\$ 2,316,313
Contract - Student Instructional Technology (7%)	5800	\$ 3,676,226
Other Instructional and Operating Expenditures	5800	\$ 37,951
ISP Services/Telephone	5900	\$ 604,779
<b>Instruction &amp; Instruction-Related Costs</b>		<b>\$ 19,551,593</b>
<b>Total Instructional Cost</b>		<b>\$ 42,202,281</b>

SB 740 Requirement	Expenditures	Federal & State Revenues	% Spent (Expenditures / Revenues)
A. Certificated Teachers' Salaries and Benefits	\$ 22,650,689	\$ 51,402,769	44.07%
B. Total Instructional Costs	\$ 42,202,281	\$ 51,402,769	82.10%
C. PTR (Pupil-Teacher Ratio)	<b>24.54 : 1</b>		

**Note:**

In order to qualify for a 100% funding recommendation from ACCS, California Virtual Academy at San Diego needs to meet the following criteria:

- 1) Line A. must equal or exceed 40 percent,
- 2) Line B. must equal or exceed 80 percent, AND
- 3) Line C. PTR (Pupil-Teacher Ratio) cannot exceed of 25:1

### K12 Invoice Credit Methodology

In the school's agreement with K12, Inc., K12, Inc. issues invoice credits, to be applied to K12 invoices, within the school year so that the school's revenues meets all operating expenses with no deficit. As a result, the audited financials for fiscal year 2023-24 will show a balanced budget.

K12 Charges	Original Invoice	Invoice Credits	Revised Invoice
Support Services Fees (13%)	\$ 6,827,276	\$ -	\$ 6,827,276
Technology Fees (7%)	\$ 3,676,226	\$ -	\$ 3,676,226
OLS - Curriculum & Development	\$ 7,684,668	\$ -	\$ 7,684,668
Instruction Materials	\$ 2,282,349	\$ -	\$ 2,282,349
Inst. Computers/Printers/Leasing	\$ 2,225,326	\$ -	\$ 2,225,326
<b>Total Net K12, Inc.-Related Expenditures</b>	<b>\$ 22,695,844</b>	<b>\$ -</b>	<b>\$ 22,695,844</b>

**CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2023-24 SECOND INTERIM**

Charter School Name: California Virtual Academy @  
(continued) San Diego  
CDS #: 37-68403-6120893  
Charter Approving Entity: Spencer Valley Elementary School  
County: San Diego  
Charter #: 0493  
Fiscal Year: 2023-24

To the entity that approved the charter school:

(      ) 2023-24 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: March 7, 2024  
Charter School Official  
(Original signature required)  
Print Name: April Warren Title: Head of School

To the County Superintendent of Schools:

(      ) 2023-24 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

For additional information on the Second Interim Report, please contact:

For Approving Entity:

Kathleen McKenzie  
Name  
Asst. Supt. HR & Business Services  
Title  
760-765-0336  
Phone  
kathleen@svesd.net  
E-mail

For Charter School:

Francis "Paco" Burke  
Name  
Chief Business Official  
Title  
805.232.4142  
Phone  
fburke@caliva.org  
E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

\_\_\_\_\_  
County Representative

\_\_\_\_\_  
Date

**CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2023-24 SECOND INTERIM - SUMMARY**

Charter School Name: California Virtual Academy @  
 (continued) San Diego  
 CDS #: 37-68403-6120893  
 Charter Approving Entity: Spencer Valley Elementary School  
 County: San Diego  
 Charter #: 0493  
 Fiscal Year: 2023-24

Description	Object Code	2023-24 First Interim (X)	2023-24 Second Interim (Z)	First Interim vs. Second Interim Increase (Decrease)	
				\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>					
1. LCFF/Revenue Limit Sources	8010-8099	44,371,015	45,041,816	670,801	1.51%
2. Federal Revenues	8100-8299	1,792,496	1,842,590	50,094	2.79%
3. Other State Revenues	8300-8599	4,441,335	4,518,363	77,028	1.73%
4. Other Local Revenues	8600-8799	35,881	136,201	100,320	279.59%
5. TOTAL REVENUES		50,640,726	51,538,970	898,243	1.77%
<b>B. EXPENDITURES</b>					
1. Certificated Salaries	1000-1999	14,771,495	15,119,808	348,314	2.36%
2. Non-certificated Salaries	2000-2999	920,810	907,535	-13,275	-1.44%
3. Employee Benefits	3000-3999	5,506,455	5,399,797	-106,658	-1.94%
4. Books and Supplies	4000-4999	10,008,034	10,746,403	738,369	7.38%
5. Services and Other Operating Expenditures	5000-5999	16,715,352	17,835,252	1,119,900	6.70%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)	6000-6999	86,884	89,965	3,080	3.55%
7. Other Outgo	7100-7499	0	0	0	
8. TOTAL EXPENDITURES		48,009,030	50,098,760	2,089,730	4.35%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>					
		2,631,696	1,440,210	-1,191,487	-45.27%
<b>D. OTHER FINANCING SOURCES / USES</b>					
1. Other Sources	8930-8979	0	0	0	
2. Less: Other Uses	7630-7699	0	0	0	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0	0	0	
4. TOTAL OTHER FINANCING SOURCES / USES		0	0	0	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		2,631,696	1,440,210	-1,191,487	-45.27%
<b>F. FUND BALANCE, RESERVES</b>					
1. Beginning Fund Balance					
a. As of July 1	9791	2,965,105	2,965,105	0	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-38,268	-38,268	0	0.00%
c. Adjusted Beginning Balance		2,926,837	2,926,837		
2. Ending Fund Balance, June 30 (E + F.1.c.)					
		5,558,533	4,367,047		
Components of Ending Fund Balance :					
a. Nonspendable					
Revolving Cash (equals object 9130)	9711	-	-	-	
Stores (equals object 9320)	9712	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	
All Others	9719	-	-	-	
b. Restricted	9740	-	-	-	
c. Committed					
Stabilization Arrangements	9750	-	-	-	
Other Commitments	9760	-	-	-	
d. Assigned					
Other Assignments	9780	-	-	-	
e. Unassigned/Unappropriated					
Reserve for Economic Uncertainties	9789	-	-	-	
Unassigned/Unappropriated Amount	9790	5,558,533	4,367,047	(1,191,487)	-21%

**CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2023-24 Second Interim Report - Detail**

Charter School Name: California Virtual Academy @ \_\_\_\_\_  
 (continued) San Diego \_\_\_\_\_  
 CDS #: 37-68403-6120893 \_\_\_\_\_  
 Charter Approving Entity: Spencer Valley Elementary School \_\_\_\_\_  
 County: San Diego \_\_\_\_\_  
 Charter #: 0493 \_\_\_\_\_  
 Fiscal Year: 2023-24 \_\_\_\_\_

This charter school uses the following basis of accounting:

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

Description	Object Code	2023-24 First Interim Budget			2023-24 Actuals thru 1/31			2023-24 Second Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>A. REVENUES</b>										
1. LCFF/Revenue Limit Sources										
State Aid - Current Year	8011	32,531,676	-	32,531,676	18,906,854	-	18,906,854	33,009,769	-	33,009,769
Education Protection Account State Aid - Current Year	8012	11,582,185	-	11,582,185	6,779,391	-	6,779,391	11,774,893	-	11,774,893
Charter Schools Gen. Purpose Entitlement - State Aid	8015	-	-	-	-	-	-	-	-	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-
Tax Relief Subventions	8020-8039	-	-	-	-	-	-	-	-	-
County and District Taxes	8040-8079	-	-	-	-	-	-	-	-	-
Miscellaneous Funds	8080-8089	-	-	-	-	-	-	-	-	-
LCFF/Revenue Limit Transfers:										
PERS Reduction Transfer	8092	-	-	-	-	-	-	-	-	-
Charter Schools Funding in lieu of Property Taxes	8096	257,154	-	257,154	149,817	-	149,817	257,154	-	257,154
Other LCFF/Revenue Limit Transfers	8091, 8097	-	-	-	-	-	-	-	-	-
Total, LCFF/Revenue Limit Sources		44,371,015	-	44,371,015	25,836,062	-	25,836,062	45,041,816	-	45,041,816
2. Federal Revenues										
No Child Left Behind	8290	-	1,166,991	1,166,991	-	597,484	597,484	-	1,187,255	1,187,255
Special Education - Federal	8181, 8182	-	500,860	500,860	-	-	-	-	530,653	530,653
Child Nutrition - Federal	8220	-	-	-	-	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299	-	124,644	124,644	-	89,535	89,535	-	124,683	124,683
Total, Federal Revenues		-	1,792,496	1,792,496	-	687,018	687,018	-	1,842,590	1,842,590
3. Other State Revenues										
Special Education - State	StateRevSE	-	3,392,555	3,392,555	-	2,864,285	2,864,285	-	3,449,002	3,449,002
All Other State Revenues	StateRevAO	701,167	347,612	1,048,779	415,730	181,474	597,204	696,425	372,936	1,069,361
Total, Other State Revenues		701,167	3,740,167	4,441,335	415,730	3,045,759	3,461,489	696,425	3,821,937	4,518,363
4. Other Local Revenues										
All Other Local Revenues	LocalRevAO	35,881	-	35,881	63,251	-	63,251	136,201	-	136,201
Total, Local Revenues		35,881	-	35,881	63,251	-	63,251	136,201	-	136,201
<b>5. TOTAL REVENUES</b>		<b>45,108,063</b>	<b>5,532,663</b>	<b>50,640,726</b>	<b>26,315,043</b>	<b>3,732,777</b>	<b>30,047,821</b>	<b>45,874,443</b>	<b>5,664,527</b>	<b>51,538,970</b>
<b>B. EXPENDITURES</b>										
1. Certificated Salaries										
Certificated Teachers' Salaries	1100	12,722,817	1,318,670	14,041,487	6,180,664	1,197,400	7,378,064	11,564,312	2,930,842	14,495,154
Certificated Pupil Support Salaries	1200	-	-	-	-	-	-	-	-	-
Certificated Supervisors' and Administrators' Salaries	1300	422,040	293,593	715,634	222,678	141,704	364,382	381,733	242,921	624,654
Other Certificated Salaries	1900	12,804	1,570	14,374	-	-	-	-	-	-
Total, Certificated Salaries		13,157,661	1,613,834	14,771,495	6,403,341	1,339,104	7,742,446	11,946,045	3,173,763	15,119,808
2. Non-certificated Salaries										
Non-certificated Instructional Aides' Salaries	2100	-	-	-	-	-	-	-	-	-
Non-certificated Support Salaries	2200	208,960	711,850	920,810	109,109	355,113	464,223	213,304	694,231	907,535
Non-certificated Supervisors' and Administrators' Sal.	2300	-	-	-	-	-	-	-	-	-
Clerical and Office Salaries	2400	-	-	-	-	-	-	-	-	-
Other Non-certificated Salaries	2900	-	-	-	-	-	-	-	-	-
Total, Non-certificated Salaries		208,960	711,850	920,810	109,109	355,113	464,223	213,304	694,231	907,535
3. Employee Benefits										
STRS	3101-3102	2,513,113	308,242	2,821,355	1,212,018	266,789	1,478,807	2,281,695	606,189	2,887,883
PERS	3201-3202	55,750	189,922	245,672	29,110	94,744	123,855	56,910	185,221	242,130
OASDI / Medicare / Alternative	3301-3302	233,576	53,147	286,723	168,314	45,683	213,997	309,831	84,093	393,923
Health and Welfare Benefits	3401-3402	1,910,693	14,556	1,925,250	801,143	194,021	995,165	1,435,361	216,672	1,652,033
Unemployment Insurance	3501-3502	50,481	9,408	59,889	25,813	5,838	31,651	47,516	10,746	58,262
Workers' Compensation Insurance	3601-3602	141,243	26,323	167,566	73,353	16,590	89,943	135,027	30,538	165,565
OPEB, Allocated	3701-3702	-	-	-	-	-	-	-	-	-
OPEB, Active Employees	3751-3752	-	-	-	-	-	-	-	-	-
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-	-	-	-	-
Total, Employee Benefits		4,904,857	601,598	5,506,455	2,309,752	623,665	2,933,417	4,266,339	1,133,459	5,399,797
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	9,495,469	126,664	9,622,133	6,069,616	57,049	6,126,665	10,247,278	96,315	10,343,593
Books and Other Reference Materials	4200	-	-	-	-	-	-	-	-	-
Materials and Supplies	4300	335,604	50,298	385,901	5,071	580	5,651	361,478	41,332	402,810
Noncapitalized Equipment	4400	-	-	-	-	-	-	-	-	-
Food	4700	-	-	-	-	-	-	-	-	-
Total, Books and Supplies		9,831,072	176,962	10,008,034	6,074,687	57,629	6,132,316	10,608,756	137,647	10,746,403

CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2023-24 Second Interim Report - Detail

Charter School Name: California Virtual Academy @  
(continued) San Diego  
CDS #: 37-68403-6120893  
Charter Approving Entity: Spencer Valley Elementary School  
County: San Diego  
Charter #: 0493  
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

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

Description	Object Code	2023-24 First Interim Budget			2023-24 Actuals thru 1/31			2023-24 Second Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>5. Services and Other Operating Expenditures</b>										
Subagreements for Services	5100	-	2,743,794	2,743,794	-	1,101,642	1,101,642	-	2,825,517	2,825,517
Travel and Conferences	5200	193,166	92,710	285,876	49,726	20,470	70,196	402,330	165,622	567,953
Dues and Memberships	5300	50,174	19,922	70,096	26,397	12,972	39,369	66,580	32,719	99,299
Insurance	5400	57,950	-	57,950	34,880	-	34,880	58,535	-	58,535
Operations and Housekeeping Services	5500	18,969	-	18,969	46,588	-	46,588	54,340	-	54,340
Rentals, Leases, Repairs, and Noncap. Improvements	5600	2,156,471	-	2,156,471	1,337,668	-	1,337,668	2,316,313	-	2,316,313
Transfers of Direct Costs	5700	-	-	-	-	-	-	-	-	-
Professional/Consulting Services and Operating Expend.	5800	10,643,048	158,230	10,801,278	6,428,843	17,609	6,446,452	11,277,625	30,890	11,308,516
Communications	5900	572,813	8,104	580,918	580,918	-	580,918	594,325	10,454	604,779
<b>Total, Services and Other Operating Expenditures</b>		<b>13,692,591</b>	<b>3,022,761</b>	<b>16,715,352</b>	<b>8,263,871</b>	<b>1,158,670</b>	<b>9,422,541</b>	<b>14,770,049</b>	<b>3,065,203</b>	<b>17,835,252</b>
<b>6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)</b>										
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for accrual basis only)	6900	86,884	(0)	86,884	63,486	(0)	63,485	89,965	(0)	89,965
<b>Total, Capital Outlay</b>		<b>86,884</b>	<b>(0)</b>	<b>86,884</b>	<b>63,486</b>	<b>(0)</b>	<b>63,485</b>	<b>89,965</b>	<b>(0)</b>	<b>89,965</b>
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	-	-	-	-	-	-	-	-	-
Principal (for modified accrual basis only)	7439	-	-	-	-	-	-	-	-	-
<b>Total, Other Outgo</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>8. TOTAL EXPENDITURES</b>		<b>41,882,026</b>	<b>6,127,004</b>	<b>48,009,030</b>	<b>23,224,246</b>	<b>3,534,182</b>	<b>26,758,427</b>	<b>41,894,458</b>	<b>8,204,303</b>	<b>50,098,760</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		<b>3,226,037</b>	<b>(594,341)</b>	<b>2,631,696</b>	<b>3,090,798</b>	<b>198,596</b>	<b>3,289,393</b>	<b>3,979,985</b>	<b>(2,539,775)</b>	<b>1,440,210</b>
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(594,341)	594,341	-	198,596	(198,596)	-	(2,539,775)	2,539,775	-
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>(594,341)</b>	<b>594,341</b>	<b>-</b>	<b>198,596</b>	<b>(198,596)</b>	<b>-</b>	<b>(2,539,775)</b>	<b>2,539,775</b>	<b>-</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>2,631,696</b>	<b>-</b>	<b>2,631,696</b>	<b>3,289,393</b>	<b>-</b>	<b>3,289,393</b>	<b>1,440,210</b>	<b>-</b>	<b>1,440,210</b>
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	2,965,105	-	2,965,105	2,965,105	-	2,965,105	2,965,105	-	2,965,105
b. Adjustments to Beginning Balance	9793, 9795	(38,268)	-	(38,268)	(38,268)	-	(38,268)	(38,268)	-	(38,268)
c. Adjusted Beginning Balance		2,926,837	-	2,926,837	2,926,837	-	2,926,837	2,926,837	-	2,926,837
2. Ending Fund Balance, June 30 (E + F.1.C.)		5,558,533	-	5,558,533	6,216,230	-	6,216,230	4,367,047	-	4,367,047
Components of Ending Fund Balance:										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711	-	-	-	-	-	-	-	-	-
Stores (equals object 9320)	9712	-	-	-	-	-	-	-	-	-
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	-	-	-	-	-
All Others	9719	-	-	-	-	-	-	-	-	-
b. Restricted	9740	-	-	-	-	-	-	-	-	-
c. Committed										
Stabilization Arrangements	9750	-	-	-	-	-	-	-	-	-
Other Commitments	9760	-	-	-	-	-	-	-	-	-
d. Assigned										
Other Assignments	9780	-	-	-	-	-	-	-	-	-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	-	-	-	-	-	-	-	-	-
Unassigned/Unappropriated Amount	9790	5,558,533	-	5,558,533	6,216,230	-	6,216,230	4,367,047	-	4,367,047



CALIFORNIA  
VIRTUAL  
ACADEMIES

# California Virtual Academy at San Diego

## Fiscal Year 2023-24 Second Interim Budget

Multi-Year Projection Assumptions			
Factor	FY 2023-24 (Y1)	FY 2024-25 (Y2)	FY 2025-26 (Y3)
Estimated Enrollment	3,680	3,754	3,829
Estimated # Unduplicated Pupils	2,586	2,586	2,586
Estimated P2 ADA	3,562	3,597	3,633
Average Daily Attendance Growth Rate <sup>1</sup>	9.7%	1.0%	1.0%
Special Education	9.7%	1.0%	1.0%
California Consumer Price Index (CA CPI)	3.36%	2.83%	2.70%
Statutory Cost-of-Living Allowance (COLA)	8.22%	0.76%	2.73%
Augmentation Factor (FCMAT Calculator)	0.00%	0.00%	0.00%
Base Grant Proration Factor	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	0.00%	0.00%	0.00%
Effective Incr (Decr) Local Control Funding Formula (LCFF) Funding Rate per ADA <sup>2</sup>	8.63%	0.94%	2.89%
Estimated Certificated FTEs	191.5	193.4	195.3
% Increase (Decrease) Certificated FTEs	1.15%	1.00%	1.00%
% Increase (Decrease) Certificated Salaries per FTE	1.19%	3.16%	2.45%
Salaries (Min Wage Schedule)	3.33%	3.13%	2.42%
CalSTRS Employer Rate (statutory)	19.10%	19.10%	19.10%
Estimated Classified FTEs	20.5	20.5	20.5
% Increase (Decrease) Classified FTEs	-2.27%	0.00%	0.00%
% Increase (Decrease) Classified Salaries per FTE	0.85%	2.83%	2.70%
CalPERS Employer Rate (statutory)	26.68%	27.80%	28.50%
Other State Revenues: Lottery	\$ 803,361	\$ 826,096	\$ 848,400
Other State Revenues: Mandated Block Grant	\$ 110,872	\$ 111,715	\$ 114,764
Other State Revenues: A-G Completion	\$ 96,925	\$ 97,662	\$ 100,328
Other State Revenues: Arts, Music, Instr Materials Block Grant	\$ 16,177	\$ 16,299	\$ 16,744
Other State Revenues: Educator Effectiveness	\$ 3,518	\$ 3,545	\$ 3,642
Other State Revenues: Learning Recovery Emergency Block Grant	\$ 38,508	\$ 38,801	\$ 39,860
Other Federal Revenues: ESSA CSI	\$ -	\$ -	\$ -
Other Federal Revenues: ESSER I, II, III	\$ 124,683	\$ -	\$ -

<sup>1</sup> FY 2023-24 growth rate based on FY 2022-23 P2 ADA

<sup>2</sup> Based on FCMAT Local Control Funding Formula calculator (includes COLA & Grade Span Adjustments).

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
2023-24 Second Interim**

Charter School Name: California Virtual Academy @  
(continued) San Diego  
CDS #: 37-68403-6120893  
Charter Approving Entity: Spencer Valley Elementary School  
County: San Diego  
Charter #: 0493  
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

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

Description	Object Code	FY 2023-24			2024-25 Projections	2025-26 Projections
		Unrestricted	Restricted	Total		
<b>A. REVENUES</b>						
<b>1. LCFF/Revenue Limit Sources</b>						
State Aid - Current Year	8011	33,009,769	0	33,009,769	33,677,857	35,029,054
Education Protection Account State Aid - Current Year	8012	11,774,893	0	11,774,893	11,983,020	12,433,252
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0	0	0	0	0
State Aid - Prior Years	8019	0	0	0	0	0
Tax Relief Subventions	8020-8039	0	0	0	0	0
County and District Taxes	8040-8079	0	0	0	0	0
Miscellaneous Funds	8080-8089	0	0	0	0	0
LCFF/Revenue Limit Transfers:						
PERS Reduction Transfer	8092	0	0	0	0	0
Charter Schools Funding in lieu of Property Taxes	8096	257,154	0	257,154	257,154	257,154
Other LCFF/Revenue Limit Transfers	8091, 8097	0	0	0	0	0
Total, LCFF/Revenue Limit Sources		45,041,816	0	45,041,816	45,918,031	47,719,460
<b>2. Federal Revenues</b>						
No Child Left Behind	8290	0	1,187,255	1,187,255	1,220,854	1,253,817
Special Education - Federal	8181, 8182	0	530,653	530,653	535,959	541,319
Child Nutrition - Federal	8220	0	0	0	0	0
Other Federal Revenues	8110, 8260-8299	0	124,683	124,683	0	0
Total, Federal Revenues		0	1,842,590	1,842,590	1,756,813	1,795,136
<b>3. Other State Revenues</b>						
Special Education - State	StateRevSE	0	3,449,002	3,449,002	3,483,492	3,518,326
All Other State Revenues	StateRevAO	696,425	372,936	1,069,361	1,094,118	1,123,739
Total, Other State Revenues		696,425	3,821,937	4,518,363	4,577,609	4,642,066
<b>4. Other Local Revenues</b>						
All Other Local Revenues	LocalRevAO	136,201	0	136,201	0	0
Total, Local Revenues		136,201	0	136,201	0	0
<b>5. TOTAL REVENUES</b>		<b>45,874,443</b>	<b>5,664,527</b>	<b>51,538,970</b>	<b>52,252,453</b>	<b>54,156,662</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Certificated Teachers' Salaries	1100	11,564,312	2,930,842	14,495,154	15,105,893	15,631,626
Certificated Pupil Support Salaries	1200	0	0	0	0	0
Certificated Supervisors' and Administrators' Salaries	1300	381,733	242,921	624,654	642,332	659,675
Other Certificated Salaries	1900	0	0	0	0	0
Total, Certificated Salaries		11,946,045	3,173,763	15,119,808	15,748,225	16,291,301
<b>2. Non-certificated Salaries</b>						
Non-certificated Instructional Aides' Salaries	2100	0	0	0	0	0
Non-certificated Support Salaries	2200	213,304	694,231	907,535	933,218	958,415
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0
Clerical and Office Salaries	2400	0	0	0	0	0
Other Non-certificated Salaries	2900	0	0	0	0	0
Total, Non-certificated Salaries		213,304	694,231	907,535	933,218	958,415
<b>3. Employee Benefits</b>						
STRS	3101-3102	2,281,695	606,189	2,887,883	3,007,911	3,111,638
PERS	3201-3202	56,910	185,221	242,130	259,435	273,148
OASDI / Medicare / Alternative	3301-3302	309,831	84,093	393,923	399,136	413,279
Health and Welfare Benefits	3401-3402	1,435,361	216,672	1,652,033	1,577,987	1,632,224
Unemployment Insurance	3501-3502	47,516	10,746	58,262	59,033	61,125
Workers' Compensation Insurance	3601-3602	135,027	30,538	165,565	167,757	173,700
OPEB, Allocated	3701-3702	0	0	0	0	0
OPEB, Active Employees	3751-3752	0	0	0	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0	0
Other Employee Benefits	3901-3902	0	0	0	0	0
Total, Employee Benefits		4,266,339	1,133,459	5,399,797	5,471,259	5,665,115

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
2023-24 Second Interim**

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(continued) San Diego  
CDS #: 37-68403-6120893  
Charter Approving Entity: Spencer Valley Elementary School  
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Fiscal Year: 2023-24

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

Description	Object Code	FY 2023-24			2024-25 Projections	2025-26 Projections
		Unrestricted	Restricted	Total		
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	10,247,278	96,315	10,343,593	10,431,914	10,716,560
Books and Other Reference Materials	4200	0	0	0	0	0
Materials and Supplies	4300	361,478	41,332	402,810	414,210	425,393
Noncapitalized Equipment	4400	0	0	0	0	0
Food	4700	0	0	0	0	0
Total, Books and Supplies		10,608,756	137,647	10,746,403	10,846,123	11,141,953
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	0	2,825,517	2,825,517	2,905,479	2,983,927
Travel and Conferences	5200	402,330	165,622	567,953	584,026	599,795
Dues and Memberships	5300	66,580	32,719	99,299	35,432	36,389
Insurance	5400	58,535	0	58,535	60,192	61,817
Operations and Housekeeping Services	5500	54,340	0	54,340	55,878	57,387
Rentals, Leases, Repairs, and Noncap. Improvements	5600	2,316,313	0	2,316,313	2,335,800	2,399,540
Transfers of Direct Costs	5700	0	0	0	0	0
Professional/Consulting Services and Operating Expend.	5800	11,277,625	30,890	11,308,516	11,470,106	11,884,720
Communications	5900	594,325	10,454	604,779	621,894	638,685
Total, Services and Other Operating Expenditures		14,770,049	3,065,203	17,835,252	18,068,807.68	18,662,258.98
<b>6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)</b>						
Land and Land Improvements	6100-6170	0	0	0	0	0
Buildings and Improvements of Buildings	6200	0	0	0	0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0	0	0	0	0
Equipment	6400	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	89,965	(0)	89,965	92,511	95,008
Total, Capital Outlay		89,965	(0)	89,965	92,511	95,008
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0	0	0	0	0
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0
All Other Transfers	7280-7299	0	0	0	0	0
Debt Service:						
Interest	7438	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0
Total, Other Outgo		0	0	0	0	0
<b>8. TOTAL EXPENDITURES</b>		41,894,458	8,204,303	50,098,760	51,160,144	52,814,051
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		3,979,985	(2,539,775)	1,440,210	1,092,310	1,342,611
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0	0	0		
2. Less: Other Uses	7630-7699	0	0	0		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(2,539,775)	2,539,775	0		
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		(2,539,775)	2,539,775	0	0	0
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		1,440,210	0	1,440,210	1,092,310	1,342,611

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
2023-24 Second Interim**

Charter School Name: California Virtual Academy @  
 (continued) San Diego  
 CDS #: 37-68403-6120893  
 Charter Approving Entity: Spencer Valley Elementary School  
 County: San Diego  
 Charter #: 0493  
 Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

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

Description	Object Code	FY 2023-24			2024-25 Projections	2025-26 Projections
		Unrestricted	Restricted	Total		
<b>F. FUND BALANCE, RESERVES</b>						
<b>1. Beginning Fund Balance</b>						
a. As of July 1	9791	2,965,105	0	2,965,105	4,367,047	5,459,356
b. Adjustments to Beginning Balance	9793, 9795	(38,268)	0	(38,268)		
c. Adjusted Beginning Balance		2,926,837	0	2,926,837	4,367,047	5,459,356
<b>2. Ending Fund Balance, June 30 (E + F.1.c.)</b>		4,367,047	0	4,367,047	5,459,356	6,801,967
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0	0	0	0	0
Stores (equals object 9320)	9712	0	0	0	0	0
Prepaid Expenditures (equals object 9330)	9713	0	0	0	0	0
All Others	9719	0	0	0	0	0
b. Restricted	9740	0	0	0	0	0
c. Committed						
Stabilization Arrangements	9750	0	0	0	0	0
Other Commitments	9760	0	0	0	0	0
d. Assigned						
Other Assignments	9780	0	0	0	0	0
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	0	0	0	0	0
Unassigned/Unappropriated Amount	9790	4,367,047	0	4,367,047	5,459,356	6,801,967



California Virtual Academy @ San Diego (6120893) - FY23-24 2nd Interim Budget

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>SUMMARY OF FUNDING</b>						
<b>General Assumptions</b>						
COLA & Augmentation	0.00%	5.07%	13.26%	8.22%	0.76%	2.73%
Base Grant Proration Factor	-	0.00%	0.00%	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	-	0.00%	0.00%	0.00%	0.00%	0.00%
<b>LCFF Entitlement</b>						
Base Grant	\$18,651,823	\$30,227,921	\$32,090,982	\$38,146,071	\$38,820,097	\$40,278,168
Grade Span Adjustment	600,493	1,177,797	1,214,046	1,387,196	1,411,601	1,464,579
Supplemental Grant	2,362,645	4,057,618	4,350,969	5,348,851	5,523,812	5,808,085
Concentration Grant	-	-	-	-	-	-
Add-ons: Targeted Instructional Improvement Block Grant	-	-	-	-	-	-
Add-ons: Home-to-School Transportation	-	-	-	-	-	-
Add-ons: Small School District Bus Replacement Program	-	-	-	-	-	-
Add-ons: Transitional Kindergarten	-	-	131,226	159,698	162,521	168,628
<b>Total LCFF Entitlement Before Adjustments, ERT &amp; Additional State Aid</b>	<b>\$21,614,961</b>	<b>\$35,463,336</b>	<b>\$37,787,223</b>	<b>\$45,041,816</b>	<b>\$45,918,031</b>	<b>\$47,719,460</b>
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	-
<b>Total LCFF Entitlement</b>	<b>21,614,961</b>	<b>35,463,336</b>	<b>37,787,223</b>	<b>45,041,816</b>	<b>45,918,031</b>	<b>47,719,460</b>
<b>LCFF Entitlement Per ADA</b>	<b>\$ 9,763</b>	<b>\$ 10,192</b>	<b>\$ 11,641</b>	<b>\$ 12,646</b>	<b>\$ 12,764</b>	<b>\$ 13,133</b>
<b>Components of LCFF By Object Code</b>						
State Aid (Object Code 8011)	\$ 11,236,012	\$ 18,352,126	\$ 34,693,301	\$ 33,009,769	\$ 33,677,857	\$ 35,029,054
EPA (for LCFF Calculation - Resource 1400 / Object Code 8012)	\$ 10,161,965	\$ 16,872,574	\$ 2,836,768	\$ 11,774,893	\$ 11,983,020	\$ 12,433,252
<i>Local Revenue Sources:</i>						
Property Taxes (Object Code 8021 to 8089)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Lieu of Property Taxes (Object Code 8096)	\$ 216,984	\$ 238,636	\$ 257,154	\$ 257,154	\$ 257,154	\$ 257,154
Property Taxes net of In-Lieu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUNDING</b>	<b>21,614,961</b>	<b>35,463,336</b>	<b>37,787,223</b>	<b>45,041,816</b>	<b>45,918,031</b>	<b>47,719,460</b>
Basic Aid Status	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total LCFF Entitlement</b>	<b>21,614,961</b>	<b>35,463,336</b>	<b>37,787,223</b>	<b>45,041,816</b>	<b>45,918,031</b>	<b>47,719,460</b>
<b>SUMMARY OF EPA</b>						
% of Adjusted Revenue Limit - Annual	82.74488538%	75.37156903%	12.74780911%	44.55990366%	44.55990366%	44.55990366%
% of Adjusted Revenue Limit - P-2	70.06785065%	73.31789035%	12.74780911%	44.55990366%	44.55990366%	44.55990366%
EPA (for LCFF Calculation purposes)	\$ 10,161,965	\$ 16,872,574	\$ 2,836,768	\$ 11,774,893	\$ 11,983,020	\$ 12,433,252
EPA, Current Year (Object Code 8012)	\$ 10,161,965	\$ 16,872,574	\$ 2,836,768	\$ 11,774,893	\$ 11,983,020	\$ 12,433,252
(P-2 plus Current Year Accrual)						
EPA, Prior Year Adjustment (Object Code 8019)	\$ 5,963.00	\$ 1,556,877.00	\$ 476,007.00	\$ -	\$ -	\$ -
(P-A less Prior Year Accrual)						
Accrual (from Data Entry tab)	-	-	-	-	-	-
<b>LCAP PERCENTAGE TO INCREASE OR IMPROVE SERVICES</b>						
Base Grant (Excludes add-ons for TIG and Transportation)	\$ 19,252,316	\$ 31,405,718	\$ 33,305,028	\$ 39,533,267	\$ 40,231,698	\$ 41,742,747
Supplemental and Concentration Grant funding in the LCAP year	\$ 2,362,645	\$ 4,057,618	\$ 4,350,969	\$ 5,348,851	\$ 5,523,812	\$ 5,808,085
Percentage to Increase or Improve Services	12.27%	12.92%	13.06%	13.53%	13.73%	13.91%
<b>SUMMARY OF STUDENT POPULATION</b>						
<b>Unduplicated Pupil Population</b>						
Enrollment	3,642	3,719	3,294	3,680	3,717	3,754
COE Enrollment	-	-	-	-	-	-
<b>Total Enrollment</b>	<b>3,642</b>	<b>3,719</b>	<b>3,294</b>	<b>3,680</b>	<b>3,717</b>	<b>3,754</b>
Unduplicated Pupil Count	2,312	2,481	2,167	2,586	2,586	2,586
COE Unduplicated Pupil Count	-	-	-	-	-	-
<b>Total Unduplicated Pupil Count</b>	<b>2,312</b>	<b>2,481</b>	<b>2,167</b>	<b>2,586</b>	<b>2,586</b>	<b>2,586</b>
Rolling %, Supplemental Grant	61.3600%	64.6000%	65.3200%	67.6500%	68.6500%	69.5700%
Rolling %, Concentration Grant	45.7600%	46.2300%	47.1200%	47.1200%	47.1200%	47.1200%

**APPROVED**

**TO: CALIFORNIA VIRTUAL ACADEMY AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT # 02**

**VIA: CALIFORNIA VIRTUAL ACADEMY STAFF**

March 7, 2024

**SUBJECT:** The ratification of disbursements made by California Virtual Academy at San Diego from November 2023 through January 2024.

**PROPOSAL:**

It is proposed that the Governing Board of California Virtual Academy at San Diego ratify the disbursements made by the school from November 2023 through January 2024.

**BACKGROUND:**

On a monthly basis, California Virtual Academy at San Diego has been sending the board president a payment listing of all disbursements made each month, whether by check, or electronic payment processing, on behalf of the school. The monthly listing includes each payment date, reason for payment, account coding and amount. This board report presents the disbursements from November 2023 through January 2024.

**BUDGET IMPLICATIONS:**

The total disbursements for the months of November, December, and January were \$2,565,718, \$5,065,251, and \$2,625,140, respectively.

**RECOMMENDATIONS:**

It is recommended that the Governing Board ratify the disbursements made by California Virtual Academy at San Diego from November 2023 through January 2024.

**RESPECTFULLY SUBMITTED**

April Warren

Head of School

**PREPARED BY:**

April Warren  
Head of School

Arlene Arroyo  
Financial Analyst

**PRESENTED BY:**

April Warren  
Head of School

Francis "Paco" Burke  
Chief Business Official

Ayes: 3

No: 0

Abstain: 0

Approved: Yes Witnessed: *Cathy Robinson* Date: 3/7/2024

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					
Shelly Hess				X		
Lori Enroth	X					X
Stephanie Green	X				X	

**California Virtual Academy at San Diego  
Board Disbursements A/P Payment History  
November 01, 2023 - November 30, 2023**

Vendor	Description	Total
Insperty	PEO - Payroll Services and HR Admin Services provider	1,654,207.82
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	573,216.77
E-Therapy LLC	Special Education Contracted Services	42,793.73
State Board of Equalization	Sales Tax	29,881.24
El Paseo Children's Center, Inc.	Special Education Contracted Services	24,728.14
Anchor Counseling & Education Solutions	Special Education Contracted Services	21,256.20
PresenceLearning, Inc.	Special Education Contracted Services - Speech and Language Therapy	19,559.73
Effectual Educational Consulting Service	Special Education Services	18,053.53
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	18,026.34
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services	17,899.97
California Teachers Association	Special Education Contracted Services	16,500.00
Specialized Education of California Inc	Special Education Contracted Services	13,280.60
Specialized Therapy Services Inc	Special Education Contracted Services	11,696.25
MK Innovations Inc dba The Silly Room	Special Education Contracted Services	7,690.00
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services	6,418.03
Speech Guy, LLC	Special Education Contracted Services	6,251.25
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services	5,880.00
Michelle Miller dba TheraStaffers	Special Education Contracted Services	5,750.00
Virtual Technologies Group	Special Education Contracted Services	5,651.45
Ocean View NPS	Special Education Contracted Services - SAI & Related Services	5,312.87
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	5,083.61
Spectrum Center - Rossier Park High School	SAI and related services M. Acosta/C. Gabrun	4,830.48
Grace Speech Therapy Corp.	SLP IEP Attendance	4,705.00
Rids Brother Company Inc	Transportation Services	4,200.00
EMHSports USA, Inc	Special Education Contracted Services	3,995.00
The Stepping Stones Group LLC	Special Education Contracted Services	3,701.79
Beyond Blindness, Inc.	Special Education Contracted Services	3,340.22
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	3,312.50
Marnie J Young dba Adapted Child's Play	Special Education Contracted Services	3,016.70
Jamshid and Shahrzad Kashanchi	Special Education Contracted Services	2,940.00
ALC Schools, LLC	Special Education Contracted Services - Transportation Services	2,784.95
Axis Teletherapy	Special Education Contracted Services - Speech Report Reviews	2,285.46
Children's Therapy Network	Special Education Contracted Services	2,199.16
Braille Abilities, LLC	Special Education Orientation and Mobility Services	2,145.05
Oak Grove Institute	Special Education Contracted Services - SAI & Related Services	2,091.93
The Miri Center. A Professional Psychological Corporation	Special Education Contracted Services	1,593.75
Law Offices of Young, Minney & Corr, LLP	Legal Services	1,332.50
Sally Gonzalez	Special Education Professional Services	850.00
Jennifer Durkee	Milage Reimbursement	790.68
TCG Administrators, LP	Return 403b contributions to TCG	700.00
Growing Healthy Children Therapy Services, Inc.	Special Education Contracted Services	610.00
TinyEYE Technology Corporation	Special Education Contracted Services	599.94
Kadiant, LLC	Special Education Contracted Services	595.83
Amazon Capital Services	Staff Office Supplies	587.40
Chase Boyle dba Snow Counseling	Special Education Contracted Services	525.00
Foundations Therapy Service	Special Education Contracted Services	525.00
Partners in Special Education	Special Education Contracted Services	428.75
Crick Software, Inc.	License & 3 yr annual subscription	349
Apple Inc.	Special Education Contracted Services	299.99
Cynthia Sosa	ISP Subsidy	240
Tialani Lopati	ISP Subsidy	240
Tammy Payne	ISP Subsidy	240
Bay Area SpeechWorks	Special Education Contracted Services	180
Tatianna Brann	ISP Subsidy	91.83
Augmentative Communications Solutions	Special Education Contracted Services	77.5
Jon Cristoff Abadesco	Textbook Reimbursement	70.58
Marcus Bivens	Textbook Reimbursement	39.71
Oxford Consulting Services	Special Education Contracted Services	28.5
RCM Technologies (USA), Inc.	Special Education Contracted Services	19.17
EverDriven Technologies LLC	Fuel Surcharge	16.85
<b>Grand Total</b>		<b>2,565,717.75</b>

**K12 : SA : Full Financials CA Node : CAVASD**  
**Board Disbursements A/P Payment History by Vendor**  
**November 01, 2023 - November 30, 2023**

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128324 - Amazon Capital Services(CAVA @ San Diego)	Bill	11/08/2023	13JJ-3637-7TW9		(140.70)
	Bill	11/08/2023	17K9-4WCF-RDH3		(119.61)
	Bill	11/08/2023	1KDT-3DGG-9W3K		(191.75)
	Bill	11/08/2023	1W4G-FLKM-7PWY		(135.34)
	Bill Payment	11/09/2023	128324		587.40
					0.00
Bill Payment #128356 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ San Diego)	Bill	11/17/2023	INV-00600		(1,281.25)
	Bill	11/18/2023	INV-00618		(1,218.75)
	Bill	11/18/2023	INV-00619		(218.75)
	Bill Payment	11/20/2023	128356		2,718.75
					(593.75)
Bill Payment #128327 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ San Diego)	Bill	11/08/2023	INV-00601		
	Bill Payment	11/09/2023	128327		593.75
					0.00
Bill Payment #128330 - California Teachers Association(CAVA@SAN DIEGO)	Bill	11/08/2023	Union Dues - 102023		(16,500.00)
	Bill Payment	11/09/2023	128330		16,500.00
					0.00
Bill Payment #128366 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ San Diego)	Bill	11/17/2023	INV-00955		(4,375.82)
	Bill	11/17/2023	INV-00956		(3,189.58)
	Bill	11/17/2023	INV-00972		(2,041.25)
	Bill	11/18/2023	INV-00982		(4,075.00)
	Bill	11/18/2023	INV-00983		(3,499.57)
	Bill	11/18/2023	INV-01000		(718.75)
	Bill Payment	11/20/2023	128366		17,899.97
					0.00
Amount Unapplied - Bill Payment #128366 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ San Diego)					0.00
Bill Payment #128368 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)	Bill	11/18/2023	INV-07196		(1,050.00)
	Bill	11/18/2023	INV-07206		(1,810.00)
	Bill	11/18/2023	INV-07216		(1,328.75)
	Bill	11/18/2023	INV-07219		(2,895.00)
	Bill	11/18/2023	INV-07235		(2,670.00)
	Bill	11/18/2023	INV-07244		(1,472.90)
	Bill	11/18/2023	INV-07257		(1,501.52)
	Bill	11/18/2023	INV-07260		(787.50)
	Bill Payment	11/20/2023	128368		13,515.67
					(1,531.60)
Bill Payment #128336 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)	Bill	11/08/2023	INV-07166		
	Bill	11/08/2023	INV-07174		(210.00)
	Bill	11/08/2023	INV-07183		(390.00)
	Bill	11/08/2023	INV-07186		(1,800.00)
	Bill	11/08/2023	INV-07188		(606.26)
	Bill Payment	11/09/2023	128336		4,537.86
					0.00
Bill Payment #128370 - EMHSports USA, Inc(CAVA@SAN DIEGO)	Bill	11/17/2023	INV-03332		(850.00)
	Bill	11/17/2023	INV-03335		(680.00)
	Bill	11/17/2023	INV-03339		(1,530.00)
	Bill	11/17/2023	INV-03340		(85.00)
	Bill	11/17/2023	INV-03345		(680.00)
	Bill	11/17/2023	INV-03346		(170.00)
	Bill Payment	11/20/2023	128370		3,995.00
					0.00
Bill Payment #128367 - E-Therapy LLC(CAVA @ San Diego)	Bill	11/17/2023	INV-06949		(3,093.80)
	Bill	11/17/2023	INV-06950		(2,438.50)
	Bill	11/17/2023	INV-06952		(3,144.10)
	Bill	11/17/2023	INV-06962		(143.75)
	Bill	11/18/2023	INV-06959		(2,191.06)
	Bill	11/18/2023	INV-06960		(1,515.60)
	Bill	11/18/2023	INV-06979		(1,727.44)
	Bill	11/18/2023	INV-07004		(3,358.87)
	Bill	11/18/2023	INV-07005		(3,091.70)
	Bill	11/18/2023	INV-07006		(2,784.80)
	Bill	11/18/2023	INV-07007		(3,365.88)
	Bill	11/18/2023	INV-07030		(2,452.80)
	Bill	11/18/2023	INV-07031		(3,828.40)
	Bill	11/18/2023	INV-07032		(3,264.26)
	Bill	11/18/2023	INV-07033		(4,723.77)
	Bill Payment	11/20/2023	128367		41,124.73
Bill Payment #128335 - E-Therapy LLC(CAVA @ San Diego)	Bill	11/08/2023	INV-06926		(1,669.00)
	Bill Payment	11/09/2023	128335		1,669.00
					0.00
Bill Payment #128372 - Foundations Therapy Service(CAVA @ San Diego)	Bill	11/17/2023	INV-00759		(250.00)
	Bill	11/17/2023	INV-00765		(275.00)
	Bill Payment	11/20/2023	128372		525.00
					0.00
Bill Payment #ACH 11.27.2023 - K12 MANAGEMENT INC	Bill	09/22/2023	SD - INV-003-11982 - Sep 2023 - TCHR OL	SD - INV-003-11982 - Sep 2023 - TCHR OLS	(16,347.92)
	Bill	09/19/2023	SD - INV-003-11668 - Aug 23 - SS&T	SD - INV-003-11668 - Aug 23 - SS&T	(556,868.85)
	Bill Payment	11/27/2023	ACH 11.27.2023	NOV 2023 K12 Payment	573,216.77
					(0.00)
Amount Unapplied - Bill Payment #ACH 11.27.2023 - K12 MANAGEMENT INC					(0.00)

K12 : SA : Full Financials CA Node : CAVASD  
 Board Disbursements A/P Payment History by Vendor  
 November 01, 2023 - November 30, 2023

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
					(0.00)
Bill Payment #128380 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)	Bill	11/17/2023	INV-05479		(165.00)
	Bill	11/17/2023	INV-05500		(858.75)
	Bill	11/17/2023	INV-05541		(276.25)
	Bill	11/17/2023	INV-05546		(790.83)
	Bill	11/17/2023	INV-05548		(256.67)
	Bill	11/17/2023	INV-05549		(303.54)
	Bill	11/17/2023	INV-05556		(292.50)
	Bill	11/17/2023	INV-05563		(585.00)
	Bill	11/17/2023	INV-05567		(208.75)
	Bill	11/17/2023	INV-05570		(178.75)
	Bill	11/17/2023	INV-05572		(331.25)
	Bill	11/17/2023	INV-05576		(565.10)
	Bill	11/17/2023	INV-05581		(209.03)
	Bill	11/17/2023	INV-05587		(303.54)
	Bill	11/18/2023	INV-05547		(732.50)
	Bill	11/18/2023	INV-05607		(601.25)
	Bill	11/18/2023	INV-05609		(275.01)
	Bill	11/18/2023	INV-05611		(302.50)
	Bill	11/18/2023	INV-05616		(187.50)
	Bill	11/18/2023	INV-05620		(445.27)
	Bill	11/18/2023	INV-05622		(682.50)
	Bill	11/18/2023	INV-05623		(655.00)
	Bill Payment	11/20/2023	128380		9,206.49
Bill Payment #128342 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)	Bill	11/08/2023	INV-05431		(379.17)
	Bill	11/08/2023	INV-05450		(606.25)
	Bill	11/08/2023	INV-05468		(774.79)
	Bill	11/08/2023	INV-05472		(69.30)
	Bill	11/08/2023	INV-05477		(757.90)
	Bill	11/08/2023	INV-05482		(302.50)
	Bill	11/08/2023	INV-05485		(551.25)
	Bill	11/08/2023	INV-05489		(438.75)
	Bill	11/08/2023	INV-05491		(1,808.98)
	Bill	11/08/2023	INV-05496		(303.54)
	Bill	11/08/2023	INV-05498		(601.25)
	Bill	11/08/2023	INV-05517		(585.00)
	Bill	11/08/2023	INV-05520		(327.50)
	Bill	11/08/2023	INV-05523		(360.00)
	Bill	11/08/2023	INV-05527		(306.25)
	Bill	11/08/2023	INV-05531		(452.42)
	Bill	11/08/2023	INV-05550		(195.00)
	Bill Payment	11/09/2023	128342		8,819.85
Amount Unapplied - Bill Payment #128342 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)					0.00
					0.00
Bill Payment #128344 - Ocean View NPS(CAVA @ San Diego)	Bill	11/08/2023	CAVA 1023		(5,312.87)
	Bill Payment	11/09/2023	128344		5,312.87
					0.00
Bill Payment #128381 - Partners in Special Education(CAVA @ San Diego)	Bill	11/17/2023	INV-00963		(165.00)
	Bill Payment	11/20/2023	128381		165.00
Bill Payment #128346 - Partners in Special Education(CAVA @ San Diego)	Bill	11/08/2023	INV-00953		(263.75)
	Bill Payment	11/09/2023	128346		263.75
					0.00
Bill Payment #128383 - PresenceLearning, Inc.(CAVA @ San Diego)	Bill	11/17/2023	INV-08330		(940.76)
	Bill	11/18/2023	INV-08344		(2,670.00)
	Bill	11/18/2023	INV-08345		(1,159.40)
	Bill	11/18/2023	INV-08346		(846.90)
	Bill	11/18/2023	INV-08347		(889.39)
	Bill	11/18/2023	INV-08348		(1,049.39)
	Bill	11/18/2023	INV-08349		(1,015.21)
	Bill	11/18/2023	INV-08350		(1,050.00)
	Bill	11/18/2023	INV-08351		(980.00)
	Bill	11/18/2023	INV-08352		(1,107.53)
	Bill	11/18/2023	INV-08353		(1,111.26)
	Bill	11/18/2023	INV-08354		(1,115.83)
	Bill	11/18/2023	INV-08355		(1,094.17)
	Bill	11/18/2023	INV-08356		(945.01)
	Bill	11/18/2023	INV-08357		(951.75)
	Bill	11/18/2023	INV-08358		(713.13)
	Bill	11/18/2023	INV-08383		(25.00)
	Bill	11/18/2023	INV-08384		(1,895.00)
	Bill Payment	11/20/2023	128383		19,559.73
Amount Unapplied - Bill Payment #128383 - PresenceLearning, Inc.(CAVA @ San Diego)					0.00
					0.00
Bill Payment #128388 - Speech Guy, LLC(CAVA @ San Diego)	Bill	11/18/2023	INV-00911		(617.50)
	Bill	11/18/2023	INV-00908		(5,633.75)
	Bill Payment	11/20/2023	128388		6,251.25
					0.00

K12 : SA : Full Financials CA Node : CAVASD  
Board Disbursements A/P Payment History by Vendor  
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Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128382 - PrentGraf Ltd dba TalkPath Live(CAVA @ San Diego)	Bill	11/17/2023	INV-00728		(4,849.11)
	Bill Payment	11/20/2023	128382		4,849.11
Bill Payment #128347 - PrentGraf Ltd dba TalkPath Live(CAVA @ San Diego)	Bill	11/08/2023	INV-00733		(234.50)
	Bill Payment	11/09/2023	128347		234.50
					0.00
Bill Payment #128379 - MK Innovations Inc dba The Silly Room(CAVA @ San Diego)	Bill	11/17/2023	INV-00540		(7,690.00)
	Bill Payment	11/20/2023	128379		7,690.00
					0.00
Bill Payment #128392 - TinyEYE Technology Corporation(CAVA @ San Diego)	Bill	11/18/2023	INV-00476		(599.94)
	Bill Payment	11/20/2023	128392		599.94
					0.00
Bill Payment #128393 - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	11/18/2023	204977		(1,465.40)
	Bill Payment	11/20/2023	128393		1,465.40
Bill Payment #128353 - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	11/08/2023	204540		(165.95)
	Bill	11/08/2023	204546		(1,089.30)
	Bill	11/08/2023	204779		(2,930.80)
	Bill Payment	11/09/2023	128353		4,186.05
					0.00
Bill Payment #128355 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)	Bill	11/17/2023	INV-06424		(8,403.50)
	Bill	11/17/2023	INV-06425		(1,986.45)
	Bill	11/18/2023	INV-06440		(8,751.46)
	Bill	11/18/2023	INV-06441		(1,519.79)
	Bill	11/18/2023	INV-06453		(332.50)
	Bill Payment	11/20/2023	128355		20,993.70
Bill Payment #128325 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)	Bill	11/08/2023	INV-06409		(262.50)
	Bill Payment	11/09/2023	128325		262.50
Amount Unapplied - Bill Payment #128355 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)					0.00
					0.00
Bill Payment #128360 - Beyond Blindness, Inc.(CAVA @ San Diego)	Bill	11/18/2023	INV-00114		(3,340.22)
	Bill Payment	11/20/2023	128360		3,340.22
					0.00
Bill Payment #128377 - Marnie J Young dba Adapted Child's Play(CAVA @ San Diego)	Bill	11/18/2023	INV-00346		(3,016.70)
	Bill Payment	11/20/2023	128377		3,016.70
					0.00
Bill Payment #128384 - RCM Technologies (USA), Inc.(CAVA @ San Diego)	Bill	11/18/2023	INV-00200		(19.17)
	Bill Payment	11/20/2023	128384		19.17
					0.00
Bill Payment #ACH NOV. 10, 15, 16, 24, 30 2023 - Insperity(CAVA@SAN DIEGO)	Bill	11/30/2023	SD_NOV'23 PYRL	SD_NOV 2023 Var. PYRL Invs	(1,654,207.82)
	Bill Payment	11/30/2023	ACH NOV. 10, 15, 16, 24, 30 2023	SD_NOV 2023 Var. PYRL Invs	1,654,207.82
					0.00
Bill Payment #128364 - Christopher Chaidez dba Upward Bound School Inc.(CAVA @ San Diego)	Bill	11/17/2023	INV-00227		(840.00)
	Bill	11/18/2023	INV-00228		(1,008.00)
	Bill	11/18/2023	INV-00236		(504.00)
	Bill Payment	11/20/2023	128364		2,352.00
Bill Payment #128332 - Christopher Chaidez dba Upward Bound School Inc.(CAVA @ San Diego)	Bill	11/08/2023	INV-00216		(672.00)
	Bill	11/08/2023	INV-00217		(1,008.00)
	Bill	11/08/2023	INV-00205		(840.00)
	Bill	11/08/2023	INV-00206		(1,008.00)
	Bill Payment	11/09/2023	128332		3,528.00
					0.00
Bill Payment #128374 - Growing Healthy Children Therapy Services, Inc.(CAVA @ San Diego)	Bill	11/18/2023	INV-00266		(610.00)
	Bill Payment	11/20/2023	128374		610.00
					0.00
Bill Payment #128378 - Michelle Miller dba TheraStaffers(CAVA @ San Diego)	Bill	11/17/2023	INV-00337		(2,030.00)
	Bill	11/18/2023	INV-00355		(3,720.00)
	Bill Payment	11/20/2023	128378		5,750.00
					0.00
Bill Payment #ACH 11.15.2023 - State Board of Equalization(CAVA@SAN DIEGO)	Bill	10/26/2023	SD_OCT'23 Use Tax	SD_Matrls/Comptr Use Tax_OCT 2023	(28,947.45)
	Bill	11/28/2023	SD_OCT'23 Use Tax Adj.	SD_Matrls/Comptr Use Tax_OCT 2023 Adj.	(933.79)
	Bill Payment	11/15/2023	ACH 11.15.2023	SD_Matrls/Comptr Use Tax_OCT 2023 & Adj.	29,881.24
Amount Unapplied - Bill Payment #ACH 11.15.2023 - State Board of Equalization(CAVA@SAN DIEGO)					0.00
					0.00
Bill Payment #128361 - Braille Abilities, LLC(CAVA @ San Diego)	Bill	11/18/2023	INV-00110		(605.01)
	Bill	11/18/2023	INV-00101		(1,223.78)
	Bill Payment	11/20/2023	128361		1,828.79
Bill Payment #128329 - Braille Abilities, LLC(CAVA @ San Diego)	Bill	11/08/2023	INV-00102		(316.26)
	Bill Payment	11/09/2023	128329		316.26

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Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
					0.00
Bill Payment #128373 - Grace Speech Therapy Corp.(CAVA @ San Diego)	Bill	11/17/2023	INV-00401		(390.00)
	Bill	11/17/2023	INV-00386		(860.00)
	Bill	11/17/2023	INV-00396		(90.00)
	Bill	11/18/2023	INV-00409		(90.00)
	Bill	11/18/2023	INV-00408		(915.00)
	Bill	11/18/2023	INV-00422		(630.00)
	Bill Payment	11/20/2023	128373		2,975.00
Bill Payment #128337 - Grace Speech Therapy Corp.(CAVA @ San Diego)	Bill	11/08/2023	INV-00389		(90.00)
	Bill	11/08/2023	INV-00360		(750.00)
	Bill	11/08/2023	INV-00362		(140.00)
	Bill	11/08/2023	INV-00383		(750.00)
	Bill Payment	11/09/2023	128337		1,730.00
					0.00
Bill Payment #128390 - The Miri Center. A Professional Psychological Corporation(CAVA @ San Diego)	Bill	11/18/2023	INV-00354		(1,437.50)
	Bill	11/18/2023	INV-00362		(156.25)
	Bill Payment	11/20/2023	128390		1,593.75
					0.00
Bill Payment #128357 - Augmentative Communications Solutions(CAVA @ San Diego)	Bill	11/18/2023	INV-00382		(77.50)
	Bill Payment	11/20/2023	128357		77.50
					0.00
Bill Payment #128371 - EverDriven Technologies LLC(CAVA @ San Diego)	Bill	11/17/2023	1628-10/2023 Fuel		(16.85)
	Bill Payment	11/20/2023	128371		16.85
					0.00
Bill Payment #128375 - Jamshid and Shahrzad Kashanchi(CAVA @ San Diego)	Bill	11/18/2023	Oct 2023 Reimb		(2,940.00)
	Bill Payment	11/20/2023	128375		2,940.00
					0.00
Bill Payment #128386 - Sally Gonzalez(CAVA @ San Diego)	Bill	11/17/2023	INV-00172		(200.00)
	Bill	11/18/2023	INV-00176		(200.00)
	Bill Payment	11/20/2023	128386		400.00
Bill Payment #128348 - Sally Gonzalez(CAVA @ San Diego)	Bill	11/08/2023	INV-00169		(225.00)
	Bill	11/08/2023	INV-00166		(225.00)
	Bill Payment	11/09/2023	128348		450.00
					0.00
Bill Payment #128391 - The Stepping Stones Group LLC(CAVA @ San Diego)	Bill	11/17/2023	INV-00118		(53.13)
	Bill	11/17/2023	INV-00120		(52.08)
	Bill	11/18/2023	INV-00109		(1,041.25)
	Bill	11/18/2023	INV-00123		(613.75)
	Bill	11/18/2023	INV-00132		(173.88)
	Bill Payment	11/20/2023	128391		1,934.09
Bill Payment #128352 - The Stepping Stones Group LLC(CAVA @ San Diego)	Bill	11/08/2023	INV-00083		(851.00)
	Bill	11/08/2023	INV-00091		(273.70)
	Bill	11/08/2023	INV-00092		(31.00)
	Bill	11/08/2023	INV-00098		(612.00)
	Bill Payment	11/09/2023	128352		1,767.70
					(990.08)
Bill Payment #128358 - Axis Teletherapy(CAVA @ San Diego)	Bill	11/18/2023	INV-00069		(265.50)
	Bill	11/18/2023	INV-00070		(45.50)
	Bill	11/18/2023	INV-00109		(47.00)
	Bill	11/18/2023	INV-00090		(130.00)
	Bill	11/18/2023	INV-00114		(325.00)
	Bill	11/18/2023	INV-00057		(313.88)
	Bill	11/18/2023	INV-00061		(122.50)
	Bill	11/18/2023	INV-00104		(46.00)
	Bill Payment	11/20/2023	128358		2,285.46
					0.00
Bill Payment #128362 - Chase Boyle dba Snow Counseling(CAVA @ San Diego)	Bill	11/17/2023	INV-00111		(30.00)
	Bill	11/17/2023	INV-00091		(255.00)
	Bill	11/17/2023	INV-00106		(120.00)
	Bill	11/17/2023	INV-00100		(120.00)
	Bill Payment	11/20/2023	128362		525.00
					0.00
Bill Payment #128359 - Bay Area SpeechWorks(CAVA @ San Diego)	Bill	11/18/2023	INV-00231		(60.00)
	Bill Payment	11/20/2023	128359		60.00
Bill Payment #128328 - Bay Area SpeechWorks(CAVA @ San Diego)	Bill	11/08/2023	INV-00224		(120.00)
	Bill Payment	11/09/2023	128328		120.00
					0.00
Bill Payment #128369 - El Paseo Children's Center, Inc.(CAVA @ San Diego)	Bill	11/18/2023	INV-00828		(17,020.81)
	Bill	11/18/2023	INV-00829		(6,832.33)
	Bill	11/18/2023	INV-00842		(875.00)
	Bill Payment	11/20/2023	128369		24,728.14
Amount Unapplied - Bill Payment #128369 - El Paseo Children's Center, Inc.(CAVA @ San Diego)					(0.00)
					(0.00)

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Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128351 - Spectrum Center - Rossier Park High School(CAVA @ San Diego)	Bill	11/08/2023	9/30/2023		(4,830.48)
	Bill Payment	11/09/2023	128351		4,830.48
					0.00
Bill Payment #300679 - Tialani Lopati(CAVA @ San Diego)	Bill	10/04/2023	ISP - Spring 2023		(240.00)
	Bill Payment	11/17/2023	300679	Rplc ck#300670 (vd-stop pymnt 7251699521)	240.00
					0.00
Bill Payment #128376 - Radiant, LLC(CAVA @ San Diego)	Bill	11/17/2023	INV-00036		(595.83)
	Bill Payment	11/20/2023	128376		595.83
					0.00
Bill Payment #128385 - Rids Brother Company Inc(CAVA @ San Diego)	Bill	11/17/2023	1388		(4,200.00)
	Bill Payment	11/20/2023	128385		4,200.00
					0.00
Bill Payment #128326 - Apple Inc.(CAVA@SAN DIEGO)	Bill	11/08/2023	MA32577249		(299.99)
	Bill Payment	11/09/2023	128326		299.99
					0.00
Bill Payment #128363 - Children's Therapy Network(CAVA@SAN DIEGO)	Bill	11/17/2023	INV-01095		(175.00)
	Bill	11/17/2023	INV-01083		(627.08)
	Bill	11/17/2023	INV-01094		(245.00)
	Bill	11/18/2023	INV-01091		(714.58)
	Bill Payment	11/20/2023	128363		1,761.66
Bill Payment #128331 - Children's Therapy Network(CAVA@SAN DIEGO)	Bill	11/08/2023	INV-01088		(437.50)
	Bill Payment	11/09/2023	128331		437.50
					0.00
Bill Payment #128365 - Christy Bock dba Cornerstone Educational Solutions(CAVA @ San Diego)	Bill	11/18/2023	INV-00301		(6,138.03)
	Bill Payment	11/20/2023	128365		6,138.03
Bill Payment #128333 - Christy Bock dba Cornerstone Educational Solutions(CAVA @ San Diego)	Bill	11/08/2023	INV-00288		(280.00)
	Bill Payment	11/09/2023	128333		280.00
					0.00
					(349.00)
Bill Payment #128334 - Crick Software, Inc.(CAVA @ San Diego)	Bill	11/08/2023	28031		349.00
	Bill Payment	11/09/2023	128334		0.00
					(790.68)
Bill Payment #128338 - Jennifer Durkee(CAVA@SAN DIEGO)	Bill	11/08/2023	April-June 2023 Mileage		790.68
	Bill Payment	11/09/2023	128338		0.00
					(70.58)
Bill Payment #128339 - Jon Cristoff Abadesco(CAVA @ San Diego)	Bill	11/08/2023	Textbook Reimb - Fall 2023		70.58
	Bill Payment	11/09/2023	128339		0.00
					(1,332.50)
Bill Payment #128340 - Law Offices of Young, Minney & Corr, LLP(CAVA @ San Diego)	Bill	11/08/2023	7418		1,332.50
	Bill Payment	11/09/2023	128340		0.00
					(39.71)
Bill Payment #128341 - Marcus Bivens(CAVA @ San Diego)	Bill	11/08/2023	Textbook Reimb - Fall 2023		39.71
	Bill Payment	11/09/2023	128341		0.00
					(2,091.93)
Bill Payment #128343 - Oak Grove Institute(CAVA @ San Diego)	Bill	11/08/2023	09-2023 CAVA @ SD JWS		2,091.93
	Bill Payment	11/09/2023	128343		0.00
					(28.50)
Bill Payment #128345 - Oxford Consulting Services(CAVA@SAN DIEGO)	Bill	11/08/2023	INV-01511		28.50
	Bill Payment	11/09/2023	128345		0.00
					(734.70)
Bill Payment #128349 - Specialized Education of California Inc(CAVA @ San Diego)	Bill	11/08/2023	INV175052		(3,729.50)
	Bill	11/08/2023	INV175060		(8,816.40)
	Bill	11/08/2023	INV175069		13,280.60
	Bill Payment	11/09/2023	128349		0.00
					(5,026.25)
Bill Payment #128387 - Specialized Therapy Services Inc(CAVA@SAN DIEGO)	Bill	11/17/2023	INV-01098		(5,670.00)
	Bill	11/18/2023	INV-01115		10,696.25
	Bill Payment	11/20/2023	128387		(1,000.00)
Bill Payment #128350 - Specialized Therapy Services Inc(CAVA@SAN DIEGO)	Bill	11/08/2023	INV-01111		1,000.00
	Bill Payment	11/09/2023	128350		0.00
					(240.00)
Bill Payment #300676 - Cynthia Sosa(CAVA @ San Diego)	Bill	11/08/2023	ISP - Spring 2023 Reissue		240.00
	Bill Payment	11/09/2023	300676		0.00
					(240.00)
Bill Payment #300677 - Tammy Payne(CAVA @ San Diego)	Bill	11/08/2023	ISP - Spring 2023 Reissue		240.00
	Bill Payment	11/09/2023	300677		0.00
					(91.83)
Bill Payment #300678 - Tatianna Brann(CAVA @ San Diego)	Bill	11/08/2023	ISP - Spring 2022 Reissue		91.83
	Bill Payment	11/09/2023	300678		0.00
					(2,784.95)
Bill Payment #128354 - ALC Schools, LLC(CAVA @ San Diego)	Bill	11/17/2023	45195		2,784.95
	Bill Payment	11/20/2023	128354		

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Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128389 - TCG Administrators, LP(CAVA @ San Diego)					0.00
	Bill	11/18/2023	403b Return - B. Tirillii		(700.00)
	Bill Payment	11/20/2023	128389		700.00
					0.00
					0.00
<b>Total</b>					<b>2,565,717.75</b>

**Transaction Summary**  
**CAVA @ San Diego**

<b>Vendor</b>	<b>Amount</b>
ULINE	3,490.35
Rock And Roll Academy Inc.	3,317.36
N2Y, LLC	2,613.01
Law Offices of Young, Minney & Corr, LLP	1,933.67
Simply Solar LLC	1,554.30
FusionPlus Inc	1,295.25
AXIS Teletherapy	1,186.07
Academic Excellence	1,151.26
Dovetail Learning, Inc.	1,105.20
City Printing Graphics	999.45
UPS	939.67
Document Tracking Services	793.17
Walmart.com	778.26
Staples	755.67
Effectual Educational Consulting Service	754.79
Certified Languages International	745.50
DataBasics, Inc.	656.40
Supreme Facility Services, Inc.	568.18
The Back Room Inc	552.64
Virtual Technologies Group	541.91
Barrington Staffing Services	486.98
De Lage Landen Financial Services Inc.	458.23
Comm-Core	369.00
Los Angeles Marriott Burbank Airport Hotel	263.14
Southern California Edison	257.10
Green Hasson & Janks LLP	231.51
Instructional Coaching Group	149.92
AppleOne Employment Services	140.95
Verizon Wireless	132.15
2 Teach LLC	118.67
AT&T Mobility	111.51
Carmen Gomez Ruiz	103.62
Ali Babas Café	103.52
Bill.com	101.38
Bubblemania And Company LA	94.82
School Services of California, Inc.	86.35
Quill Corporation	79.86
Panda Express	73.53
Waste Management	72.60
ADT Commercial	68.08
Sparkletts	65.92
Dutch Ryan Plumbing	58.72

**Transaction Summary**  
**CAVA @ San Diego**

<b>Vendor</b>	<b>Amount</b>
Doctors Wellness Company LLC dba WellnessMart MD	42.83
Western Exterminator Company	38.49
Paper Recycling & Shredding	37.30
WinCo	35.23
Amazon Prime	33.16
Pro-Ed	29.61
Pitney Bowes Global Financial Services	26.88
Amazon Blink	17.27
Smart and Final	13.11
Amazon	4.16
<b>Grand Total</b>	<b>29,637.74</b>

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2095	October (10/28)	600.00	103.62
	Operations and Housekeeping Services Total					600.00	103.62
<b>Carmen Gomez Ruiz Total</b>						<b>600.00</b>	<b>103.62</b>
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 557777 LLC 558816	October (10/12)	108.00	18.65
	Office Expense Total				October (10/26)	108.00	18.65
<b>Paper Recycling &amp; Shredding Total</b>						<b>216.00</b>	<b>37.30</b>
Staples	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3549327178	October (10/4)	167.74	28.97
				LLC 3549472442	October (10/6)	2,480.74	428.42
				LLC 3549611735	October (10/7)	195.00	33.68
				LLC 3549776007	October (10/11)	97.53	16.84
				LLC 3551681486	November (11/1)	1,378.22	238.02
				LLC 3551681488	November (11/1)	56.41	9.74
<b>Staples Total</b>						<b>4,375.64</b>	<b>755.67</b>
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General  280 SPED	LLC 000073Y68E423	October (10/21)	926.89	160.07
				LLC 000073Y68E433	October (10/28)	1,964.12	339.20
				LLC 000073Y68E443	November (11/4)	762.61	131.70
				LLC 000073Y68E453	November (11/11)	539.59	93.19
				LLC 0000V9159W423	October (10/21)	375.70	66.86
				LLC 0000V9159W433	October (10/28)	301.41	53.64
<b>UPS Total</b>						<b>5,404.10</b>	<b>939.67</b>
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6767132-0283-3	November	253.00	43.69
				LLC 6767114-0283-1	November	167.38	28.91
				<b>Waste Management Total</b>		<b>420.38</b>	<b>72.60</b>
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 42976	October (10/22)	701.00	121.06
				LLC 43001	October (10/29)	703.45	121.49
				LLC 43026	November (11/5)	710.81	122.76
				LLC 43058	November (11/12)	704.51	121.67
<b>Barrington Staffing Services Total</b>						<b>2,819.77</b>	<b>486.98</b>
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0812319	November	3,800.80	656.40
<b>DataBasics, Inc. Total</b>						<b>3,800.80</b>	<b>656.40</b>
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1004	November (11/1)	7,500.00	1,295.25
						<b>FusionPlus Inc Total</b>	
Law Offices of Young, Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General 280 SPED	LLC 7415	November (11/3)	9,255.80	1,785.69
				LLC 7415	November (11/3)	731.50	147.98
				<b>Law Offices of Young, Minney &amp; Corr, LLP Total</b>		<b>9,987.30</b>	<b>1,933.67</b>
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 102923	October (10/29)	381.70	65.92
						<b>Sparkletts Total</b>	
Document Tracking Services	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Ser	LLC T-930650066	October	10,464.66	793.17
						<b>Document Tracking Services Total</b>	
Verizon Wireless	Telephone - Administration	56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 9948403684	October	765.22	132.15
						<b>Verizon Wireless Total</b>	
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Ser	LLC 74586103123	October (10/31)	3,738.00	745.50
						<b>Certified Languages International Total</b>	
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1080821	November	2,136.65	369.00
						<b>Comm-Core Total</b>	
Supreme Facility Services, Inc.	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3641	November (11/1)	3,290.00	568.18
						<b>Supreme Facility Services, Inc. Total</b>	
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	111-5920853-6820212	November	24.10	4.16
						<b>Amazon Total</b>	
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 35020432	October (10/6)	60.48	10.44
				LLC 35022450	October (10/7)	135.45	23.39
				LLC 35082896	October (10/11)	251.48	43.43
				LLC 35220249	October (10/18)	15.00	2.59

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
Quill Corporation	Office Expense Total					462.41	79.86
<b>Quill Corporation Total</b>						<b>462.41</b>	<b>79.86</b>
AT&T Mobility	Communications	53801 Phone & Internet Expense :					
	Communications Total	Telephone	101 General	LLC 80557846671578 102823	November	645.70	111.51
<b>AT&amp;T Mobility Total</b>						<b>645.70</b>	<b>111.51</b>
De Lage Landen Financial Services Inc.	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 81371123	November	2,653.35	458.23
<b>De Lage Landen Financial Services Inc. Total</b>	Equipment Rental Expense Total					<b>2,653.35</b>	<b>458.23</b>
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor :					
	Outside Service-General Total	Other Professional Services	101 General	LLC INV-2316	October (10/31)	3,200.00	552.64
<b>The Back Room Inc Total</b>						<b>3,200.00</b>	<b>552.64</b>
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor :					
	Outside Service Total	Outside Labor/Temporary Help	101 General	LLC 01-6743469 LLC 01-6749817	October (10/28) November (11/8)	346.58	59.85
<b>AppleOne Employment Services Total</b>						<b>469.56</b>	<b>81.09</b>
						816.14	140.95
<b>Doctors Wellness Company LLC dba WellnessMart MD</b>	Outside Service-General	51801 Professional Svcs & Outside Labor :					
	Outside Service-General Total	Other Professional Services	101 General	LLC CVA20231031	October (10/31)	248.00	42.83
<b>Doctors Wellness Company LLC dba WellnessMart MD Total</b>						<b>248.00</b>	<b>42.83</b>
Western Exterminator Company	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 52426503	October (10/10)	222.85	38.49
	Operations and Housekeeping Services Total					222.85	38.49
<b>Western Exterminator Company Total</b>						<b>222.85</b>	<b>38.49</b>
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs :					
	Dues and Memberships Total	Memberships	101 General	23115010772	November	1,381.00	101.38
<b>Bill.com Total</b>						<b>1,381.00</b>	<b>101.38</b>
ADT Commercial	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 152415173	November	394.23	68.08
	Operations and Housekeeping Services Total					394.23	68.08
<b>ADT Commercial Total</b>						<b>394.23</b>	<b>68.08</b>
						2,697.50	484.78
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor :					
	Subagreements for Services Total	Special Education Professional Services	280 SPED	LLC 2312 LLC 2313	September (9/30) October (10/31)	3,902.26	701.29
<b>AXIS Teletherapy Total</b>						<b>6,599.76</b>	<b>1,186.07</b>
						6,599.76	1,186.07
						2,676.96	462.31
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 23-31120 LLC 23-31137	October (10/25) October (10/31)	3,110.25	537.14
	Printing Expense Total					5,787.21	999.45
<b>City Printing Graphics Total</b>						<b>5,787.21</b>	<b>999.45</b>
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 - 110823	October	1,488.73	257.10
	Utilities Total					1,488.73	257.10
<b>Southern California Edison Total</b>						<b>1,488.73</b>	<b>257.10</b>
Virtual Technologies Group	Computer Expense	54811 Computer & Maintenance Expense :					
	Computer Expense Total	Repairs & Maintenance	101 General	LLC 204476	October (10/23)	2,808.92	541.91
<b>Virtual Technologies Group Total</b>						<b>2,808.92</b>	<b>541.91</b>
Simply Solar LLC	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3293	November (11/9)	9,000.00	1,554.30
	Operations and Housekeeping Services Total					9,000.00	1,554.30
<b>Simply Solar LLC Total</b>						<b>9,000.00</b>	<b>1,554.30</b>
						666.67	118.67
2 Teach LLC	Teacher Training	56313 Program Fees & Other Instructional :					
	Teacher Training Total	Program Fees - Professional Development	800 A-G Complet	LLC 10131	October (10/3)	666.67	118.67
<b>2 Teach LLC Total</b>						<b>666.67</b>	<b>118.67</b>
						6,250.05	1,151.26
Academic Excellence	Non K12 Curriculum	56410 Program Fees & Other Instructional :					
	Non K12 Curriculum Total	Program Fees - Non K12 Curriculum	330 SUPP - Engag	LLC 456983	October (10/25)	6,250.05	1,151.26
<b>Academic Excellence Total</b>						<b>6,250.05</b>	<b>1,151.26</b>
						855.00	94.82
Bubblemania And Company LA	School Event	56328 Program Fees & Other Instructional :					
	School Event Total	Program Fees - School Events Expense	330 SUPP - Engag	LLC 2386	October (10/25)	855.00	94.82
<b>Bubblemania And Company LA Total</b>						<b>855.00</b>	<b>94.82</b>
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor :					
	Subagreements for Services Total	Special Education Professional Services	280 SPED	LLC 11394	September (9/30)	4,200.00	754.79
<b>Effectual Educational Consulting Service Total</b>						<b>4,200.00</b>	<b>754.79</b>
						1,200.00	231.51
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional :					
	Accounting Fees Total	Program Fees - Accounting	101 General	LLC 80762	September (9/30)	1,200.00	231.51
<b>Green Hasson &amp; Janks LLP Total</b>						<b>1,200.00</b>	<b>231.51</b>

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum				14,682.65	2,613.01
N2Y, LLC	Non K12 Curriculum Non K12 Curriculum Total		280 SPED	LLC INV-1074597	October (10/31)		
						14,682.65	2,613.01
<b>N2Y, LLC Total</b>						<b>14,682.65</b>	<b>2,613.01</b>
Pitney Bowes Global Financial Services	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 1024167712	October (10/31)	155.62	26.88
						155.62	26.88
<b>Pitney Bowes Global Financial Services Total</b>						<b>155.62</b>	<b>26.88</b>
Pro-Ed	Materials and Supplies Materials and Supplies Total	56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials	280 SPED	LLC 2995721	June (6/29)	166.00	29.61
						166.00	29.61
<b>Pro-Ed Total</b>						<b>166.00</b>	<b>29.61</b>
School Services of California, Inc.	Outside Service-General Outside Service-General Total	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0139320-IN LLC 0139661-IN	October (10/1) November (11/1)	250.00	43.18
						250.00	43.18
						500.00	86.35
<b>School Services of California, Inc. Total</b>						<b>500.00</b>	<b>86.35</b>
ULINE	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 169136678 LLC 169600569 LLC 169600570 LLC 169627593 LLC 170312643	October (10/2) October (10/12) October (10/12) October (10/12) October (10/30)	1,315.80 1,472.22 2,734.88 13,942.69 744.82	227.24 254.25 472.31 2,407.91 128.63
						20,210.41	3,490.35
<b>ULINE Total</b>						<b>20,210.41</b>	<b>3,490.35</b>
						6,000.00	1,105.20
Dovetail Learning, Inc.	Teacher Training Teacher Training Total	56313 Program Fees & Other Instructional : Program Fees - Professional Development	600 Title I - PD	LLC 1194	September (9/29)	6,000.00	1,105.20
						6,000.00	1,105.20
<b>Dovetail Learning, Inc. Total</b>						<b>6,000.00</b>	<b>1,105.20</b>
Dutch Ryan Plumbing	Operations and Housekeeping Services Operations and Housekeeping Services Total	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 61	November (11/14)	340.00	58.72
						340.00	58.72
<b>Dutch Ryan Plumbing Total</b>						<b>340.00</b>	<b>58.72</b>
						1,347.00	149.92
Instructional Coaching Group	Teacher Training Teacher Training Total	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Stude	LLC 3895	September (9/29)	1,347.00	149.92
						1,347.00	149.92
<b>Instructional Coaching Group Total</b>						<b>1,347.00</b>	<b>149.92</b>
Los Angeles Marriott Burbank Airport Hotel	Teacher Training Teacher Training Total	56313 Program Fees & Other Instructional : Program Fees - Professional Development	800 A-G Complet	LLC 11102023	November (11/10)	2,370.67	263.14
						2,370.67	263.14
<b>Los Angeles Marriott Burbank Airport Hotel Total</b>						<b>2,370.67</b>	<b>263.14</b>
						18,750.00	3,317.36
Rock And Roll Academy Inc.	Non K12 Curriculum Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	860 AMIMBG	LLC 110923	November (11/9)	18,750.00	3,317.36
						18,750.00	3,317.36
<b>Rock And Roll Academy Inc. Total</b>						<b>18,750.00</b>	<b>3,317.36</b>
Amazon Prime	Dues and Memberships Dues and Memberships Total	55801 Dues, Memberships & Research Svcs : Memberships	101 General	6912263702017	October	191.98	33.16
						191.98	33.16
<b>Amazon Prime Total</b>						<b>191.98</b>	<b>33.16</b>
Ali Babas Café	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	10312023	October	599.42	103.52
						599.42	103.52
<b>Ali Babas Café Total</b>						<b>599.42</b>	<b>103.52</b>
Smart and Final	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	10312023	October	75.93	13.11
						75.93	13.11
<b>Smart and Final Total</b>						<b>75.93</b>	<b>13.11</b>
						900.00	212.25
Walmart.com	Program Fees - Non K12 Curriculum Program Fees - Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	755 ARP HCY	2000113-43986402 2000115-61409003 2000114-64925541 2000114-44888775	November November November November	600.00 1,000.00 800.00 3,300.00	141.50 235.84 188.67 778.26
						3,300.00	778.26
<b>Walmart.com Total</b>						<b>3,300.00</b>	<b>778.26</b>
WinCo	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	ANHKA06EFK5B	November	204.00	35.23
						204.00	35.23
<b>WinCo Total</b>						<b>204.00</b>	<b>35.23</b>
Panda Express	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	22583146383835137	November	425.78	73.53
						425.78	73.53
<b>Panda Express Total</b>						<b>425.78</b>	<b>73.53</b>
Amazon Blink	Dues and Memberships Dues and Memberships Total	55801 Dues, Memberships & Research Svcs : Memberships	101 General	D01-2596994-1773044	November	100.00	17.27
						100.00	17.27
<b>Amazon Blink Total</b>						<b>100.00</b>	<b>17.27</b>
<b>Grand Total</b>						<b>174,223.80</b>	<b>29,697.74</b>

**California Virtual Academy at San Diego  
Board Disbursements A/P Payment History  
December 01, 2023 - December 31, 2023**

Vendor	Description	Total
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	3,004,628.14
Insperty	PEO - Payroll Services and HR Admin Services provider	1,641,293.25
California Virtual Academy @ Los Angeles	Intercompany Settlement	116,481.00
Effectual Educational Consulting Service	Special Education Services	30,791.00
State Board of Equalization	Sales Tax	24,291.98
E-Therapy LLC	Special Education Contracted Services	21,354.66
Anchor Counseling & Education Solutions	Special Education Contracted Services	19,105.39
California Teachers Association	Special Education Contracted Services	17,760.00
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services	17,144.89
El Paseo Children's Center, Inc.	Special Education Contracted Services	16,884.64
Braille Abilities, LLC	Special Education Orientation and Mobility Services	14,482.45
PresenceLearning, Inc.	Special Education Contracted Services - Speech and Language Therapy	14,209.50
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services	14,064.99
Green Hasson & Janks LLP	Audit Fees	13,900.00
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	13,134.69
Oak Grove Institute	Special Education Contracted Services - SAI & Related Services	10,068.60
Ocean View NPS	Special Education Contracted Services - SAI & Related Services	4,745.79
Specialized Therapy Services Inc	Special Education Contracted Services	4,734.15
Michelle Miller dba TheraStaffers	Special Education Contracted Services	4,626.00
Bridge The Gap Sped, LLC	Special Education Contracted Services	4,467.08
MK Innovations Inc dba The Silly Room	Special Education Contracted Services	4,365.00
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	4,341.10
Axis Teletherapy	Special Education Contracted Services - Speech Report Reviews	3,887.39
Grace Speech Therapy Corp.	SLP IEP Attendance	3,525.00
EMHSports USA, Inc	Special Education Contracted Services	3,485.00
American Printing House for the Blind, Inc.	ELD Curriculum	2,772.86
Jamshid and Shahrzad Kashanchi	Special Education Contracted Services	2,660.00
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services	2,520.00
EverDriven Technologies LLC	Fuel Surcharge	2,466.67
Children's Therapy Network	Special Education Contracted Services	2,406.25
Virtual Technologies Group	Special Education Contracted Services	2,264.20
SpeechRighter, Inc.	Special Education Contracted Services	2,244.38
LS&S, LLC	Special Education Contracted Services	2,169.49
The Stepping Stones Group LLC	Special Education Contracted Services	2,147.25
Marnie J Young dba Adapted Child's Play	Special Education Contracted Services	2,145.95
Speech Guy, LLC	Special Education Contracted Services	1,896.25
A1 Speech Therapy, Inc.	Special Education Contracted Services	1,818.75
Kadiant, LLC	Special Education Contracted Services	1,711.67
Partners in Special Education	Special Education Contracted Services	1,245.00
The Miri Center. A Professional Psychological Corporation	Special Education Contracted Services	1,043.77
Stepping Stones Therapy	Special Education Contracted Services	725.00
Sally Gonzalez	Special Education Professional Services	700.00
Chase Boyle dba Snow Counseling	Special Education Contracted Services	690.00
Augmentative Communications Solutions	Special Education Contracted Services	620.00
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	593.75
Nevada State Treasurer	To escheat Chk to the State of NV on Nov 2023	560.00
Little Ears Therapy Centers	Special Education Contracted Services	471.68
Best Hearing San Diego	Special Education Contracted Services	425.00
Amazon Capital Services	Staff Office Supplies	292.99
Amanda Arreola	ISP Subsidy	240.00
Mario Michel	ISP Subsidy	240.00
Bay Area SpeechWorks	Special Education Contracted Services	180.00
Foundations Therapy Service	Special Education Contracted Services	150.00
RCM Technologies	Special Education Contracted Services	78.75
<b>Grand Total</b>		<b>5,065,251.35</b>

K12 : SA : Full Financials CA Node : CAVASD  
Board Disbursements A/P Payment History by Vendor  
December 01, 2023 - December 31, 2023

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128395 - Amazon Capital Services(CAVA @ San Diego)	Bill	12/06/2023	17WQ-4GCD-FJ3T		(96.96)
	Bill	12/06/2023	1G71-WHPT-CHLW		(196.03)
	Bill Payment	12/07/2023	128395		292.99
					0.00
Bill Payment #128398 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ San Diego)	Bill	12/07/2023	INV-00628		(593.75)
	Bill Payment	12/07/2023	128398		593.75
					0.00
Bill Payment #128405 - California Teachers Association(CAVA@SAN DIEGO)	Bill	12/06/2023	Union Dues - 112023		(17,760.00)
	Bill Payment	12/07/2023	128405		17,760.00
					0.00
Bill Payment #128441 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ San Diego)	Bill	12/18/2023	INV-01042		(3,597.50)
	Bill	12/18/2023	INV-01059		(718.75)
	Bill Payment	12/20/2023	128441		4,316.25
					(3,320.00)
Bill Payment #128409 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ San Diego)	Bill	12/06/2023	INV-01014		
	Bill	12/06/2023	INV-01015		(3,271.66)
	Bill	12/06/2023	INV-01016		(1,658.75)
	Bill	12/06/2023	INV-01033		(1,006.25)
	Bill	12/07/2023	INV-01043		(492.08)
	Bill Payment	12/07/2023	128409		9,748.74
					0.00
Bill Payment #128443 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)	Bill	12/19/2023	INV-07341		(1,986.92)
	Bill	12/19/2023	INV-07347		(1,350.00)
	Bill	12/19/2023	INV-07359		(1,217.50)
	Bill	12/19/2023	INV-07367		(1,860.00)
	Bill	12/19/2023	INV-07373		(1,825.00)
	Bill	12/19/2023	INV-07377		(1,690.00)
	Bill	12/19/2023	INV-07384		(600.00)
	Bill	12/18/2023	INV-07317		(1,800.00)
	Bill	12/18/2023	INV-07322		(1,800.00)
	Bill	12/18/2023	INV-07325		(2,782.50)
	Bill	12/18/2023	INV-07329		(2,260.00)
	Bill	12/18/2023	INV-07335		(550.00)
	Bill	12/18/2023	INV-07390		(405.00)
	Bill	12/18/2023	INV-07394		(22.50)
	Bill	12/18/2023	INV-07396		(390.00)
	Bill Payment	12/20/2023	128443		20,539.42
					(5,190.00)
Bill Payment #128411 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)	Bill	12/06/2023	INV-07269		
	Bill	12/06/2023	INV-07285		(280.00)
	Bill	12/06/2023	INV-07292		(755.00)
	Bill	12/06/2023	INV-07295		(1,980.00)
	Bill	12/06/2023	INV-07298		(105.00)
	Bill	12/06/2023	INV-07300		(44.70)
	Bill	12/06/2023	INV-07302		(666.88)
	Bill	12/07/2023	INV-07304		(650.00)
	Bill	12/07/2023	INV-07309		(130.00)
	Bill	12/07/2023	INV-07312		(450.00)
	Bill Payment	12/07/2023	128411		10,251.58
					(0.00)
Amount Unapplied - Bill Payment #128443 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)					(0.00)
Bill Payment #128445 - EMHSports USA, Inc(CAVA@SAN DIEGO)	Bill	12/18/2023	INV-03380		(1,190.00)
	Bill Payment	12/20/2023	128445		1,190.00
Bill Payment #128413 - EMHSports USA, Inc(CAVA@SAN DIEGO)	Bill	12/07/2023	INV-03366		
	Bill	12/07/2023	INV-03376		(680.00)
	Bill	12/07/2023	INV-03382		(85.00)
	Bill	12/07/2023	INV-03387		(510.00)
	Bill	12/07/2023	INV-03390		(340.00)
	Bill	12/07/2023	INV-03397		(510.00)
	Bill Payment	12/07/2023	128413		2,295.00
					0.00
Bill Payment #128442 - E-Therapy LLC(CAVA @ San Diego)	Bill	12/19/2023	INV-07106		(4,347.37)
	Bill	12/19/2023	INV-07105		(2,100.80)
	Bill Payment	12/20/2023	128442		6,448.17
Bill Payment #128410 - E-Therapy LLC(CAVA @ San Diego)	Bill	12/06/2023	INV-07073		(4,947.80)
	Bill	12/06/2023	INV-07036		(227.68)
	Bill	12/06/2023	INV-07044		(112.68)
	Bill	12/07/2023	INV-07074		(2,648.80)
	Bill	12/07/2023	INV-07076		(2,563.30)
	Bill	12/07/2023	INV-07077		(884.90)
	Bill	12/07/2023	INV-07075		(2,390.33)
	Bill	12/07/2023	INV-07084		(1,131.00)
	Bill Payment	12/07/2023	128410		14,906.49
					(0.00)
Amount Unapplied - Bill Payment #128410 - E-Therapy LLC(CAVA @ San Diego)					(0.00)
Bill Payment #128414 - Foundations Therapy Service(CAVA @ San Diego)	Bill	12/07/2023	INV-00772		(150.00)
	Bill Payment	12/07/2023	128414		150.00
					0.00

**K12 : SA : Full Financials CA Node : CAVASD**  
**Board Disbursements A/P Payment History by Vendor**  
**December 01, 2023 - December 31, 2023**

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #ACH 12.15.2023 - K12 MANAGEMENT INC	Bill	09/19/2023	SD - INV-003-11668 - Aug 23 - SS&T	SD - INV-003-11668 - Aug 23 - SS&T	(302,774.15)
	Bill	09/19/2023	SD - INV-003-11780 - Sep 23 - OLS	SD - INV-003-11780 - Sep 23 - OLS	(1,864,775.00)
	Bill	10/16/2023	SD - INV-003-12036 - Oct 23 - COM	SD - INV-003-12036 - Oct 23 - COM	(56,954.99)
	Bill	10/16/2023	SD - INV-003-12086 - Oct 23 - MAT	SD - INV-003-12086 - Oct 23 - MAT	(171,328.00)
	Bill	10/16/2023	SD - INV-003-12134 - Oct 23 - OLS	SD - INV-003-12134 - Oct 23 - OLS	(608,334.00)
	Bill	10/17/2023	SD - INV-003-12240 - Jun 23 - IST	SD - INV-003-12240 - Jun 23 - IST	(462.00)
	Bill Payment	12/15/2023	ACH 12.15.2023	DEC 2023 K12 Payment	3,004,628.14
					0.00
Bill Payment #128452 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)	Bill	12/18/2023	INV-05721		(429.98)
	Bill	12/18/2023	INV-05723		(1,294.15)
	Bill	12/18/2023	INV-05727		(716.25)
	Bill	12/18/2023	INV-05741		(679.03)
	Bill Payment	12/20/2023	128452		3,119.41
					(828.75)
Bill Payment #128421 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)	Bill	12/06/2023	INV-05599		(1,169.80)
	Bill	12/06/2023	INV-05628		(270.40)
	Bill	12/06/2023	INV-05629		(696.25)
	Bill	12/06/2023	INV-05630		(721.50)
	Bill	12/06/2023	INV-05647		(69.30)
	Bill	12/06/2023	INV-05650		(192.50)
	Bill	12/06/2023	INV-05654		(241.25)
	Bill	12/06/2023	INV-05659		(245.00)
	Bill	12/06/2023	INV-05663		(335.00)
	Bill	12/06/2023	INV-05667		(211.90)
	Bill	12/06/2023	INV-05671		(1,218.75)
	Bill	12/07/2023	INV-05674		(110.00)
	Bill	12/07/2023	INV-05677		(422.50)
	Bill	12/07/2023	INV-05690		(243.75)
	Bill	12/07/2023	INV-05694		(980.29)
	Bill	12/07/2023	INV-05695		(617.50)
	Bill	12/07/2023	INV-05704		(183.34)
	Bill	12/07/2023	INV-05706		(147.50)
	Bill	12/07/2023	INV-05708		(360.00)
	Bill	12/07/2023	INV-05712		(325.00)
	Bill	12/07/2023	INV-05715		(425.00)
	Bill	12/07/2023	INV-05717		10,015.28
	Bill Payment	12/07/2023	128421		0.00
Amount Unapplied - Bill Payment #128421 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)					0.00
					(4,745.79)
Bill Payment #128453 - Ocean View NPS(CAVA @ San Diego)	Bill	12/18/2023	CAVA 1123		
	Bill Payment	12/20/2023	128453		4,745.79
					0.00
Bill Payment #128423 - Partners in Special Education(CAVA @ San Diego)	Bill	12/06/2023	INV-00967		(512.50)
	Bill	12/06/2023	INV-00974		(135.00)
	Bill	12/07/2023	INV-00979		(597.50)
	Bill Payment	12/07/2023	128423		1,245.00
					0.00
Bill Payment #128454 - PresenceLearning, Inc.(CAVA @ San Diego)	Bill	12/19/2023	INV-08413		(1,064.38)
	Bill	12/19/2023	INV-08416		(1,203.76)
	Bill	12/18/2023	INV-08388		(519.41)
	Bill	12/18/2023	INV-08404		(3,790.00)
	Bill	12/18/2023	INV-08411		(1,021.29)
	Bill	12/18/2023	INV-08412		(960.64)
	Bill	12/18/2023	INV-08414		(1,010.00)
	Bill	12/18/2023	INV-08415		(1,084.38)
	Bill	12/18/2023	INV-08417		(1,111.25)
	Bill	12/18/2023	INV-08418		(1,007.51)
	Bill	12/18/2023	INV-08419		(1,022.50)
	Bill	12/18/2023	INV-08420		(414.38)
	Bill Payment	12/20/2023	128454		14,209.50
					(1,896.25)
Bill Payment #128427 - Speech Guy, LLC(CAVA @ San Diego)	Bill	12/07/2023	INV-00923		
	Bill Payment	12/07/2023	128427		1,896.25
					0.00
Bill Payment #128424 - PrentGraf Ltd dba TalkPath Live(CAVA @ San Diego)	Bill	12/06/2023	INV-00745		(4,341.10)
	Bill Payment	12/07/2023	128424		4,341.10
					0.00
Bill Payment #128451 - MK Innovations Inc dba The Silly Room(CAVA @ San Diego)	Bill	12/18/2023	INV-00552		(4,365.00)
	Bill Payment	12/20/2023	128451		4,365.00
					0.00
Bill Payment #128461 - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	12/18/2023	205394		(1,018.99)
	Bill Payment	12/20/2023	128461		1,018.99
Bill Payment #128431 - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	12/06/2023	205025		(1,082.41)
	Bill	12/06/2023	205087		(162.80)
	Bill Payment	12/07/2023	128431		1,245.21
Bill Credit #TEST INVOICE 113023 - Reversal - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	12/06/2023	TEST INVOICE 113023		(3.00)

K12 : SA : Full Financials CA Node : CAVASD  
 Board Disbursements A/P Payment History by Vendor  
 December 01, 2023 - December 31, 2023

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Credit #TEST INVOICE 113023 - Reversal - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill Credit	12/20/2023	TEST INVOICE 113023 - Reversal	To Reverse Test Invoice. Invoice integrated as should to specific accounts.	3.00
					0.00
Bill Payment #128435 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)	Bill	12/19/2023	INV-06504		(7,871.09)
	Bill	12/19/2023	INV-06505		(2,062.50)
	Bill	12/18/2023	INV-06518		(245.00)
	Bill Payment	12/20/2023	128435		10,178.59
					(5,244.80)
Bill Payment #128397 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)	Bill	12/06/2023	INV-06467		(227.50)
	Bill	12/07/2023	INV-06479		(3,454.50)
	Bill	12/07/2023	INV-06492		8,926.80
	Bill Payment	12/07/2023	128397		0.00
					(2,145.95)
Bill Payment #128449 - Marnie J Young dba Adapted Child's Play(CAVA @ San Diego)	Bill	12/18/2023	INV-00357		2,145.95
	Bill Payment	12/20/2023	128449		0.00
					(52.50)
Bill Payment #128455 - RCM Technologies (USA), Inc.(CAVA @ San Diego)	Bill	12/18/2023	INV-00205		(26.25)
	Bill	12/18/2023	INV-00203		78.75
	Bill Payment	12/20/2023	128455		0.00
					(1,641,293.25)
Bill Payment #ACH DEC. 01,08,14,18,22, 2023 - Insperity(CAVA@SAN DIEGO)	Bill	12/30/2023	SD_DEC'23 PYRL & Othr	SD_DEC 2023 Var. PYRL Invs & 403b/Excess EE STRS Refund	1,641,293.25
	Bill Payment	12/30/2023	ACH DEC. 01,08,14,18,22, 2023	SD_DEC 2023 Var. PYRL Invs & 403b/Excess EE STRS Refund	0.00
					(1,344.00)
Bill Payment #128439 - Christopher Chaidez dba Upward Bound School Inc.(CAVA @ San Diego)	Bill	12/18/2023	INV-00263		1,344.00
	Bill Payment	12/20/2023	128439		(1,176.00)
Bill Payment #128408 - Christopher Chaidez dba Upward Bound School Inc.(CAVA @ San Diego)	Bill	12/07/2023	INV-00253		1,176.00
	Bill Payment	12/07/2023	128408		0.00
					(3,396.00)
Bill Payment #128450 - Michelle Miller dba TheraStaffers(CAVA @ San Diego)	Bill	12/18/2023	INV-00378		3,396.00
	Bill Payment	12/20/2023	128450		(1,230.00)
Bill Payment #128420 - Michelle Miller dba TheraStaffers(CAVA @ San Diego)	Bill	12/07/2023	INV-00366		1,230.00
	Bill Payment	12/07/2023	128420		0.00
					(22,644.49)
Bill Payment #ACH 12.20.2023 (Use Tax) - State Board of Equalization(CAVA@SAN DIEGO)	Bill	11/29/2023	SD_NOV'23 Use Tax	SD_Matrls/Comptr Use Tax_NOV 2023	(355.51)
	Bill	12/20/2023	SD_NOV'23 Use Tax Adj.	SD_Matrls/Comptr Use Tax_NOV 2023 Adj.	23,000.00
	Bill Payment	12/20/2023	ACH 12.20.2023 (Use Tax)	SD_Matrls/Comptr Use Tax_NOV 2023 & Adj.	(1,291.98)
Bill Payment #ACH 12.20.2023 - State Board of Equalization(CAVA@SAN DIEGO)	Bill	12/19/2023	SD_Use Tax_Qtr End SEP 2023 Amend	SD_Matrls/Comptr Use Tax_SEP 2023 (Amendment)	1,291.98
	Bill Payment	12/20/2023	ACH 12.20.2023	SD_Matrls/Comptr Use Tax_SEP 2023 (Amendment)	(4,558.10)
Bill Credit #SD_Use Tax_Qtr End SEP 2023 Amend Credit - State Board of Equalization(CAVA@SAN DIEGO)	Bill	12/19/2023	SD_Use Tax_Qtr End SEP 2023 Amend	SD_Matrls/Comptr Use Tax_SEP 2023 (Amendment)	4,558.10
	Bill Credit	12/20/2023	Credit	SD_Use Tax_Qtr End SEP 2023 Amend (Penalty & Interest) Credit	(0.00)
Amount Unapplied - Bill Payment #ACH 12.20.2023 (Use Tax) - State Board of Equalization(CAVA@SAN DIEGO)					(0.00)
					(1,210.03)
Bill Payment #128437 - Braille Abilities, LLC(CAVA @ San Diego)	Bill	12/18/2023	INV-00132		1,210.03
	Bill Payment	12/20/2023	128437		(4,207.84)
Bill Payment #128403 - Braille Abilities, LLC(CAVA @ San Diego)	Bill	12/06/2023	INV-00109		(7,638.42)
	Bill	12/06/2023	INV-00117		(79.20)
	Bill	12/06/2023	120123		(301.95)
	Bill	12/07/2023	INV-00120		(412.50)
	Bill	12/07/2023	INV-00121		(275.00)
	Bill	12/07/2023	INV-00123		(357.51)
	Bill	12/07/2023	INV-00128		13,272.42
	Bill Payment	12/07/2023	128403		(0.00)
Amount Unapplied - Bill Payment #128403 - Braille Abilities, LLC(CAVA @ San Diego)					(0.00)
					(1,035.00)
Bill Payment #128447 - Grace Speech Therapy Corp.(CAVA @ San Diego)	Bill	12/18/2023	INV-00446		(1,080.00)
	Bill	12/18/2023	INV-00460		2,115.00
	Bill Payment	12/20/2023	128447		(810.00)
Bill Payment #128415 - Grace Speech Therapy Corp.(CAVA @ San Diego)	Bill	12/06/2023	INV-00425		(600.00)
	Bill	12/07/2023	INV-00436		1,410.00
	Bill Payment	12/07/2023	128415		0.00
					(300.00)
Bill Payment #128402 - Best Hearing San Diego(CAVA @ San Diego)	Bill	12/06/2023	INV-00045		(125.00)
	Bill	12/07/2023	INV-00046		425.00
	Bill Payment	12/07/2023	128402		0.00
					(531.25)
Bill Payment #128459 - The Miri Center. A Professional Psychological Corporation(CAVA @ San Diego)	Bill	12/18/2023	INV-00364		(512.52)
	Bill	12/18/2023	INV-00374		

**K12 : SA : Full Financials CA Node : CAVASD**  
**Board Disbursements A/P Payment History by Vendor**  
 December 01, 2023 - December 31, 2023

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128459 - The Miri Center. A Professional	Bill Payment	12/20/2023	128459		1,043.77
					0.00
Bill Payment #128416 - Green Hasson & Janks LLP(CAVA@SAN DIEGO)	Bill	12/06/2023	82716		(13,900.00)
	Bill Payment	12/07/2023	128416		13,900.00
					0.00
Bill Payment #128399 - Augmentative Communications Solutions(CAVA @ San Diego)	Bill	12/07/2023	INV-00390		(465.00)
	Bill	12/07/2023	INV-00392		(155.00)
	Bill Payment	12/07/2023	128399		620.00
					0.00
Bill Payment #128404 - Bridge The Gap Sped, LLC(CAVA @ San Diego)	Bill	12/06/2023	INV-00124		(4,467.08)
	Bill Payment	12/07/2023	128404		4,467.08
					0.00
Bill Payment #128446 - EverDriven Technologies LLC(CAVA @ San Diego)	Bill	12/18/2023	46286		(2,466.67)
	Bill Payment	12/20/2023	128446		2,466.67
					0.00
Bill Payment #128448 - Jamshid and Shahrzad Kashanchi(CAVA @ San Diego)	Bill	12/18/2023	Nov 2023 Reimb		(2,660.00)
	Bill Payment	12/20/2023	128448		2,660.00
					0.00
Bill Payment #128456 - Sally Gonzalez(CAVA @ San Diego)	Bill	12/18/2023	INV-00185		(250.00)
	Bill	12/18/2023	INV-00182		(200.00)
	Bill Payment	12/20/2023	128456		450.00
Bill Payment #128425 - Sally Gonzalez(CAVA @ San Diego)	Bill	12/06/2023	INV-00179		(250.00)
	Bill Payment	12/07/2023	128425		250.00
					0.00
Bill Payment #128460 - The Stepping Stones Group LLC(CAVA @ San Diego)	Bill	12/18/2023	INV-00154		(506.25)
	Bill	12/18/2023	INV-00163		(741.50)
	Bill Payment	12/20/2023	128460		1,247.75
Bill Payment #128430 - The Stepping Stones Group LLC(CAVA @ San Diego)	Bill	12/06/2023	INV-00135		(527.50)
	Bill	12/07/2023	INV-00143		(372.00)
	Bill Payment	12/07/2023	128430		899.50
					0.00
Bill Payment #128436 - Axis Teletherapy(CAVA @ San Diego)	Bill	12/18/2023	INV-00142		(122.03)
	Bill	12/18/2023	INV-00163		(45.71)
	Bill	12/18/2023	INV-00119		(295.00)
	Bill	12/18/2023	INV-00118		(302.90)
	Bill	12/18/2023	INV-00132		(45.33)
	Bill	12/18/2023	INV-00150		(1,820.00)
	Bill	12/18/2023	INV-00134		(46.00)
	Bill	12/18/2023	INV-00137		(45.50)
	Bill	12/18/2023	INV-00149		(981.75)
	Bill	12/18/2023	INV-00151		(137.67)
	Bill Payment	12/20/2023	128436		3,841.89
					(45.50)
Bill Payment #128400 - Axis Teletherapy(CAVA @ San Diego)	Bill	12/06/2023	INV-00116		45.50
	Bill Payment	12/07/2023	128400		(0.00)
Amount Unapplied - Bill Payment #128436 - Axis Teletherapy(CAVA @ San Diego)					(0.00)
Bill Payment #128406 - Chase Boyle dba Snow Counseling(CAVA @ San Diego)	Bill	12/07/2023	INV-00114		(420.00)
	Bill	12/07/2023	INV-00128		(270.00)
	Bill Payment	12/07/2023	128406		690.00
					0.00
Bill Payment #128401 - Bay Area SpeechWorks(CAVA @ San Diego)	Bill	12/07/2023	INV-00237		(180.00)
	Bill Payment	12/07/2023	128401		180.00
					0.00
Bill Payment #128444 - El Paseo Children's Center, Inc.(CAVA @ San Diego)	Bill	12/18/2023	INV-00867		(8,135.21)
	Bill	12/18/2023	INV-00876		(875.00)
	Bill Payment	12/20/2023	128444		9,010.21
Bill Payment #128412 - El Paseo Children's Center, Inc.(CAVA @ San Diego)	Bill	12/06/2023	INV-00853		(7,874.43)
	Bill Payment	12/07/2023	128412		7,874.43
Amount Unapplied - Bill Payment #128444 - El Paseo Children's Center, Inc.(CAVA @ San Diego)					(0.00)
Bill Payment #128417 - Kadiant, LLC(CAVA @ San Diego)	Bill	12/06/2023	INV-00055		(1,711.67)
	Bill Payment	12/07/2023	128417		1,711.67
					0.00
Bill Payment #128438 - Children's Therapy Network(CAVA@SAN DIEGO)	Bill	12/18/2023	INV-01102		(656.25)
	Bill	12/18/2023	INV-01105		(831.25)
	Bill Payment	12/20/2023	128438		1,487.50
Bill Payment #128407 - Children's Therapy Network(CAVA@SAN DIEGO)	Bill	12/06/2023	INV-01097		(306.25)
	Bill	12/06/2023	INV-01101		(612.50)
	Bill Payment	12/07/2023	128407		918.75
					0.00



**Transaction Summary**  
**CAVA @ San Diego**

<b>Vendor</b>	<b>Amount</b>
ParentSquare Inc.	10,604.62
Law Offices of Young, Minney & Corr, LLP	2,846.82
Pitney Bowes Bank Inc Purchase Power	2,667.14
Effectual Educational Consulting Service	2,188.90
Barrington Staffing Services	2,080.44
Bowlero	1,762.31
ULINE	1,468.61
FusionPlus Inc	1,295.25
UPS	920.87
AXIS Teletherapy	862.46
Quill Corporation	630.59
Reading Horizons	621.58
The Back Room Inc	594.09
Supreme Facility Services, Inc.	568.18
DataBasics, Inc.	565.43
Solution Tree	530.10
Southern California Edison	448.61
NCS Pearson, Inc.	424.91
AT&T Mobility	412.83
Document Tracking Services	400.00
City Printing Graphics	389.20
Comm-Core	343.26
Certified Languages International	320.25
Amazon	245.95
Wood Ranch Moorpark Catering	230.03
City of Simi Valley	211.31
School Pathways LLC	154.34
Walmart.com	141.50
Conejo Valley Electric	133.50
Verizon Wireless	124.91
Successories	122.33
Rosetta Stone LLC	121.87
Pitney Bowes Global Financial Services	103.88
Carmen Gomez Ruiz	103.62
Bill.com	101.38
WorldStrides	95.45
Specialized Therapy Services Inc	94.35
Costco Delivery	86.10
Waste Management	72.60
ADT Commercial	68.08
Green Hasson & Janks LLP	57.88
Doctors Wellness Company LLC dba WellnessMart MD	53.54

**Transaction Summary**  
**CAVA @ San Diego**

<b>Vendor</b>	<b>Amount</b>
Sparkletts	46.51
School Services of California, Inc.	43.18
Western Exterminator Company	43.11
Paper Recycling & Shredding	37.30
SkillsUSA California	35.20
AppleOne Employment Services	26.07
Big 5 Sporting Goods	18.14
Smart & Final	16.06
Ralphs	13.30
Simply to Impress	8.59
Michaels	3.18
<b>Grand Total</b>	<b>35,559.73</b>

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD	
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2096	November (11/28)	600.00	103.62	
	Operations and Housekeeping Services Total					600.00	103.62	
<b>Carmen Gomez Ruiz Total</b>						<b>600.00</b>	<b>103.62</b>	
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 559942 LLC 560850	November (11/9)	108.00	18.65	
	Office Expense Total				November (11/22)	108.00	18.65	
<b>Paper Recycling &amp; Shredding Total</b>						<b>216.00</b>	<b>37.30</b>	
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073Y68E463	November (11/18)	593.00	102.41	
					November (11/25)	534.00	92.22	
					December (12/2)	1,378.35	238.04	
					December (12/9)	1,790.71	309.26	
					280 SPED	November (11/18)	203.02	36.13
						November (11/25)	122.81	21.86
						December (12/2)	331.62	59.02
						December (12/9)	348.04	61.94
<b>Shipping Total</b>						<b>5,301.55</b>	<b>920.87</b>	
<b>UPS Total</b>						<b>5,301.55</b>	<b>920.87</b>	
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6801690-0283-8 LLC 6801708-0283-8	December	167.38	28.91	
	Operations and Housekeeping Services Total				December	253.00	43.69	
<b>Waste Management Total</b>						<b>420.38</b>	<b>72.60</b>	
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 43090	November (11/19)	1,114.94	192.55	
					November (11/26)	1,212.81	209.45	
					December (12/3)	4,226.41	729.90	
					December (12/10)	4,753.22	820.88	
					280 SPED	December (12/10)	717.28	127.65
December (12/10)	12,024.66	2,080.44						
<b>Barrington Staffing Services Total</b>						<b>12,024.66</b>	<b>2,080.44</b>	
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0812439	December	3,274.05	565.43	
	Outside Service-General Total					3,274.05	565.43	
<b>DataBasics, Inc. Total</b>						<b>3,274.05</b>	<b>565.43</b>	
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1005	December (12/1)	7,500.00	1,295.25	
	Outside Service-General Total					7,500.00	1,295.25	
<b>FusionPlus Inc Total</b>						<b>7,500.00</b>	<b>1,295.25</b>	
Law Offices of Young, Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 7589	December (12/5)	14,756.00	2,846.82	
	Legal Fees Total					14,756.00	2,846.82	
<b>Law Offices of Young, Minney &amp; Corr, LLP Total</b>						<b>14,756.00</b>	<b>2,846.82</b>	
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 112623	November (11/26)	269.29	46.51	
	Office Expense Total					269.29	46.51	
<b>Sparkletts Total</b>						<b>269.29</b>	<b>46.51</b>	
Document Tracking Services	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	410 SUPP - Transc	LLC FT9306526 LLC FT9306527	November (11/16)	750.00	200.00	
	Outside Service-General Total				750.00	200.00		
<b>Document Tracking Services Total</b>						<b>1,500.00</b>	<b>400.00</b>	
Verizon Wireless	Telephone - Administration	56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 9950848211	November	723.27	124.91	
	Telephone - Administration Total					723.27	124.91	
<b>Verizon Wireless Total</b>						<b>723.27</b>	<b>124.91</b>	
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Sei	LLC 74586113023	November (11/30)	2,166.75	320.25	
	Outside Service-General Total					2,166.75	320.25	
<b>Certified Languages International Total</b>						<b>2,166.75</b>	<b>320.25</b>	
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1081734	December	1,987.63	343.26	
	Communications Total					1,987.63	343.26	
<b>Comm-Core Total</b>						<b>1,987.63</b>	<b>343.26</b>	
Supreme Facility Services, Inc.	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3682	December	3,290.00	568.18	
	Operations and Housekeeping Services Total					3,290.00	568.18	
<b>Supreme Facility Services, Inc. Total</b>						<b>3,290.00</b>	<b>568.18</b>	
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	113-8088228-8053846 113-7385010-4933006 113-3775389-0777060 113-6538460-1685862 113-4916124-9329045 113-8717752-8937023 111-0453849-1080231 113-4000090-6097844 111-0393730-8195444 111-2714133-8709863	December	388.28	67.06	
					December	16.75	2.89	
					December	45.98	7.94	
					December	504.00	87.04	
					December	15.00	2.59	
					December	169.44	29.26	
					December	10.57	1.83	
					December	169.44	29.26	
					December	46.10	7.96	
					December	58.56	10.11	
					<b>Office Expense Total</b>			
<b>Amazon Total</b>						<b>1,424.12</b>	<b>245.95</b>	
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 35412521 LLC 35561146 LLC 35711016	October (10/30)	1,747.49	301.79	
					November (11/7)	1,783.87	308.08	
					November (11/15)	120.01	20.73	

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
Quill Corporation	Office Expense Total					3,651.37	630.59
<b>Quill Corporation Total</b>						<b>3,651.37</b>	<b>630.59</b>
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 9404893805	November	1,748.36	301.94
				LLC 80557846671578 112823	December	642.07	110.89
	<b>Communications Total</b>					<b>2,390.43</b>	<b>412.83</b>
<b>AT&amp;T Mobility Total</b>						<b>2,390.43</b>	<b>412.83</b>
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-2393	November	3,440.00	594.09
	<b>Outside Service-General Total</b>					<b>3,440.00</b>	<b>594.09</b>
<b>The Back Room Inc Total</b>						<b>3,440.00</b>	<b>594.09</b>
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 01-6754233	November (11/15)	150.93	26.07
	<b>Outside Service Total</b>					<b>150.93</b>	<b>26.07</b>
<b>AppleOne Employment Services Total</b>						<b>150.93</b>	<b>26.07</b>
Doctors Wellness Company LLC dba WellnessMart MD	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC CVA20231130	November (11/30)	310.00	53.54
	<b>Outside Service-General Total</b>					<b>310.00</b>	<b>53.54</b>
<b>Doctors Wellness Company LLC dba WellnessMart MD Total</b>						<b>310.00</b>	<b>53.54</b>
Western Exterminator Company	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 53502311	November (11/10)	249.60	43.11
	<b>Operations and Housekeeping Services Total</b>					<b>249.60</b>	<b>43.11</b>
<b>Western Exterminator Company Total</b>						<b>249.60</b>	<b>43.11</b>
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	23125381279	December	1,381.00	101.38
	<b>Dues and Memberships Total</b>					<b>1,381.00</b>	<b>101.38</b>
<b>Bill.com Total</b>						<b>1,381.00</b>	<b>101.38</b>
ADT Commercial	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 152769789	December	394.23	68.08
	<b>Operations and Housekeeping Services Total</b>					<b>394.23</b>	<b>68.08</b>
<b>ADT Commercial Total</b>						<b>394.23</b>	<b>68.08</b>
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 2361	November (11/30)	4,799.08	862.46
	<b>Subagreements for Services Total</b>					<b>4,799.08</b>	<b>862.46</b>
<b>AXIS Teletherapy Total</b>						<b>4,799.08</b>	<b>862.46</b>
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 23-31192	November (11/29)	2,017.37	389.20
	<b>Printing Expense Total</b>					<b>2,017.37</b>	<b>389.20</b>
<b>City Printing Graphics Total</b>						<b>2,017.37</b>	<b>389.20</b>
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 - 121123	November	2,597.64	448.61
	<b>Utilities Total</b>					<b>2,597.64</b>	<b>448.61</b>
<b>Southern California Edison Total</b>						<b>2,597.64</b>	<b>448.61</b>
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 10409 LLC 11580	February (2/28) October (10/31)	5,460.00 12,180.00	981.23 2,188.90
	<b>Subagreements for Services Total</b>					<b>17,640.00</b>	<b>3,170.13</b>
<b>Effectual Educational Consulting Service Total</b>						<b>17,640.00</b>	<b>3,170.13</b>
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 82714	October (10/28)	300.00	57.88
	<b>Accounting Fees Total</b>					<b>300.00</b>	<b>57.88</b>
<b>Green Hasson &amp; Janks LLP Total</b>						<b>300.00</b>	<b>57.88</b>
Pitney Bowes Global Financial Services	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3106405107	November (11/29)	601.53	103.88
	<b>Office Expense Total</b>					<b>601.53</b>	<b>103.88</b>
<b>Pitney Bowes Global Financial Services Total</b>						<b>601.53</b>	<b>103.88</b>
School Services of California, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0140010-IN	December	250.00	43.18
	<b>Outside Service-General Total</b>					<b>250.00</b>	<b>43.18</b>
<b>School Services of California, Inc. Total</b>						<b>250.00</b>	<b>43.18</b>
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 171032363 LLC 171963792	November (11/17) December (12/11)	6,756.21 1,747.59	1,166.80 301.81
	<b>Office Expense Total</b>					<b>8,503.80</b>	<b>1,468.61</b>
<b>ULINE Total</b>						<b>8,503.80</b>	<b>1,468.61</b>
Walmart.com	Program Fees - Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	755 ARP HCY	2000114-01608760	November	600.00	141.50
	<b>Program Fees - Non K12 Curriculum Total</b>					<b>600.00</b>	<b>141.50</b>
<b>Walmart.com Total</b>						<b>600.00</b>	<b>141.50</b>
Bowlero	Prepaid Other	13514 Prepaid Other	330 SUPP - Engage	LLC 11172023	November (11/17)	15,891.00	1,762.31
	<b>Prepaid Other Total</b>					<b>15,891.00</b>	<b>1,762.31</b>
<b>Bowlero Total</b>						<b>15,891.00</b>	<b>1,762.31</b>
Conejo Valley Electric	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 20511 LLC 20431	November (11/27) November (11/16)	159.00 614.00	27.46 106.04
	<b>Operations and Housekeeping Services Total</b>					<b>773.00</b>	<b>133.50</b>
<b>Conejo Valley Electric Total</b>						<b>773.00</b>	<b>133.50</b>
ParentSquare Inc.	Prepaid Other	13514 Prepaid Other	330 SUPP - Engage	LLC SI-006848	November (11/16)	57,571.20	10,604.62
	<b>Prepaid Other Total</b>					<b>57,571.20</b>	<b>10,604.62</b>
<b>ParentSquare Inc. Total</b>						<b>57,571.20</b>	<b>10,604.62</b>

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
Pitney Bowes Bank Inc Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-1005-2145 111	November (11/16)	15,443.73	2,667.14
<b>Postage Total</b>						<b>15,443.73</b>	<b>2,667.14</b>
<b>Pitney Bowes Bank Inc Purchase Power Total</b>						<b>15,443.73</b>	<b>2,667.14</b>
						3,453.21	621.58
Reading Horizons	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC 57897	November (11/16)	3,453.21	621.58
<b>Reading Horizons Total</b>						<b>3,453.21</b>	<b>621.58</b>
SkillsUSA California	Travel and Conferences	66001 SG&A - Conferences and Events Expense : Events-Information Sessions	310 SUPP - CRE	LLC S107319 LLC S107321	November (11/10) November (11/10)	300.00 20.00	33.00 2.20
<b>Travel and Conferences Total</b>						<b>320.00</b>	<b>35.20</b>
<b>SkillsUSA California Total</b>						<b>320.00</b>	<b>35.20</b>
						4,780.00	530.10
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Studt	LLC 5290012	November (11/17)	4,780.00	530.10
<b>Solution Tree Total</b>						<b>4,780.00</b>	<b>530.10</b>
Specialized Therapy Services Inc	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC CAVA-0923T	September (9/30)	525.00	94.35
<b>Subagreements for Services Total</b>						<b>525.00</b>	<b>94.35</b>
<b>Specialized Therapy Services Inc Total</b>						<b>525.00</b>	<b>94.35</b>
WorldStrides	Prepaid Other	13514 Prepaid Other	101 General	LLC 570816 111023	November (11/10)	500.00	95.45
<b>Prepaid Other Total</b>						<b>500.00</b>	<b>95.45</b>
<b>WorldStrides Total</b>						<b>500.00</b>	<b>95.45</b>
City of Simi Valley	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 109162-51067613 707111	December (12/6)	1,223.59	211.31
<b>Utilities Total</b>						<b>1,223.59</b>	<b>211.31</b>
<b>City of Simi Valley Total</b>						<b>1,223.59</b>	<b>211.31</b>
						3,862.80	424.91
NCS Pearson, Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	310 SUPP - CRE	LLC 23828892	December (12/6)	3,862.80	424.91
<b>Non K12 Curriculum Total</b>						<b>3,862.80</b>	<b>424.91</b>
<b>NCS Pearson, Inc. Total</b>						<b>3,862.80</b>	<b>424.91</b>
						1,095.00	121.87
Rosetta Stone LLC	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Studt	LLC 11975670	December (12/5)	1,095.00	121.87
<b>Teacher Training Total</b>						<b>1,095.00</b>	<b>121.87</b>
<b>Rosetta Stone LLC Total</b>						<b>1,095.00</b>	<b>121.87</b>
School Pathways LLC	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 140-INV5825	December (12/6)	800.00	154.34
<b>Outside Service-General Total</b>						<b>800.00</b>	<b>154.34</b>
<b>School Pathways LLC Total</b>						<b>800.00</b>	<b>154.34</b>
Successories	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	S426813 S428252 S428918 SO-599149 (refund credit)	November December December December	428.57 214.39 95.40 (30.00)	74.01 37.03 16.48 (5.18)
<b>Office Expense Total</b>						<b>708.36</b>	<b>122.33</b>
<b>Successories Total</b>						<b>708.36</b>	<b>122.33</b>
Simply to Impress	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	257363891	December	49.76	8.59
<b>Office Expense Total</b>						<b>49.76</b>	<b>8.59</b>
<b>Simply to Impress Total</b>						<b>49.76</b>	<b>8.59</b>
Michaels	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12072023	December	18.43	3.18
<b>Office Expense Total</b>						<b>18.43</b>	<b>3.18</b>
<b>Michaels Total</b>						<b>18.43</b>	<b>3.18</b>
Smart & Final	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12112023 12132023	December December	60.43 32.58	10.44 5.63
<b>Office Expense Total</b>						<b>93.01</b>	<b>16.06</b>
<b>Smart &amp; Final Total</b>						<b>93.01</b>	<b>16.06</b>
Ralphs	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12112023	December	76.99	13.30
<b>Office Expense Total</b>						<b>76.99</b>	<b>13.30</b>
<b>Ralphs Total</b>						<b>76.99</b>	<b>13.30</b>
Costco Delivery	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	1080485523	December	498.55	86.10
<b>Office Expense Total</b>						<b>498.55</b>	<b>86.10</b>
<b>Costco Delivery Total</b>						<b>498.55</b>	<b>86.10</b>
Big 5 Sporting Goods	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	1735	December	105.03	18.14
<b>Office Expense Total</b>						<b>105.03</b>	<b>18.14</b>
<b>Big 5 Sporting Goods Total</b>						<b>105.03</b>	<b>18.14</b>
Wood Ranch Moorpark Catering	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	23121340162129900	December	1,331.94	230.03
<b>Office Expense Total</b>						<b>1,331.94</b>	<b>230.03</b>
<b>Wood Ranch Moorpark Catering Total</b>						<b>1,331.94</b>	<b>230.03</b>
<b>Grand Total</b>						<b>208,391.28</b>	<b>35,559.73</b>

**California Virtual Academy at San Diego  
Board Disbursements A/P Payment History  
January 01, 2024 - January 31, 2024**

Vendor	Description	Total
Insperty	PEO - Payroll Services and HR Admin Services provider	1,742,081.00
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	572,655.92
School Pathways LLC	Annual Subscription - Quarterly	43,690.59
Anchor Counseling & Education Solutions	Special Education Contracted Services	20,984.28
State Board of Equalization	Sales Tax	19,183.76
El Paseo Children's Center, Inc.	Special Education Contracted Services	19,074.76
California Teachers Association	Special Education Contracted Services	17,856.00
E-Therapy LLC	Special Education Contracted Services	15,520.50
Effectual Educational Consulting Service	Special Education Services	15,021.46
Green Hasson & Janks LLP	Audit Fees	14,320.00
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services	13,910.00
Specialized Education of California Inc	Special Education Contracted Services	12,979.70
Virtual Technologies Group	Special Education Contracted Services	11,038.42
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services	10,966.65
Oak Grove Institute	Special Education Contracted Services - SAI & Related Services	9,290.40
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	9,112.48
PresenceLearning, Inc.	Special Education Contracted Services - Speech and Language Therapy	6,862.39
Rids Brother Company Inc	Transportation Services	6,200.00
MK Innovations Inc dba The Silly Room	Special Education Contracted Services	5,605.00
Grace Speech Therapy Corp.	SLP IEP Attendance	5,577.00
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	4,100.65
Beyond Blindness, Inc.	Special Education Contracted Services	3,704.34
Michelle Miller dba TheraStaffers	Special Education Contracted Services	3,690.00
Speech Guy, LLC	Special Education Contracted Services	3,525.84
Ocean View NPS	Special Education Contracted Services - SAI & Related Services	3,255.60
Kadiant, LLC	Special Education Contracted Services	3,153.00
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services	2,856.00
Jamshid and Shahrzad Kashanchi	Special Education Contracted Services	2,800.00
Bridge The Gap Sped, LLC	Special Education Contracted Services	2,781.66
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	2,437.50
EMHSports USA, Inc	Special Education Contracted Services	2,295.00
The Stepping Stones Group LLC	Special Education Contracted Services	1,988.25
ALC Schools, LLC	Special Education Contracted Services - Transportation Services	1,909.68
Marnie J Young dba Adapted Child's Play	Special Education Contracted Services	1,385.16
AXIS Teletherapy	Special Education Contracted Services - Speech Report Reviews	1,335.08
Kahana & Feld LLP	(Insperty) Johnson v. CAVA	1,317.00
Law Offices of Young, Minney & Corr, LLP	Legal Services	1,201.00
Chase Boyle dba Snow Counseling	Special Education Contracted Services	1,170.00
Apple Inc.	Special Education Contracted Services	1,142.92
A1 Speech Therapy, Inc.	Special Education Contracted Services	1,117.50
Braille Abilities, LLC	Special Education Orientation and Mobility Services	921.26
TinyEYE Technology Corporation	Special Education Contracted Services	754.41
Amazon Capital Services	Staff Office Supplies	746.05
Sally Gonzalez	Special Education Professional Services	700.00
American Printing House for the Blind, Inc.	ELD Curriculum	559.69
Jennifer Banks	ISP Subsidy	480.00
Partners in Special Education	Special Education Contracted Services	352.50
Growing Healthy Children Therapy Services, Inc.	Special Education Contracted Services	305.00
Elizabeth Lockett-Morgan	ISP Subsidy	202.58
Document Tracking Services	Translation Services	200.00
Children's Therapy Network	Special Education Contracted Services	175.00
Little Ears Therapy Centers	Special Education Contracted Services	166.66
Foundations Therapy Service	Special Education Contracted Services	150.00
Stepping Stones Therapy	Special Education Contracted Services	125.00
Augmentative Communications Solutions	Special Education Contracted Services	77.50
Best Hearing San Diego	Special Education Contracted Services	75.00
RCM Technologies	Special Education Contracted Services	45.42
Interpreters Unlimited	400 IXL licenses and professional development	7.00
<b>Grand Total</b>		<b>2,625,139.56</b>

**K12 : SA : Full Financials CA Node : CAVASD**  
**Board Disbursements A/P Payment History by Vendor**  
**January 01, 2024 - January 31, 2024**

Options: Show Zeros					
Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128503 - Amazon Capital Services(CAVA @ San Diego)	Bill	01/24/2024	1CJM-9GPY-N7NG		(31.82)
	Bill Payment	01/25/2024	128503		31.82
Bill Payment #128463 - Amazon Capital Services(CAVA @ San Diego)	Bill	01/17/2024	166G-9KRR-P47C		(221.93)
	Bill	01/17/2024	1KFQ-K1JV-QK66		(234.86)
	Bill	01/17/2024	1W1Q-VFP7-6HRN		(257.44)
	Bill Payment	01/18/2024	128463		714.23
					0.00
Bill Payment #128505 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ San Diego)	Bill	01/24/2024	INV-00656		(937.50)
	Bill Payment	01/25/2024	128505		937.50
Bill Payment #128467 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ San Diego)	Bill	01/17/2024	INV-00645		(1,250.00)
	Bill	01/17/2024	INV-00646		(250.00)
	Bill Payment	01/18/2024	128467		1,500.00
					0.00
Bill Payment #128472 - California Teachers Association(CAVA@SAN DIEGO)	Bill	01/17/2024	Union Dues - 122023		(17,856.00)
	Bill Payment	01/18/2024	128472		17,856.00
					0.00
Bill Payment #128474 - Communicology, Inc., DBA Connect-Teletherapy(CAVA @ San Diego)	Bill	01/17/2024	INV-01093		(833.75)
	Bill	01/17/2024	INV-01073		(3,546.24)
	Bill	01/17/2024	INV-01074		(2,013.34)
	Bill	01/17/2024	INV-01075		(4,573.32)
	Bill Payment	01/18/2024	128474		10,966.65
					0.00
Bill Payment #128516 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)	Bill	01/24/2024	INV-07431		(1,035.00)
	Bill	01/24/2024	INV-07439		(810.00)
	Bill	01/24/2024	INV-07447		(730.00)
	Bill	01/24/2024	INV-07451		(1,740.00)
	Bill	01/24/2024	INV-07458		(605.63)
	Bill	01/24/2024	INV-07466		(2,736.14)
	Bill	01/24/2024	INV-07472		(795.00)
	Bill	01/24/2024	INV-07481		(1,560.00)
	Bill	01/24/2024	INV-07486		(90.00)
	Bill	01/24/2024	INV-07495		(590.00)
	Bill	01/24/2024	INV-07505		(635.00)
	Bill	01/24/2024	INV-07516		(1,800.00)
	Bill	01/24/2024	INV-07520		(9.58)
	Bill	01/24/2024	INV-07521		(120.00)
	Bill Payment	01/25/2024	128516		13,256.35
Bill Payment #128476 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)	Bill	01/17/2024	INV-07399		(90.00)
	Bill	01/17/2024	INV-07400		(485.00)
	Bill	01/17/2024	INV-07415		(525.00)
	Bill	01/17/2024	INV-07422		(665.11)
	Bill Payment	01/18/2024	128476		1,765.11
Amount Unapplied - Bill Payment #128516 - Effectual Educational Consulting Service(CAVA@SAN DIEGO)					0.00
					0.00
Bill Payment #128478 - EMHSports USA, Inc(CAVA@SAN DIEGO)	Bill	01/17/2024	INV-03416		(340.00)
	Bill	01/17/2024	INV-03421		(340.00)
	Bill	01/17/2024	INV-03425		(680.00)
	Bill	01/17/2024	INV-03427		(85.00)
	Bill	01/17/2024	INV-03431		(510.00)
	Bill	01/17/2024	INV-03434		(340.00)
	Bill Payment	01/18/2024	128478		2,295.00
					0.00
Bill Payment #128515 - E-Therapy LLC(CAVA @ San Diego)	Bill	01/24/2024	INV-07147		(184.99)
	Bill	01/24/2024	INV-07156		(80.83)
	Bill	01/24/2024	INV-07177		(804.56)
	Bill	01/24/2024	INV-07168		(480.63)
	Bill Payment	01/25/2024	128515		1,551.01
Bill Payment #128475 - E-Therapy LLC(CAVA @ San Diego)	Bill	01/17/2024	INV-07118		(3,390.10)
	Bill	01/17/2024	INV-07116		(3,322.67)
	Bill	01/17/2024	INV-07142		(1,107.78)
	Bill	01/17/2024	INV-07119		(2,180.60)
	Bill	01/17/2024	INV-07117		(3,968.34)
	Bill Payment	01/18/2024	128475		13,969.49
					0.00
Bill Payment #128479 - Foundations Therapy Service(CAVA @ San Diego)	Bill	01/17/2024	INV-00777		(150.00)
	Bill Payment	01/18/2024	128479		150.00
					0.00
Bill Payment #ACH 01.23.2024 - K12 MANAGEMENT INC	Bill	10/24/2023	SD - INV-003-12344 - Oct 2023 - TCHR	SD - INV-003-12344 - Oct 2023 - TCHR OLS	(40,260.00)
	Bill	10/16/2023	SD - INV-003-12036 - Oct 23 - COM	SD - INV-003-12036 - Oct 23 - COM	(144,770.51)
	Bill	10/18/2023	SD - INV-003-12184 - Sep 23 - Lease	SD - INV-003-12184 - Sep 23 - Lease	(7,860.36)
	Bill	10/18/2023	SD - INV-003-12287 - Sep 23 - SS&T	SD - INV-003-12287 - Sep 23 - SS&T	(379,765.05)
	Bill Payment	01/23/2024	ACH 01.23.2024	JAN 2024 K12 Payment	572,655.92
					0.00
Bill Payment #128489 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ San Diego)	Bill	01/17/2024	INV-05753		(617.50)

K12 : SA : Full Financials CA Node : CAVASD  
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Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128489 - National TeleTherapy Resources, a	Bill	01/17/2024	INV-05756		(241.25)
	Bill	01/17/2024	INV-05760		(395.33)
	Bill	01/17/2024	INV-05763		(357.50)
	Bill	01/17/2024	INV-05765		(720.25)
	Bill	01/17/2024	INV-05770		(542.65)
	Bill	01/17/2024	INV-05772		(845.00)
	Bill	01/17/2024	INV-05774		(732.50)
	Bill	01/17/2024	INV-05791		(780.00)
	Bill	01/17/2024	INV-05793		(34.65)
	Bill	01/17/2024	INV-05797		(180.00)
	Bill	01/17/2024	INV-05801		(388.75)
	Bill	01/17/2024	INV-05806		(609.17)
	Bill	01/17/2024	INV-05810		(269.18)
	Bill	01/17/2024	INV-05811		(958.75)
	Bill	01/17/2024	INV-05813		(725.00)
	Bill	01/17/2024	INV-05820		(292.50)
	Bill	01/17/2024	INV-05821		(422.50)
	Bill Payment	01/18/2024	128489		9,112.48
				0.00	
Bill Payment #128491 - Ocean View NPS(CAVA @ San Diego)	Bill	01/17/2024	CAVA 1223		(3,255.60)
	Bill Payment	01/18/2024	128491		3,255.60
				0.00	
Bill Payment #128524 - Partners in Special Education(CAVA @ San Diego)	Bill	01/24/2024	INV-00991		(352.50)
	Bill Payment	01/25/2024	128524		352.50
				0.00	
Bill Payment #128525 - PresenceLearning, Inc.(CAVA @ San Diego)	Bill	01/24/2024	INV-08442		(651.92)
	Bill	01/24/2024	INV-08455		(1,048.13)
	Bill	01/24/2024	INV-08456		(1,035.01)
	Bill	01/24/2024	INV-08457		(996.25)
	Bill	01/24/2024	INV-08458		(994.40)
	Bill	01/24/2024	INV-08459		(1,028.75)
	Bill	01/24/2024	INV-08460		(987.93)
	Bill	01/24/2024	INV-08461		(90.00)
	Bill	01/24/2024	INV-08479		(30.00)
	Bill Payment	01/25/2024	128525		6,862.39
					(0.00)
Amount Unapplied - Bill Payment #128525 - PresenceLearning, Inc.(CAVA @ San Diego)					(0.00)
Bill Payment #128496 - Speech Guy, LLC(CAVA @ San Diego)	Bill	01/17/2024	INV-00934		(3,525.84)
	Bill Payment	01/18/2024	128496		3,525.84
				0.00	
Bill Payment #128492 - PrentGraf Ltd dba TalkPath Live(CAVA @ San Diego)	Bill	01/17/2024	INV-00760		(4,100.65)
	Bill Payment	01/18/2024	128492		4,100.65
				0.00	
Bill Payment #128488 - MK Innovations Inc dba The Silly Room(CAVA @ San Diego)	Bill	01/17/2024	INV-00563		(5,605.00)
	Bill Payment	01/18/2024	128488		5,605.00
				0.00	
Bill Payment #128532 - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	01/24/2024	206051		(1,023.99)
	Bill	01/24/2024	206059		(2,903.20)
	Bill Payment	01/25/2024	128532		3,927.19
Bill Payment #128500 - Virtual Technologies Group(CAVA@SAN DIEGO)	Bill	01/17/2024	205529		(4,375.50)
	Bill	01/17/2024	205537		(1,458.50)
	Bill	01/17/2024	205972		(1,277.23)
	Bill Payment	01/18/2024	128500		7,111.23
				0.00	
Bill Payment #128504 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)	Bill	01/24/2024	INV-06577		(9,506.74)
	Bill	01/24/2024	INV-06578		(3,127.08)
	Bill	01/24/2024	INV-06590		(315.00)
	Bill Payment	01/25/2024	128504		12,948.82
Bill Payment #128465 - Anchor Counseling & Education Solutions(CAVA@SAN DIEGO)	Bill	01/17/2024	INV-06531		(7,195.46)
	Bill	01/17/2024	INV-06543		(157.50)
	Bill	01/17/2024	INV-06554		(385.00)
	Bill	01/17/2024	INV-06564		(297.50)
	Bill Payment	01/18/2024	128465		8,035.46
				0.00	
Bill Payment #128521 - Marnie J Young dba Adapted Child's Play(CAVA @ San Diego)	Bill	01/24/2024	INV-00367		(1,385.16)
	Bill Payment	01/25/2024	128521		1,385.16
				0.00	
Bill Payment #128526 - RCM Technologies (USA), Inc.(CAVA @ San Diego)	Bill	01/24/2024	INV-00207		(26.25)
	Bill	01/24/2024	INV-00208		(19.17)
	Bill Payment	01/25/2024	128526		45.42
				0.00	
Bill Payment #ACH 01.10.24, 01.22.24, 01.25.24, & 01.26.24 - Insperty(CAVA@SAN DIEGO)	Bill	01/30/2024	SD_JAN'24 PYRL	SD_JAN 2024 Var. PYRL Invs	(1,742,081.00)
	Bill Payment	01/30/2024	01.26.24	ACH 01.10.24, 01.22.24, 01.25.24, & SD_JAN 2024 Var. PYRL Invs	1,742,081.00
				0.00	

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128512 - Christopher Chaidez dba Upward Bound School Inc.(CAVA @ San Diego)	Bill	01/24/2024	INV-00297		(2,016.00)
	Bill	01/24/2024	INV-00301		(840.00)
	Bill Payment	01/25/2024	128512		2,856.00
					0.00
Bill Payment #128522 - Michelle Miller dba TheraStaffers(CAVA @ San Diego)	Bill	01/24/2024	INV-00399		(3,690.00)
	Bill Payment	01/25/2024	128522		3,690.00
					0.00
Bill Payment #ACH 01.30.2024 - State Board of Equalization(CAVA@SAN DIEGO)	Bill	12/18/2023	SD_DEC'23 Use Tax	SD_Matris/Comptr Use Tax_DEC 2023	(16,717.92)
	Bill	01/30/2024	SD_DEC'23 Qtr End Use Tax Adj	SD_Matris/Comptr Use Tax_DEC 2023 Qtr End Adj.	(2,465.84)
	Bill Payment	01/30/2024	ACH 01.30.2024	SD_Matris/Comptr Use Tax_DEC 2023 & Qtr End Adj.	19,183.76
					0.00
Bill Payment #128509 - Braille Abilities, LLC(CAVA @ San Diego)	Bill	01/24/2024	INV-00144		(165.00)
	Bill	01/24/2024	INV-00138		(165.00)
	Bill	01/24/2024	INV-00150		(123.75)
	Bill Payment	01/25/2024	128509		453.75
					(385.01)
Bill Payment #128470 - Braille Abilities, LLC(CAVA @ San Diego)	Bill	01/17/2024	INV-00134		(82.50)
	Bill	01/17/2024	INV-00137		467.51
	Bill Payment	01/18/2024	128470		0.00
					(750.00)
Bill Payment #128518 - Grace Speech Therapy Corp.(CAVA @ San Diego)	Bill	01/24/2024	INV-00489		(240.00)
	Bill	01/24/2024	INV-00492		(750.00)
	Bill	01/24/2024	INV-00494		(60.00)
	Bill	01/24/2024	INV-00495		1,800.00
	Bill Payment	01/25/2024	128518		(1,785.00)
Bill Payment #128480 - Grace Speech Therapy Corp.(CAVA @ San Diego)	Bill	01/17/2024	INV-00466		(270.00)
	Bill	01/17/2024	INV-00477		(972.00)
	Bill	01/17/2024	INV-00475		(750.00)
	Bill	01/17/2024	INV-00461		3,777.00
	Bill Payment	01/18/2024	128480		0.00
					(75.00)
Bill Payment #128468 - Best Hearing San Diego(CAVA @ San Diego)	Bill	01/17/2024	INV-00047		75.00
	Bill Payment	01/18/2024	128468		0.00
					(14,320.00)
Bill Payment #128481 - Green Hasson & Janks LLP(CAVA@SAN DIEGO)	Bill	01/17/2024	83928 - Partial		14,320.00
	Bill Payment	01/18/2024	128481		0.00
					(77.50)
Bill Payment #128506 - Augmentative Communications Solutions(CAVA @ San Diego)	Bill	01/24/2024	INV-00409		77.50
	Bill Payment	01/25/2024	128506		0.00
					(2,781.66)
Bill Payment #128471 - Bridge The Gap Sped, LLC(CAVA @ San Diego)	Bill	01/17/2024	INV-00133		2,781.66
	Bill Payment	01/18/2024	128471		0.00
					(2,800.00)
Bill Payment #128483 - Jamshid and Shahrzad Kashanchi(CAVA @ San Diego)	Bill	01/17/2024	Dec 2023 Reimb		2,800.00
	Bill Payment	01/18/2024	128483		0.00
					(250.00)
Bill Payment #128527 - Sally Gonzalez(CAVA @ San Diego)	Bill	01/24/2024	INV-00195		(200.00)
	Bill	01/24/2024	INV-00191		450.00
	Bill Payment	01/25/2024	128527		(250.00)
Bill Payment #128494 - Sally Gonzalez(CAVA @ San Diego)	Bill	01/17/2024	INV-00187		250.00
	Bill Payment	01/18/2024	128494		0.00
					(380.00)
Bill Payment #128530 - The Stepping Stones Group LLC(CAVA @ San Diego)	Bill	01/24/2024	INV-00204		380.00
	Bill Payment	01/25/2024	128530		(409.00)
Bill Payment #128498 - The Stepping Stones Group LLC(CAVA @ San Diego)	Bill	01/17/2024	INV-00195		(62.00)
	Bill	01/17/2024	INV-00181		(512.50)
	Bill	01/17/2024	INV-00187		(624.75)
	Bill	01/17/2024	INV-00173		1,608.25
	Bill Payment	01/18/2024	128498		0.00
					(77.88)
Bill Payment #128507 - Axis Teletherapy(CAVA @ San Diego)	Bill	01/24/2024	INV-00191		(45.50)
	Bill	01/24/2024	INV-00172		(46.00)
	Bill	01/24/2024	INV-00185		(46.00)
	Bill	01/24/2024	INV-00188		(46.00)
	Bill	01/24/2024	INV-00199		(45.20)
	Bill	01/24/2024	INV-00177		(647.50)
	Bill	01/24/2024	INV-00220		(292.50)
	Bill	01/24/2024	INV-00205		(88.50)
	Bill	01/24/2024	INV-00206		1,335.08
	Bill Payment	01/25/2024	128507		0.00
					(225.00)
Bill Payment #128510 - Chase Boyle dba Snow Counseling(CAVA @ San Diego)	Bill	01/24/2024	INV-00159		(240.00)
	Bill	01/24/2024	INV-00175		

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #128510 - Chase Boyle dba Snow	Bill	01/24/2024	INV-00167		(180.00)
	Bill Payment	01/25/2024	128510		645.00
Bill Payment #128473 - Chase Boyle dba Snow Counseling(CAVA @ San Diego)	Bill	01/17/2024	INV-00145		(60.00)
	Bill	01/17/2024	INV-00136		(225.00)
	Bill	01/17/2024	INV-00151		(240.00)
	Bill Payment	01/18/2024	128473		525.00
					0.00
Bill Payment #128517 - El Paseo Children's Center, Inc.(CAVA @ San Diego)	Bill	01/24/2024	INV-00891		(11,092.13)
	Bill Payment	01/25/2024	128517		11,092.13
Bill Payment #128477 - El Paseo Children's Center, Inc.(CAVA @ San Diego)	Bill	01/17/2024	INV-00903		(7,982.63)
	Bill Payment	01/18/2024	128477		7,982.63
					0.00
Bill Payment #128484 - Kadiant, LLC(CAVA @ San Diego)	Bill	01/17/2024	INV-00067		(1,409.83)
	Bill	01/17/2024	INV-00061		(1,743.17)
	Bill Payment	01/18/2024	128484		3,153.00
					0.00
Bill Payment #128511 - Children's Therapy Network(CAVA@SAN DIEGO)	Bill	01/24/2024	INV-01110		(175.00)
	Bill Payment	01/25/2024	128511		175.00
					0.00
Bill Payment #128513 - Christy Bock dba Cornerstone Educational Solutions(CAVA @ San Diego)	Bill	01/24/2024	INV-00332		(13,910.00)
	Bill Payment	01/25/2024	128513		13,910.00
					0.00
Bill Payment #128523 - Oak Grove Institute(CAVA @ San Diego)	Bill	01/24/2024	12-2023 CAVA I@ SD JWS		(4,645.20)
	Bill Payment	01/25/2024	128523		4,645.20
Bill Payment #128490 - Oak Grove Institute(CAVA @ San Diego)	Bill	01/17/2024	11-2023 CAVA I@ SD JWS		(4,645.20)
	Bill Payment	01/18/2024	128490		4,645.20
					0.00
Bill Payment #128501 - A1 Speech Therapy, Inc.(CAVA@SAN DIEGO)	Bill	01/24/2024	INV-00256		(527.50)
	Bill Payment	01/25/2024	128501		527.50
Bill Payment #128462 - A1 Speech Therapy, Inc.(CAVA@SAN DIEGO)	Bill	01/17/2024	INV-00239		(590.00)
	Bill Payment	01/18/2024	128462		590.00
					0.00
Bill Payment #128464 - American Printing House for the Blind, Inc.(CAVA @ San Diego)	Bill	01/17/2024	A094278-1		(559.69)
	Bill Payment	01/18/2024	128464		559.69
					0.00
Bill Payment #128487 - Little Ears Therapy Centers(CAVA @ San Diego)	Bill	01/17/2024	INV-00105		(166.66)
	Bill Payment	01/18/2024	128487		166.66
					0.00
Bill Payment #128497 - Stepping Stones Therapy(CAVA@SAN DIEGO)	Bill	01/17/2024	INV-00480		(125.00)
	Bill Payment	01/18/2024	128497		125.00
					0.00
Bill Payment #128466 - Apple Inc.(CAVA@SAN DIEGO)	Bill	01/17/2024	MA46878634		(1,075.43)
	Bill	01/17/2024	MA48125988		(17.50)
	Bill	01/17/2024	MA48594039		(49.99)
	Bill Payment	01/18/2024	128466		1,142.92
					0.00
Bill Payment #128508 - Beyond Blindness, Inc.(CAVA @ San Diego)	Bill	01/24/2024	INV-00122		(2,070.47)
	Bill Payment	01/25/2024	128508		2,070.47
Bill Payment #128469 - Beyond Blindness, Inc.(CAVA @ San Diego)	Bill	01/17/2024	INV-00119		(1,633.87)
	Bill Payment	01/18/2024	128469		1,633.87
					0.00
Bill Payment #128482 - Growing Healthy Children Therapy Services, Inc.(CAVA @ San Diego)	Bill	01/17/2024	INV-00275		(305.00)
	Bill Payment	01/18/2024	128482		305.00
					0.00
Bill Payment #128520 - Kahana & Feld LLP(CAVA @ San Diego)	Bill	01/24/2024	16504		(460.50)
	Bill Payment	01/25/2024	128520		460.50
Bill Payment #128485 - Kahana & Feld LLP(CAVA @ San Diego)	Bill	01/17/2024	15972		(856.50)
	Bill Payment	01/18/2024	128485		856.50
					0.00
Bill Payment #128486 - Law Offices of Young, Minney & Corr, LLP(CAVA @ San Diego)	Bill	01/17/2024	8392		(1,201.00)
	Bill Payment	01/18/2024	128486		1,201.00
					0.00
Bill Payment #128493 - Rids Brother Company Inc(CAVA @ San Diego)	Bill	01/17/2024	1390		(3,200.00)
	Bill	01/17/2024	1395		(3,000.00)
	Bill Payment	01/18/2024	128493		6,200.00
					0.00
Bill Payment #128529 - Specialized Education of California Inc(CAVA @ San Diego)	Bill	01/24/2024	INV181792		(5,877.60)



**Transaction Summary**  
**CAVA @ San Diego**

<b>Vendor</b>	<b>Amount</b>
Clark Pest Control of Stockton, Inc.	8,253.35
Pitney Bowes Bank Inc Purchase Power	5,821.47
Law Offices of Young, Minney & Corr, LLP	4,445.60
WorldStrides	4,066.17
Gobo LLC	3,600.50
Barrington Staffing Services	3,011.68
AppleOne Employment Services	2,139.61
Effectual Educational Consulting Service	2,000.20
FusionPlus Inc	1,295.25
UPS	1,033.65
De Lage Landen Financial Services Inc.	916.47
Green Hasson & Janks LLP	771.71
Staples	757.92
AT&T Mobility	714.78
Resonant Education, LLC	644.70
Facilitron, Inc	598.48
Solution Tree	597.34
The Back Room Inc	594.09
Supreme Facility Services, Inc.	568.18
AXIS Teletherapy	467.25
Southern California Edison	408.22
ULINE	383.24
Comm-Core	353.81
Certified Languages International	303.75
Quill Corporation	280.32
Ontario Refrigeration	253.37
N2Y, LLC	243.79
2 Teach LLC	237.40
Amazon	211.75
Carmen Gomez Ruiz	207.24
Verizon Wireless	175.05
Marriott Burbank	171.29
UBEO Business Services	144.76
ADT Commercial	136.17
Red Robin	127.54
Amazon Capital Services	107.57
Bill.com	101.38
Campus Bible Church	95.45
Doctors Wellness Company LLC dba WellnessMart MD	85.66
Waste Management	72.60
School Services of California, Inc.	43.18
Western Exterminator Company	43.11

**Transaction Summary**  
**CAVA @ San Diego**

<b>Vendor</b>	<b>Amount</b>
Sparkletts	40.04
Grub Hub - Western Bagel	32.95
Paper Recycling & Shredding	18.65
City Printing Graphics	14.48
Party City	9.26
Krispy Kreme Doughnuts	6.59
Smart & Final	5.75
99 Cents Only Stores	3.91
Grub Hub - 7-Eleven	3.78
<b>Grand Total</b>	<b>46,620.46</b>

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD	
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2097	December	600.00	103.62	
				LLC 2098	December (12/23)	100.00	17.27	
				LLC 2045	January (1/5)	500.00	86.35	
	Operations and Housekeeping Services Total						1,200.00	207.24
<b>Carmen Gomez Ruiz Total</b>						<b>1,200.00</b>	<b>207.24</b>	
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 561964	December (12/7)	108.00	18.65	
<b>Paper Recycling &amp; Shredding Total</b>						<b>108.00</b>	<b>18.65</b>	
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073Y68E014	January (1/6)	404.56	69.87	
				LLC 000073Y68E503	December (12/16)	2,123.32	366.70	
				LLC 000073Y68E513	December (12/23)	535.61	92.50	
				LLC 000073Y68E523	December (12/30)	96.23	16.62	
				LLC 000073Y68E024	January (1/13)	605.94	104.65	
				LLC 000073Y68E034	January (1/20)	864.67	149.33	
				280 SPED	LLC 0000V9159W014	January (1/6)	197.71	35.19
				LLC 0000V9159W503	December (12/16)	509.87	90.74	
				LLC 0000V9159W513	December (12/23)	130.55	23.23	
				LLC 0000V9159W523	December (12/30)	36.00	6.41	
				LLC 0000V9159W024	January (1/13)	243.52	43.34	
				LLC 0000V9159W034	January (1/20)	197.16	35.09	
				<b>Shipping Total</b>				
	<b>UPS Total</b>						<b>5,945.14</b>	<b>1,033.65</b>
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6806596-0283-2	January	167.38	28.91	
				LLC 6806614-0283-3	January	253.00	43.69	
	Operations and Housekeeping Services Total						420.38	72.60
<b>Waste Management Total</b>						<b>420.38</b>	<b>72.60</b>	
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 43211	December (12/17)	3,520.87	608.06	
				LLC 43240	December (12/24)	3,145.38	543.21	
				LLC 43294	January (1/7)	3,433.01	592.88	
				LLC 43314	January (1/14)	4,006.49	691.92	
				280 SPED	LLC 43211	December (12/17)	1,142.77	203.37
				LLC 43240	December (12/24)	975.68	173.64	
				LLC 43294	January (1/7)	732.67	130.39	
				LLC 43314	January (1/14)	383.26	68.21	
				<b>Outside Service Total</b>				
	<b>Barrington Staffing Services Total</b>						<b>17,340.13</b>	<b>3,011.68</b>
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1006	January	7,500.00	1,295.25	
	Outside Service-General Total						7,500.00	1,295.25
<b>FusionPlus Inc Total</b>						<b>7,500.00</b>	<b>1,295.25</b>	
Law Offices of Young, Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 8390	December	23,043.00	4,445.60	
	Legal Fees Total						23,043.00	4,445.60
<b>Law Offices of Young, Minney &amp; Corr, LLP Total</b>						<b>23,043.00</b>	<b>4,445.60</b>	
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 122423	January	231.82	40.04	
	Office Expense Total						231.82	40.04
<b>Sparkletts Total</b>						<b>231.82</b>	<b>40.04</b>	
Verizon Wireless	Telephone - Administration	56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 9953321272	December	1,013.61	175.05	
	Telephone - Administration Total						1,013.61	175.05
<b>Verizon Wireless Total</b>						<b>1,013.61</b>	<b>175.05</b>	
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Ser	LLC 74586123123	December	1,443.00	303.75	
	Outside Service-General Total						1,443.00	303.75
<b>Certified Languages International Total</b>						<b>1,443.00</b>	<b>303.75</b>	
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1082415	January	2,048.70	353.81	
	Communications Total						2,048.70	353.81
<b>Comm-Core Total</b>						<b>2,048.70</b>	<b>353.81</b>	
Supreme Facility Services, Inc.	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3730	January	3,290.00	568.18	
	Operations and Housekeeping Services Total						3,290.00	568.18
<b>Supreme Facility Services, Inc. Total</b>						<b>3,290.00</b>	<b>568.18</b>	
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	112-4562889-1446636	January	270.08	46.64	
				112-5393659-8092228	January	112.66	19.46	
				112-5190425-5796228	January	117.95	20.37	
				112-1740738-8527443	January	9.00	1.55	
				112-9547249-1821042	January	25.74	4.45	
				111-9810533-2274626	January	85.37	14.74	
				111-3441323-6937812	January	126.54	21.85	
				111-6283719-0456235	January	23.12	3.99	
				111-6940541-1741060	January	25.60	4.42	
				111-3278614-5718615	January	28.24	4.88	
				111-0360445-7177072	January	48.91	8.45	
				111-1123860-3094618	January	16.08	2.78	
				111-0886700-6822659	January	254.16	43.89	
				111-8377512-0718658	January	82.67	14.28	
				<b>Office Expense Total</b>				
	<b>Amazon Total</b>						<b>1,226.12</b>	<b>211.75</b>
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 36082166	December (12/8)	257.98	44.55	
				LLC 36109053	December (12/11)	996.04	172.02	
				LLC 36216237	December (12/15)	175.84	30.37	
	Office Expense Total						1,629.86	286.94
<b>Quill Corporation Total</b>						<b>1,629.86</b>	<b>286.94</b>	

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
<b>Quill Corporation Total</b>						<b>1,623.17</b>	<b>280.32</b>
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 6554165803	December	1,748.36	301.94
				LLC 8055784667/1578 122823	January	642.14	110.90
				LLC 1184706803	December	1,748.36	301.94
<b>Communications Total</b>						<b>4,138.86</b>	<b>714.78</b>
<b>AT&amp;T Mobility Total</b>						<b>4,138.86</b>	<b>714.78</b>
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-2506	December (12/20)	3,440.00	594.09
<b>Outside Service-General Total</b>						<b>3,440.00</b>	<b>594.09</b>
<b>The Back Room Inc Total</b>						<b>3,440.00</b>	<b>594.09</b>
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 01-6773356	December (12/9)	519.87	89.78
				LLC 01-6778237	December (12/16)	3,720.43	642.52
				LLC 01-6782602	December (12/23)	2,253.05	389.10
				LLC 01-6792569	January (1/6)	2,948.68	509.24
				LLC 01-6796224	January (1/13)	263.93	45.58
				LLC 01-6796225	January (1/13)	2,683.20	463.39
<b>Outside Service Total</b>						<b>12,389.16</b>	<b>2,139.61</b>
<b>AppleOne Employment Services Total</b>						<b>12,389.16</b>	<b>2,139.61</b>
Doctors Wellness Company LLC dba WellnessMart MD	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC CVA20231231	December	496.00	85.66
<b>Outside Service-General Total</b>						<b>496.00</b>	<b>85.66</b>
<b>Doctors Wellness Company LLC dba WellnessMart MD Total</b>						<b>496.00</b>	<b>85.66</b>
Western Exterminator Company	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 55402553	December (12/6)	249.60	43.11
<b>Operations and Housekeeping Services Total</b>						<b>249.60</b>	<b>43.11</b>
<b>Western Exterminator Company Total</b>						<b>249.60</b>	<b>43.11</b>
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	24015747598	January	1,381.00	101.38
<b>Dues and Memberships Total</b>						<b>1,381.00</b>	<b>101.38</b>
<b>Bill.com Total</b>						<b>1,381.00</b>	<b>101.38</b>
ADT Commercial	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 153131027	January	394.23	68.08
				LLC 153487002	February	394.23	68.08
<b>Operations and Housekeeping Services Total</b>						<b>788.46</b>	<b>136.17</b>
<b>ADT Commercial Total</b>						<b>788.46</b>	<b>136.17</b>
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 2412	December (12/31)	2,600.00	467.25
<b>Subagreements for Services Total</b>						<b>2,600.00</b>	<b>467.25</b>
<b>AXIS Teletherapy Total</b>						<b>2,600.00</b>	<b>467.25</b>
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 24-31263	January (1/12)	75.08	14.48
<b>Printing Expense Total</b>						<b>75.08</b>	<b>14.48</b>
<b>City Printing Graphics Total</b>						<b>75.08</b>	<b>14.48</b>
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 011024	December	2,363.77	408.22
<b>Utilities Total</b>						<b>2,363.77</b>	<b>408.22</b>
<b>Southern California Edison Total</b>						<b>2,363.77</b>	<b>408.22</b>
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 11663	November	5,880.00	1,056.71
				LLC 11250	August (8/31)	5,250.00	943.49
<b>Subagreements for Services Total</b>						<b>11,130.00</b>	<b>2,000.20</b>
<b>Effectual Educational Consulting Service Total</b>						<b>11,130.00</b>	<b>2,000.20</b>
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 83937	December (12/8)	4,000.00	771.71
<b>Accounting Fees Total</b>						<b>4,000.00</b>	<b>771.71</b>
<b>Green Hasson &amp; Janks LLP Total</b>						<b>4,000.00</b>	<b>771.71</b>
School Services of California, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0140340-IN	January	250.00	43.18
<b>Outside Service-General Total</b>						<b>250.00</b>	<b>43.18</b>
<b>School Services of California, Inc. Total</b>						<b>250.00</b>	<b>43.18</b>
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 173061950	January (1/11)	2,219.10	383.24
<b>Office Expense Total</b>						<b>2,219.10</b>	<b>383.24</b>
<b>ULINE Total</b>						<b>2,219.10</b>	<b>383.24</b>
Pitney Bowes Bank Inc	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-1005-2145 121723	November	17,445.03	3,012.76
				LLC 8000-9090-1005-2145 011624	December	16,263.44	2,808.70
<b>Postage Total</b>						<b>33,708.47</b>	<b>5,821.47</b>
<b>Pitney Bowes Bank Inc Purchase Power Total</b>						<b>33,708.47</b>	<b>5,821.47</b>
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Studen	LLC 5291658	December (12/21)	2,577.00	286.82
				LLC 5292108	January (1/9)	2,800.00	310.52
<b>Teacher Training Total</b>						<b>5,377.00</b>	<b>597.34</b>
<b>Solution Tree Total</b>						<b>5,377.00</b>	<b>597.34</b>
WorldStrides	Prepaid Other	13514 Prepaid Other	101 General	LLC 570816 121223	December (12/12)	21,300.00	4,066.17
<b>Prepaid Other Total</b>						<b>21,300.00</b>	<b>4,066.17</b>
<b>WorldStrides Total</b>						<b>21,300.00</b>	<b>4,066.17</b>
Smart & Final	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12202023	December	33.28	5.75
<b>Office Expense Total</b>						<b>33.28</b>	<b>5.75</b>
<b>Smart &amp; Final Total</b>						<b>33.28</b>	<b>5.75</b>
2 Teach LLC	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	800 A-G Completic	LLC 1043	October (10/10)	666.67	118.67
				LLC 1064	December (12/1)	667.00	118.73
<b>Teacher Training Total</b>						<b>1,333.67</b>	<b>237.40</b>
<b>2 Teach LLC Total</b>						<b>1,333.67</b>	<b>237.40</b>
Amazon Capital Services	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	LLC 1DVR-94NR-K3C6	December (12/1)	374.30	64.64

Transaction Details  
CAVA @ San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	SD
Amazon Capital Services	Dues and Memberships Total					374.30	64.64
	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC 1QCQV-LR9L-6DXQ	January (1/2)	241.20	42.93
	Non K12 Curriculum Total					241.20	42.93
Amazon Capital Services Total						615.50	107.57
Campus Bible Church	Prepaid Other	13514 Prepaid Other	101 General	LLC 1204	December (12/4)	500.00	95.45
	Prepaid Other Total					500.00	95.45
Campus Bible Church Total						500.00	95.45
Clark Pest Control of Stockton, Inc.	Operations and Housekeeping Services Operations and Housekeeping Services Total	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 34586222	November (11/25)	47,790.00	8,253.35
Clark Pest Control of Stockton, Inc. Total						47,790.00	8,253.35
De Lage Landen Financial Services Inc.	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 81549525 LLC 81759092	December January	2,653.35	458.23
	Equipment Rental Expense Total					2,653.35	458.23
De Lage Landen Financial Services Inc. Total						5,306.70	916.47
Facilitron, Inc	Prepaid Other	13514 Prepaid Other	101 General	LLC 3CQ7WGG3YGCR-3 LLC ZWADXEUD5B75-1	October (10/24) September (9/13)	2,360.47	450.61
	Prepaid Other Total					774.57	147.87
Facilitron, Inc Total						3,135.04	598.48
						3,135.04	598.48
Gobo LLC	Non K12 Curriculum Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	330 SUPP - Engage	LLC 1498	October (10/30)	25,023.00	3,600.50
Gobo LLC Total						25,023.00	3,600.50
N2Y, LLC	Non K12 Curriculum Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC INV-1076208	December (12/20)	1,254.20	243.79
N2Y, LLC Total						1,254.20	243.79
Resonant Education, LLC	Non K12 Curriculum Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	560 Title I	LLC 1639	November (11/30)	3,500.00	644.70
Resonant Education, LLC Total						3,500.00	644.70
Staples	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3554336489 LLC 3554336490 LLC 3556524688	December (12/8) December (12/8) January (1/6)	2,536.53	438.06
	Office Expense Total					77.32	13.35
Staples Total						1,774.79	306.51
						4,388.64	757.92
Ontario Refrigeration	Operations and Housekeeping Services Operations and Housekeeping Services Total	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC GW29061 LLC GW29597M	January (1/12) January (1/6)	661.08	114.17
Ontario Refrigeration Total						806.00	139.20
						1,467.08	253.37
UBEO Business Services	Equipment Rental Expense Equipment Rental Expense Total	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 4376834	January (1/12)	838.20	144.76
UBEO Business Services Total						838.20	144.76
99 Cents Only Stores	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	12132023	December	22.62	3.91
99 Cents Only Stores Total						22.62	3.91
Krispy Kreme Doughnuts	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	23397606694928300	December	38.17	6.59
Krispy Kreme Doughnuts Total						38.17	6.59
Grub Hub - Western Bagel	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	60812472-7639579 64282493-3957293	December January	96.78	16.71
Grub Hub - Western Bagel Total						93.99	16.23
						190.77	32.95
Marriott Burbank	Travel and Conferences Travel and Conferences Total	66001 SG&A - Conferences and Events Expense : Events-Information Sessions	160 EDU EFF	1052024	January	1,000.00	171.29
Marriott Burbank Total						1,000.00	171.29
Grub Hub - 7-Eleven	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	58692493-2131945	January	21.89	3.78
Grub Hub - 7-Eleven Total						21.89	3.78
Party City	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	897643940-8	January	53.63	9.26
Party City Total						53.63	9.26
Red Robin	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	591524	January	738.50	127.54
Red Robin Total						738.50	127.54
Grand Total						269,590.46	46,620.46

**APPROVED**

**TO: CALIFORNIA VIRTUAL ACADEMY AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #03**

**VIA: CALIFORNIA VIRTUAL ACADEMY STAFF**

March 7, 2024

**SUBJECT:** Approval of Selection of Independent Auditors for FY 2023-24, FY 2024-25, and FY 2025-26

**PROPOSAL:**

It is proposed that the Governing Board of California Virtual Academy at San Diego approve the attached resolution to select the independent auditors for fiscal years 2023-24, 2024-25, and 2025-26.

**BACKGROUND:**

California Education Code requires 1) all public schools like California Virtual Academy at San Diego conduct annual, independent financial audits, 2) the board approve the selection of the school's independent auditors, and 3) the lead audit partner of the audit firm has not performed audit services for the School in each of the 6 previous fiscal years. The proposed auditing firm, Green Hasson Janks LLP, is the incumbent firm.

**BUDGET IMPLICATIONS:**

The impact on the budget is as follows, and does not include prospective changes in scope of work:

- FY 2023-24: \$50,100 (7% increase)
- FY 2024-25: \$52,100 (4% increase)
- FY 2025-26: \$53,800 (3.3% increase)

**RECOMMENDATION:**

It is recommended that the Governing Board:

1. Approve the attached resolution as presented.

**RESPECTFULLY SUBMITTED:**

April Warren  
Head of School

**PREPARED BY:**

April Warren  
Head of School

Francis "Paco" Burke  
Chief Business Official

**PRESENTED BY:**

April Warren  
Head of School

Francis "Paco" Burke  
Chief Business Official

Ayes: 3

No: 0

Abstain: 0

Approved:  Yes  No **Witnessed:** Casey Robinson **Date:** 3/7/2024

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess				X		
Lori Enroth	X					
Stephanie Green	X					X

**RESOLUTION TO SELECT THE INDEPENDENT AUDITING FIRM  
FOR  
California Virtual Academy at San Diego**

**Whereas:** California Virtual Academy at San Diego is a charter school approved by the State of California Board of Education; and

**Whereas:** California Virtual Academy at San Diego functions as a non-profit corporation; and

**Whereas:** The books and accounts of California Virtual Academy at San Diego are required to be audited annually; and

**Whereas:** The Board desires to select the independent auditing firm of Green Hasson & Janks LLP to perform the independent audit for the 2023-24, 2024-25, and 2025-26 school years.

**IT IS THEREFORE RESOLVED:**

**That:** The following firm shall be selected as the independent auditing firm for the 2023-24, 2024-25, and 2025-26 school years:

Green Hasson & Janks LLP

Voice Vote:

Ayes:   3   No:   0  

Date:   3/7/2024  

Certification of Board Secretary: \_\_\_\_\_

**TO: CALIFORNIA VIRTUAL ACADEMY AT SAN DIEGO  
GOVERNING BOARD**

**APPROVED**

**BOARD REPORT #04**

**VIA: CALIFORNIA VIRTUAL ACADEMY STAFF**

March 7, 2024

**SUBJECT:** 2023-2024 Employment Agreements and Terminations

**PROPOSAL:**

It is proposed that the Governing Board of the California Virtual Academy at San Diego ratify the following 2023-2024 Employment Agreements and Terminations.

**BACKGROUND:**

California Virtual Academy at San Diego offered contracts to teachers to meet the enrollment demands of the 2023-2024 school year.

**New Hires:**

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>FTE</b>
Campbell-Elgendy	Anita	Education Specialist, K5	1.0
Abassy	Omar	Roving Substitute	0.0
Covarrubias	Yecenia	School Psychologist	1.0
Sadrozinski	Susan	Teacher, Elementary	1.0
Cardenas	Flor	Teacher, Elementary	1.0
Allison	Angelica	Teacher, Elementary	1.0
Whittall	Katharine	Teacher, Elementary, Substitute	0.0
Suitor	Suzanne	Teacher, Elementary, Substitute	0.0
Petrosky	Michael	Teacher, High School Career Technical Education	1.0
Hoffman	Kyle	Teacher, Middle School	1.0
Loomis	Emily	Teacher, Middle School	1.0

**Terminations/Resignations:**

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>FTE</b>
1) Campbell-Elgendy	Anita	Education Specialist, K5	1.0
2) Peterson	Jacquelyn	School Psychologist	1.0
3) Duff	Vanessa	Speech and Language Pathologist	0.0
4) Ramirez	Christine	Teacher, Elementary	1.0
5) Heaton	Shannon	Teacher, Elementary	1.0

**BUDGET IMPLICATIONS:**

Funding for these positions is provided through State apportionment based on Average Daily Attendance as reported by the school.

**RECOMMENDATIONS:**

It is recommended the Governing Board:

1. Ratify the offered 2023-2024 Employment Agreements and Terminations
2. Authorize Designee of Board of Directors to sign the 2023-2024 Employment Agreements on behalf of California Virtual Academy at San Diego.

**RESPECTFULLY SUBMITTED:**

April Warren  
Head of School

**PREPARED BY:**

Casey Robinson  
Human Resources Administrator

**PRESENTED BY:**

Casey Robinson  
Human Resources Administrator

Ayes: 3

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Robinson* Date: 3/7/2024

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					X
Shelly Hess				X		
Lori Enroth	X					
Stephanie Green	X				X	

**TO: CALIFORNIA VIRTUAL ACADEMY AT SAN DIEGO  
GOVERNING BOARD**

**APPROVED**

**BOARD REPORT #05**

**VIA: CALIFORNIA VIRTUAL ACADEMY STAFF**  
March 7, 2024

**SUBJECT:** California Virtual Academies Club Policies and Processes

**PROPOSAL:** It is proposed that the Governing Board of California Virtual Academy at San Diego approve the Club Policies and Processes.

**BACKGROUND:** This policy ensures that student clubs are based on student interest, are student-initiated, and follow board-approved policies and processes based on practices that ensure all student groups have equal access.

**BUDGET IMPLICATIONS:** There are no budget implications.

**RECOMMENDATIONS:** It is recommended the Governing Board approve the Club Policies and Processes.

**RESPECTFULLY SUBMITTED:**

April Warren  
Head of School

**PREPARED BY:**

Leah Fellows  
Director, Engagement and Community

**PRESENTED BY:**

Leah Fellows  
Director, Engagement and Community

Ayes: 3                      No: 0                      Abstain: 0

Approved:   Yes        Witnessed:   *Cathy Robinson*        Date:   3/7/2024  

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess				X		
Lori Enroth	X					
Stephanie Green	X					X



## Club Policies and Processes for Student Clubs and Activities

We recognize the benefits of students engaging in activities outside of the regular academic time, which are non-curricular in nature. Participation in student groups or clubs enhances students' engagement with school, fosters a sense of community, and helps students to explore and develop non-academic interests.

California Virtual Academies offers two club options:

- After-hours clubs are offered weekly and are offered outside of school hours. Due to the budget impact, the number of these clubs is limited each school year.
- Monthly clubs are offered once a month during the school day but scheduled so as not to interfere with the school's educational activities or class time.

California Virtual Academies operates extracurricular activities that are school-led and sponsored, with different policies and expectations. These include but are not limited to student government and Esports.

**The formation of non-curricular student groups or clubs creates a limited open forum, and the following criteria apply:**

### Elementary School Clubs

- California Virtual Academies (CAVA) faculty will initiate and facilitate clubs in TK-5 based on student interest. At the end of each school year, in preparation for the upcoming school year, CAVA will survey TK-5 families to assess interest in returning/new clubs. If five or more students express interest in the club, CAVA will seek a faculty advisor to support the club. Clubs with the most student interest will be prioritized for an after-hours advisor. If no after-hours advisor is secured, CAVA will look to offer the club monthly. Should no advisor be secured, CAVA will be unable to offer the club.
- Approved and staffed clubs will be listed on ParentSquare, including the club's name, brief description, faculty advisor, and meeting details.
- The Parent/Learning Coach will complete an online club registration that includes permission for the student to participate, including a release of liability and an optional photo release. Once completed, the student will be assigned to a support classroom in the online school.
- Set dates will be established annually to initiate new clubs.

### Middle/High School Clubs

- Students in grades 6-12 may initiate the formation of a student group or club. The formation of all student groups and clubs is a student-initiated process. School staff or parents shall not initiate the formation of student groups or clubs.
- At the end of the school year, in preparation for the upcoming school year, Middle/High School students will be given a survey to indicate their interest in forming a student group or club. CAVA will seek a faculty advisor to support the proposed student group or club based on meeting the criteria outlined below. Clubs with the most student interest will be prioritized



for an after-hours advisor. If no after-hours advisor is secured, CAVA will look to offer the club monthly. Should no advisor be secured, CAVA will be unable to offer the club.

- Once approved and staffed, Middle/High School clubs will be listed on ParentSquare, including the club's name, brief description, faculty advisor, and meeting details.
- The Parent/Learning Coach will complete an online club registration that includes permission for the student to participate, including a release of liability and an optional photo release. Once completed, the student will be assigned to a support classroom in the online school.
- Middle/High School clubs must have at least five currently enrolled students registered to hold meetings and engage in activities.
- Set dates will be established annually to initiate new clubs.

### Criteria

- Students must be within the designated grades the club serves to participate.
- Middle/High School clubs must have a faculty advisor who will assist the students in running the club but who shall not lead or direct the club's activities.
- All student groups or clubs shall have a faculty advisor present for supervision and support at all meetings.
- All student groups or clubs shall meet when the students participating in the club are not receiving academic instruction. Student group or club activities may not interfere with academic or required class time.
- Meetings shall not materially and substantially interfere with the orderly conduct of the school's educational activities.
- No club may be formed that would disrupt the school or learning.
- No club may be formed that would violate any California laws or regulations set forth by the Department of Education.
- Before the student group or club meets for the first time, the group or club must have a faculty advisor, the club must have a name that is descriptive of the focus of the particular club, a description of what types of activities the club will engage in, and a draft constitution for the club which shall indicate that the club is open to all students. No student or student group may be excluded from participation. The faculty advisor may assist students in developing these documents.
- All student groups and clubs that meet the above criteria and have at least five currently enrolled students interested and/or registered (as outlined above) shall be approved to hold meetings and engage in activities. However, there will be no mandatory attendance numbers or required number of students to hold a meeting.
- The denial of any student's request to form a group or club shall be provided in writing, and the reason for the denial will be clearly articulated. Further, the denial will outline the process to modify the request to allow the student(s) seeking to form the group the opportunity to comply with the requirements of this policy.
- Information about the student groups and clubs will be available on ParentSquare so that parents may learn about the nature and purpose of each group or club.
- Club history will be maintained in a SharePoint site that includes when the club was founded, students who founded the club, students who expressed interest in the creation of the club, faculty advisor, club description, and club constitution.



- All Middle/High School club meetings shall be student-initiated and open to all students in designated grades served by student groups or clubs. Student attendance at any meeting shall be entirely voluntary.
- Faculty advisors present at any religiously oriented club meetings will be present only in a non-participatory capacity. (i.e., They cannot lead the students in prayer, preach, teach, or determine any specific theological or religious view.)
- The faculty advisor for a religious student group shall be present to ensure student safety and supervision.
- Outside organizations are not permitted to direct, conduct, control, or regularly attend student group or club meetings. Student groups may invite outside organizations or individual speakers to attend their meetings, as long as the outside organizations or individuals do not direct, conduct, control or regularly attend activities of the group. All outside organizations, speakers, or individuals must follow the school's established procedure for allowing visitors into the virtual campus, including any registration procedures. School employees must supervise guests or visitors at all times.
- All student groups shall have equal access to publicize and announce meetings and activities, to the extent the school has these places, the school website, newsletters, and club fairs.
- No employee, contractor, or agent shall be permitted to:
  - Influence the form or content of any prayer or other religious activity connected with student meetings;
  - Encourage or agree to advise any student group or club that would materially and substantially interfere with the orderly conduct of educational activities within the school. The denial of any student request to form a group or club shall be made in writing, articulate the reason for the denial, and provide an opportunity for the student(s) who seek to form the group to modify the request so that no material and substantial interference occurs;
  - Attend, participate in, advise, or facilitate any meeting at which unlawful conduct is likely to occur. Any faculty advisor who becomes aware of unlawful conduct shall immediately report such conduct to the Head of Schools (HOS);
  - Deny formation of a student-led group or club based upon any discriminatory basis or personal views of the employees or staff;
  - Expend public funds beyond the incidental costs of providing methods to announce the time and location of a group or clubs and the incidental costs of providing the facilities to conduct the meetings;
  - Compel any employee to attend a group or club meeting that is contrary to the beliefs of the employee.
  - Sanction meetings that are otherwise unlawful or that would threaten the well-being of students and faculty members.

**TO: CALIFORNIA VIRTUAL ACADEMY AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #06**

**APPROVED**

**VIA: CALIFORNIA VIRTUAL ACADEMY STAFF**  
March 7, 2024

**SUBJECT:** Comprehensive School Safety Plan Update

**PROPOSAL:** It is proposed that the Governing Board of California Virtual Academy at San Diego approve the Comprehensive School Safety Plan Update.

**BACKGROUND:** Senate Bill 10 (Melanie's law) requires schools serving students in grades seven through 12 to include opioid prevention and response in their school safety plan.

**BUDGET IMPLICATIONS:** There are no budget implications.

**RECOMMENDATIONS:** It is recommended the Governing Board approve the Comprehensive School Safety Plan.

**RESPECTFULLY SUBMITTED:**  
April Warren  
Head of School

**PREPARED BY:**

Krista Mount  
Director of Categorical Programs

**PRESENTED BY:**

Leah Fellows  
Director, Engagement and Community

Ayes: 3                      No: 0                      Abstain: 0

Approved: Yes      Witnessed: *Cathy Robinson*      Date: 3/7/2024

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					X
Shelly Hess				X		
Lori Enroth	X					
Stephanie Green	X				X	

Senate Bill 10 was passed on October 13, 2023.  
<https://legiscan.com/CA/text/SB10/id/2845936>

**The following was added in the Psychological Trauma section under Safety Risk Process Live Class Crisis.**

#### PROCEDURES FOR PREVENTING OPIOID AND FENTANYL USE AND OVERDOSE

The school will use the following prevention strategies:

- Creating a supportive, safe, and orderly environment conducive to learning by regularly assessing school climate and using data to develop goals and objectives to address gaps.
- Providing training to staff on building protective factors in students, as well as recognizing the signs and symptoms of use/abuse.
- Responding to a possible overdose while in the virtual setting.
  - Evaluate for signs of an opioid overdose.
  - Follow the Safety Risk Process Live Class Crisis process above.
- When in-person events without parent involvement resume, the school will reconsider training on responding to possible overdose in-person.

# Comprehensive School Safety Plan

**2023-2024  
School Year**

**School:** California Virtual Academy at San Diego  
**CDS Code:** 37684036120893  
**District:** California Virtual Academy at San Diego  
**Address:** 50 Moreland Road  
Simi Valley, CA 93065  
**Date of Adoption:** December 7, 2023  
**Date of Update:** March 7, 2024

**Approved by:**

Name	Title	Signature	Date
April Warren	Head of School		

## Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

the school office. <https://cava.k12.com/>

A copy of the Comprehensive School Safety Plan is available for review at .

## Safety Plan Vision

Our school will support students with a culture that provides a positive and encouraging environment allowing each individual student to thrive and achieve their maximum academic success.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **California Virtual Academy at San Diego Safety Committee**

#### **Assessment of School Safety**

- Site based surveys: parents, students, and staff
- Annual school safety protocols and procedures review

#### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

In accordance with Ed Code 32281 (Comprehensive School Safety Plan), section (f)

(1) A school district or county office of education may, in consultation with law enforcement officials, elect to not have its school site council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the schoolsite. The portions of a school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.

(2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

Child Abuse Reporting  
Approved by Boards: March 2021

Information

The California Virtual Academies are committed to supporting the safety and well-being of our students and desires to facilitate the prevention of and response to child abuse and neglect. The policy was created to ensure that all employees are provided training and support for preventing, recognizing, and promptly reporting known or suspected child abuse or neglect.

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; classified employees; certificated pupil personnel employees; administrative officers; athletic coaches, administrators, and directors; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

- A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child or dependent adult whom the mandated reporter knows or reasonably suspects has been the victim of abuse or neglect. (Penal Code 11166 and Welfare and Institutions Code 15630)
- Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)
- Any person shall notify a law enforcement agency if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

- The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

- When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166 and Welfare and Institutions Code 15630)
- No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166 and Welfare and Institutions Code 15630)

## Reporting Procedures

### Initial Telephone Report

- Mandated reporters shall call 9-1-1 for immediate emergencies.
- Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter as defined by law shall make an initial report by telephone. When the initial telephone report is made, the mandated reporter shall note the name, address, and age of child involved, provide a clear description of suspected child abuse or neglect, and note the name of the screening social worker who took the call and any instructions given. (Penal Code 11165.9, 11166)
- Where the situation is not an emergency needing the police, reports should be made to the Child Protective Services (CPS) in the county that the student lives.
  - o County Emergency Response Child Abuse Reporting Telephone Numbers <https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>

### Written Report

- After making the initial phone call and within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form, Suspected Child Abuse Report (SS 8572). (Penal Code 11166, 11168)
  - o The Department of Justice forms are available: [https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss\\_8572.pdf?](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf?)
- The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)
- Information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case. (Penal Code 11167)
- The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)
- Employees shall keep a copy of the complete written report that is filed.

### Internal Reporting

- The mandated reporter shall not be required to disclose his/her identity to the employer, supervisor, school principal, school counselor, co-worker, or other person. (Penal Code 11166)
- Employees reporting abuse or neglect to an appropriate agency are encouraged, but not required, to notify their supervisor, principal, school counselor, co-worker, or other person as soon as possible after the initial telephone report to the appropriate agency. When so notified, they shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, and Board policy.
- Reporting the information to a supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### Internal Action for Incidents Involving School Employees

- If an employee has knowledge of or reasonably suspects that another school employee, or contractor is engaged in conduct that may be an indication of suspected abuse or neglect, they must take the following actions:
  - o Call 9-1-1- for immediate emergencies
  - o File a Suspected Child Abuse Report by telephone to the police
  - o Submit a Suspected Child Abuse Report form
  - o Immediately notify their supervisor of the alleged inappropriate conduct and complete a confidential student/staff incident report
- The director or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, and Board policy.
- After completion of the appropriate written follow-up report, and after providing the form to the appropriate agency, the mandated reporter shall provide that form to the director or designee. The mandated reporter shall not be required to disclose

his/her identity and may remove his/her name from the form. (Penal Code 11166)

- The director or designee shall maintain a record of all reported cases of suspected student abuse regarding employees or others. All complaints and allegations of student abuse shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.
- No student shall be required or asked to meet with the employee, or contractor who has allegedly abused that student. If the employee, or contractor suspected of sexual misconduct is a school employee, or contractor, then during the investigation, he/she shall discontinue contact with students.

#### Discipline

- Any school employee, or contractor who is determined, after an investigation, to have engaged in any activity in violation of this policy/administrative regulation, including, but not limited to failure to report known or reasonably suspected child abuse and neglect, will be subject to disciplinary action up to and including discharge.
- The school will discipline any individual who retaliates against any person who reports suspected child abuse and/or neglect or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding, or a hearing relating to a child abuse and/or neglect complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Failure to Report

- Any person mandated by Penal Code who fails to report any instance of child abuse or neglect that he/she know or reasonably suspects to exist may incur criminal, civil, and/or professional liability. Failure to report is a misdemeanor and punishable by confinement in county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both. However, if "death or great bodily injury" happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine of not to exceed five thousand dollars (\$5,000) or by both. (Penal Code 11166)

#### Training

- Within the first six weeks of each school year, the school shall provide training on mandated reporting requirements to employees and persons working on their behalf who are mandated reporters as defined by law. Any school personnel hired during the school year shall receive training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)
- Training of mandated reporters shall include, but not necessarily be limited to, training in identification and mandated reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)
- The school shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)
- Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed under the Penal Code.

#### Parent/Guardian Complaints

- Upon request, the school shall provide parents/guardians with a copy of this board policy which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.
- To file a complaint against a school employee, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.
- In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

#### Notifications

- The school shall provide to all new employees who are mandated reporters as defined by Penal Code, Welfare and Institutions Code, and this policy a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167.
- Before beginning employment, employees shall sign a statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the school. (Penal Code 11166.5)

• The school also shall notify all employees that:

1. A mandated reporter as defined by the Penal Code who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter as defined by the Penal Code fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the school for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

#### Confidentiality

• Reports of suspected child abuse or neglect and information contained therein are confidential and may be disclosed only as follows:

- o The identity of the reporting person(s) shall be disclosed only between child protective agencies; to counsel representing a child protective agency; to the district attorney in a criminal prosecution or in an action initiated under the Welfare and Institutions Code section 602 arising from alleged child abuse or neglect; to counsel appointed pursuant to subdivision (c) of the Welfare and Institutions Code section 317; to the county counsel or district attorney in an action initiated under Welfare and Institutions Code section 300 (dependent children); to a licensing agency when abuse or neglect in out-of-home care is suspected; by court order; in a criminal or civil proceeding; or when the person who reports waives confidentiality.
- o The contents of the report shall only be disclosed to persons or agencies permitted under Section D.5.a. and Penal Code 11167(d) and 11675.5 which require that the identity of all person who report child abuse or neglect remain confidential.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

##### **Disaster Plan (See Appendix C-F)**

Since our school is a non-classroom based independent study program with no school buildings, the procedures for different emergency types apply to school events held in buildings not owned by the school. For example, for in-person state testing the school will rent or borrow space from school districts, county office of education, churches, libraries, and clubs. The emergency response procedures can apply to any of these settings.

Our school is unique because we are virtual the majority of the time but do meet in person occasionally. An in-person event may be a time when staff, students, and parents/guardians come together at a public location for an "Outing". An in-person event may be for testing, where CAVA has secured (rented or borrowed) a space or building (library room, classrooms at a church, rooms at a district office). For testing, students usually attend without a parent. In order to cover these situations, parents/guardians sign a Parent's Approval, Student Waiver and Photo Release form (attached) at the beginning of each year.

Below are examples of outings that are approved for our schools:

- Park days
- Sporting events (i.e. minor league baseball games, bowling, etc.)
- Factory tours
- Museums
- Historical sites (i.e. historical home tours, missions, etc.)
- Government agencies (i.e. fire station, police department, library, post office, etc.)
- Local education opportunities (i.e. art schools, community organizations that offer classes for school-aged children, etc.)

##### **Public Agency Use of School Buildings for Emergency Shelters**

Non-classroom based charter school with no school buildings.

##### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

This Student Suspension and Expulsion Policy has been established to promote learning and protect the safety and well-being of all students. When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, and the use of alternative educational environments, suspension, and expulsion.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the school has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Improvement Act (IDEIA) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow Section 504 of the Rehabilitation Act, Individuals with Disabilities in Education Improvement Act (IDEIA), the Americans with Disabilities Act (ADA) of 1990 and all federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

##### Procedures to Notify Teachers of Dangerous Pupils

The school is committed to supporting the safety and well-being of our students and employees. The school has an affirmative duty to take reasonable steps to protect all students and provide employees with a safe work environment.

This Board Policy is adopted pursuant to Education Code section 49079.

A school must inform any teacher, counselor or administrator in a supervisory or disciplinary position when, based on records maintained by the school or received from law enforcement, it has information that, during the three previous school years, a pupil has engaged in, or is reasonably suspected to have engaged in, the following criminal or disruptive conduct at school, while going to or from school, or during a school sponsored activity:

- a. Causing, attempting, or threatening physical injury to another;
- b. Possessing, selling, or otherwise furnishing, a firearm, knife, or other dangerous object;
- c. Possessing, using or selling illegal drugs, alcohol, or drug paraphernalia;
- d. Committing or attempting to commit robbery or extortion;
- e. Committing an obscene act or engaging in habitual profanity or vulgarity;
- f. Possessing, offering, arranging or negotiating to sell, any drug paraphernalia;
- g. Pupils in grades 9-12, who were suspended from school due to disrupting school activities or otherwise willfully defying the valid authority or supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Any information received by a teacher pursuant to this Board Policy shall be received in confidence for the limited purpose for which it was provide and shall not be further disseminated by the teacher.

The information provided shall be from the previous three school years.

Education Code section 49079 provides that no school administrator or employee shall be civilly or criminally liable for providing information under this statute unless it is proven that the information was false and that the officer or employee knew that the information was false, or was made with a reckless disregard for the truth or falsity of the information provided.

An employee who knowingly fails to provide mandated information about a pupil is guilty of a misdemeanor punishable by up to six months in jail, or up to \$1,000 fine or both.

A student or his/her parent or guardian must notify a school at the time of enrollment if the student was expelled previously from another school and must disclose the reason for the expulsion. Ed. Code 48915.1.

## **(E) Sexual Harassment Policies (EC 212.6 [b])**

Prevention of Sexual Misconduct and Abuse

Board Policy June 2020

### Information

Education code requires that schools post their staff/student interaction and professional boundaries policies on the school's website as well as distribute the policy to students and staff each year.

### Policy Statement

California Virtual Academy is committed to providing students with a safe and supportive learning environment and to protecting its students from sexual misconduct and abuse. The responsibility to protect students from sexual misconduct and abuse is shared by the Board, administrators, teachers, other employees, volunteers, parents, state agencies, and law enforcement.

Sexual misconduct or abuse in any form and as defined in this policy is expressly prohibited by California Virtual Academy. While the School recognizes the importance of safe and appropriate communication and interaction between students and adults in student achievement, successful learning, and instruction, clear and reasonable boundaries for educator-student relationships are necessary to protect students from sexual misconduct and abuse and to protect adults from misunderstandings and false accusations. This policy outlines safe and appropriate boundaries for stakeholder interactions with students and strictly prohibits inappropriate or questionable conduct toward students by any stakeholders, including employees.

This policy applies to all stakeholders, including administrators, employees, volunteers, and vendors providing instructional services to students. In this policy, these individuals will be referred to as "adults." This policy must be reviewed and applied in conjunction with the School's mandating reporting policy and Professional Boundaries Policy.

### Sexual Misconduct and Abuse Prohibited

Adults are prohibited from engaging in sexual misconduct and abuse of students, which includes unnecessary or intimate physical touching; dating; making sexual advances; seeking romantic or sexual relationships; seeking an emotional bond for the benefit of the adult; giving personal gifts that are intimate in nature; intentionally being alone with a student away from school; telling/allowing inappropriate sexual jokes or stories; becoming overly interested or attached, or showing undue attention toward, a specific student or students; any behavior that could be described as "grooming" behavior; having conversations of an intimate or sexual nature not related to the adult's professional responsibilities; and sexual contact.

This is a non-exhaustive list. Adults must also generally avoid any other conduct toward a student that would cause a reasonable person to suspect inappropriate behavior. Although this policy gives specific, clear direction, it is each adult's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

### In-Person Communication and Interaction

Personal contact between adults and students must be nonsexual, appropriate to the circumstances, and unambiguous in meaning. Adults should avoid the appearance of impropriety in their interactions with students. Behaviors that can create an appearance of impropriety include, but are not limited to:

- Conducting ongoing, private conversations with individual students that are unrelated to academics, school activities, or the well-being of students and that take place in locations inaccessible to others;
- Inviting a student or students for home visits;
- Visiting the homes of students for any reason other than professional duties;
- Inviting students for social contact off school grounds without the permission or knowledge of parents/guardians; and
- Transporting students in personal vehicles without the parents or supervisors.

Adults, including employees and volunteers of the School, should respect boundaries consistent with their roles as educators, mentors, and caregivers. Violations of these boundaries include:

- Physical contact with a student that could be reasonable interpreted as constituting sexual harassment;

- Exposing students to sexualized content via pictures, videos, internet, or social media;
- Unnecessarily invading a student's personal privacy or physical space;
- Singling out a particular student or group of students for personal attention and friendship beyond the bounds of an appropriate adult/student relationship;
- Conversation of a sexual nature with students not related to the adult's professional responsibilities or role; and
- A flirtatious, romantic, or sexual relationship with a student.

#### Electronic Communication

Digital technology and social networking provide multiple means for adults, educators and other employees to communicate appropriately with students and personalize learning. Such communication between adults and students must be transparent, accessible to supervisors and parents/guardians, nonsexual, appropriate to the circumstances, unambiguous in meaning, and professional in content and tone.

As with in-person communications, adults should avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Factors to consider in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing, and frequency of the communication;
- Whether there was an attempt to conceal the communication from supervisors and/or parents/guardians;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and
- Whether the communication was sexually explicit.

Adults must restrict one-on-one, electronic communications with individual students to accounts, systems, and platforms that are provided by and accessible to the School.

If an adult does not have access to a Board-approved communication account, system, or platform and there is a time-sensitive or emergency School-related matter that must be communicated to students, the adult may use a personal communication account, system, or personal social media to communicate this information. The adult must note the date, time, and nature of the contact and email this information to their supervisor as communications with the student on behalf of the School is the property of the School.

Parents/guardians are encouraged to have access to their student's social networking and digital communications and to supervise their student's use of these methods of communication.

#### Reporting of Violations

Adults are required to report any case of suspected sexual misconduct or abuse to their supervisor (or to the Principal for non-employees), who shall report such information to the Head of School. This requirement is in addition to the requirements for reporting cases of suspected child abuse or neglect under any mandatory reporting laws.

In addition, adults are required to report suspected violations of this policy regarding in-person and electronic communications with students to their supervisor (or to the Principal for non-employees), who shall report such information to the Head of School.

Adults should not attempt to confront the perpetrator or conduct their own investigation. Instead, the matter must be referred to the School and a child protective agency as stated herein. For the privacy of the student and to avoid circulating harmful or incorrect information, adults must not unnecessarily disseminate information about a pending incident.

#### Training

The Board will provide training for employees and volunteers on the prevention of misconduct and abuse, in addition to any required training under mandated reporting laws. Information about this policy will also be disseminated to employees, volunteers, students and parents and posted on the School's website.

#### Investigation and Consequences for Violations

All complaints of sexual abuse or misconduct shall be investigated by the School. Such investigations shall occur within 30 days of a report.

Violations of this policy may be considered egregious and gross misconduct and form the basis for immediate termination without regard to the principles of progressive discipline. Employees found to be in violation of this policy may be disciplined, up to and including termination from employment. Volunteers found to be in violation of this policy may be ineligible for continued/future volunteer services and may be removed from their volunteer role.

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Clothing worn to CAVA class sessions and events (including virtual events where webcams are used) should promote the learning process and appropriate behavior. The primary responsibility for student dress and appearance rests with the parent/legal guardian. The primary purpose of school is education. Therefore, all aspects of school must be considered with that objective in mind.

Clothing shall be neat, clean, safe, and not disruptive to instructional activities. Crude or vulgar commercial lettering or printing, and pictures depicting drugs, tobacco, alcoholic beverages, racial/ethnic slurs, gang affiliation, hateful speech, or that are sexually suggestive are not acceptable. Items such as beach attire, short shorts, short skirts, clothing exposing undergarments, or unsafe accessories are not allowed. Any clothing/accessory that may be deemed dangerous are unacceptable. Inappropriately revealing clothing, including but not limited to, see-through and/or strapless tops are not allowed. The wearing/displaying of apparel that is disruptive to the school environment is not allowed. Refusal to adhere to these dress standards will result in disciplinary action.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

We are a nonclassroom-based charter schools with no school facilities.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**California Virtual Academy at San Diego Student Conduct Code**

**Code of Classroom Etiquette**

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom.

In CA Virtual Academy, a classroom is defined as many different locations. These may include but are not limited to:

- Virtual classroom sessions
- Class Connect and other online meeting rooms
- Online discussion boards
- Outings or other in-person events
- Any school community areas

As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established.

1. When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
2. Conflicting opinions among members of a class are respected and responded to in a professional manner.
3. No side conversations or other distracting behaviors are engaged in during class discussions or presentations.
4. No offensive comments, language, or gestures are part of the classroom environment.
5. Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
6. Use only your username and password, and do not share these with anyone.
7. Do not post personal information (Instagram, YouTube, Facebook, email address, etc.)
8. Do not interfere with other users' ability to access the online school or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
9. Do not download, transmit or post material that is intended for personal gain or profit, non-school commercial activities, non-school product advertising or political lobbying on a school owned instructional computing resource.
10. Do not use school instructional computing resources to sell or purchase any illegal items or substances.
11. Do not upload or post any software on school instructional computing resources that are not specifically required and approved for your assignments.
12. Do not post any MP3 files, compressed video, or other non-instructional files to any school server.
13. Do not post material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.

**Conduct Code Procedures**

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

**Consequences**

- First warning
- Certified letter
- If problem continues, administrator phone conference
- Possible withdrawal
- Depending on the severity of each action, school reserves the right to withdraw student upon each action

This document describes the policies and guidelines and exists to ensure that all students are aware of and understand their responsibilities when accessing and using school resources.

As a student enrolled in CA Virtual Academy, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines will result in the:

- Removal of your access to school instructional computing resources, which would result in your inability to complete learning activities.
- Involvement with law enforcement agencies and possible legal action.
- Withdrawal from our program.

### **(K) Hate Crime Reporting Procedures and Policies**

Hate-Motivated Behaviors and Hate Crime Reporting Procedure

Approved by Boards: March 2021

#### Information

Every student has the right to be protected from "hate-motivated" behavior. The Head of School shall promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, gender identity or expression, sexual orientation, physical/mental attributes or religious beliefs or practices shall not be tolerated and may be considered "hate-motivated" speech or "hate-motivated" behavior. A "hate-motivated" comment or "bias incident" is biased conduct, speech, or expression that has an impact, but does not involve a criminal action.

Hate crimes (vandalism, physical assault, arson, etc.) are crimes which are motivated, in whole or in part, by bias, by the targeted individual or group's characteristics or perceived characteristics of disability, gender, gender identity or expression, nationality, race or ethnicity, religion, sexual orientation, religious beliefs or association with a person or group who has one of these characteristics. "Hate crimes" should be reported to law enforcement.

#### School Climate

Everyday acts of intolerance and/or hate may manifest in a variety of ways: name-calling, slurs, sexual harassment, casual put downs regarding race, ethnicity, gender, size, abilities, perceived sexual orientation or gender identification. Administrators and teachers should actively work to promote a positive school climate. School staff are encouraged to:

- Work to establish a climate where casual slurs are uncommon and are challenged when they do occur. Set expectations of how students should speak to each other (in person and online), whether they are in or out of earshot of a teacher or administrator.
- Create a no-slur school by stating clear support for a safe, open learning environment free of slurs. Be specific: no insults related to ability, appearance, culture, gender, home language, race, ethnicity, religion, sexual orientation or social class will be tolerated.
- Check for signs of hostility, depression, or a marked change in behavior or academic performance, and reach out to the student's parents or guardians and/or the school counselor as appropriate.
- Model inclusive, pro-social behavior and interrupt moments of bias among staff.

If a "hate-motivated" comment or action occurs, school staff should be prepared to discuss how the school will respond.

#### Reporting

Any student who feels that they are a victim of "hate-motivated" behavior shall immediately contact the principal or any trusted staff member with whom the student has a relationship. Reports can be made in writing or verbally and all complaints should be reported to an administrator. If the student believes that the situation has not been remedied by the principal or designee, the student may file a complaint through the Uniform Complaint Procedures.

Staff who receive notice of "hate-motivated" behavior or personally observe such behavior shall notify the principal.

#### Grievance Procedures & Investigation

When a staff member first hears "hate speech" or "bias speech," they should immediately interrupt, address, and admonish the student making such comments. The staff member should do an initial inquiry with the victim-student to determine if a full investigation is needed. Included in that initial inquiry should be questions regarding the harm that the student has suffered, frequency and persistence of the behavior, and the history between the students. If the administrator determines that a full investigation is needed to learn more about the incident and/or to determine what happened, s/he should reference and complete the "Hate Speech/Discrimination Investigation Form" as they conduct their investigation. At the completion of the investigation, the administrator is responsible for providing the Investigation Form and supporting documents to the Director.

Once an administrator receives a report of "hate-motivated" behavior, and determines that a full investigation is needed, the administrator/investigator should begin their investigation immediately. If the administrator determines that a full investigation is needed, the administrator shall conduct a thorough and equitable investigation into the allegations and inform the victim-student/family regarding the status of the investigation. During the course of the investigation, the administrator should consider the following factors:

- Put safety first,

Denounce the act,

Investigate,

Involve others where necessary,

Provide accurate information and dispel misinformation, Support targeted students,

- Seek justice, avoid blame, and Promote healing.
- A student who has been found to have demonstrated "hate-motivated" behavior shall be subject to discipline in accordance with law, and Code of Conduct.
- Once the full investigation is complete, the administrator should:

o Debrief with their Director, investigation team, and staff to discuss the investigation process to review lessons learned,

o Expand the discussion to include relevant students, parents and guardians and community members, keeping in mind that an individual student's disciplinary record is confidential under state law and FERPA,

o Take notes about all suggestions and comments and include those with the Investigation Form, and Discuss all follow-up steps and use them to create a road map for change (if needed).

#### Training

As necessary, the school shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting "hate-motivated" behavior. The school shall also provide counseling, guidance and support, as necessary, to those students who are the victims of "hate-motivated" behavior.

The Head of School or designee shall ensure that staff receive training on recognizing "hate-motivated" behavior and on strategies to help respond appropriately to such behavior.

At the beginning of each school year, students and staff shall receive a copy of the school's board policy on "hate-motivated" behavior. The school shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

## **(J) Procedures to Prepare for Active Shooters**

Active shooter incidents are often unpredictable and evolve quickly. In the midst of chaos, anyone can play an integral role in mitigating the impacts of an active shooter incident. The first step in preparing for a possible active shooter is prevention.

### Prevention

Before the start of each school year, staff will complete the following training.

Bully, Harassment, and Hate Motivated Behavior Prevention

Mandated Reporter

Suicide Prevention

Welfare Check

Safety Risk Process (Threat Assessment)

The school established a multidisciplinary team and safety risk process used to assess each report and respond to threats of violence and other concerning behavior. Reporting on a variety of concerning student behaviors and other suspicious activities provides authorities and school personnel with the information they need to stop violence before it occurs. A 2008 study showed that, prior to an act of violence, most attackers behaved in a way that made others concerned, and other people knew about the attacker's plan. Having a threat assessment program, or a multidisciplinary group process, to evaluate these reports can significantly reduce violence, including mass casualty attacks.

The second step to preparing for an active shooter is to provide training to staff on what to do if they are in the situation. This is done through this Comprehensive School Safety Plan as well as providing additional information to teachers before each in-person outing. Prior to each outing/event, please review the Being Prepared for an Active Shooter document (attached), which outlines recommendations from the Department of Homeland Security for active shooter incidents. The universal recommendation is Run, Hide, Fight. It is important, prior to leading an activity to familiarize yourself with the physical layout and exit routes as well as check for any safety concerns, and by calling 9-1-1 if needed.

## **Procedures for Preventing Acts of Bullying and Cyber-bullying**

Prohibiting Harassment and Bullying

Board Policy June 2019 (reviewed annually in the Parent/Student Handbook and Employee Handbook as needed)

### Information

The California Virtual Academies strive to provide a safe and welcoming environment for all students to learn. Harassment and bullying on the basis of actual or perceived characteristics including disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics is unlawful and will not be tolerated. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's or another's reputation.

- Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

- Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
- Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

### Complaint and Reporting Procedure

Any student, employee, or agent who believes he or she has been harassed by an employee, agent, or student of the school should promptly report the facts of the incident(s) and the name of the individual(s) involved to the Principal. If the alleged harasser is the Principal, the person may report the incident to the Director and/or Head of Schools. A written report of the alleged incident will be developed by the Director or Head of Schools. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

All staff, upon personal knowledge of an incident of sexual harassment, are obligated to report it to the Director, or if the harasser is the Director, the report shall be made to the Head of Schools. Failure to do so is a violation of this policy. Failure of staff to report student allegations of sexual harassment within three (3) school days is a violation of this policy.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the student. Any individuals making a report may bring an advocate to assist them.

### Filing Complaints with State and Federal Agencies

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Office for Civil Rights  
50 United Nations Plaza, Room 239,  
San Francisco, CA 94102  
(415) 556-7000

### Confidentiality

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

### Retaliation Is Prohibited

The initiation of an allegation of sexual harassment will neither cause any negative reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the school, his or her employment, compensation or work assignments, or, in the case of students, his/her grades, class section or other matters pertaining to his/her status as a student of any school programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

### Time Limits

Allegations of sexual harassment shall be reported by the complainant as soon as reasonably possible after the conduct in question has taken place. Students, employees, or agents of the school wishing to report allegations to additional agencies, such as the U.S. Office for Civil Rights, should know that this agency follows a 180-day time limit for reporting alleged incidents of sexual harassment.

### Disciplinary Action

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Director will determine what course of action is appropriate, depending upon whether the harasser is a student, staff member, or agent of the school.

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies and laws. Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law. Agents of the school who violate this policy may be subject to penalties and sanctions as may be available to the school, including termination of business relationships and contracts or the privilege of volunteering on campus.

### Appeal Procedures

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the school. Appeals shall be made in writing within ten (10) business days from the date of a finding.

### Prevention Strategies

CAVA shall focus on the prevention of bullying and harassment by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other

appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

#### Training and Professional Development

As part of the school's commitment to bullying prevention, the Head of School or designee will develop training for teachers and other school staff to raise their awareness about the legal obligation of the school and its employees to prevent discrimination, harassment, intimidation, and bullying.

Such training shall be designed to provide staff with the skills to:

- Discuss the diversity of the student body and school community, including their varying immigration experiences
- Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
- Identify the signs of bullying or harassing behavior
- Take immediate corrective action when bullying is observed
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The plan is monitored by the administration with discussions at staff meetings and meetings with educational partners.

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Engagement meetings with educational partners.	November 2021	Dress Code section was added.
Discussed with educational partners during fall meetings.	October/November 2022	Added Authorization for Medication at in-person events.
Discussed with educational partners during fall meetings.	October/November 2023	Rewrote the Disaster Plan section so it is more specific to our virtual setting and added the "Parent's Approval, Student Waiver, and Photo Release" form to the appendix.  Rewrote the Procedures to Prepare for Active Shooters section.  Revised the Bomb Threat section and added "Be Prepared for an Active Shooter" brochure to the appendix.  Made clarifications to the following sections, Prevention of Sexual Misconduct and Abuse, Disorderly Conduct, Fire on School Grounds, and Motor Vehicle Crash.  Updated the Pandemic section so it is more relevant to 2024.  Updated Psychological Trauma: Safety Risk Process section because the referral has moved from a form to an online survey.
Added new requirement for Senate Bill 10, passed on October 13, 2023.	March 2024	Add a Procedure for Preventing Opioid and Fentanyl Use and Overdose.

## Emergency Response Guidelines

### Step One: Identify the Type of Emergency

Emergency Actions are a set of simple directives and alert level procedures that may be implemented across a number of emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves and others. With Emergency Actions in place, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The Principal/Site Admin will decide which Emergency Actions to implement, based on the situation. The first response to an emergency is to determine the type of emergency that has occurred. Procedures for different types of emergencies are listed in the following section.

### Step Two: Identify the Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

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

**Level 2 Emergency:** A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake.

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

### Step Three: Determine the Immediate Response Action

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during emergencies are: Lockdown, Shelter in Place, Duck, Cover and Hold, and Evacuation.

LOCKDOWN is initiated to isolate students and staff from danger on or near the building when movement within the building and within rooms might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the buildings.

- Lock the doors;
- Close and lock windows, and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Remain silent;
- Use strategies to silently communicate with first responders if possible;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room); and
- Remain in place until the release from lockdown by school administration or evacuated by law enforcement.

SHELTER IN PLACE is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an emergency damage assessment must be performed prior to occupancy of the building, following any event prompting the use of DUCK, COVER AND HOLD ON.

EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside the building to a designated outside area of safety.

ALL CLEAR: Notification is given that normal school operations should resume.

**Step Four: Communicate the Appropriate Response Action**

Principal/Site Admin should use any means available to them to communicate with staff and inform them which response action to take.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the building. If it is safe to remain inside the building, all students should be kept inside under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

#### **STAFF ACTIONS:**

Move students away from immediate vicinity of the crash.

Call 911

EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take class roster.

Check site to ensure that all students have evacuated.

Take attendance at the assembly area.

Report missing students to the Principal /Site Admin and emergency response personnel.

Maintain control of the students a safe distance from the crash site.

Care for the injured, if any.

Escort students back to the site when emergency response officials have determined it is safe to return to the building.

#### **SITE ADMINISTRATOR ACTIONS:**

Call 911, if someone else hasn't already done so.

Determine immediate response procedures, which may include EVACUATION, or OFF-SITE EVACUATION.

Arrange for first aid treatment and removal of injured occupants from building.

Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.

Account for all building occupants and determine extent of injuries.

Do not re-enter building until the authorities provide clearance to do so.

Notify the Director

### **Animal Disturbance**

If there is a rabid or uncontrollable animal at the location, implement this procedure when any wild animal threatens the safety of the students and staff

#### **SITE ADMINISTRATOR ACTIONS:**

Isolate the students from the animal. Close doors and lock tables as a means to isolating the animal.

If the animal is outside, keep students inside and institute Lockdown.

If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal

Call 9-1-1

If the animal injures anyone, seek medical assistance.

Notify parent/guardian and recommended health advisor.

#### **STAFF/TEACHER ACTIONS:**

If the animal is outside, keep students inside. Lock doors and keep students away from the windows.

If the animal is inside, EVACUATE students to a sheltered area away from the animal.

Notify the site admin if there are any injuries.

## Armed Assault on Campus

### Active Shooter / Armed Assailant Situations

“Active shooter situations” are defined as those where an individual or individuals is “actively engaged in killing or attempting to kill people in a confined and populated area.”

Active shooters / armed assailants frequently use firearms, but attacks of this type can also be made with other types of weapons (knives, swords, etc.). These situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter / armed assailant situation before law enforcement personnel arrive on the scene.

No single response fits all active shooter / armed assailant situations; therefore, it is essential all members of the school staff know their options for response and are prepared to act decisively to protect their students and themselves.

### ACTIONS – ALL SCHOOL STAFF

All employees are authorized to take immediate action to protect themselves and their students if they see or hear anything that causes them to believe an active shooter / armed assailant situation is occurring or is to about to occur.

- Act immediately if you or your students:
  - o hear a sound that might be gunfire.
  - o see something that looks like a weapon being carried or used on or near the campus.
  - o sense any other indication of an active shooter / armed assailant threat.
    - Quickly evaluate which option (Run, Hide, or Fight) will best protect you and your students.
    - Be decisive. Communicate your plan to your students and act quickly.
    - CALL 911 as soon as it is safe to do so.

Options: Run, Hide, or Fight

**RUN:** If you can get yourself and your students safely away from danger, do so immediately.

- Do not evacuate unless you...
  - o know with certainty, the exact location of the assailant (do not trust unofficial, second-hand accounts), and
  - o can visualize a route that will get your students and yourself safely off campus.
    - Don't carry anything with you.
  - o Police may mistake an item in your hands as a weapon.
  - o Leave everything behind.
    - If you encounter people along the way...
  - o Adults: Warn them and take them with you if you can but don't stop if they refuse to come.
  - o Students: Warn any students you encounter and take them with you. You may use reasonable force to take a student with you if you can do so without endangering yourself or the other students in your care.
    - Place terrain and buildings between you and the assailant to cover your escape.
    - Keep going until you are certain you are out of danger.
    - Call 911 as soon as it is safe to do so.
    - Keep your students with you.

**HIDE:** If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and LOCKDOWN.

- Lock the doors
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Barricade the doors with heavy furniture; be sure your barricade covers any glass in or near the door;
- Silence all electronic devices;
- Remain silent;
- Position occupants spread out and out of line of sight from the room entrance;
- Use text or email to communicate your location, the number of students or staff with you, if you have any wounded, and the extent of the injuries;
- Call 911 as soon as it is safe to do so;

- Remain in place until evacuated by identifiable law enforcement officers.

**FIGHT:** Never seek out confrontation with an active shooter / armed assailant. If you are confronted by an active shooter / armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. If you choose the FIGHT option, commit to your actions.

- If you are in LOCKDOWN (Hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
- o Construct a strong barricade.
- o If you have another way out (a window or back door) use it while the assailant is attempting to get in.
- o If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
- o Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.)
  - Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant.

3. Call 911 and initiate a LOCKDOWN announcement as soon as you can do so safely. Work with the people you are with to do both calls simultaneously if possible.

Provide as much information as possible (slow down – be calm):

- State the emergency: "I hear gunfire." "I saw..."
- Give information on people who are wounded.
- Location of the assailant (if known).
- Description of the assailant (if known).
- Your precise location: "room \_\_"
- The number of children with you.
- Keep the line open, even if you can't talk, unless instructed by the dispatcher to end the call.

#### 4. Special Topics

**Injuries:** Your response to injured persons will need to vary given the specific circumstances that are present and the response option (Run, Hide, or Fight) you are engaged in.

**Run –** If you encounter injured persons while you are trying to get out of danger and you have children with you, you must place their safety ahead of the injured person. Take note of where the injured person is and report the location as soon as you get to safety.

**Hide –** If someone is injured where you are hiding, secure the room before tending to the wounded. As soon as it is safe to do so, apply first aid using any available supplies. If necessary, use articles of clothing as an improvised dressing for wounds and apply direct pressure to control bleeding.

**Fight –** This is always the option of last resort because the probability of injury is highest when you are near the assailant. Commit to your plan. Do not stop to tend to the wounded until it is safe to do so.

- If your intention is to disrupt the assailant to allow as many people to escape as possible, stick to that plan.
- If you plan to incapacitate the assailant, keep fighting until the assailant is incapacitated and the weapon and assailant are under control.

**Law Enforcement:** If you encounter law enforcement officers...

- Immediately raise your hands in the air and display your open palms.
- Don't run up to officers or attempt to hug or talk to them.
- Don't talk unless they ask you a question.
- Do exactly what they tell you to do.

**Weapons:** If the assailant loses control of a weapon, exercise extreme care when securing it:

- Do not pick up the weapon. Law enforcement may shoot you if they see you holding a weapon.

- Secure the weapon by placing an empty trash can over it and sliding it to a location where it can be kept covered and under control until a law enforcement officer can take possession of it.

"Be Prepared for an Active Shooter" brochure is attached at the end of the plan.

**Biological or Chemical Release**

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

#### Outside the building

##### STAFF ACTIONS:

Notify site admin

Move students away from immediate vicinity of danger (if outside, implement Take Cover).

Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.

Follow standard student assembly, accounting and reporting procedures.

##### SITE ADMINISTRATOR ACTIONS:

Initiate SHELTER IN PLACE.

Shut off HVAC units.

Move to central location where windows and doors can be sealed with duct tape.

Call 911. Provide location and nature of the emergency and school actions taken.

Notify Director of the situation.

Turn on a battery-powered commercial radio and listen for instructions.

Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.

Arrange for psychological counseling for students and staff.

#### Inside the building

##### STAFF ACTIONS:

Notify the site administrator.

Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.

Implement EVACUATION as appropriate. Send affected individuals to a designated area for medical attention.

Follow standard student assembly, accounting and reporting procedures.

Prepare a list of those who are in the affected area to provide to emergency response personnel.

##### SITE ADMINISTRATOR ACTIONS:

Initiate EVACUATION to move students away from immediate vicinity of danger.

Move up-wind from the potential danger.

Call 911. Provide exact location and nature of emergency.

Designate security team to isolate and restrict access to potentially contaminated areas.

Wait for instructions from emergency responders-- Health or Fire Department.

Notify Director of the situation.

Arrange for immediate psychological counseling for students and staff.

Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

##### THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

Wash affected areas with soap and water.

Immediately remove and contain contaminated clothing

Do not use bleach on potentially exposed skins.

Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

#### **Bomb Threat/ Threat Of violence**

In the event that the site receives a bomb threat by telephone, follow the Bomb Threat Checklist (attachment) to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides.

**PERSON RECEIVING THREAT BY TELEPHONE:**

Listen. Do not interrupt caller.

Keep the caller on the line with statements such as "I am sorry, I did not understand you. What did you say?"

Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.

Notify site administrator immediately after completing the call.

Complete the Bomb Threat Checklist.

**PERSON RECEIVING THREAT BY MAIL:**

Note the manner in which the threat was delivered, where it was found and who found it.

Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.

Caution students against picking up or touching any strange objects or packages.

Notify site administrator.

**SITE ADMINISTRATOR ACTIONS:**

Call 911.

If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of building, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.

Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.

Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.

Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.

If it is necessary to evacuate the entire building, use the fire alarm.

Notify the Director of the situation.

Direct a search team to look for suspicious packages, boxes or foreign objects.

Do not return to the building until it has been inspected and determined safe by proper authorities.

Avoid publicizing the threat any more than necessary.

**SEARCH TEAM ACTIONS:**

Use a systematic, rapid and thorough approach to search the building and surrounding areas.

Check rooms, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubby, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).

If suspicious item is found, make no attempt to investigate or examine object.

**STAFF ACTIONS:**

Evacuate students as quickly as possible, using primary or alternate routes.

Upon arrival at the designated safe site, take attendance. Notify the site administrator of any missing students.

Do not return to the building until emergency response officials determine it is safe.

## **Bus Disaster**

### Non-504 Health Tracking Process

Overview: This process ensures that safety guidelines are followed in an ongoing commitment to meet students' health needs. These procedures identify, track, and securely notify and update staff members who facilitate in-person testing and/or a designated activity when a student with medical conditions not covered in a 504 plan is on-site without a parent/LG present.

#### Safety checklist:

- o Students have name tags
  - o Staff have name tags
  - o Volunteers have name tags
  - o Emergency forms are completed for all students and accessible to staff
  - o Check-in/out procedure understood and followed
  - o A visual wellness check is done as students arrive
  - o A visual safety check of the site is done before students arrive
  - o First aid kit, disposable gloves, small trash bags, paper towels, facial tissue, and hand sanitizer are available
  - o Staff is aware of and has reviewed the Comprehensive School Safety Plan.
- **Epileptic Students:** Once made aware, please reach out to the Special Education and/or 504 teams to develop an appropriate, individualized protocol to support the student. Please confidentially share the protocol with all staff at the site. If medication is part of the protocol, an Authorization for Medications will need to be completed. Please reach out to your supervisor for guidance.
  - **Students Requiring Medication:** If a student requires medication, the Authorization for Medications will need to be completed by a healthcare provider and be on file with the school prior to the in-person testing and/or designated event; otherwise, the parent or guardian will be required to remain on-site to administer the medication.
  - **CPR/First Aid Training:** We encourage all staff to be certified in CPR and First Aid. The American Red Cross offers in-person and online classes. Remuneration for the training fee will be provided as the need is determined.
  - **Incident Report Form:** Please print out several copies and have them available at your site to complete in the event of an accident. Please contact your supervisor immediately if someone is injured at your location.

#### Students with Medical Conditions:

Parents/LGs will be prompted, when confirming in-person attendance for state testing or other designated events where the parent/LC will not be present, to note health concerns that may impact students during testing/activity. The testing team will handle clarification and follow-up. Information will be shared directly with test site coordinators/designated staff. Staff will take necessary measures to ensure students' medical needs are met.

The Authorization for Medication to be Taken at School form is attached to this plan.

## **Disorderly Conduct**

A risk to the life and safety of students and staff may exist there is a serious display of disordered thought or behavior. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

#### SITE ADMINISTRATOR ACTIONS:

Keep the individual under continuous adult supervision.

Keep the individual on campus until parent/guardian has been notified.

Arrange appropriate support services for necessary care of individual.

If the individual actively displays dangerous behavior or there is reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).

School professional (psychologist, counselor, social worker, nurse) should recommend next steps to the principal. The next steps may include:

Provide parents/guardian with the names and phone numbers of mental health resources

Recommend that the parents make an immediate contact with a therapist.

Request that parents/guardian to sign release forms to allow two-way communication between the school and the treating agency.

Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.

Provide follow-up collaborative support for the student and parents (as indicated)

Document actions taken on behalf of the student (referrals, phone contacts, follow-up activities, etc.)

#### STAFF ACTIONS:

Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.

Notify site administrator.

Protect individual from injury.

Complete Threat Assessment Form

### Earthquake

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards, and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions, and shelves and take the best available cover under a sturdy desk or table, in a doorway, or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

#### Inside Building

##### SITE ADMINISTRATOR ACTIONS:

Direct inspection and assessment of buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.

Send search and rescue team to look for trapped students and staff.

Post guards a safe distance away from building entrances to ensure no one re-enters.

Notify the Director of school and personnel status. Determine who will inform public information media as appropriate.

Do NOT re-enter the building until it is determined to be safe by the appropriate facilities inspector.

Determine whether to close the site. If the site must be closed, notify staff members, students, and parents.

##### STAFF ACTIONS:

Give DROP, COVER and HOLD ON command. Instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back-to windows.

Check for injuries and render First Aid.

After shaking stops, EVACUATE building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring an attendance roster and emergency backpack.

Check attendance at the assembly area. Report any missing students to the site administrator.

Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.

Stay alert for aftershocks

Do NOT re-enter the building until it is determined to be safe.

#### Outside Building

##### STAFF ACTIONS:

Move students away from buildings, trees, overhead wires, and poles. Get under a table or other sturdy furniture with back-to windows. If not near any furniture, drop to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes, and cover your ears with your forearms. If notebooks or jackets are handy, hold over the head for added protection. Maintain position until shaking stops.

After shaking stops, check for injuries, and render first aid.  
Check attendance. Report any missing students to the site administrator.  
Stay alert for aftershocks.  
Keep a safe distance from any downed power lines  
Do NOT re-enter the building until it is determined to be safe.  
Follow instructions of principal/site administrator.

### **Explosion or Risk Of Explosion**

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the building. All students should be kept away from the explosion and under supervision.

#### **SITE ADMINISTRATOR:**

Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for

#### **SHELTER IN PLACE.**

Notify Fire Department (call 911). Provide building name, address, exact location within the building, your name and phone number and nature of the emergency.

Secure area to prevent unauthorized access until the Fire Department arrives.

Advise the Director of status.

Notify emergency response personnel of any missing students.

Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide building name, address, location within building, your name and phone.

Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).

Determine if Student Release should be implemented. If so, notify staff, students and parents.

If damage requires the site to be closed, notify parents and staff of status. Do not return to the building until it has been inspected and determined safe by proper authorities.

#### **STAFF ACTIONS:**

Initiate DROP, COVER AND HOLD ON.

If explosion occurred inside the building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.

Check to be sure all students have left the site. Remain with students throughout evacuation process.

Upon arrival at assembly area, check attendance. Report status to site administrator immediately.

Render first aid as necessary.

Do not return to the building until the emergency response personnel determine it is safe to do so.

If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

### **Fire in Surrounding Area**

A fire in an adjoining area, such as a wild land fire, can threaten the building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the building and the likelihood that it may endanger the building.

#### **SITE ADMINISTRATOR ACTIONS:**

Determine if EVACUATION of site is necessary.

Contact local fire department (call 911) to determine the correct action for your site.

If necessary, begin evacuation of site to a safe site using site evacuation plan.

Direct inspection of premises to ensure that all students and personnel have left the building.

Notify the Director where the site has relocated and post a notice on the office door stating the temporary new location.

Monitor radio station for information.

Do not return to the building until it has been inspected and determined safe by proper authorities.

#### **STAFF ACTIONS:**

If students are to be evacuated, take attendance to be sure all students are present before leaving the building site. Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment. Take attendance at the assembly area. Report any missing students to the site administrator and emergency response personnel. Remain with students until the building has been inspected and it has been determined safe to return to.

### **Fire on School Grounds**

Since the school doesn't have school sites, this section applies to buildings where in-person school events are held. If it's an outing at a public venue, you would have employees' directions. Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by staff, require a call to the Fire Department to indicate that the "fire is out".

#### **Within Building**

##### **SITE ADMINISTRATOR ACTIONS:**

Sound the fire alarm to implement EVACUATION of the building.  
Immediately EVACUATE the site using the primary or alternate fire routes.  
Notify the Fire Department (call 911).  
Direct search and rescue team to be sure all students and personnel have left the building.  
Ensure that access roads are kept open for emergency vehicles.  
Notify District Office of situation.  
Notify appropriate utility company of suspected breaks in utility lines or pipes.  
If needed, notify bus dispatch for OFF-SITE EVACUATION.  
Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

##### **STAFF ACTIONS:**

EVACUATE students from the building using primary or alternate fire routes Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.  
Take attendance. Report missing students to the site admin and emergency response personnel.  
Maintain supervision of students until the Fire Department determines it is safe to return to the building.

#### **Near the Site**

##### **SITE ADMINISTRATOR ACTIONS:**

Notify the Fire Department (call 911). The Fire Marshall will direct operations once on site.  
Determine the need to implement an EVACUATION. If the fire threatens the site, execute the actions above. If not, continue with the routine.

### **Flooding**

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as the failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

##### **SITE ADMINISTRATOR ACTIONS:**

Issue STAND BY instruction. Determine if evacuation is required.  
Notify the local police department of the intent to EVACUATE, the location of the safe evacuation site, and the route to be taken to that site.  
Delegate a search team to ensure that all students have been evacuated.  
Monitor AM radio weather station for flood information.  
Notify the Director of the site status and action taken.

Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

**STAFF ACTIONS:**

If warranted, EVACUATE students using evacuation plan. Take the class roster and emergency backpack. Take attendance before leaving the campus.

Remain with students throughout the evacuation process.

Upon arrival at the safe side, take attendance. Report any missing students to the site administrator and emergency response personnel.

Do not return to the building until it has been inspected and determined safe by property authorities.

**Loss or Failure Of Utilities**

Failure of any of the utilities (electricity, gas, water) constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

**SITE ADMINISTRATOR:**

Notify the site owner. Provide the following information:

Affected areas of the site

Type of problem or outage

Determine length of time service will be interrupted.

Determine desired action, which may include students going home and notification of parents.

If disruption in service will severely hamper school operation, notify students and staff by appropriate means.

Use messengers with oral or written word as an alternate means of faculty notification.

Notify Director of loss of service.

**Motor Vehicle Crash**

This section applies to a motor vehicle crashing into a building that the school has secured for an event. A motor vehicle crash may result in a fuel or chemical spill at the site. If the crash results in a utility interruption, refer to the section on Utility Failure.

**SITE ADMINISTRATOR ACTIONS:**

Notify police and fire department (call 911).

Determine immediate response procedures, which may include EVACUATION.

Arrange for first aid treatment and removal of injured occupants from building.

Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.

Ensure that students and staff remain at a safe distance from the crash.

Account for all building occupants and determine extent of injuries.

Notify Director.

**STAFF ACTIONS:**

Notify Site Admin

Move students away from immediate vicinity of the crash.

EVACUATE students to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.

Check site to ensure that all students have evacuated.

Take attendance at the assembly area.

Report missing students to the site admin and emergency response personnel.

Maintain control of the students a safe distance from the crash site.

Care for the injured, if any.

Escort students back to the to the site when emergency response officials have determined it is safe to return to the building.

**Pandemic**

COVID-19 Prevention Program document is attached at the end of this plan.

Influenza is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

It is a rare global outbreak that can affect populations around the world.

It is caused by a new influenza virus to which people do not have immunity.

Depending upon the specific virus, it can cause more severe illness than regular flu and can affect young healthy people more so than older, sick people.

The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to schools and the community. Individual schools may be closed temporarily to contain the spread of the virus.

Suspend all in-person events. The following pertains to our virtual school.

#### SITE ADMINISTRATOR ACTIONS:

Activate heightened surveillance of illness. If requested by a state agency, gather data on symptoms of students and staff who are sick at home.

Provide fact sheets and guidelines for families to make them aware of symptoms and remind them of respiratory hygiene etiquette

Monitor bulletins and alerts from the Department of Health and Human Services.

Keep staff informed of developing issues.

Respond to media inquiries regarding attendance status.

Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

### Psychological Trauma

#### SUICIDE

Intervention, Screening, Referral

#### Action Plan for Suicide Attempts During-School Hours

If a suicide attempt is made during the school day, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented.

Follow the Safety Risk Process, and remember the following:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed.
- Call 911 and provide as much information about the student as possible, including the location/address of the student.
- Move all other students out of the immediate area (when in-person for an outing or testing) or remove them from the online classroom.
- Please follow the Safety Risk Process for documentation, communication processes, and follow-up.

#### Action Plan for After-Hours Suicide Attempts

If a suicide attempt by a student is after hours, it is crucial that the school protects the privacy of the student and maintains a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family.
- Discuss with the family how they would like the school to respond to the attempt.
- Obtain permission from the parents/guardians to share information with staff.

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.

Board approved Suicide Prevention and Postvention Policy is attached.

#### SAFETY RISK PROCESS

A safety risk referral is to be completed if any teacher or staff member is concerned a student is at immediate risk of harming themselves or someone else. All concerns must be taken extremely seriously. If there is a concern, do NOT assume that the student's comment (either verbally, in an email and/or in a writing assignment) is only an attention getter or over dramatization.

As a virtual school, we work in partnership with families.

- The parent/guardian should always be notified first unless specific evidence or another compelling reason indicates a risk to the student if the parent is called.
- If possible, ask the student if there is an adult with them, and have the adult come to the phone or screen and share your concerns to ensure the student is supervised.
- Please attempt to reach ALL adult contacts listed (including siblings over the age of 18 and emergency contacts).

Reasonable suspicion of a student's intent to harm him or herself or someone else includes the following.

- Staff eyewitness of person or behavior
- Student's verbal statements
- Student's written statements to include things written in/on their assignments

#### Process

If staff/teacher is concerned about immediate risk of harm to a student or someone else, take the following steps now.

- Confirm the geographical location of the student.
- Ask the adult to remain with the student.
- Immediately call 911/emergency number for authorities.
- Complete the Safety Risk Referral Survey
- After talking with the local authorities, take the following steps to notify the assigned School Psychologist and document the event:
  1. Document all details of the incident using the Confidential Student Note survey. These may include student writing samples, chat comments, text messages, or details shared via email or conversation. Please do not send any personal student information or details about the situation through email.
  2. After submitting the Confidential Student Note, also save a note in TVS that includes the following information, only:
    - Select the Safety Risk Referral note template
    - Body of Note: Include the date that Safety Risk Referral is being completed and the date the confidential student note was completed.
  3. Reach out to your supervisor for additional guidance if you need help.

The assigned School Psychologist will review the information submitted, follow up with authorities and the family as appropriate, and compile a Safety Risk Report. This Report will be shared with the involved staff members and will include recommendations on the next steps, as needed. The report will be filed with the school office.

#### SAFETY RISK PROCESS LIVE CLASS CRISIS

If a student is in immediate harm or someone in their home is in immediate harm during a live class session, follow the steps as outlined to call the local authorities and clear all of the other students from the virtual class environment immediately.

These steps should be followed during a Live Class Crisis Event:

1. Immediately call the local authorities
2. Remove all students from the online classroom
3. Complete the online Safety Risk Referral survey

Please review and follow the disciplinary code of conduct as outlined in the Parent Student Handbook as needed. Refer to FERPA policy for any implications to student records.

#### PROCEDURES FOR PREVENTING OPIOID AND FENTANYL USE AND OVERDOSE

The school's primary goal in the fight against opioids and fentanyl use is prevention.

The school will use the following prevention strategies:

- Creating a supportive, safe, and orderly environment conducive to learning by regularly assessing school climate and using data to develop goals and objectives to address gaps.
- Providing training to staff on building protective factors in students, as well as recognizing the signs and symptoms of use/abuse.
- Responding to a possible overdose while in the virtual setting.

- o Evaluate for signs of an opioid overdose. (unconsciousness and/or lip turning blue)
- o Follow the Safety Risk Process Live Class Crisis process above.
  - When in-person events without parent involvement resume, the school will reconsider training on responding to possible overdose in-person.

#### STUDENT DEATH

A student's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such a tragedy will help the administrator know what to say to the student's family and the school community.

##### Principal/Site Administrator Actions:

- Call 911 (If the death happened at the site)
- Verify the death and obtain as much information about it as possible.
- Contact the student's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- Notify teachers prior to notification of students.
- Meet with front-line staff/crisis team as soon as possible so that everyone understands the response plan.
- Determine whether additional resources are needed and make appropriate requests.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day, and discuss the notification of students, availability of support services, and the referral process for students and staff who want or need counseling support and assistance.
  - Develop a plan for notifying other students and sharing information about the availability of support services.
- Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- Contact the parents of those students who are affected by the crisis to determine the appropriate support needed. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
  - Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed.

##### Staff Actions:

- Allow students who wish to meet with a counselor.
- Encourage students to report any other students who might need assistance.

#### STAFF MEMBER DEATH

A staff member's reported death or serious illness in the school community may have a profound effect on students and staff alike.

##### Principal/Site Administrator Actions:

- Verify the death and obtain as much information about it as possible.
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- Notify teachers prior to notification of students.
- Contact the decedent's family to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.
- Meet with front-line staff/crisis team as soon as possible so that everyone understands the response plan.
- Determine whether additional resources are needed and make appropriate requests.
  - Develop a plan for notifying students and sharing information about the availability of support services.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day, and discuss the notification of students, availability of support services, and the referral process for staff who want or need support and assistance.
- Facilitate a small group discussion for students.
- Prepare a parent/guardian information letter.
- Continue to monitor staff and students for additional support needs.

### **Suspected Contamination of Food or Water**

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

#### **SITE ADMINISTRATOR ACTIONS:**

Call 911.

Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.

Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.

Provide list of potentially affected students and staff to responding authorities.

Provide staff with information on possible poisonous materials in the building.

Notify Director of situation and number of students and staff affected.

Confer with Department of Health and Human Services before the resumption of normal activities.

Prepare communication for families advising them of situation and actions taken.

#### **STAFF ACTIONS:**

Notify site administrator.

Call the Poison Center Hotline 1-800-222-1222 if food or water was ingested.

Administer first aid as directed by poison information center.

Seek additional medical attention as needed.

### **Tactical Responses to Criminal Incidents**

#### **Weapon Found on Property**

Don't handle unless necessary. The weapon is evidence.

If necessary, handle with care. Always wear rubber gloves or use a cloth to touch.

Have a staff member stay with the weapon.

Notify HOS/designee.

HOS/designee should call 9-1-1.

Cover the weapon from view of the public (cloth, wastebasket, etc.).

Close off traffic from the area of the weapon.

HOS/designee should assign someone to meet police to lead to weapon location.

If there is a need to handle the media, contact K12's PR.

HOS/designee will complete an incident report.

#### **Weapon Suspected on Student**

Possession of a weapon on the property is a crime and is best handled by law enforcement personnel.

The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.

Treat all weapon related information (rumors) to be accurate and plan appropriately.

Do not put anyone in harm's way. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:

Type of weapon

Age of suspect

Mental state of suspect

Victim risk factor

History of suspect, if known

Suspected location of weapon (on person or elsewhere)

#### **ACTION**

Notify HOS/designee.

HOS/designee will call 9-1-1.

Don't attempt to stop suspect if flight from building is attempted.

Attempt, in a non-confrontational way, to get suspect to a private office near an exit.  
Allow non-essential persons to flee from area.  
Do not allow access to book bags, backpacks without first checking contents.  
Avoid confrontation.

#### FOLLOW-UP

HOS/designee will complete an incident report.  
If there is a need to handle the media, contact K12's PR.

#### Rape/Suspected Rape

Get the victim to a private office free from any disruptions.  
Do not leave the victim alone.  
Notify the HOS/designee.  
Do not attempt to interview the victim, however, make note of any statements made by the victim.  
Do not allow victim to remove any items of clothing. If victim has removed clothing, bag each piece in its own paper bag using latex gloves.  
HOS/designee will contact call 9-1-1.  
Get permission from police if the school is to contact parents.  
If there is a need to handle the media, contact K12's PR group.  
HOS/designee will ensure a written account of the school's actions is on file.

#### Missing Child

Notify HOS/designee immediately.  
Follow lockdown procedure.  
HOS/designee will notify police with the following information:  
child's name  
address  
physical and clothing description  
medical status, if appropriate  
time last seen  
HOS/designee will notify parents/legal guardian of missing child and inform of steps taken.  
HOS/designee will complete incident report.

#### Kidnapping

Notify HOS/designee immediately.  
HOS/designee will call 9-1-1 immediately.  
Give police information  
Name, gender, age, address, dress, general physical description  
Any suspect info, vehicle info, direction of travel  
Secure all outside doors.  
HOS/designee will notify emergency contact or parent/legal guardian if a minor.  
Have information including picture, if possible, available to the police upon their arrival.  
HOS/designee will complete incident report.  
If there is a need to handle the media, contact K12's PR group.

#### Unlawful Demonstration or Walkout

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed.

**SITE ADMINISTRATOR ACTIONS:**

Obtain information on when, why and how many people are expected. Identify the spokesperson for the group  
Contact local police department and advise them of the situation.  
Notify staff of the planned demonstration.  
Develop an information letter to parents.  
Assign a staff member to act as liaison with police, media and, possibly the demonstrating group.  
Designate a staff member to handle incoming calls during the demonstration.  
Establish areas where demonstrators can set up without affecting the operation of the site

**STAFF ACTIONS:**

Do not allow students to be interviewed by the media or join in the demonstration

A civil disturbance is an unauthorized assemblage on the building grounds with the potential to:  
disrupt school activities;  
cause injury to staff and students; and/or  
damage property.

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in rooms.

**Inside Building**

**STAFF ACTIONS:**

Report disruptive circumstances to site administrator.  
Avoid arguing with participant(s).  
Have all students and employees leave the immediate area of disturbance.  
Lock doors. Account for all students and remain in classroom unless instructed otherwise by the site admin or law enforcement.  
Stay away from windows and exterior doors.

**SITE ADMINISTRATOR ACTIONS:**

If the students are engaging in civil disobedience, keep the students confined to one room in the building.  
Set up a communication exchange with the students, staff and principal. Try to restore order.  
If unable to calm students and violent or uncontrolled behavior is probably, notify police of situation and request assistance.  
Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

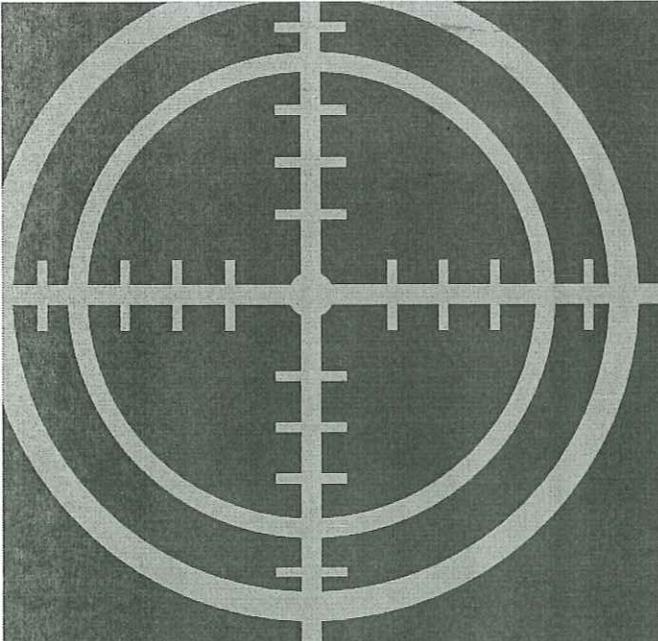
**Outside of the Building**

**SITE ADMINISTRATOR ACTIONS:**

Call 911.  
Move any students who are outside into the building. If unable to do so, have students lie down and cover their heads.  
Once students are in the building, lock and secure all exterior doors, including restrooms.  
Maintain an accurate record of events, conversations and actions.

**STAFF ACTIONS:**

Close and lock room doors. Close all curtains and blinds. Keep students away from windows and take precautions to protect them from flying glass in the event windows are broken.  
Instruct students to DUCK AND COVER, lie on the floor and keep students calm.  
Care for the injured, if any.  
Remain with students within locked rooms until all clear is given.



# BE PREPARED FOR AN ACTIVE SHOOTER



**FEMA**

FEMA V-1000/March 2018

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.



Can happen anywhere



Can happen anytime

## IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something, say something.



Learn first aid skills so you can help others.



Before you run, know the exits.



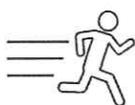
Help law enforcement.



Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight

# HOW TO STAY SAFE WHEN AN ACTIVE SHOOTER THREATENS



**If you see suspicious activity**, let an authority know right away.

**Many places, such as houses of worship, workplaces, and schools**, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

**When you visit a building** such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

**Map out places to hide.** In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

**Sign up for active shooter, first aid, and tourniquet training.** Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at [ready.gov/until-help-arrives](http://ready.gov/until-help-arrives).



**RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

**HIDE.** If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

**FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



**Keep hands visible and empty.**

**Know that law enforcement's first task** is to end the incident. They may have to pass injured persons along the way.

**Follow law enforcement's instructions** and evacuate in the direction they tell you to.

**Consider seeking professional help** for you and your family to cope with the long-term effects of trauma.

## Take an Active Role in Your Safety

Go to [ready.gov](http://ready.gov) and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find Emergency Safety Tips



**FEMA**

FEMA V-1000  
Catalog No. 17233-1

## AUTHORIZATION FOR MEDICATION TO BE TAKEN AT SCHOOL

The top section is to be completed by the PARENT/GUARDIAN:

School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
Birth Date: \_\_\_\_\_  
Gender: M F  
Health Care Provider's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_

Please check only one box:

I request that authorized persons at school assist my child in taking the medicine(s) described below. I also give my permission for exchange of information between school staff and the health care provider.

I request that my child be allowed to self-administer medication. I also give my permission for exchange of information between school staff and the health care provider. I shall hold harmless and indemnify California Virtual Academies and its officers, employees, and agents against all claims, judgments, or liabilities arising out of the self-administration and carrying of medication by my child.

Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

-----  
The bottom section is to be completed by the HEALTH CARE PROVIDER:

I have determined that the medication named below is advisable during the school day.

Diagnosis for which medication is given: \_\_\_\_\_

Name of medicine: \_\_\_\_\_ Dose: \_\_\_\_\_

Tablet/Capsule  Liquid  Inhaler  Injection  Nebulizer

Other: \_\_\_\_\_

If medicine is to be taken DAILY, at what time? \_\_\_\_\_

If medicine is to be given WHEN NEEDED, describe indications: \_\_\_\_\_

How soon can it be repeated? \_\_\_\_\_

Is child authorized to medicate himself/herself?  yes  no

If "yes", student has been trained by health care provider and is safe to self-administer?

Yes  No

Length of time this treatment is recommended: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Emergency procedure in case of serious side effects: \_\_\_\_\_

Health Care Provider's Signature: \_\_\_\_\_

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

(Adapted from the American Academy of Pediatrics, HEO150)

Please note the following:

ALL MEDICATIONS TO BE ADMINISTERED AT SCHOOL  
REQUIRE A REQUEST FROM A LICENSED HEALTH PROFESSIONAL.

Medication must be in a properly labeled container from the dispensing pharmacy, including:

- Student's Name
- Name of Medication
- Strength of Medication
- Time and Method of Administration
- Length of Time/Days to be Given

# BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

\* Refer to your local bomb threat emergency response plan for evacuation criteria

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

## WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



# BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

## Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

## Exact Words of Threat:

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## Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

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## **Bullying and Harassment Incident Reporting Form**

Please send completed form to your CAVA Principal.

**Date:**

**Time:**

**Reporting Person:**

**Student Name (Target of the Bullying):**

**SID#:**

**Grade:**

**Name(s) of Alleged Bully:**

**On what date(s) did the incident occur?**

**Location of the incident?**

**Describe what occurred:**

**Witnesses: *Names of staff or students who witnessed this incident:***

**Was administration or school staff notified of this incident? *If yes, please indicate the administrator notified and the date and time of notification:***

**Any other relevant information or details about the incident:**

*The school is not permitted to provide information about other students or discipline issued to other students with the reporting parent.*



## Hate-Motivated Behaviors and Hate Crime Investigation Form

[For School recording purposes only]

I. SCHOOL: \_\_\_\_\_

II. NAME OF INVESTIGATOR: \_\_\_\_\_

III. DATE COMPLAINT RECEIVED: \_\_\_\_\_

IV: WHO REPORTED? (If student, must notify parent): \_\_\_\_\_

V. WHAT WAS REPORTED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VI. INTERVIEW LIST

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

### VII. DOCUMENTS REVIEWED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VIII. FINDINGS/DETERMINATION:

Evidence to Support Allegations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence Disproving Allegations: \_\_\_\_\_

\_\_\_\_\_

**IX. ADDITIONAL FACTORS TO CONSIDER:**

Has this incident reached a threat level? \_\_\_\_\_

Is there evidence that this incident is part of a larger pattern of bullying or bias? \_\_\_\_ If yes, explain previous incidents: \_\_\_\_\_

Were there any subsequent/retaliatory incidents: \_\_\_\_\_

**X. CORRECTIVE ACTIONS (Check all that apply):**

	Involving Accused Person(s)	Date
<input type="checkbox"/>	Parent Informed of Complaint <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone	/ /
<input type="checkbox"/>	Parent Informed of Findings <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone	/ /
<input type="checkbox"/>	Provide/Explain School Nondiscrimination Policy	/ /
<input type="checkbox"/>	Explain Non-Retaliation & Harassment	/ /
<input type="checkbox"/>	Referral for School Counseling	/ /
<input type="checkbox"/>	Education/Behavior Contract	/ /
<input type="checkbox"/>	School Discipline Provided	/ /
<input type="checkbox"/>	Disciplinary Conference	/ /
<input type="checkbox"/>	Suspension	/ /
<input type="checkbox"/>	Expulsion	/ /

<input type="checkbox"/>	Accused Person's Parents Notified of Resolution of Incident/Complaint	/ /
<input type="checkbox"/>	Safety Plan	/ /
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**XI. Remedies for Reporting Party:**

	Involving Accused Person(s)	Date
<input type="checkbox"/>	Parent Informed of Findings <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone	/ /
<input type="checkbox"/>	Provide/Explain School Nondiscrimination Policy	/ /
<input type="checkbox"/>	Referral for School Counseling	/ /
<input type="checkbox"/>	Other	/ /
<input type="checkbox"/>		
<input type="checkbox"/>		

**PROVIDE A COPY OF THE COMPLETED RECORD TO THE DIRECTOR**



### SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

**Print Form** **Clear Form**

**To Be Completed by Mandated Child Abuse Reporters**  
PLEASE PRINT OR TYPE

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip			DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE		TODAY'S DATE		
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY				
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)						
	ADDRESS Street City Zip			DATE/TIME OF PHONE CALL			
<b>C. VICTIM One report per victim</b>	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY		
	ADDRESS Street City Zip			TELEPHONE			
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY) _____		
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
	<b>VICTIM'S SIBLINGS</b>	NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE
<b>D. INVOLVED PARTIES</b>	<b>VICTIM'S PARENTS/GUARDIANS</b>	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS Street City Zip		HOME PHONE		BUSINESS PHONE	
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS Street City Zip		HOME PHONE		BUSINESS PHONE	
	<b>SUSPECT</b>	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS Street City Zip		TELEPHONE			
		OTHER RELEVANT INFORMATION					
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____						
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)						

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



## SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

### DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

#### I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

#### II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

#### III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

#### IV. INSTRUCTIONS

**SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

#### IV. INSTRUCTIONS (continued)

**SECTION B – REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

**SECTION C – VICTIM (One Report per Victim):** Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

**SECTION D – INVOLVED PARTIES:** Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

**SECTION E – INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

#### V. DISTRIBUTION

**Reporting Party:** After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

**Designated Agency:** **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

#### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

# California Virtual Academy

## Parent's Approval, Student Waiver and Photo Release

Student First and Last Name: \_\_\_\_\_

The above said minor has my permission to participate in any CAVA-sanctioned activity for the school year 2023-24. This includes, but is not limited to, activities, outings, park days, testing and graduation ceremonies.

The undersigned parent and/or guardian assumes all risks in connection with the student's participation in any and all of the CAVA activities.

I, the undersigned, intending to be legally bound, do hereby for myself and heirs, executors, administrators and assigns, forever waive release and discharge the California Virtual Academy it's officers, employees and agents from all liability, claims or demands for any damage, loss or injury to the student, the student's property, or parent's property or to myself in connection with participation in these activities, unless caused by the negligence of the California Virtual Academy.

I do hereby certify that to the best of my knowledge and belief said minor is in good health. In case of illness or accident, permission is granted for emergency treatment to be administered. It is further understood and agreed that the undersigned will assume full responsibility for any such action, including payment of costs.

I attest and verify that said minor is physically fit and able to participate in school events and acknowledge that I am aware of the inherent risks in participating in any athletic event.

I hereby advise that the said minor has had the following allergies, medicine reactions or unusual physical condition which should be made known to a treating physician or which could limit participation:

\_\_\_\_\_

If none, please write "none" above.

\_\_\_\_\_  
Parent/Guardian/Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
( )

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address City State Zip Code

### PHOTO RELEASE

By initialing this box, I agree to allow California Virtual Academy the use of the said minor's picture. Pictures may be used on school or teacher websites, newsletters, Facebook page, blog, and/or Blackboard sessions. Full names will not be printed with pictures.



## **Suicide Prevention/Postvention**

**Updated by boards December 2021 (reviewed annually as part of the CSSP)**

### **Information**

California Virtual Academies recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing environment. Recognizing that it is the duty of the school to support the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students.

This policy is based on research and best practices in suicide prevention and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind."

In an attempt to reduce suicidal behavior and its impact on students and families, the Head of School or designee shall develop strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide. The Head of School or designee shall develop and implement preventive strategies and intervention procedures that include the following:

### **Overall Strategic Plan for Suicide Prevention**

The Head of School or designee shall involve all stakeholders in planning, implementing, and evaluating the school's strategies for suicide prevention and intervention. To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, California Virtual Academies will have the Compass Team serve as the suicide prevention point of contact for the school.

### **Messaging about Suicide Prevention**

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, California Virtual Academies has reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide.

### **Suicide Prevention Training and Education**

Training shall be provided for all school staff members.

- All staff shall receive training annually on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- All suicide prevention trainings shall be offered under the direction of mental health professionals who have received advanced training specific to suicide and may benefit from collaboration with one or more county and/or community mental health agencies. Staff training can be adjusted year-to-year based on previous professional development activities and emerging best practices.



## Policy: Suicide Prevention/Postvention

- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment. Previously employed staff members shall attend a minimum of one-hour general suicide prevention training. Core components of the general suicide prevention training shall include:
  - Suicide risk factors, warning signs, and protective factors;
  - How to talk with a student about thoughts of suicide;
  - How to respond appropriately to the youth who has suicidal thoughts;
  - Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment;
  - Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
  - Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development.
  
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:
  - The impact of traumatic stress on emotional and mental health;
  - Common misconceptions about suicide;
  - Suicide prevention resources;
  - Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
  - The factors associated with suicide (risk factors, warning signs, protective factors);
  - How to identify youth who may be at risk of suicide;
  - Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on district guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines;
  - School-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals);
  - School-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
  - Responding after a suicide occurs (suicide postvention);
  - Resources regarding youth suicide prevention;
  - Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
  - Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment by a qualified professional (licensed mental health clinician, physician, crisis response team, law enforcement officer, or other emergency mental health provider)
  
- The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
  - Youth affected by suicide;
  - Youth with a history of suicide ideation or attempts;
  - Youth with disabilities, mental illness, or substance abuse disorders;
  - Lesbian, gay, bisexual, transgender, or questioning youth;
  - Youth experiencing homelessness or in out-of-home settings, such as foster care;
  - Youth who have suffered traumatic experiences.



## Employee Qualifications and Scope of Services

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

## Specialized Staff Training (Screening)

Additional professional development in suicide risk screening and crisis intervention shall be provided to mental health professionals employed by California Virtual Academies.

## Parents, Guardians, and Caregivers Participation and Education

- To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, schools shall share with parents/guardians/caregivers the school's suicide prevention policy and procedures.
- This suicide prevention policy shall be prominently displayed on the school's web page and included in the parent-student handbook.
- Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
- All parents/guardians/caregivers should have access to suicide prevention training that addresses the following:
  - Suicide risk factors, warning signs, and protective factors;
  - How to talk with a student about thoughts of suicide;
  - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment by a qualified professional (licensed mental health clinician, physician, crisis response team, law enforcement officer, or other emergency mental health provider)

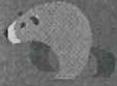
## Student Participation and Education

Students shall:

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

## Intervention, Screening, Referral

## Action Plan for Suicide Attempt During-School Hours



## Policy: Suicide Prevention/Postvention

If a suicide attempt is made during the school day, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented. Follow Safety Risk Process and remember the following:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed;
- Call 911 (local authorities based on location of student) and provide as much information about student and your concerns;
- Move all other students out of the immediate area (when in-person for outing or testing) or remove from online classroom;
- Please follow Safety Risk Process for documentation, communication processes and follow-up.

### **Action Plan for Suicide Attempt After-School Hours**

If a suicide attempt by a student is after hours, it is crucial that the school protects the privacy of the student and maintain a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family;
- Discuss with the family how they would like the school to respond to the attempt;
- Obtain permission from the parents/guardians to share information with staff;

*Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.*

### **Parental Notification and Involvement**

California Virtual Academies shall establish a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

- After Safety Risk Process is followed, administrator shall verify with the parent/guardian/caregiver that follow-up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student.
- If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the administrator will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care.

### **Re-Entry to School After a Suicide Attempt**

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well-planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment. California Virtual Academies administration will follow the re-entry process to ensure the student's successful re-integration into the school, or successful transfer to another setting.