AGENDA
PUBLIC HEARING @ REGULAR MEETING
BOARD OF DIRECTORS
California Virtual Academy at Kings
March 15, 2024
12:30 P.M.
Primary Location:
Zoom Meeting: https://zoom.us/j/3446279195
Conference call: (669) 900-9128
Meeting ID: 344 627 9195

ORIGINAL

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

The California Virtual Academy at Kings ("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 Kings 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 Kings office at (805)581-0202.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at _12:38_P.M.

B. ROLL CALL

	Present	Absent
Mr. Xavier Pina	_____	__X___
Ms. Brenda Toro (Secretary)	__X___	_____
Ms. Anastasia Alavezos (President)	__X___	_____
Mr. Nathan Hickinbotham (Treasurer)	__X___	_____
Ms. Lisa Irwin	_____	__X___

C. FLAG SALUTE

- Nicholas led (7th grade student)

NOTICE OF PUBLIC HEARING

TIME AND DATE: **March 15, 2024 12:30 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 Kings**

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

Opening of Public Hearing: _12:40____PM

Closing of Public Hearing: _12:41__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.
- Enrollment is currently at 685; 290 223 in MS, and 172 in HS

C. For Information: Board/Staff Discussions
Board and staff discuss items of mutual interest.

D. Approval of Previous Board Meeting Minutes
Moved: Brenda
2nd: Anastasia

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

APPROVED

FY 2023-24 Second Interim Budget Update BDRPT 01
- No questions asked.

APPROVED

Ratification of Disbursements BDRPT 02
- No questions asked.

APPROVED

Approval of FY 2023-24 Selection of Independent Auditors BDRPT 03
- No questions asked.

B. PERSONNEL

APPROVED

2023-24 Employment Agreements BDRPT 04
- No questions asked.

C. INSTRUCTION AND CURRICULUM

APPROVED

Clubs Policies and Processes BDRPT 05
- No questions asked.

APPROVED

Comprehensive School Safety Plan Update BDRPT 06
- No questions asked.

D. PUPIL SERVICES

None

V. ITEMS SCHEDULED FOR INFORMATION

None

VI. ADJOURNMENT

The meeting was adjourned at _12:51__ P.M.

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 KINGS GOVERNING BOARD

BOARD REPORT #01

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
March 15, 2024

SUBJECT: Fiscal Year 2023-24 Second Interim Budget Update

PROPOSAL:
It is proposed that the Governing Board of California Virtual Academy at Kings 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 535 students. The current P2 ADA estimate for California Virtual Academy at Kings has increased to 554 students, which is expected to generate $8,727,046 in funding. The current budget anticipates an ending fund balance of $303,999 including an estimated surplus of $232,802 in the current fiscal year, which California Virtual Academy at Kings will retain and carry forward into future fiscal years.

BUDGET IMPLICATIONS:
The forecasted revenue is $8,727,046. The school anticipates an ending fund balance of $303,999 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 Kings.

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	Francis "Paco" Burke
Head of School	Chief Business Official

PRESENTED BY:

April Warren	Francis "Paco" Burke
Head of School	Chief Business Official

Ayes: 3 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _3/15/2024_____

Name	Aye	No	Abstain	Absent	Moved	Second
Xavier Pina				X		
Brenda Toro	X					X
Anastasia Alavezos	X				X	
Nathan Hickinbotham	X					
Lisa Irwin				X		

California Virtual Academy at Kings

Board Presentation

Fiscal Year 2023-24

Second Interim Budget

CALIFORNIA
VIRTUAL
ACADEMIES

CALIFORNIA VIRTUAL ACADEMIES

California Virtual Academy at Kings

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

Category	Current	Incr (Decr)	Reason
ADA	580	(25)	-4% decrease compared to Fiscal Year 2023-24 First Interim Budget
LCFF Revenue	$ 7,656,686	$ (389,118)	Decrease primarily due to decrease in estimated P2 ADA
Restricted Revenue	$ 1,047,836	$ (27,579)	Decrease primarily due to ADA-driven decrease in State SPED funding and slight decrease in estimated Title expenditures
Expenses	$ 8,494,244	$ (382,246)	Primarily due to an estimated decrease in other certificated salaries and estimated SpEd contracted services expenditures, partially offset by certificated salary schedule increases and an increase in student materials and services.

Fiscal Year 2023-24 Second Interim Budget Highlights

SB740	43.51%	Certificated salaries and benefits, as a percent of revenue, is 3.5% higher than required
	80.14%	Instruction and instruction-related services, as a percent of revenue, is 0.1% 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 ACADEMIES

California Virtual Academy at Kings

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		535	580	554	(25)	-4.39%	a
A. REVENUES							
1. LCFF/Revenue Limit Sources	8010-8099	$ 7,293,323	$ 8,045,804	$ 7,656,686	$ (389,118)	-4.84%	b
2. Federal Revenues	8100-8299	368,147	322,099	317,356	(4,743)	-1.47%	c
3. Other State Revenues	8300-8599	712,291	753,316	730,480	(22,836)	-3.03%	d
4. Other Local Revenues	8600-8799	3,944	5,571	22,524	16,953	304.29%	e
5. TOTAL REVENUES		$ 8,377,706	$ 9,126,790	$ 8,727,046	$ (399,744)	-4.38%	
B. EXPENDITURES							
1. Certficated Salaries	1000-1999	$ 2,363,445	$ 2,972,941	$ 2,604,468	$ (368,473)	-12.39%	f
2. Non-certificated Salaries	2000-2999	172,950	135,090	133,347	(1,743)	-1.29%	g
3. Employee Benefits	3000-3999	830,908	926,892	923,542	(3,350)	-0.36%	h
4. Books and Supplies	4000-4999	2,007,234	1,734,624	1,756,598	21,974	1.27%	i
5. Services and Other Operating Expenditures	5000-5999	2,784,256	3,091,557	3,055,621	(35,936)	-1.16%	j
6. Capital Outlay	6000-6999	12,769	15,386	20,669	5,283	34.33%	k
7. Other Outgo	7100-7499	-	-	-	-		
8. TOTAL EXPENDITURES		$ 8,171,561	$ 8,876,490	$ 8,494,244	$ (382,246)	-4.31%	
C. EXCESS (DEFICIENCY) OF REVENUE OVER EXPEND. BEFORE OTHER FINANCING SOURCES		**206,145**	**250,300**	**232,802**	**(17,498)**	-6.99%	
D. OTHER FINANCING SOURCES/USES		-	-	-	-		
E. NET INCREASE (DECREASE) IN FUND BALANCE		**206,145**	**250,300**	**232,802**	**(17,498)**	-6.99%	

EXPLANATION OF VARIANCES:

- a -4% decrease compared to Fiscal Year 2023-24 First Interim Budget
- b Decrease primarily due to decrease in estimated P2 ADA
- c Primarily due to slight decrease in estimated Title expenditures
- d Decrease primarily due to ADA-driven decrease in State SPED funding
- e School set up interest bearing accounts effective October 2023. Increase is a result of actual & anticipated interest income
- f Primarily due to estimated decrease in other certificated salaries, partially offset by 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 increase in enrollment driven student materials and services
- j Primarily due to decrease in estimated SpEd contracted services expenditures, partially offset by increase in planned restricted fund expenditures
- k Due to estimated increase in asset purchases - employee computers and technology

California Virtual Academy at Kings

Fiscal Year 2023-24
Second Interim Budget

Senate Bill 740 Instructional Cost

Certificated Salaries and Benefits	Object Code		Total
Certificated Teacher Salaries	1100	$	2,453,969
Cert. Supervisors' and Admin. Salaries	1300	$	99,063
Additional Certificated Personnel Pay	1900	$	51,435
Certificated Employee Benefits	3000-3999	$	849,944
Special Ed. - Certificated Contract Services (Certificated Portion - 80%)	5100	$	332,658
Certificated Staff Cost		**$**	**3,787,069**
Non-Certificated Support Salaries	2200	$	133,347
Non-Certificated Employee Benefits	3000-3999	$	73,597
Approved Textbooks and Core Curricula Materials	4100	$	1,688,440
Materials and Supplies	4300	$	68,159
Special Ed. - Certificated Contract Services (Non-certificated portion - 20%)	5100	$	36,962
Travel and Conferences	5200	$	96,200
Inst. Computers/Printers/Leasing	5600	$	381,670
Contract - Student Instructional Technology (7%)	5800	$	605,880
Other Instructional and Operating Expenditures	5800	$	5,569
ISP Services/Telephone	5900	$	98,667
Instruction & Instruction-Related Costs		**$**	**3,188,491**
Total Instructional Cost		**$**	**6,975,560**

SB 740 Requirement	Expenditures	Federal & State Revenues	% Spent (Expenditures / Revenues)
A. Certificated Teachers' Salaries and Benefits	$ 3,787,069	$ 8,704,522	43.51%
B. Total Instructional Costs	$ 6,975,560	$ 8,704,522	80.14%
C. PTR (Pupil-Teacher Ratio)	**21.96**	**: 1**	

Note:

In order to qualify for a 100% funding recommendation from ACCS, California Virtual Academy at Kings 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%)	$ 1,125,206	$ -	$ 1,125,206
Technology Fees (7%)	$ 605,880	$ -	$ 605,880
OLS - Curriculum & Development	$ 1,233,591	$ -	$ 1,233,591
Instruction Materials	$ 389,037	$ -	$ 389,037
Inst. Computers/Printers/Leasing	$ 366,174	$ -	$ 366,174
Total Net K12, Inc.-Related Expenditures	**$ 3,719,888**	**$ -**	**$ 3,719,888**

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

Charter School Name: California Virtual Academy @
(continued) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
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 11, 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:	For Charter School:
Susan Fagundes	Francis "Paco" Burke
Name	Name
Chief Business Official	Chief Business Official
Title	Title
559.583.5002	805.232.4142
Phone	Phone
sfagundes@auesd.org	fburke@caliva.org
E-mail	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) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
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)	First Interim vs. Second Interim Increase (Decrease) % Change (Z) vs. (X)
A. REVENUES					
1. LCFF/Revenue Limit Sources	8010-8099	8,045,804	7,656,686	-389,118	-4.84%
2. Federal Revenues	8100-8299	322,099	317,356	-4,743	-1.47%
3. Other State Revenues	8300-8599	753,316	730,480	-22,836	-3.03%
4. Other Local Revenues	8600-8799	5,571	22,524	16,953	304.29%
5. TOTAL REVENUES		9,126,790	8,727,046	-399,744	-4.38%
B. EXPENDITURES					
1. Certificated Salaries	1000-1999	2,972,941	2,604,468	-368,473	-12.39%
2. Non-certificated Salaries	2000-2999	135,090	133,347	-1,743	-1.29%
3. Employee Benefits	3000-3999	926,892	923,542	-3,350	-0.36%
4. Books and Supplies	4000-4999	1,734,624	1,756,598	21,974	1.27%
5. Services and Other Operating Expenditures	5000-5999	3,091,557	3,055,621	-35,936	-1.16%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)	6000-6999	15,386	20,669	5,283	34.33%
7. Other Outgo	7100-7499	0	0	0	
8. TOTAL EXPENDITURES		8,876,490	8,494,244	-382,246	-4.31%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		250,300	232,802	-17,498	-6.99%
D. OTHER FINANCING SOURCES / USES					
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	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		250,300	232,802	-17,498	-6.99%
F. FUND BALANCE, RESERVES					
1. Beginning Fund Balance					
a. As of July 1	9791	99,700	99,700	0	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-28,503	-28,503	0	0.00%
c. Adjusted Beginning Balance		71,197	71,197		
2. Ending Fund Balance, June 30 (E + F.1.c.)		321,497	303,999		
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	321,497	303,999	(17,498)	-5%

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

Charter School Name: California Virtual Academy @
(continued) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

[X] **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
A. REVENUES										
1. LCFF/Revenue Limit Sources										
State Aid - Current Year	8011	5,786,636	-	5,786,636	3,222,891	-	3,222,891	5,484,509	-	5,484,509
Education Protection Account State Aid - Current Year	8012	1,979,391	-	1,979,391	1,123,537	-	1,123,537	1,892,400	-	1,892,400
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	279,777	-	279,777	163,790	-	163,790	279,777	-	279,777
Other LCFF/Revenue Limit Transfers	8091, 8097	-	-	-	-	-	-	-	-	-
Total, LCFF/Revenue Limit Sources		8,045,804	-	8,045,804	4,510,218	-	4,510,218	7,656,686	-	7,656,686
2. Federal Revenues										
No Child Left Behind	8290	-	193,428	193,428	-	92,653	92,653	-	189,100	189,100
Special Education - Federal	8181, 8182	-	90,646	90,646	-	-	-	-	90,172	90,172
Child Nutrition - Federal	8220	-	-	-	-	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299	-	38,025	38,025	-	19,933	19,933	-	38,084	38,084
Total, Federal Revenues		-	322,099	322,099	-	112,586	112,586	-	317,356	317,356
3. Other State Revenues										
Special Education - State	StateRevSE	-	546,154	546,154	-	402,136	402,136	-	522,151	522,151
All Other State Revenues	StateRevAO	114,863	92,299	207,162	66,460	53,628	120,088	112,461	95,868	208,329
Total, Other State Revenues		114,863	638,453	753,316	66,460	455,764	522,224	112,461	618,019	730,480
4. Other Local Revenues										
All Other Local Revenues	LocalRevAO	5,571	-	5,571	10,128	-	10,128	22,524	-	22,524
Total, Local Revenues		5,571	-	5,571	10,128	-	10,128	22,524	-	22,524
5. TOTAL REVENUES		8,166,238	960,552	9,126,790	4,586,806	568,350	5,155,156	7,791,671	935,375	8,727,046
B. EXPENDITURES										
1. Certificated Salaries										
Certificated Teachers' Salaries	1100	1,914,435	463,805	2,378,240	1,288,088	309,140	1,597,228	1,963,553	490,416	2,453,969
Certificated Pupil Support Salaries	1200	-	-	-	-	-	-	-	-	-
Certificated Supervisors' and Administrators' Salaries	1300	69,952	48,662	118,615	35,314	22,473	57,787	60,539	38,525	99,063
Other Certificated Salaries	1900	425,981	50,106	476,087	-	-	-	45,922	5,513	51,435
Total, Certificated Salaries		2,410,368	562,573	2,972,941	1,323,402	331,613	1,655,015	2,070,014	534,453	2,604,468
2. Non-certificated Salaries										
Non-certificated Instructional Aides' Salaries	2100	-	-	-	-	-	-	-	-	-
Non-certificated Support Salaries	2200	53,509	81,581	135,090	7,823	56,512	64,335	16,215	117,131	133,347
Non-certificated Supervisors' and Administrators' Sal.	2300	-	-	-	-	-	-	-	-	-
Clerical and Office Salaries	2400	-	-	-	-	-	-	-	-	-
Other Non-certificated Salaries	2900	-	-	-	-	-	-	-	-	-
Total, Non-certificated Salaries		53,509	81,581	135,090	7,823	56,512	64,335	16,215	117,131	133,347
3. Employee Benefits										
STRS	3101-3102	460,380	107,452	567,832	269,466	46,642	316,108	395,373	102,081	497,453
PERS	3201-3202	14,276	21,766	36,042	2,087	15,077	17,165	4,326	31,251	35,577
OASDI / Medicare / Alternative	3301-3302	49,835	12,686	62,522	44,035	9,334	53,370	75,256	15,952	91,208
Health and Welfare Benefits	3401-3402	202,520	28,706	231,226	100,670	33,219	133,889	230,213	35,132	265,345
Unemployment Insurance	3501-3502	8,593	1,680	10,273	5,801	1,025	6,826	9,914	1,752	11,666
Workers' Compensation Insurance	3601-3602	15,890	3,107	18,997	11,085	1,959	13,044	18,943	3,348	22,292
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		751,495	175,397	926,892	433,144	107,257	540,401	734,025	189,517	923,542
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	1,631,760	37,033	1,668,793	1,023,349	13,941	1,037,291	1,665,747	22,693	1,688,440
Books and Other Reference Materials	4200	-	-	-	-	-	-	-	-	-
Materials and Supplies	4300	48,363	17,468	65,831	826	198	1,024	54,997	13,161	68,159
Noncapitalized Equipment	4400	-	-	-	-	-	-	-	-	-
Food	4700	-	-	-	-	-	-	-	-	-
Total, Books and Supplies		1,680,123	54,501	1,734,624	1,024,175	14,139	1,038,314	1,720,744	35,854	1,756,598

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

Charter School Name: California Virtual Academy @
(continued) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

[X] **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
5. Services and Other Operating Expenditures										
Subagreements for Services	5100	16,905	416,320	433,225	2,097	124,040	126,137	6,145	363,475	369,619
Travel and Conferences	5200	33,714	18,081	51,795	13,338	5,376	18,713	68,566	27,635	96,200
Dues and Memberships	5300	13,730	2,707	16,437	15,397	2,263	17,660	23,531	3,458	26,989
Insurance	5400	21,693	-	21,693	5,678	-	5,678	21,355	-	21,355
Operations and Housekeeping Services	5500	3,268	-	3,268	8,174	-	8,174	9,381	-	9,381
Rentals, Leases, Repairs, and Noncap. Improvements	5600	377,151	406	377,557	229,183	140	229,323	381,438	232	381,670
Transfers of Direct Costs	5700	-	-	-	-	-		-	-	
Professional/Consulting Services and Operating Expend.	5800	2,084,403	4,848	2,089,251	1,202,127	2,619	1,204,745	2,047,279	4,460	2,051,738
Communications	5900	96,901	1,430	98,331	55,222	979	56,201	96,948	1,718	98,667
Total, Services and Other Operating Expenditures		2,647,765	443,792	3,091,557	1,531,217	135,415	1,666,632	2,654,644	400,977	3,055,621
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for accrual basis only)	*6900*	15,386	-	15,386	16,547	-	16,547	20,669	-	20,669
Total, Capital Outlay		15,386	-	15,386	16,547	-	16,547	20,669	-	20,669
7. Other Outgo										
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			-			-			-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
8. TOTAL EXPENDITURES		7,558,645	1,317,845	8,876,490	4,336,309	644,936	4,981,245	7,216,311	1,277,932	8,494,244
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		607,594	(357,293)	250,300	250,497	(76,586)	173,912	575,360	(342,557)	232,802
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979	-	-	-		-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(69,804)	69,804	-	210,903	(210,903)	-	(55,068)	55,068	-
4. TOTAL OTHER FINANCING SOURCES / USES		(69,804)	69,804	-	210,903	(210,903)	-	(55,068)	55,068	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		537,789	(287,489)	250,300	461,401	(287,489)	173,912	520,291	(287,489)	232,802
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	99,700	-	99,700	99,700	-	99,700	99,700	-	99,700
b. Adjustments to Beginning Balance	9793, 9795	(315,992)	287,489	(28,503)	(315,992)	287,489	(28,503)	(315,992)	287,489	(28,503)
c. Adjusted Beginning Balance		(216,292)	287,489	71,197	(216,292)	287,489	71,197	(216,292)	287,489	71,197
2. Ending Fund Balance, June 30 (E + F.1.c.)		321,497	-	321,497	245,109	-	245,109	303,999	-	303,999
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 Uncertainities	9789	-	-	-	-	-	-	-	-	-
Unassigned/Unappropriated Amount	9790	321,497	-	321,497	245,109	-	245,109	303,999	-	303,999

CALIFORNIA VIRTUAL ACADEMIES

California Virtual Academy at Kings

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	575	587	598
Estimated # Unduplicated Pupils	426	426	426
Estimated P2 ADA	554	560	566
Average Daily Attendance Growth Rate [1]	5.0%	1.0%	1.0%
Special Education	5.0%	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 [2]	10.78%	1.68%	2.81%
Estimated Certificated FTEs	29.8	30.1	30.4
% Increase (Decrease) Certificated FTEs	-4.88%	1.00%	1.00%
% Increase (Decrease) Certificated Salaries per FTE	-7.90%	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	3.2	3.2	3.2
% Increase (Decrease) Classified FTEs	-8.09%	0.00%	0.00%
% Increase (Decrease) Classified Salaries per FTE	7.40%	2.83%	2.70%
CalPERS Employer Rate (statutory)	26.68%	27.80%	28.50%
Other State Revenues: Lottery	$ 133,635	$ 137,417	$ 141,128
Other State Revenues: Mandated Block Grant	$ 16,190	$ 16,313	$ 16,758
Other State Revenues: A-G Completion	$ 48,844	$ 49,215	$ 50,559
Other State Revenues: Arts, Music, Instr Materials Block Grant	$ 2,561	$ 2,580	$ 2,651
Other State Revenues: Educator Effectiveness	$ 832	$ 838	$ 861
Other State Revenues: Learning Recovery Emergency Block Grant	$ 6,266	$ 6,314	$ 6,486
Other Federal Revenues: ESSA CSI	$ -	$ -	$ -
Other Federal Revenues: ESSER I, II, III	$ 38,084	$ -	$ -

[1] FY 2023-24 growth rate based on FY 2022-23 P2 ADA

[2] 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) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

[X] **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 Unrestricted	FY 2023-24 Restricted	FY 2023-24 Total	2024-25 Projections	2025-26 Projections
A. REVENUES						
1. LCFF/Revenue Limit Sources						
State Aid - Current Year	8011	5,484,509	0	5,484,509	5,657,440	5,887,005
Education Protection Account State Aid - Current Year	8012	1,892,400	0	1,892,400	1,925,851	1,998,209
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	279,777	0	279,777	279,777	279,777
Other LCFF/Revenue Limit Transfers	8091, 8097	0	0	0	0	0
Total, LCFF/Revenue Limit Sources		7,656,686	0	7,656,686	7,863,068	8,164,991
2. Federal Revenues						
No Child Left Behind	8290	0	189,100	189,100	194,451	199,701
Special Education - Federal	8181, 8182	0	90,172	90,172	91,074	91,985
Child Nutrition - Federal	8220	0	0	0	0	0
Other Federal Revenues	8110, 8260-8299	0	38,084	38,084	0	0
Total, Federal Revenues		0	317,356	317,356	285,525	291,686
3. Other State Revenues						
Special Education - State	StateRevSE	0	522,151	522,151	527,373	532,647
All Other State Revenues	StateRevAO	112,461	95,868	208,329	212,678	218,443
Total, Other State Revenues		112,461	618,019	730,480	740,051	751,090
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	22,524	0	22,524	0	0
Total, Local Revenues		22,524	0	22,524	0	0
5. TOTAL REVENUES		7,791,671	935,375	8,727,046	8,888,644	9,207,767
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	1,963,553	490,416	2,453,969	2,557,276	2,646,226
Certificated Pupil Support Salaries	1200	0	0	0	0	0
Certificated Supervisors' and Administrators' Salaries	1300	60,539	38,525	99,063	101,867	104,617
Other Certificated Salaries	1900	45,922	5,513	51,435	52,891	54,319
Total, Certificated Salaries		2,070,014	534,453	2,604,468	2,712,034	2,805,162
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	0	0	0	0	0
Non-certificated Support Salaries	2200	16,215	117,131	133,347	137,120	140,823
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		16,215	117,131	133,347	137,120	140,823
3. Employee Benefits						
STRS	3101-3102	395,373	102,081	497,453	517,998	535,786
PERS	3201-3202	4,326	31,251	35,577	38,119	40,134
OASDI / Medicare / Alternative	3301-3302	75,256	15,952	91,208	92,429	95,704
Health and Welfare Benefits	3401-3402	230,213	35,132	265,345	252,939	261,802
Unemployment Insurance	3501-3502	9,914	1,752	11,666	11,822	12,241
Workers' Compensation Insurance	3601-3602	18,943	3,348	22,292	22,590	23,390
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		734,025	189,517	923,542	935,898	969,058

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

Charter School Name: California Virtual Academy @
(continued) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

[X] **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 Unrestricted	FY 2023-24 Restricted	FY 2023-24 Total	2024-25 Projections	2025-26 Projections
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	1,665,747	22,693	1,688,440	1,702,821	1,749,285
Books and Other Reference Materials	4200	0	0	0	0	0
Materials and Supplies	4300	54,997	13,161	68,159	70,088	71,980
Noncapitalized Equipment	4400	0	0	0	0	0
Food	4700	0	0	0	0	0
Total, Books and Supplies		1,720,744	35,854	1,756,598	1,772,908	1,821,265
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	6,145	363,475	369,619	380,080	390,342
Travel and Conferences	5200	68,566	27,635	96,200	98,923	101,594
Dues and Memberships	5300	23,531	3,458	26,989	9,630	9,890
Insurance	5400	21,355	0	21,355	21,959	22,552
Operations and Housekeeping Services	5500	9,381	0	9,381	9,647	9,907
Rentals, Leases, Repairs, and Noncap. Improvements	5600	381,438	232	381,670	384,892	395,395
Transfers of Direct Costs	5700	0	0	0	0	0
Professional/Consulting Services and Operating Expend.	5800	2,047,279	4,460	2,051,738	2,090,697	2,164,853
Communications	5900	96,948	1,718	98,667	101,459	104,199
Total, Services and Other Operating Expenditures		2,654,644	400,977	3,055,621	3,097,286.61	3,198,731.77
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)						
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*	20,669	0	20,669	21,254	21,827
Total, Capital Outlay		20,669	0	20,669	21,254	21,827
7. Other Outgo						
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
8. TOTAL EXPENDITURES		7,216,311	1,277,932	8,494,244	8,676,500	8,956,866
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		575,360	(342,557)	232,802	212,144	250,901
D. OTHER FINANCING SOURCES / USES						
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	(55,068)	55,068	0		
4. TOTAL OTHER FINANCING SOURCES / USES		(55,068)	55,068	0	0	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		520,291	(287,489)	232,802	212,144	250,901

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

Charter School Name: California Virtual Academy @
(continued) Kings
CDS #: 16-63875-0112698
Charter Approving Entity: Armona Union Elementary School District
County: Kings
Charter #: 0840
Fiscal Year: 2023-24

This charter school uses the following basis of accounting:

[X] **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 Unrestricted	FY 2023-24 Restricted	FY 2023-24 Total	2024-25 Projections	2025-26 Projections
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	99,700	0	99,700	303,999	516,144
b. Adjustments to Beginning Balance	9793, 9795	(315,992)	287,489	(28,503)		
c. Adjusted Beginning Balance		(216,292)	287,489	71,197	303,999	516,144
2. Ending Fund Balance, June 30 (E + F.1.c.)		303,999	0	303,999	516,144	767,044
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	303,999	0	303,999	516,144	767,044



CALIFORNIA VIRTUAL ACADEMIES

California Virtual Academy at Kings

Fiscal Year 2023-24

Second Interim Budget

Cash Flow Worksheet

		Actual Cash Flow							*Forecast Cash Flow*						
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	798,819	622,737	1,306,063	1,476,298	2,050,984	2,281,272	2,409,767	3,015,235	2,658,737	2,432,711	2,645,333	2,288,834		
B. RECEIPTS															
Local Control Funding Formula															
Property Tax	8020-8079	15,839	50,360	0	44,764	22,382	22,382	22,382	25,180	25,180	25,180	25,180	25,180	(24,233)	279,777
State Aid - LCFF & EPA	8010-8019	0	825,228	508,328	908,010	461,090	457,495	908,009	509,170	509,170	990,632	509,170	509,170	281,438	7,376,909
Other	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0		0
Federal Revenues	8100-8299	0	35,615	38,601	0	122,967	0	0	0	79,339	0	0	79,339	(38,505)	317,356
Other State Revenues	8300-8599	23,227	121,225	6,446	30,581	154,735	16,630	127,754	21,914	73,048	109,572	21,914	73,048	(49,615)	730,480
Other Local Revenues	8600-8799	0	0	2,638	0	1,038	1,194	1,663	0	0	0	0	0	15,991	22,524
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0		0
All Other Financing Sources	8931-8979	0	0	0	0	0	0	0	0	0	0	0	0		0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL RECEIPTS		39,066	1,032,427	556,013	983,355	762,213	497,701	1,059,808	556,264	686,737	1,125,384	556,264	686,737	185,077	8,727,046
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	97,751	251,029	115,512	181,888	271,439	209,563	139,970	261,105	261,105	261,105	261,105	130,553	162,343	2,604,468
Classified Salaries	2000-2999	0	0	0	0	0	0	0	16,668	16,668	16,668	16,668	16,668	50,005	133,347
Employee Benefits	3000-3999	98,894	12,125	85,710	75,837	89,698	92,708	107,347	81,372	81,372	81,372	81,372	81,372	(45,636)	923,542
Supplies and Services	4000-5999	18,504	49,948	184,555	150,944	170,788	66,935	207,023	551,033	551,033	551,033	551,033	551,033	1,208,354	4,812,219
Capital Outlays	6000-6599	0	0	0	0	0	0	0	2,584	2,584	2,584	2,584	2,584	7,751	20,669
Other Outgo	7000-7499	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	7600-7629	0	36,000	0	0	0	0	0	0	0	0	0	0	(36,000)	0
All Other Financing Uses	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0		0
Other Disbursements/non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0		0
TOTAL DISBURSEMENTS		215,149	349,101	385,777	408,669	531,925	369,206	454,340	912,762	912,762	912,762	912,762	782,210	1,346,816	8,494,244
D. PRIOR YEAR TRANSACTIONS															
Accounts Receivable															0
Accounts Payable															0
TOTAL PRIOR YEAR TRANSACTIONS		0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)		(176,083)	683,326	170,235	574,686	230,288	128,495	605,468	(356,499)	(226,026)	212,622	(356,499)	(95,473)	(1,161,740)	232,802
F. ENDING CASH (A + E)		622,737	1,306,063	1,476,298	2,050,984	2,281,272	2,409,767	3,015,235	2,658,737	2,432,711	2,645,333	2,288,834	2,193,361		
G. ENDING CASH, PLUS ACCRUALS															1,031,621

FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

California Virtual Academy @ Kings (112698) - FY23-24 2nd Interim Budget

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
SUMMARY OF FUNDING						
General Assumptions						
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%*
LCFF Entitlement						
Base Grant	$3,051,546	$4,750,365	$5,170,185	$5,884,179	$5,988,172	$6,213,097
Grade Span Adjustment	101,895	182,638	183,695	205,255	208,845	216,701
Supplemental Grant	401,622	655,103	736,157	875,418	907,614	943,253
Concentration Grant	136,860	365,536	478,503	668,132	734,316	766,913
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	-	-	12,855	23,702	24,121	25,027
Total LCFF Entitlement Before Adjustments, ERT & Additional State Aid	**$3,691,923**	**$5,953,642**	**$6,581,395**	**$7,656,686**	**$7,863,068**	**$8,164,991**
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	-
Total LCFF Entitlement	**3,691,923**	**5,953,642**	**6,581,395**	**7,656,686**	**7,863,068**	**8,164,991**
LCFF Entitlement Per ADA	**$ 10,249**	**$ 10,828**	**$ 12,465**	**$ 13,809**	**$ 14,041**	**$ 14,435**
Components of LCFF By Object Code						
State Aid (Object Code 8011)	$ 1,782,132	$ 2,903,429	$ 5,825,239	$ 5,484,509	$ 5,657,440	$ 5,887,005
EPA (for LCFF Calculation - Resource 1400 / Object Code 8012)	$ 1,707,102	$ 2,752,381	$ 476,379	$ 1,892,400	$ 1,925,851	$ 1,998,209
Local Revenue Sources:						
Property Taxes (Object 8021 to 8089)	$ -	$ -	$ -	$ -	$ -	$ -
In-Lieu of Property Taxes (Object Code 8096)	202,689	297,832	279,777	279,777	279,777	279,777
Property Taxes net of In-Lieu	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL FUNDING	**3,691,923**	**5,953,642**	**6,581,395**	**7,656,686**	**7,863,068**	**8,164,991**
Basic Aid Status	$ -	$ -	$ -	$ -	$ -	$ -
Excess Taxes	$ -	$ -	$ -	$ -	$ -	$ -
EPA in Excess to LCFF Funding	$ -	$ -	$ -	$ -	$ -	$ -
Total LCFF Entitlement	**3,691,923**	**5,953,642**	**6,581,395**	**7,656,686**	**7,863,068**	**8,164,991**
SUMMARY OF EPA						
% 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)	$ 1,707,102	$ 2,752,381	$ 476,379	$ 1,892,400	$ 1,925,851	$ 1,998,209
EPA, Current Year (Object Code 8012) (P-2 plus Current Year Accrual)	$ 1,707,102	$ 2,752,381	$ 476,379	$ 1,892,400	$ 1,925,851	$ 1,998,209
EPA, Prior Year Adjustment (Object Code 8019) (P-A less Prior Year Accrual)	$ 1,053.00	$ 261,538.00	$ 72,560.00	$ -	$ -	$ -
Accrual (from Data Entry tab)	-	-	-	-	-	-
LCAP PERCENTAGE TO INCREASE OR IMPROVE SERVICES						
Base Grant (*Excludes add-ons for TIIG and Transportation*)	$ 3,153,441	$ 4,933,003	$ 5,353,880	$ 6,089,434	$ 6,197,017	$ 6,429,798
Supplemental and Concentration Grant funding in the LCAP year	$ 538,482	$ 1,020,639	$ 1,214,660	$ 1,543,550	$ 1,641,930	$ 1,710,166
Percentage to Increase or Improve Services	17.08%	20.69%	22.69%	25.35%	26.50%	26.60%
SUMMARY OF STUDENT POPULATION						
Unduplicated Pupil Population						
Enrollment	605	592	547	575	581	587
COE Enrollment	-	-	-	-	-	-
Total Enrollment	**605**	**592**	**547**	**575**	**581**	**587**
Unduplicated Pupil Count	393	411	395	426	426	426
COE Unduplicated Pupil Count	-	-	-	-	-	-
Total Unduplicated Pupil Count	**393**	**411**	**395**	**426**	**426**	**426**
Rolling %, Supplemental Grant	63.6800%	66.4000%	68.7500%	71.8800%	73.2300%	73.3500%
Rolling %, Concentration Grant	63.6800%	66.4000%	68.7500%	71.8800%	73.2300%	73.3500%

TO: CALIFORNIA VIRTUAL ACADEMY AT KINGS GOVERNING BOARD

APPROVED

BOARD REPORT # 02

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
March 15, 2024

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

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

BACKGROUND:
On a monthly basis, California Virtual Academy at Kings 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 $525,759, $415,481, and $593,567, respectively.

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

RESPECTFULLY SUBMITTED
April Warren
Head of School

PREPARED BY:

April Warren	Arlene Arroyo
Head of School	Financial Analyst

PRESENTED BY:

April Warren	Francis "Paco" Burke
Head of School	Chief Business Official

Ayes: 3 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _3/15/2024_____

Name	Aye	No	Abstain	Absent	Moved	Second
Xavier Pina				X		
Brenda Toro	X					X
Anastasia Alavezos	X				X	
Nathan Hickinbotham	X					
Lisa Irwin				X		

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

Vendor	Description	Total
Insperity	PEO - Payroll Services and HR Admin Services provider	272,203.42
Kings County Office of Education	STRS/PERS Contribution	79,423.18
Armona Union Elementary School District	Yearly MOU with Classified Employee Increase Rate 10%	72,958.69
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	49,889.26
State Board of Equalization	Sales Tax	14,328.90
E-Therapy LLC	Special Education Contracted Services	6,420.35
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services	4,133.74
California Teachers Association	Special Education Contracted Services	3,360.00
MK Innovations Inc dba The Silly Room	Special Education Contracted Services	2,850.00
Effectual Educational Consulting Service	Special Education Services	2,667.10
El Paseo Children's Center, Inc.	Special Education Contracted Services	2,558.91
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	2,276.95
Speech Guy, LLC	Special Education Contracted Services	2,148.75
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	1,875.00
Anchor Counseling & Education Solutions	Special Education Contracted Services	1,637.50
Specialized Therapy Services Inc	Special Education Contracted Services	1,357.50
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	1,263.56
Virtual Technologies Group	Special Education Contracted Services	1,082.41
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy	960.00
Grace Speech Therapy Corp.	SLP IEP Attendance	750.00
Amazon Capital Services	Staff Office Supplies	460.53
Point Quest Pediatric Therapies, LLC	Special Education Contracted Services	405.00
A1 Speech Therapy, Inc.	Special Education Contracted Services	375.00
Augmentative Communications Solutions	Special Education Contracted Services	155.00
Stepping Stones Therapy	Special Education Contracted Services	78.14
Partners in Special Education	Special Education Contracted Services	67.50
TinyEYE Technology Corporation	Special Education Contracted Services	56.00
Kadiant, LLC	Special Education Contracted Services	16.25
Grand Total		**525,758.64**

K12 : SA : Full Financials CA Node : CAVAKING

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 #15659 - California Teachers Association(CAVA @ Kings)					(3,360.00)
	Bill	11/09/2023	Union Dues - 102023		
	Bill Payment	11/09/2023	15659		3,360.00
					0.00
Bill Payment #15672 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ Kings)					(1,767.91)
	Bill	11/17/2023	INV-00976		
	Bill	11/17/2023	INV-00997		(431.25)
	Bill Payment	11/21/2023	15672		2,199.16
Bill Payment #15658 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ Kings)					(1,445.83)
	Bill	11/09/2023	INV-00949		
	Bill	11/09/2023	INV-00969		(488.75)
	Bill Payment	11/09/2023	15658		1,934.58
					0.00
Bill Payment #15677 - Effectual Educational Consulting Service(CAVA @ Kings)					(912.50)
	Bill	11/17/2023	INV-07208		
	Bill	11/17/2023	INV-07240		(1,514.60)
	Bill Payment	11/21/2023	15677		2,427.10
Bill Payment #15656 - Effectual Educational Consulting Service(CAVA @ Kings)					(180.00)
	Bill	11/09/2023	INV-07173		
	Bill	11/09/2023	INV-07180		(60.00)
	Bill Payment	11/09/2023	15656		240.00
					0.00
Bill Payment #15673 - E-Therapy LLC(CAVA @ Kings)					(2,098.00)
	Bill	11/17/2023	INV-06935		
	Bill	11/17/2023	INV-06963		(28.75)
	Bill	11/17/2023	INV-06970		(58.00)
	Bill	11/17/2023	INV-06990		(2,420.20)
	Bill	11/17/2023	INV-07010		(1,641.40)
	Bill Payment	11/21/2023	15673		6,246.35
Bill Payment #15662 - E-Therapy LLC(CAVA @ Kings)					(174.00)
	Bill	11/09/2023	INV-06920		
	Bill Payment	11/09/2023	15662		174.00
					0.00
Bill Payment #ACH 11.27.2023 - K12 MANAGEMENT INC					(44,997.36)
	Bill	08/18/2023	KI - INV-003-11415 - Aug 23 - COM	KI - INV-003-11415 - Aug 23 - COM	
	Bill	08/18/2023	KI - INV-003-11340 - Aug 23 - MAT	KI - INV-003-11340 - Aug 23 - MAT	(3,158.90)
	Bill	08/18/2023	KI - INV-003-11372 - Aug 23 - OLS	KI - INV-003-11372 - Aug 23 - OLS	(1,733.00)
	Bill Payment	11/27/2023	ACH 11.27.2023	CAVAKI K12 Payment Nov 23	49,889.26
					0.00
Bill Payment #15684 - Speech Guy, LLC(CAVA @ Kings)					(2,148.75)
	Bill	11/17/2023	INV-00903		
	Bill Payment	11/21/2023	15684		2,148.75
					0.00
Bill Payment #15687 - PrentGraf Ltd dba TalkPath Live(CAVA @ Kings)					(2,276.95)
	Bill	11/17/2023	INV-00725		
	Bill Payment	11/21/2023	15687		2,276.95
					0.00
Bill Payment #15679 - Anchor Counseling & Education Solutions(CAVA @ Kings)					(482.50)
	Bill	11/17/2023	INV-06435		
	Bill Payment	11/21/2023	15679		482.50
Bill Payment #15660 - Anchor Counseling & Education Solutions(CAVA @ Kings)					(1,155.00)
	Bill	11/09/2023	INV-06418		
	Bill Payment	11/09/2023	15660		1,155.00
					0.00
Bill Payment #15674 - Point Quest Pediatric Therapies, LLC(CAVA @ Kings)					(405.00)
	Bill	11/17/2023	INV-00115		
	Bill Payment	11/21/2023	15674		405.00
					0.00
Bill Payment #15681 - Augmentative Communications Solutions(CAVA @ Kings)					(155.00)
	Bill	11/17/2023	INV-00380		
	Bill Payment	11/21/2023	15681		155.00
					0.00
Bill Payment #15654 - Kings County Office of Education(CAVA @ Kings)					(3,531.16)
	Bill	11/02/2023	KI- PERS - Oct 23	KI- PERS - Oct 23	
	Bill	11/02/2023	KI- STRS - Oct 23	KI- STRS - Oct 23	(75,892.02)
	Bill Payment	11/02/2023	15654	KI- STRS/PERS - Oct 23	79,423.18
					0.00
Bill Payment #ACH 11.15.2023 - State Board of Equalization(CAVA @ Kings)					(5,372.43)
	Bill	10/23/2023	KI_Use Tax_OCT 2023	OCT 23 Use Tax	
	Bill	11/15/2023		OCT 23 Use Tax Adj	(778.08)
	Bill Payment	11/15/2023	ACH 11.15.2023	OCT 23 Use Tax Adj	6,150.51

K12 : SA : Full Financials CA Node : CAVAKING

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 #ACH 11.01.2023 - State Board of Equalization(CAVA @ Kings)					(6,886.16)
	Bill	09/30/2023		Sep 23 Use Tax	
	Bill	11/01/2023		Sep 23 Use Tax Adj	(1,292.23)
	Bill Payment	11/01/2023	ACH 11.01.2023	Sep 23 Use Tax Adj	8,178.39
					0.00
Bill Payment #ACH 11.30.2023 - Insperity(CAVA @ Kings)					(263,551.96)
	Bill	11/27/2023	Nov 23 PR AC#100	Oct 23 PR AC#100	
	Bill	11/27/2023	Nov 23 PR Ac#104-Admin	Nov 23 PR Ac#104-Admin	(8,539.46)
	Bill Payment	11/27/2023	ACH 11.30.2023	Nov 23 PR AC#100 & AC#104	272,091.42
Bill Payment #ACH 11.15.23 - Insperity(CAVA @ Kings)					(112.00)
	Bill	11/14/2023	KI_Insperity_NOV 2023_Return 414H-RTC	KI_Insperity_NOV 2023_Return 414H	
	Bill Payment	11/15/2023	ACH 11.15.23	KI_Insperity_NOV 2023_Return 414H	112.00
Amount Unapplied - Bill Payment #ACH 11.30.2023 - Insperity(CAVA @ Kings)					(0.00)
					(0.00)
Bill Payment #15676 - Virtual Technologies Group(CAVA @ Kings)					(1,082.41)
	Bill	11/17/2023	204896		
	Bill Payment	11/21/2023	15676		1,082.41
					0.00
Bill Payment #15685 - Amazon Capital Services(CAVA @ Kings)					(247.91)
	Bill	11/17/2023	19TD-RCKT-XTD1		
	Bill Payment	11/21/2023	15685		247.91
Bill Payment #15657 - Amazon Capital Services(CAVA @ Kings)					(212.62)
	Bill	11/09/2023	1PNW-RVMD-HFK4		
	Bill Payment	11/09/2023	15657		212.62
					0.00
Bill Payment #15688 - MK Innovations Inc dba The Silly Room(CAVA @ Kings)					(2,850.00)
	Bill	11/17/2023	INV-00536		
	Bill Payment	11/21/2023	15688		2,850.00
					0.00
Bill Payment #15670 - Stepping Stones Therapy(CAVA @ Kings)					(15.63)
	Bill	11/17/2023	INV-00424		
	Bill	11/17/2023	INV-00432		(15.63)
	Bill Payment	11/21/2023	15670		31.26
Bill Payment #15655 - Stepping Stones Therapy(CAVA @ Kings)					(31.25)
	Bill	11/09/2023	INV-00413		
	Bill	11/09/2023	INV-00418		(15.63)
	Bill Payment	11/09/2023	15655		46.88
					0.00
Bill Payment #15675 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Kings)					(1,062.50)
	Bill	11/17/2023	INV-00593		
	Bill	11/17/2023	INV-00610		(656.25)
	Bill Payment	11/21/2023	15675		1,718.75
Bill Payment #15667 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Kings)					(156.25)
	Bill	11/09/2023	INV-00594		
	Bill Payment	11/09/2023	15667		156.25
					0.00
Bill Payment #15683 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Kings)					(125.00)
	Bill	11/17/2023	INV-05555		
	Bill	11/17/2023	INV-05591		(330.60)
	Bill Payment	11/21/2023	15683		455.60
Bill Payment #15668 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Kings)					(807.96)
	Bill	11/09/2023	INV-05510		
	Bill Payment	11/09/2023	15668		807.96
					0.00
Bill Payment #15671 - TheraStaffers(CAVA @ Kings)					(450.00)
	Bill	11/17/2023	INV-00359		
	Bill Payment	11/21/2023	15671		450.00
Bill Payment #15661 - TheraStaffers(CAVA @ Kings)					(510.00)
	Bill	11/09/2023	INV-00343		
	Bill Payment	11/09/2023	15661		510.00
					0.00
Bill Payment #15678 - El Paseo Children's Center, Inc.(CAVA @ Kings)					(1,725.00)
	Bill	11/17/2023	INV-00820		
	Bill	11/17/2023	INV-00834		(833.91)
	Bill Payment	11/21/2023	15678		2,558.91
					0.00

K12 : SA : Full Financials CA Node : CAVAKING

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 #15664 - Partners in Special Education(CAVA @ Kings)					(67.50)
	Bill	**11/09/2023**	INV-00951		
	Bill Payment	**11/09/2023**	15664		67.50
					0.00
Bill Payment #15665 - Armona Union Elementary School District(CAVA @ Kings)					(62,792.13)
	Bill	**11/09/2023**	111311		
	Bill	**11/09/2023**	111312		(10,166.56)
	Bill Payment	**11/09/2023**	15665		72,958.69
					0.00
Bill Payment #15686 - Kadiant, LLC(CAVA @ Kings)					(16.25)
	Bill	**11/17/2023**	INV-00043		
	Bill Payment	**11/21/2023**	15686		16.25
					0.00
Bill Payment #15682 - Specialized Therapy Services Inc(CAVA @ Kings)					(335.00)
	Bill	**11/17/2023**	INV-01112		
	Bill Payment	**11/21/2023**	15682		335.00
Bill Payment #15663 - Specialized Therapy Services Inc(CAVA @ Kings)					(1,022.50)
	Bill	**11/09/2023**	INV-01095		
	Bill Payment	**11/09/2023**	15663		1,022.50
					0.00
Bill Payment #15666 - Grace Speech Therapy Corp.(CAVA @ Kings)					(750.00)
	Bill	**11/09/2023**	INV-00380		
	Bill Payment	**11/09/2023**	15666		750.00
					0.00
Bill Payment #15669 - A1 Speech Therapy, Inc.(CAVA @ Kings)					(375.00)
	Bill	**11/09/2023**	INV-00226		
	Bill Payment	**11/09/2023**	15669		375.00
					0.00
Bill Payment #15680 - TinyEYE Technology Corporation(CAVA @ Kings)					(56.00)
	Bill	**11/17/2023**	INV-00473		
	Bill Payment	**11/21/2023**	15680		56.00
					0.00
					0.00
				Total	**525,758.64**

Transaction Summary
CAVA @ Kings

Vendor	Amount
ULINE	566.42
Rock And Roll Academy Inc.	525.17
N2Y, LLC	421.15
Law Offices of Young, Minney & Corr, LLP	313.64
Los Angeles Marriott Burbank Airport Hotel	263.14
Simply Solar LLC	252.24
FusionPlus Inc	210.20
Dovetail Learning, Inc.	197.40
AXIS Teletherapy	190.66
Academic Excellence	190.63
City Printing Graphics	162.19
UPS	152.25
Staples	122.63
Effectual Educational Consulting Service	121.33
DataBasics, Inc.	106.52
Bill.com	101.38
Certified Languages International	93.00
Supreme Facility Services, Inc.	92.21
The Back Room Inc	89.68
Virtual Technologies Group	87.94
Barrington Staffing Services	79.03
De Lage Landen Financial Services Inc.	74.36
Comm-Core	59.88
Instructional Coaching Group	52.53
2 Teach LLC	45.00
Southern California Edison	41.72
Green Hasson & Janks LLP	37.57
Bubblemania And Company LA	30.61
AppleOne Employment Services	22.87
Verizon Wireless	21.45
AT&T Mobility	18.10
Carmen Gomez Ruiz	16.82
Ali Babas Café	16.80
School Services of California, Inc.	14.01
Quill Corporation	12.96
Panda Express	11.93
Waste Management	11.78
ADT Commercial	11.05
Sparkletts	10.70
Dutch Ryan Plumbing	9.53
Doctors Wellness Company LLC dba WellnessMart MD	6.95
Western Exterminator Company	6.25

Transaction Summary
CAVA @ Kings

Vendor	Amount
Paper Recycling & Shredding	6.05
WinCo	5.72
Amazon Prime	5.38
Pro-Ed	4.91
Pitney Bowes Global Financial Services	4.36
Amazon Blink	2.80
Smart and Final	2.13
Amazon	0.68
Grand Total	**4,903.72**

Transaction Details
CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2095	October (10/28)	600.00	16.82
		53400 Rent and Utilities : Repairs and Maintenance Total				600.00	16.82
	Operations and Housekeeping Services Total					600.00	16.82
Carmen Gomez Ruiz Total						600.00	16.82
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 557777	October (10/12)	108.00	3.03
				LLC 558816	October (10/26)	108.00	3.03
		52802 Office Supplies Expense : Office Supplies - COS Total				216.00	6.05
	Office Expense Total					216.00	6.05
Paper Recycling & Shredding Total						216.00	6.05
Staples	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3549327178	October (10/4)	167.74	4.70
				LLC 3549472442	October (10/6)	2,480.74	69.53
				LLC 3549611735	October (10/7)	195.00	5.47
				LLC 3549776007	October (10/11)	97.53	2.73
				LLC 3551681486	November (11/1)	1,378.22	38.63
				LLC 3551681488	November (11/1)	56.41	1.58
		52802 Office Supplies Expense : Office Supplies - COS Total				4,375.64	122.63
	Office Expense Total					4,375.64	122.63
Staples Total						4,375.64	122.63
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073Y68E423	October (10/21)	926.89	25.98
				LLC 000073Y68E433	October (10/28)	1,964.12	55.05
				LLC 000073Y68E443	November (11/4)	762.61	21.37
				LLC 000073Y68E453	November (11/11)	539.59	15.12
			280 SPED	LLC 0000V9159W423	October (10/21)	375.70	10.78
				LLC 0000V9159W433	October (10/28)	301.41	8.65
				LLC 0000V9159W443	November (11/4)	297.79	8.54
				LLC 0000V9159W453	November (11/11)	235.99	6.77
		54302 Postage & Delivery Expense : Messenger & Delivery Total				5,404.10	152.25
	Shipping Total					5,404.10	152.25
UPS Total						5,404.10	152.25
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6767132-0283-3	November	253.00	7.09
				LLC 6767114-0283-1	November	167.38	4.69
		53400 Rent and Utilities : Repairs and Maintenance Total				420.38	11.78
	Operations and Housekeeping Services Total					420.38	11.78
Waste Management Total						420.38	11.78
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 42976	October (10/22)	701.00	19.65
				LLC 43001	October (10/29)	703.45	19.72
				LLC 43026	November (11/5)	710.81	19.92
				LLC 43058	November (11/12)	704.51	19.74
		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help Total				2,819.77	79.03
	Outside Service Total					2,819.77	79.03
Barrington Staffing Services Total						2,819.77	79.03
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0812319	November	3,800.80	106.52
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				3,800.80	106.52
	Outside Service-General Total					3,800.80	106.52
DataBasics, Inc. Total						3,800.80	106.52
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1004	November (11/1)	7,500.00	210.20
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				7,500.00	210.20
	Outside Service-General Total					7,500.00	210.20

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
FusionPlus Inc Total						7,500.00	210.20
Law Offices of Young, Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 7415	(November (11/3)	9,255.80	289.79
			280 SPED	LLC 7415	(November (11/3)	731.50	23.85
		51807 Professional Svcs & Outside Labor : Legal Total				9,987.30	313.64
	Legal Fees Total					9,987.30	313.64
Law Offices of Young, Minney & Corr, LLP Total						9,987.30	313.64
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 102923	October (10/29)	381.70	10.70
		52802 Office Supplies Expense : Office Supplies - COS Total				381.70	10.70
	Office Expense Total					381.70	10.70
Sparkletts Total						381.70	10.70
Verizon Wireless	Telephone - Adminstration	56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 9948403684	October	765.22	21.45
		56504 Program Fees & Other Instructional : Admin - Telephone Total				765.22	21.45
	Telephone - Adminstration Total					765.22	21.45
Verizon Wireless Total						765.22	21.45
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Services	LLC 74586103123	October (10/31)	3,738.00	93.00
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				3,738.00	93.00
	Outside Service-General Total					3,738.00	93.00
Certified Languages International Total						3,738.00	93.00
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1080821	November	2,136.65	59.88
		53801 Phone & Internet Expense : Telephone Total				2,136.65	59.88
	Communications Total					2,136.65	59.88
Comm-Core Total						2,136.65	59.88
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	92.21
		53400 Rent and Utilities : Repairs and Maintenance Total				3,290.00	92.21
	Operations and Housekeeping Services Total					3,290.00	92.21
Supreme Facility Services, Inc. Total						3,290.00	92.21
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	111-5920853-6820212	November	24.10	0.68
		52802 Office Supplies Expense : Office Supplies - COS Total				24.10	0.68
	Office Expense Total					24.10	0.68
Amazon Total						24.10	0.68
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 35020432	October (10/6)	60.48	1.70
				LLC 35022450	October (10/7)	135.45	3.80
				LLC 35082896	October (10/11)	251.48	7.05
				LLC 35220249	October (10/18)	15.00	0.42
		52802 Office Supplies Expense : Office Supplies - COS Total				462.41	12.96
	Office Expense Total					462.41	12.96
Quill Corporation Total						462.41	12.96
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 80557846671578 102823	November	645.70	18.10
		53801 Phone & Internet Expense : Telephone Total				645.70	18.10
	Communications Total					645.70	18.10
AT&T Mobility Total						645.70	18.10
De Lage Landen Financial Services Inc.	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 81371123	November	2,653.35	74.36
		55304 Facilities & Equipment Rental Expense : Equipment Rental Total				2,653.35	74.36
	Equipment Rental Expense Total					2,653.35	74.36
De Lage Landen Financial Services Inc. Total						2,653.35	74.36

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-2316	October (10/31)	3,200.00	89.68
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				3,200.00	89.68
	Outside Service-General Total					3,200.00	89.68
The Back Room Inc Total						3,200.00	89.68
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 01-6743469	October (10/28)	346.58	9.71
				LLC 01-6749817	November (11/8)	469.56	13.16
		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help Total				816.14	22.87
	Outside Service Total					816.14	22.87
AppleOne Employment Services Total						816.14	22.87
Doctors Wellness Company LLC dba WellnessMart MD	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC CVA20231031	October (10/31)	248.00	6.95
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				248.00	6.95
	Outside Service-General Total					248.00	6.95
Doctors Wellness Company LLC dba WellnessMart MD Total						248.00	6.95
Western Exterminator Company	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 52426503	October (10/10)	222.85	6.25
		53400 Rent and Utilities : Repairs and Maintenance Total				222.85	6.25
	Operations and Housekeeping Services Total					222.85	6.25
Western Exterminator Company Total						222.85	6.25
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	23115010772	November	1,381.00	101.38
		55801 Dues, Memberships & Research Svcs : Memberships Total				1,381.00	101.38
	Dues and Memberships Total					1,381.00	101.38
Bill.com Total						1,381.00	101.38
ADT Commercial	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 152415173	November	394.23	11.05
		53400 Rent and Utilities : Repairs and Maintenance Total				394.23	11.05
	Operations and Housekeeping Services Total					394.23	11.05
ADT Commercial Total						394.23	11.05
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 2312	September (9/30)	2,697.50	77.93
				LLC 2313	October (10/31)	3,902.26	112.73
		51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				6,599.76	190.66
	Subagreements for Services Total					6,599.76	190.66
AXIS Teletherapy Total						6,599.76	190.66
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 23-31120	October (10/25)	2,676.96	75.03
				LLC 23-31137	October (10/31)	3,110.25	87.17
		52801 Office Supplies Expense : Business Expense/Printing & Reproduction Total				5,787.21	162.19
	Printing Expense Total					5,787.21	162.19
City Printing Graphics Total						5,787.21	162.19
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 - 110823	October	1,488.73	41.72
		53302 Rent and Utilities : Utilities, CAM, and Real Estate Total				1,488.73	41.72
	Utilities Total					1,488.73	41.72
Southern California Edison Total						1,488.73	41.72
Virtual Technologies Group	Computer Expense	54811 Computer & Maintenance Expense : Repairs & Maintenance	101 General	LLC 204476	October (10/23)	2,808.92	87.94

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Virtual Technologies Group	Computer Expense	54811 Computer & Maintenance Expense : Repairs & Maintenance Total				2,808.92	87.94
	Computer Expense Total					2,808.92	87.94
Virtual Technologies Group Total						2,808.92	87.94
Simply Solar LLC	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3293	November (11/9)	9,000.00	252.24
		53400 Rent and Utilities : Repairs and Maintenance Total				9,000.00	252.24
	Operations and Housekeeping Services Total					9,000.00	252.24
Simply Solar LLC Total						9,000.00	252.24
2 Teach LLC	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	800 A-G Completion	LLC 1013I	October (10/3)	666.67	45.00
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				666.67	45.00
	Teacher Training Total					666.67	45.00
2 Teach LLC Total						666.67	45.00
Academic Excellence	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	330 SUPP - Engagement	LLC 456983	October (10/25)	6,250.05	190.63
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				6,250.05	190.63
	Non K12 Curriculum Total					6,250.05	190.63
Academic Excellence Total						6,250.05	190.63
Bubblemania And Company LA	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	330 SUPP - Engagement	LLC 2386	October (10/25)	855.00	30.61
		56328 Program Fees & Other Instructional : Program Fees - School Events Expense Total				855.00	30.61
	School Event Total					855.00	30.61
Bubblemania And Company LA Total						855.00	30.61
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 11394	September (9/30)	4,200.00	121.33
		51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				4,200.00	121.33
	Subagreements for Services Total					4,200.00	121.33
Effectual Educational Consulting Service Total						4,200.00	121.33
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 80762	September (9/30)	1,200.00	37.57
		56321 Program Fees & Other Instructional : Program Fees - Accounting Total				1,200.00	37.57
	Accounting Fees Total					1,200.00	37.57
Green Hasson & Janks LLP Total						1,200.00	37.57
N2Y, LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC INV-1074597	October (10/31)	14,682.65	421.15
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				14,682.65	421.15
	Non K12 Curriculum Total					14,682.65	421.15
N2Y, LLC Total						14,682.65	421.15
Pitney Bowes Global Financial Services	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 1024167712	October (10/31)	155.62	4.36
		52802 Office Supplies Expense : Office Supplies - COS Total				155.62	4.36
	Office Expense Total					155.62	4.36
Pitney Bowes Global Financial Services Total						155.62	4.36
Pro-Ed	Materials and Supplies	56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials	280 SPED	LLC 2995721	June (6/29)	166.00	4.91
		56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials Total				166.00	4.91
	Materials and Supplies Total					166.00	4.91
Pro-Ed Total						166.00	4.91

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
School Services of California, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0139320-IN	October (10/1)	250.00	7.01
				LLC 0139661-IN	November (11/1)	250.00	7.01
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				500.00	14.01
	Outside Service-General Total					500.00	14.01
School Services of California, Inc. Total						500.00	14.01
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 169136678	October (10/2)	1,315.80	36.88
				LLC 169600569	October (10/12)	1,472.22	41.26
				LLC 169600570	October (10/12)	2,734.88	76.65
				LLC 169627593	October (10/12)	13,942.69	390.76
				LLC 170312643	October (10/30)	744.82	20.87
		52802 Office Supplies Expense : Office Supplies - COS Total				20,210.41	566.42
	Office Expense Total					20,210.41	566.42
ULINE Total						20,210.41	566.42
Dovetail Learning, Inc.	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	600 Title I - PD	LLC 1194	September (9/29)	6,000.00	197.40
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				6,000.00	197.40
	Teacher Training Total					6,000.00	197.40
Dovetail Learning, Inc. Total						6,000.00	197.40
Dutch Ryan Plumbing	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 61	November (11/14)	340.00	9.53
		53400 Rent and Utilities : Repairs and Maintenance Total				340.00	9.53
	Operations and Housekeeping Services Total					340.00	9.53
Dutch Ryan Plumbing Total						340.00	9.53
Instructional Coaching Group	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Student Training	LLC 3895	September (9/29)	1,347.00	52.53
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				1,347.00	52.53
	Teacher Training Total					1,347.00	52.53
Instructional Coaching Group Total						1,347.00	52.53
Los Angeles Marriott Burbank Airport Hotel	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	800 A-G Completion	LLC 11102023	November (11/10)	2,370.67	263.14
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				2,370.67	263.14
	Teacher Training Total					2,370.67	263.14
Los Angeles Marriott Burbank Airport Hotel Total						2,370.67	263.14
Rock And Roll Academy Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	860 AMIMBG	LLC 110923	November (11/9)	18,750.00	525.17
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				18,750.00	525.17
	Non K12 Curriculum Total					18,750.00	525.17
Rock And Roll Academy Inc. Total						18,750.00	525.17
Amazon Prime	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	6912263702017	October	191.98	5.38
		55801 Dues, Memberships & Research Svcs : Memberships Total				191.98	5.38
	Dues and Memberships Total					191.98	5.38
Amazon Prime Total						191.98	5.38
Ali Babas Café	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	10312023	October	599.42	16.80
		52802 Office Supplies Expense : Office Supplies - COS Total				599.42	16.80
	Office Expense Total					599.42	16.80
Ali Babas Café Total						599.42	16.80
Smart and Final	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	10312023	October	75.93	2.13
		52802 Office Supplies Expense : Office Supplies - COS Total				75.93	2.13
	Office Expense Total					75.93	2.13

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Smart and Final Total						**75.93**	**2.13**
WinCo	**Office Expense**	52802 Office Supplies Expense : Office Supplies - COS	**101 General**	ANHKAD6EFK5B	November	204.00	5.72
		52802 Office Supplies Expense : Office Supplies - COS Total				204.00	5.72
	Office Expense Total					**204.00**	**5.72**
WinCo Total						**204.00**	**5.72**
Panda Express	**Office Expense**	52802 Office Supplies Expense : Office Supplies - COS	**101 General**	2258314638383513 7	November	425.78	11.93
		52802 Office Supplies Expense : Office Supplies - COS Total				425.78	11.93
	Office Expense Total					**425.78**	**11.93**
Panda Express Total						**425.78**	**11.93**
Amazon Blink	**Dues and Memberships**	55801 Dues, Memberships & Research Svcs : Memberships	**101 General**	D01-2596994-1773044	November	100.00	2.80
		55801 Dues, Memberships & Research Svcs : Memberships Total				100.00	2.80
	Dues and Memberships Total					**100.00**	**2.80**
Amazon Blink Total						**100.00**	**2.80**
Grand Total						**160,459.14**	**4,903.72**

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

Vendor	Description	Total
Insperity	PEO - Payroll Services and HR Admin Services provider	265,504.44
Kings County Office of Education	STRS/PERS Contribution	84,317.50
Armona Union Elementary School District	Yearly MOU with Classified Employee Increase Rate 10%	18,299.80
Green Hasson & Janks LLP	Audit Fees	11,900.00
State Board of Equalization	Sales Tax	5,000.00
Virtual Technologies Group	Special Education Contracted Services	4,692.86
E-Therapy LLC	Special Education Contracted Services	3,694.75
California Teachers Association	Special Education Contracted Services	3,324.00
Effectual Educational Consulting Service	Special Education Services	3,232.50
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services	2,676.25
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	2,540.83
Anchor Counseling & Education Solutions	Special Education Contracted Services	2,520.00
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services	1,890.13
MK Innovations Inc dba The Silly Room	Special Education Contracted Services	1,800.00
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	996.75
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	625.00
A1 Speech Therapy, Inc.	Special Education Contracted Services	500.00
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy	450.00
Speech Guy, LLC	Special Education Contracted Services	352.50
Specialized Therapy Services Inc	Special Education Contracted Services	350.00
Point Quest Pediatric Therapies, LLC	Special Education Contracted Services	202.50
Kadiant, LLC	Special Education Contracted Services	195.00
Augmentative Communications Solutions	Special Education Contracted Services	193.75
Amazon Capital Services	Staff Office Supplies	108.49
Partners in Special Education	Special Education Contracted Services	67.50
Stepping Stones Therapy	Special Education Contracted Services	46.88
Grand Total		**415,481.43**

K12 : SA : Full Financials CA Node : CAVAKING

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 #15699 - California Teachers Association(	Bill	12/07/2023	Union Dues - 112023		(3,324.00)
	Bill Payment	12/07/2023	15699		3,324.00
					0.00
Bill Payment #15715 - Communicology, Inc., DBA Conn	Bill	12/19/2023	INV-01056		(86.25)
	Bill	12/19/2023	INV-01064		(57.50)
	Bill Payment	12/19/2023	15715		143.75
Bill Payment #15698 - Communicology, Inc., DBA Conn	Bill	12/07/2023	INV-01007		(1,718.75)
	Bill	12/07/2023	INV-01030		(316.25)
	Bill	12/07/2023	INV-01038		(497.50)
	Bill Payment	12/07/2023	15698		2,532.50
					0.00
Bill Payment #15718 - Effectual Educational Consulting	Bill	12/19/2023	INV-07318		(1,200.00)
	Bill	12/19/2023	INV-07349		(642.50)
	Bill	12/19/2023	INV-07354		(900.00)
	Bill Payment	12/19/2023	15718		2,742.50
Bill Payment #15695 - Effectual Educational Consulting	Bill	12/07/2023	INV-07273		(310.00)
	Bill	12/07/2023	INV-07311		(180.00)
	Bill Payment	12/07/2023	15695		490.00
					0.00
Bill Payment #15714 - E-Therapy LLC(CAVA @ Kings)	Bill	12/19/2023	INV-07100		(1,448.80)
	Bill Payment	12/19/2023	15714		1,448.80
Bill Payment #15706 - E-Therapy LLC(CAVA @ Kings)	Bill	12/07/2023	INV-07081		(464.00)
	Bill	12/07/2023	INV-07045		(28.75)
	Bill	12/07/2023	INV-07058		(1,753.20)
	Bill Payment	12/07/2023	15706		2,245.95
					0.00
Bill Payment #15701 - Speech Guy, LLC(CAVA @ Kings)	Bill	12/07/2023	INV-00920		(352.50)
	Bill Payment	12/07/2023	15701		352.50
					0.00
Bill Payment #15709 - PrentGraf Ltd dba TalkPath Live(	Bill	12/07/2023	INV-00751		(2,540.83)
	Bill Payment	12/07/2023	15709		2,540.83
					0.00
Bill Payment #15722 - Anchor Counseling & Education	Bill	12/19/2023	INV-06497		(1,182.50)
	Bill Payment	12/19/2023	15722		1,182.50
Bill Payment #15702 - Anchor Counseling & Education	Bill	12/07/2023	INV-06462		(875.00)
	Bill	12/07/2023	INV-06489		(462.50)
	Bill Payment	12/07/2023	15702		1,337.50
					0.00
Bill Payment #15713 - Point Quest Pediatric Therapies,	Bill	12/19/2023	INV-00127		(202.50)
	Bill Payment	12/19/2023	15713		202.50
					0.00
Bill Payment #15705 - Green Hasson & Janks LLP(CAVA	Bill	12/07/2023	82719		(11,900.00)
	Bill Payment	12/07/2023	15705		11,900.00
					0.00
Bill Payment #15711 - Augmentative Communications	Bill	12/19/2023	INV-00394		(193.75)
	Bill Payment	12/19/2023	15711		193.75
					0.00
Bill Payment #15697 - Kings County Office of Educatio	Bill	12/07/2023	240472		(4,600.00)
	Bill Payment	12/07/2023	15697		4,600.00
Bill Payment #15690 - Kings County Office of Educatio	Bill	12/01/2023	KI- STRS - Nov 23	KI- STRS - Nov 23	(76,186.34)
	Bill Payment	12/01/2023	15690	KI- STRS - Nov 23	76,186.34
Bill Payment #15689 - Kings County Office of Educatio	Bill	12/01/2023	KI- PERS - Nov 23	KI- PERS - Nov 23	(3,531.16)
	Bill Payment	12/01/2023	15689	KI- PERS - Nov 23	3,531.16
					0.00
Bill Payment #ACH 12.21.2023 - State Board of Equaliz	Bill	11/29/2023	KI_Use Tax_NOV 2023	NOV 23 Use Tax	(3,974.74)
	Bill	12/22/2023	KI Use Tax TRUEUP for Nov 2023	KI Use Tax TRUEUP for Nov 2023	(1,025.26)
	Bill Payment	12/21/2023	ACH 12.21.2023	KI Use Tax TRUEUP for Nov 2023	5,000.00
					0.00
Bill Payment #12.01.23 to 12.31.23 - Insperity(CAVA @	Bill	12/22/2023	Dec 23 PR Ac#104-Admin	Dec 23 PR Ac#104-Admin	(10,917.80)
	Bill	12/22/2023	Dec 23 PR AC#100	Dec 23 PR AC#100	(254,586.64)
	Bill Payment	12/31/2023	12.01.23 to 12.31.23	Dec 23 PR Ac# 100&104-Admin	265,504.44
					0.00
Bill Payment #15717 - Virtual Technologies Group(CAV	Bill	12/19/2023	205325		(1,075.51)
	Bill Payment	12/19/2023	15717		1,075.51
Bill Payment #15696 - Virtual Technologies Group(CAV	Bill	12/07/2023	205069		(1,452.53)
	Bill	12/07/2023	205074		(1,082.41)
	Bill	12/07/2023	205122		(1,082.41)
	Bill Payment	12/07/2023	15696		3,617.35
					0.00
Bill Payment #15704 - Amazon Capital Services(CAVA (	Bill	12/07/2023	1QNM-CVKC-GTVL		(108.49)
	Bill Payment	12/07/2023	15704		108.49
					0.00

K12 : SA : Full Financials CA Node : CAVAKING

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 #15719 - MK Innovations Inc dba The Silly	Bill	**12/19/2023**	INV-00548		(1,800.00)
	Bill Payment	**12/19/2023**	15719		1,800.00
					0.00
Bill Payment #15720 - Stepping Stones Therapy(CAVA	Bill	**12/19/2023**	INV-00459		(31.25)
	Bill Payment	**12/19/2023**	15720		31.25
Bill Payment #15693 - Stepping Stones Therapy(CAVA	Bill	**12/07/2023**	INV-00445		(15.63)
	Bill Payment	**12/07/2023**	15693		15.63
					0.00
Bill Payment #15708 - Arc Speech Pathology Network I	Bill	**12/07/2023**	INV-00624		(625.00)
	Bill Payment	**12/07/2023**	15708		625.00
					0.00
Bill Payment #15723 - National TeleTherapy Resources	Bill	**12/19/2023**	INV-05747		(360.50)
	Bill Payment	**12/19/2023**	15723		360.50
Bill Payment #15691 - National TeleTherapy Resources	Bill	**12/07/2023**	INV-05626		(152.50)
	Bill	**12/07/2023**	INV-05684		(331.25)
	Bill	**12/07/2023**	INV-05731		(152.50)
	Bill Payment	**12/07/2023**	15691		636.25
					0.00
Bill Payment #15712 - TheraStaffers(CAVA @ Kings)	Bill	**12/19/2023**	INV-00381		(330.00)
	Bill Payment	**12/19/2023**	15712		330.00
Bill Payment #15700 - TheraStaffers(CAVA @ Kings)	Bill	**12/07/2023**	INV-00368		(120.00)
	Bill Payment	**12/07/2023**	15700		120.00
					0.00
Bill Payment #15703 - Partners in Special Education(CA	Bill	**12/07/2023**	INV-00965		(67.50)
	Bill Payment	**12/07/2023**	15703		67.50
					0.00
Bill Payment #15716 - Armona Union Elementary Scho	Bill	**12/19/2023**	111320		(9,149.90)
	Bill Payment	**12/19/2023**	15716		9,149.90
Bill Payment #15694 - Armona Union Elementary Scho	Bill	**12/07/2023**	111319		(9,149.90)
	Bill Payment	**12/07/2023**	15694		9,149.90
					0.00
Bill Payment #15707 - Kadiant, LLC(CAVA @ Kings)	Bill	**12/07/2023**	INV-00044		(65.00)
	Bill	**12/07/2023**	INV-00053		(130.00)
	Bill Payment	**12/07/2023**	15707		195.00
					0.00
Bill Payment #15721 - Specialized Therapy Services Inc	Bill	**12/19/2023**	INV-01125		(350.00)
	Bill Payment	**12/19/2023**	15721		350.00
					0.00
Bill Payment #15710 - A1 Speech Therapy, Inc.(CAVA @	Bill	**12/19/2023**	INV-00240		(500.00)
	Bill Payment	**12/19/2023**	15710		500.00
					0.00
Bill Payment #15692 - Christy Bock dba Cornerstone Ec	Bill	**12/07/2023**	INV-00315		(1,800.00)
	Bill	**12/07/2023**	INV-00327		(90.13)
	Bill Payment	**12/07/2023**	15692		1,890.13
Amount Unapplied - Bill Payment #15692 - Christy Boc					0.00
					0.00
					0.00
				Total	**415,481.43**

Transaction Summary
CAVA @ Kings

Vendor	Amount
ParentSquare Inc.	1,755.92
Document Tracking Services	953.00
Bowlero	568.90
Law Offices of Young, Minney & Corr, LLP	461.99
Pitney Bowes Bank Inc Purchase Power	432.83
Effectual Educational Consulting Service	351.86
Barrington Staffing Services	337.48
ULINE	238.33
FusionPlus Inc	210.20
Solution Tree	171.12
NCS Pearson, Inc.	154.51
UPS	149.24
AXIS Teletherapy	138.64
Reading Horizons	103.60
Quill Corporation	102.33
Bill.com	101.38
The Back Room Inc	96.41
Supreme Facility Services, Inc.	92.21
DataBasics, Inc.	91.76
Southern California Edison	72.80
AT&T Mobility	67.00
City Printing Graphics	63.16
Comm-Core	55.71
Rosetta Stone LLC	42.71
Amazon	39.91
Wood Ranch Moorpark Catering	37.33
City of Simi Valley	34.29
School Pathways LLC	25.05
Conejo Valley Electric	21.66
Verizon Wireless	20.27
Successories	19.85
Pitney Bowes Global Financial Services	16.86
Carmen Gomez Ruiz	16.82
WorldStrides	15.80
Specialized Therapy Services Inc	15.17
Costco Delivery	13.97
Certified Languages International	13.50
SkillsUSA California	12.80
Waste Management	11.78
ADT Commercial	11.05
Green Hasson & Janks LLP	9.39
Doctors Wellness Company LLC dba WellnessMart MD	8.69

Transaction Summary
CAVA @ Kings

Vendor	Amount
Sparkletts	7.55
School Services of California, Inc.	7.01
Western Exterminator Company	7.00
Paper Recycling & Shredding	6.05
AppleOne Employment Services	4.23
Big 5 Sporting Goods	2.94
Smart & Final	2.61
Ralphs	2.16
Simply to Impress	1.39
Michaels	0.52
Grand Total	**7,198.74**

Transaction Details
CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2096	November (11/28)	600.00	16.82
		53400 Rent and Utilities : Repairs and Maintenance Total				600.00	16.82
	Operations and Housekeeping Services Total					600.00	16.82
Carmen Gomez Ruiz Total						600.00	16.82
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 559942	November (11/9)	108.00	3.03
				LLC 560850	November (11/22)	108.00	3.03
		52802 Office Supplies Expense : Office Supplies - COS Total				216.00	6.05
	Office Expense Total					216.00	6.05
Paper Recycling & Shredding Total						216.00	6.05
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073Y68E463	November (11/18)	593.00	16.62
				LLC 000073Y68E473	November (11/25)	534.00	14.97
				LLC 000073Y68E483	December (12/2)	1,378.35	38.63
				LLC 000073Y68E493	December (12/9)	1,790.71	50.19
			280 SPED	LLC 0000V9159W463	November (11/18)	203.02	5.82
				LLC 0000V9159W473	November (11/25)	122.81	3.52
				LLC 0000V9159W483	December (12/2)	331.62	9.51
				LLC 0000V9159W493	December (12/9)	348.04	9.98
		54302 Postage & Delivery Expense : Messenger & Delivery Total				5,301.55	149.24
	Shipping Total					5,301.55	149.24
UPS Total						5,301.55	149.24
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6801690-0283-8	December	167.38	4.69
				LLC 6801708-0283-8	December	253.00	7.09
		53400 Rent and Utilities : Repairs and Maintenance Total				420.38	11.78
	Operations and Housekeeping Services Total					420.38	11.78
Waste Management Total						420.38	11.78
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 43090	November (11/19)	1,114.94	31.25
				LLC 43120	November (11/26)	1,212.81	33.99
				LLC 43147	December (12/3)	4,226.41	118.45
				LLC 43169	December (12/10)	4,753.22	133.22
			280 SPED	LLC 43169	December (12/10)	717.28	20.57
		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help Total				12,024.66	337.48
	Outside Service Total					12,024.66	337.48
Barrington Staffing Services Total						12,024.66	337.48
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0812439	December	3,274.05	91.76
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				3,274.05	91.76
	Outside Service-General Total					3,274.05	91.76
DataBasics, Inc. Total						3,274.05	91.76
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1005	December (12/1)	7,500.00	210.20
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				7,500.00	210.20
	Outside Service-General Total					7,500.00	210.20
FusionPlus Inc Total						7,500.00	210.20
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	461.99
		51807 Professional Svcs & Outside Labor : Legal Total				14,756.00	461.99
	Legal Fees Total					14,756.00	461.99
Law Offices of Young, Minney & Corr, LLP Total						14,756.00	461.99
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 112623	November (11/26)	269.29	7.55
		52802 Office Supplies Expense : Office Supplies - COS Total				269.29	7.55
	Office Expense Total					269.29	7.55
Sparkletts Total						269.29	7.55

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Document Tracking Services	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Services	LLC T-930650067	November	5,817.15	778.00
			410 SUPP - Transcripts	LLC FT9306527	November (11/16)	750.00	175.00
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				6,567.15	953.00
	Outside Service-General Total					6,567.15	953.00
Document Tracking Services Total						6,567.15	953.00
Verizon Wireless	Telephone - Adminstration	56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 9950848211	November	723.27	20.27
		56504 Program Fees & Other Instructional : Admin - Telephone Total				723.27	20.27
	Telephone - Adminstration Total					723.27	20.27
Verizon Wireless Total						723.27	20.27
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Services	LLC 74586113023	November (11/30)	2,166.75	13.50
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				2,166.75	13.50
	Outside Service-General Total					2,166.75	13.50
Certified Languages International Total						2,166.75	13.50
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1081734	December	1,987.63	55.71
		53801 Phone & Internet Expense : Telephone Total				1,987.63	55.71
	Communications Total					1,987.63	55.71
Comm-Core Total						1,987.63	55.71
Supreme Facility Services, Inc.	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3682	December	3,290.00	92.21
		53400 Rent and Utilities : Repairs and Maintenance Total				3,290.00	92.21
	Operations and Housekeeping Services Total					3,290.00	92.21
Supreme Facility Services, Inc. Total						3,290.00	92.21
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	113-8088228-8053846	December	388.28	10.88
				113-7385010-4933006	December	16.75	0.47
				113-3775389-0777060	December	45.98	1.29
				113-6538460-1685862	December	504.00	14.13
				113-4916124-9329045	December	15.00	0.42
				113-8717752-8937023	December	169.44	4.75
				111-0453849-1080231	December	10.57	0.30
				113-4000090-6097844	December	169.44	4.75
				111-0393730-8195444	December	46.10	1.29
				111-2714133-8709863	December	58.56	1.64
		52802 Office Supplies Expense : Office Supplies - COS Total				1,424.12	39.91
	Office Expense Total					1,424.12	39.91
Amazon Total						1,424.12	39.91
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 35412521	October (10/30)	1,747.49	48.98
				LLC 35561146	November (11/7)	1,783.87	50.00
				LLC 35711016	November (11/15)	120.01	3.36
		52802 Office Supplies Expense : Office Supplies - COS Total				3,651.37	102.33
	Office Expense Total					3,651.37	102.33
Quill Corporation Total						3,651.37	102.33
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 9404893805	November	1,748.36	49.00
				LLC 805578466715781 12823	December	642.07	17.99
		53801 Phone & Internet Expense : Telephone Total				2,390.43	67.00
	Communications Total					2,390.43	67.00
AT&T Mobility Total						2,390.43	67.00

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-2393	November	3,440.00	96.41
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				3,440.00	96.41
	Outside Service-General Total					3,440.00	96.41
The Back Room Inc Total						3,440.00	96.41
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 01-6754233	November (11/15)	150.93	4.23
		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help Total				150.93	4.23
	Outside Service Total					150.93	4.23
AppleOne Employment Services Total						150.93	4.23
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	8.69
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				310.00	8.69
	Outside Service-General Total					310.00	8.69
Doctors Wellness Company LLC dba WellnessMart MD Total						310.00	8.69
Western Exterminator Company	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 53502311	November (11/10)	249.60	7.00
		53400 Rent and Utilities : Repairs and Maintenance Total				249.60	7.00
	Operations and Housekeeping Services Total					249.60	7.00
Western Exterminator Company Total						249.60	7.00
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	23125381279	December	1,381.00	101.38
		55801 Dues, Memberships & Research Svcs : Memberships Total				1,381.00	101.38
	Dues and Memberships Total					1,381.00	101.38
Bill.com Total						1,381.00	101.38
ADT Commercial	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 152769789	December	394.23	11.05
		53400 Rent and Utilities : Repairs and Maintenance Total				394.23	11.05
	Operations and Housekeeping Services Total					394.23	11.05
ADT Commercial Total						394.23	11.05
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 2361	November (11/30)	4,799.08	138.64
		51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				4,799.08	138.64
	Subagreements for Services Total					4,799.08	138.64
AXIS Teletherapy Total						4,799.08	138.64
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 23-31192	November (11/29)	2,017.37	63.16
		52801 Office Supplies Expense : Business Expense/Printing & Reproduction Total				2,017.37	63.16
	Printing Expense Total					2,017.37	63.16
City Printing Graphics Total						2,017.37	63.16
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 - 121123	November	2,597.64	72.80
		53302 Rent and Utilities : Utilities, CAM, and Real Estate Total				2,597.64	72.80
	Utilities Total					2,597.64	72.80
Southern California Edison Total						2,597.64	72.80
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 10409	February (2/28)	6,720.00	194.13
				LLC 11580	October (10/31)	5,460.00	157.73
		51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				12,180.00	351.86
	Subagreements for Services Total					12,180.00	351.86
Effectual Educational Consulting Service Total						12,180.00	351.86

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 82714	October (10/28)	300.00	9.39
		56321 Program Fees & Other Instructional : Program Fees - Accounting Total				300.00	9.39
	Accounting Fees Total					300.00	9.39
Green Hasson & Janks LLP Total						300.00	9.39
Pitney Bowes Global Financial Services	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3106405107	November (11/29)	601.53	16.86
		52802 Office Supplies Expense : Office Supplies - COS Total				601.53	16.86
	Office Expense Total					601.53	16.86
Pitney Bowes Global Financial Services Total						601.53	16.86
School Services of California, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0140010-IN	December	250.00	7.01
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				250.00	7.01
	Outside Service-General Total					250.00	7.01
School Services of California, Inc. Total						250.00	7.01
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 171032363	November (11/17)	6,756.21	189.35
				LLC 171963792	December (12/11)	1,747.59	48.98
		52802 Office Supplies Expense : Office Supplies - COS Total				8,503.80	238.33
	Office Expense Total					8,503.80	238.33
ULINE Total						8,503.80	238.33
Bowlero	Prepaid Other	13514 Prepaid Other	330 SUPP - Engagement	LLC 11172023	November (11/17)	15,891.00	568.90
		13514 Prepaid Other Total				15,891.00	568.90
	Prepaid Other Total					15,891.00	568.90
Bowlero Total						15,891.00	568.90
Conejo Valley Electric	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 20511	November (11/27)	159.00	4.46
				LLC 20431	November (11/16)	614.00	17.21
		53400 Rent and Utilities : Repairs and Maintenance Total				773.00	21.66
	Operations and Housekeeping Services Total					773.00	21.66
Conejo Valley Electric Total						773.00	21.66
ParentSquare Inc.	Prepaid Other	13514 Prepaid Other	330 SUPP - Engagement	LLC SI-006848	November (11/16)	57,571.20	1,755.92
		13514 Prepaid Other Total				57,571.20	1,755.92
	Prepaid Other Total					57,571.20	1,755.92
ParentSquare Inc. Total						57,571.20	1,755.92
Pitney Bowes Bank Inc Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-1005-2145 111623	November (11/16)	15,443.73	432.83
		54301 Postage & Delivery Expense : Postage Total				15,443.73	432.83
	Postage Total					15,443.73	432.83
Pitney Bowes Bank Inc Purchase Power Total						15,443.73	432.83
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	103.60
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				3,453.21	103.60
	Non K12 Curriculum Total					3,453.21	103.60
Reading Horizons Total						3,453.21	103.60
SkillsUSA California	Travel and Conferences	66001 SG&A - Conferences and Events Expense : Events-Information Sessions	310 SUPP – CRE	LLC S107319	November (11/10)	300.00	12.00
				LLC S107321	November (11/10)	20.00	0.80
		66001 SG&A - Conferences and Events Expense : Events-Information Sessions Total				320.00	12.80
	Travel and Conferences Total					320.00	12.80
SkillsUSA California Total						320.00	12.80
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Student Training	LLC S290012	November (11/17)	4,780.00	171.12
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				4,780.00	171.12
	Teacher Training Total					4,780.00	171.12
Solution Tree Total						4,780.00	171.12
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	15.17

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Specialized Therapy Services Inc	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				525.00	15.17
	Subagreements for Services Total					525.00	15.17
Specialized Therapy Services Inc Total						525.00	15.17
WorldStrides	Prepaid Other	13514 Prepaid Other	101 General	LLC 570816 111023	November (11/10)	500.00	15.80
		13514 Prepaid Other Total				500.00	15.80
	Prepaid Other Total					500.00	15.80
WorldStrides Total						500.00	15.80
City of Simi Valley	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 109162-51067613	December (12/6)	1,223.59	34.29
		53302 Rent and Utilities : Utilities, CAM, and Real Estate Total				1,223.59	34.29
	Utilities Total					1,223.59	34.29
City of Simi Valley Total						1,223.59	34.29
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	154.51
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				3,862.80	154.51
	Non K12 Curriculum Total					3,862.80	154.51
NCS Pearson, Inc. Total						3,862.80	154.51
Rosetta Stone LLC	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Student Training	LLC 11975670	December (12/5)	1,095.00	42.71
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				1,095.00	42.71
	Teacher Training Total					1,095.00	42.71
Rosetta Stone LLC Total						1,095.00	42.71
School Pathways LLC	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 140-INV5825	December (12/6)	800.00	25.05
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				800.00	25.05
	Outside Service-General Total					800.00	25.05
School Pathways LLC Total						800.00	25.05
Successories	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	S426813	November	428.57	12.01
				S428252	December	214.39	6.01
				S428918	December	95.40	2.67
				SO-599149 (refund credit)	December	(30.00)	(0.84)
		52802 Office Supplies Expense : Office Supplies - COS Total				708.36	19.85
	Office Expense Total					708.36	19.85
Successories Total						708.36	19.85
Simply to Impress	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	257363891	December	49.76	1.39
		52802 Office Supplies Expense : Office Supplies - COS Total				49.76	1.39
	Office Expense Total					49.76	1.39
Simply to Impress Total						49.76	1.39
Michaels	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12072023	December	18.43	0.52
		52802 Office Supplies Expense : Office Supplies - COS Total				18.43	0.52
	Office Expense Total					18.43	0.52
Michaels Total						18.43	0.52
Smart & Final	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12112023	December	60.43	1.69
				12132023	December	32.58	0.91
		52802 Office Supplies Expense : Office Supplies - COS Total				93.01	2.61
	Office Expense Total					93.01	2.61
Smart & Final Total						93.01	2.61
Ralphs	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12112023	December	76.99	2.16
		52802 Office Supplies Expense : Office Supplies - COS Total				76.99	2.16
	Office Expense Total					76.99	2.16
Ralphs Total						76.99	2.16
Costco Delivery	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	1080485523	December	498.55	13.97
		52802 Office Supplies Expense : Office Supplies - COS Total				498.55	13.97
	Office Expense Total					498.55	13.97
Costco Delivery Total						498.55	13.97
Big 5 Sporting Goods	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	1735	December	105.03	2.94

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Big 5 Sporting Goods	Office Expense	52802 Office Supplies Expense : Office Supplies - COS Total				105.03	2.94
	Office Expense Total					105.03	2.94
Big 5 Sporting Goods Total						105.03	2.94
Wood Ranch Moorpark Catering	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	##########	December	1,331.94	37.33
		52802 Office Supplies Expense : Office Supplies - COS Total				1,331.94	37.33
	Office Expense Total					1,331.94	37.33
Wood Ranch Moorpark Catering Total						1,331.94	37.33
Grand Total						212,858.43	7,198.74

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

Vendor	Description	Total
Insperity	PEO - Payroll Services and HR Admin Services provider	306,471.22
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	145,190.42
Kings County Office of Education	STRS/PERS Contribution	76,642.99
Armona Union Elementary School District	Yearly MOU with Classified Employee Increase Rate 10%	18,160.18
Green Hasson & Janks LLP	Audit Fees	10,040.00
School Pathways LLC	Annual Subscription - Quarterly	7,079.49
Virtual Technologies Group	Special Education Contracted Services	6,505.81
California Teachers Association	Special Education Contracted Services	3,444.00
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services	3,211.25
El Paseo Children's Center, Inc.	Special Education Contracted Services	2,966.16
State Board of Equalization	Sales Tax	2,845.49
E-Therapy LLC	Special Education Contracted Services	1,752.95
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	1,718.75
Speech Guy, LLC	Special Education Contracted Services	1,607.50
MK Innovations Inc dba The Silly Room	Special Education Contracted Services	1,320.00
Anchor Counseling & Education Solutions	Special Education Contracted Services	1,081.25
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	970.67
Effectual Educational Consulting Service	Special Education Services	970.00
A1 Speech Therapy, Inc.	Special Education Contracted Services	625.00
TinyEYE Technology Corporation	Special Education Contracted Services	336.00
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy	300.00
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	233.75
Amazon Capital Services	Staff Office Supplies	47.10
Stepping Stones Therapy	Special Education Contracted Services	46.89
Grand Total		**593,566.87**

K12 : SA : Full Financials CA Node : CAVAKING

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 #15731 - California Teachers Association(CAVA @ Kings)					(3,444.00)
	Bill	01/17/2024	Union Dues - 122023		
	Bill Payment	01/18/2024	15731		3,444.00
					0.00
Bill Payment #15746 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ Kings)					(1,411.67)
	Bill	01/25/2024	INV-01098		
	Bill Payment	01/26/2024	15746		1,411.67
Bill Payment #15738 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ Kings)					(1,799.58)
	Bill	01/17/2024	INV-01066		
	Bill Payment	01/18/2024	15738		1,799.58
					0.00
Bill Payment #15745 - Effectual Educational Consulting Service(CAVA @ Kings)					(430.00)
	Bill	01/25/2024	INV-07450		
	Bill	01/25/2024	INV-07461		(250.00)
	Bill	01/25/2024	INV-07494		(170.00)
	Bill	01/25/2024	INV-07511		(120.00)
	Bill Payment	01/26/2024	15745		970.00
					0.00
Bill Payment #15747 - E-Therapy LLC(CAVA @ Kings)					(28.75)
	Bill	01/25/2024	INV-07149		
	Bill Payment	01/26/2024	15747		28.75
Bill Payment #15725 - E-Therapy LLC(CAVA @ Kings)					(1,550.20)
	Bill	01/17/2024	INV-07123		
	Bill	01/17/2024	INV-07139		(174.00)
	Bill Payment	01/18/2024	15725		1,724.20
					0.00
Bill Payment #ACH 01.23.2024 - K12 MANAGEMENT INC					(145,190.42)
	Bill	08/18/2023	KI - INV-003-11340 - Aug 23 - MAT	KI - INV-003-11340 - Aug 23 - MAT	
	Bill Payment	01/23/2024	ACH 01.23.2024	JAN 2024 K12 Payment	145,190.42
					0.00
Bill Payment #15729 - Speech Guy, LLC(CAVA @ Kings)					(1,607.50)
	Bill	01/17/2024	INV-00930		
	Bill Payment	01/18/2024	15729		1,607.50
					0.00
Bill Payment #15732 - PrentGraf Ltd dba TalkPath Live(CAVA @ Kings)					(970.67)
	Bill	01/17/2024	INV-00756		
	Bill Payment	01/18/2024	15732		970.67
					0.00
Bill Payment #15748 - Anchor Counseling & Education Solutions(CAVA @ Kings)					(643.75)
	Bill	01/25/2024	INV-06572		
	Bill Payment	01/26/2024	15748		643.75
Bill Payment #15730 - Anchor Counseling & Education Solutions(CAVA @ Kings)					(437.50)
	Bill	01/17/2024	INV-06527		
	Bill Payment	01/18/2024	15730		437.50
					0.00
Bill Payment #15736 - Green Hasson & Janks LLP(CAVA @ Kings)					(10,040.00)
	Bill	01/17/2024	83935 - Partial		
	Bill Payment	01/18/2024	15736		10,040.00
					0.00
Bill Payment #15724 - Kings County Office of Education(CAVA @ Kings)					(73,111.83)
	Bill	01/11/2024	KI- STRS - Dec 23	KI- STRS - Dec 23	
	Bill	01/09/2024	KI- PERS - Dec 23	KI- PERS - Dec 23	(3,531.16)
	Bill Payment	01/11/2024	15724		76,642.99
					0.00
Bill Payment #ACH 01.30.2024 - State Board of Equalization(CAVA @ Kings)				KI_Comptr/Matrls Use Tax_DEC 2023	(2,647.88)
	Bill	12/19/2023	KI_Use Tax_DEC 2023		
	Bill	01/30/2024	KI_Use Tax_Qtr End DEC 2023 Adj	KI_Use Tax_Qtr End DEC 2023 Adj	(197.61)
	Bill Payment	01/30/2024	ACH 01.30.2024	KI_Comptr/Matrls Use Tax_DEC 2023	2,845.49
Amount Unapplied - Bill Payment #ACH 01.30.2024 - State Board of Equalization(CAVA @ Kings)					(0.00)
					(0.00)
Bill Payment #ACH 01.26.2024 - Insperity(CAVA @ Kings)					(297,535.01)
	Bill	01/26/2024	Jan 24 PR AC#100	Jan 24 PR AC#100	
	Bill	01/26/2024	Jan 24 PR Ac#104-Admin	Jan 24 PR Ac#104-Admin	(8,936.21)
	Bill Payment	01/26/2024	ACH 01.26.2024	Jan 24 PR Ac#100 &104	306,471.22
Amount Unapplied - Bill Payment #ACH 01.26.2024 - Insperity(CAVA @ Kings)					(0.00)
					(0.00)
Bill Payment #15726 - Virtual Technologies Group(CAVA @ Kings)					(1,075.51)
	Bill	01/17/2024	205475		
	Bill	01/17/2024	205540		(1,458.50)
	Bill	01/17/2024	205834		(1,451.60)
	Bill	01/17/2024	205882		(2,520.20)

K12 : SA : Full Financials CA Node : CAVAKING

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 #15726 - Virtual Technologies	Bill Payment	**01/18/2024**	15726		6,505.81
Bill Credit #TEST INVOICE 113023 - Virtual					(3.00)
Technologies Group(CAVA @ Kings)	Bill	**12/07/2023**	TEST INVOICE 113023		
	Bill Credit	**01/17/2024**	TEST INVOICE 113023		3.00
					0.00
Bill Payment #15743 - Amazon Capital Services(CAVA					(47.10)
@ Kings)	Bill	**01/25/2024**	1TR3-LL1F-JP7Q		
	Bill Payment	**01/26/2024**	15743	Office Desk Return	47.10
					0.00
Bill Payment #15727 - MK Innovations Inc dba The					(1,320.00)
Silly Room(CAVA @ Kings)	Bill	**01/17/2024**	INV-00560		
	Bill Payment	**01/18/2024**	15727		1,320.00
					0.00
Bill Payment #15744 - Stepping Stones					(31.26)
Therapy(CAVA @ Kings)	Bill	**01/25/2024**	INV-00484		
	Bill Payment	**01/26/2024**	15744		31.26
Bill Payment #15728 - Stepping Stones					(15.63)
Therapy(CAVA @ Kings)	Bill	**01/17/2024**	INV-00474		
	Bill Payment	**01/18/2024**	15728		15.63
					0.00
					(593.75)
Bill Payment #15740 - Arc Speech Pathology Network					
DBA Arc Therapy Network(CAVA @ Kings)	Bill	**01/25/2024**	INV-00650		
	Bill Payment	**01/26/2024**	15740		593.75
					(1,125.00)
Bill Payment #15735 - Arc Speech Pathology Network					
DBA Arc Therapy Network(CAVA @ Kings)	Bill	**01/17/2024**	INV-00634		
	Bill Payment	**01/18/2024**	15735		1,125.00
					0.00
					(233.75)
Bill Payment #15734 - National TeleTherapy					
Resources, a Speech Pathology Corp.(CAVA @ Kings)	Bill	**01/17/2024**	INV-05803		
	Bill Payment	**01/18/2024**	15734		233.75
					0.00
					(300.00)
Bill Payment #15741 - TheraStaffers(CAVA @ Kings)	Bill	**01/25/2024**	INV-00398		
	Bill Payment	**01/26/2024**	15741		300.00
					0.00
Bill Payment #15750 - Armona Union Elementary					(18,160.18)
School District(CAVA @ Kings)	Bill	**01/25/2024**	111323		
	Bill Payment	**01/26/2024**	15750		18,160.18
					0.00
Bill Payment #15733 - A1 Speech Therapy, Inc.(CAVA					(375.00)
@ Kings)	Bill	**01/17/2024**	INV-00241		
	Bill	**01/17/2024**	INV-00252		(250.00)
	Bill Payment	**01/18/2024**	15733		625.00
					0.00
Bill Payment #15749 - TinyEYE Technology					(84.00)
Corporation(CAVA @ Kings)	Bill	**01/25/2024**	INV-00501		
	Bill Payment	**01/26/2024**	15749		84.00
Bill Payment #15737 - TinyEYE Technology					(252.00)
Corporation(CAVA @ Kings)	Bill	**01/17/2024**	INV-00481		
	Bill Payment	**01/18/2024**	15737		252.00
					0.00
Bill Payment #15739 - El Paseo Children's Center,					(991.16)
Inc.(CAVA @ Kings)	Bill	**01/17/2024**	INV-00886		
	Bill	**01/17/2024**	INV-00898		(1,975.00)
	Bill Payment	**01/18/2024**	15739		2,966.16
					0.00
Bill Payment #15742 - School Pathways LLC(CAVA @					(7,079.49)
Kings)	Bill	**01/25/2024**	140-INV5968		
	Bill Payment	**01/26/2024**	15742		7,079.49
					0.00
					(0.00)
				Total	**593,566.87**

Transaction Summary
CAVA @ Kings

Vendor	Amount
Gobo LLC	3,600.50
Clark Pest Control of Stockton, Inc.	1,339.38
Pitney Bowes Bank Inc Purchase Power	944.73
Law Offices of Young, Minney & Corr, LLP	721.45
WorldStrides	673.08
Barrington Staffing Services	488.10
AppleOne Employment Services	347.22
Effectual Educational Consulting Service	321.54
FusionPlus Inc	210.20
Solution Tree	200.74
Document Tracking Services	177.75
UPS	167.48
De Lage Landen Financial Services Inc.	148.73
Green Hasson & Janks LLP	125.23
Staples	123.00
AT&T Mobility	116.00
Resonant Education, LLC	115.15
Bill.com	101.38
Facilitron, Inc	99.07
The Back Room Inc	96.41
Supreme Facility Services, Inc.	92.21
2 Teach LLC	90.02
AXIS Teletherapy	75.11
Southern California Edison	66.25
ULINE	62.19
Comm-Core	57.42
Marriott Burbank	53.12
Quill Corporation	45.49
Ontario Refrigeration	41.12
N2Y, LLC	41.06
Amazon	34.36
Carmen Gomez Ruiz	33.63
Certified Languages International	28.50
Verizon Wireless	28.41
UBEO Business Services	23.49
ADT Commercial	22.10
Red Robin	20.70
Amazon Capital Services	17.41
Campus Bible Church	15.80
Doctors Wellness Company LLC dba WellnessMart MD	13.90
Waste Management	11.78
School Services of California, Inc.	7.01

Transaction Summary
CAVA @ Kings

Vendor	Amount
Western Exterminator Company	7.00
Sparkletts	6.50
Grub Hub - Western Bagel	5.35
Paper Recycling & Shredding	3.03
City Printing Graphics	2.35
Party City	1.50
Krispy Kreme Doughnuts	1.07
Smart & Final	0.93
99 Cents Only Stores	0.63
Grub Hub - 7-Eleven	0.61
Grand Total	**11,027.18**

Transaction Details
CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2097	December	600.00	16.82
				LLC 2098	December (12/23)	100.00	2.80
				LLC 2045	January (1/5)	500.00	14.01
		53400 Rent and Utilities : Repairs and Maintenance Total				1,200.00	33.63
	Operations and Housekeeping Services Total					1,200.00	33.63
Carmen Gomez Ruiz Total						1,200.00	33.63
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 561964	December (12/7)	108.00	3.03
		52802 Office Supplies Expense : Office Supplies - COS Total				108.00	3.03
	Office Expense Total					108.00	3.03
Paper Recycling & Shredding Total						108.00	3.03
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073Y68E014	January (1/6)	404.56	11.34
				LLC 000073Y68E503	December (12/16)	2,123.32	59.51
				LLC 000073Y68E513	December (12/23)	535.61	15.01
				LLC 000073Y68E523	December (12/30)	96.23	2.70
				LLC 000073Y68E024	January (1/13)	605.94	16.98
				LLC 000073Y68E034	January (1/20)	864.67	24.23
			280 SPED	LLC 0000V9159W014	January (1/6)	197.71	5.67
				LLC 0000V9159W503	December (12/16)	509.87	14.62
				LLC 0000V9159W513	December (12/23)	130.55	3.74
				LLC 0000V9159W523	December (12/30)	36.00	1.03
				LLC 0000V9159W024	January (1/13)	243.52	6.98
				LLC 0000V9159W034	January (1/20)	197.16	5.66
		54302 Postage & Delivery Expense : Messenger & Delivery Total				5,945.14	167.48
	Shipping Total					5,945.14	167.48
UPS Total						5,945.14	167.48
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6806596-0283-2	January	167.38	4.69
				LLC 6806614-0283-3	January	253.00	7.09
		53400 Rent and Utilities : Repairs and Maintenance Total				420.38	11.78
	Operations and Housekeeping Services Total					420.38	11.78
Waste Management Total						420.38	11.78
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 43211	December (12/17)	3,520.87	98.68
				LLC 43240	December (12/24)	3,145.38	88.15
				LLC 43294	January (1/7)	3,433.01	96.21
				LLC 43314	January (1/14)	4,006.49	112.29
			280 SPED	LLC 43211	December (12/17)	1,142.77	32.78
				LLC 43240	December (12/24)	975.68	27.99
				LLC 43294	January (1/7)	732.67	21.02
				LLC 43314	January (1/14)	383.26	10.99
		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help Total				17,340.13	488.10
	Outside Service Total					17,340.13	488.10
Barrington Staffing Services Total						17,340.13	488.10
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1006	January	7,500.00	210.20
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				7,500.00	210.20
	Outside Service-General Total					7,500.00	210.20
FusionPlus Inc Total						7,500.00	210.20
Law Offices of Young, Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 8390	December	23,043.00	721.45
		51807 Professional Svcs & Outside Labor : Legal Total				23,043.00	721.45
	Legal Fees Total					23,043.00	721.45
Law Offices of Young, Minney & Corr, LLP Total						23,043.00	721.45
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 122423	January	231.82	6.50
		52802 Office Supplies Expense : Office Supplies - COS Total				231.82	6.50
	Office Expense Total					231.82	6.50
Sparkletts Total						231.82	6.50
Document Tracking Services	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Services	LLC T-930650068	December	2,240.11	177.75
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				2,240.11	177.75

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Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Document Tracking Services	**Outside Service-General Total**					**2,240.11**	**177.75**
Document Tracking Services Total						**2,240.11**	**177.75**
Verizon Wireless	**Telephone - Adminstration**	56504 Program Fees & Other Instructional : Admin - Telephone	**101 General**	LLC 9953321272	December	1,013.61	28.41
		56504 Program Fees & Other Instructional : Admin - Telephone Total				1,013.61	28.41
	Telephone - Adminstration Total					**1,013.61**	**28.41**
Verizon Wireless Total						**1,013.61**	**28.41**
Certified Languages International	**Outside Service-General**	51801 Professional Svcs & Outside Labor : Other Professional Services	**320 Supp- ELD Services**	LLC 74586123123	December	1,443.00	28.50
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				1,443.00	28.50
	Outside Service-General Total					**1,443.00**	**28.50**
Certified Languages International Total						**1,443.00**	**28.50**
Comm-Core	**Communications**	53801 Phone & Internet Expense : Telephone	**101 General**	LLC 1082415	January	2,048.70	57.42
		53801 Phone & Internet Expense : Telephone Total				2,048.70	57.42
	Communications Total					**2,048.70**	**57.42**
Comm-Core Total						**2,048.70**	**57.42**
Supreme Facility Services, Inc.	**Operations and Housekeeping Services**	53400 Rent and Utilities : Repairs and Maintenance	**101 General**	LLC 3730	January	3,290.00	92.21
		53400 Rent and Utilities : Repairs and Maintenance Total				3,290.00	92.21
	Operations and Housekeeping Services Total					**3,290.00**	**92.21**
Supreme Facility Services, Inc. Total						**3,290.00**	**92.21**
Amazon	**Office Expense**	52802 Office Supplies Expense : Office Supplies - COS	**101 General**	112-4562889-1446636	January	270.08	7.57
				112-5393659-8092228	January	112.66	3.16
				112-5190425-5796228	January	117.95	3.31
				112-1740738-8527443	January	9.00	0.25
				112-9547249-1821042	January	25.74	0.72
				111-9810533-2274626	January	85.37	2.39
				111-3441323-6937812	January	126.54	3.55
				111-6283719-0456235	January	23.12	0.65
				111-6940541-1741060	January	25.60	0.72
				111-3278614-5718615	January	28.24	0.79
				111-0360445-7177072	January	48.91	1.37
				111-1123860-3094618	January	16.08	0.45
				111-0886700-6822659	January	254.16	7.12
				111-8377512-0718658	January	82.67	2.32
		52802 Office Supplies Expense : Office Supplies - COS Total				1,226.12	34.36
	Office Expense Total					**1,226.12**	**34.36**
Amazon Total						**1,226.12**	**34.36**
Quill Corporation	**Office Expense**	52802 Office Supplies Expense : Office Supplies - COS	**101 General**	LLC 36082166	December (12/8)	257.98	7.23
				LLC 36109053	December (12/11)	996.04	27.92
				LLC 36216237	December (12/15)	175.84	4.93
				LLC 36415654	January (1/2)	193.31	5.42
		52802 Office Supplies Expense : Office Supplies - COS Total				1,623.17	45.49
	Office Expense Total					**1,623.17**	**45.49**
Quill Corporation Total						**1,623.17**	**45.49**
AT&T Mobility	**Communications**	53801 Phone & Internet Expense : Telephone	**101 General**	LLC 6554165803	December	1,748.36	49.00
				LLC 80557846671578 122823	January	642.14	18.00
				LLC 1184706803	December	1,748.36	49.00
		53801 Phone & Internet Expense : Telephone Total				4,138.86	116.00
	Communications Total					**4,138.86**	**116.00**
AT&T Mobility Total						**4,138.86**	**116.00**
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	96.41

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Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services Total				3,440.00	96.41
	Outside Service-General Total					3,440.00	96.41
The Back Room Inc Total						3,440.00	96.41
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 01-6773356	December (12/9)	519.87	14.57
				LLC 01-6778237	December (12/16)	3,720.43	104.27
				LLC 01-6782602	December (12/23)	2,253.05	63.14
				LLC 01-6792569	January (1/6)	2,948.68	82.64
				LLC 01-6796224	January (1/13)	263.93	7.40
				LLC 01-6796225	January (1/13)	2,683.20	75.20
		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help Total				12,389.16	347.22
	Outside Service Total					12,389.16	347.22
AppleOne Employment Services Total						12,389.16	347.22
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	13.90
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				496.00	13.90
	Outside Service-General Total					496.00	13.90
Doctors Wellness Company LLC dba WellnessMart MD Total						496.00	13.90
Western Exterminator Company	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 55402553	December (12/6)	249.60	7.00
		53400 Rent and Utilities : Repairs and Maintenance Total				249.60	7.00
	Operations and Housekeeping Services Total					249.60	7.00
Western Exterminator Company Total						249.60	7.00
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	24015747598	January	1,381.00	101.38
		55801 Dues, Memberships & Research Svcs : Memberships Total				1,381.00	101.38
	Dues and Memberships Total					1,381.00	101.38
Bill.com Total						1,381.00	101.38
ADT Commercial	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 153131027	January	394.23	11.05
				LLC 153487002	February	394.23	11.05
		53400 Rent and Utilities : Repairs and Maintenance Total				788.46	22.10
	Operations and Housekeeping Services Total					788.46	22.10
ADT Commercial Total						788.46	22.10
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 2412	December (12/31)	2,600.00	75.11
		51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				2,600.00	75.11
	Subagreements for Services Total					2,600.00	75.11
AXIS Teletherapy Total						2,600.00	75.11
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 24-31263	January (1/12)	75.08	2.35
		52801 Office Supplies Expense : Business Expense/Printing & Reproduction Total				75.08	2.35
	Printing Expense Total					75.08	2.35
City Printing Graphics Total						75.08	2.35
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 011024	December	2,363.77	66.25
		53302 Rent and Utilities : Utilities, CAM, and Real Estate Total				2,363.77	66.25
	Utilities Total					2,363.77	66.25
Southern California Edison Total						2,363.77	66.25
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 11663	November	5,880.00	169.87
				LLC 11250	August (8/31)	5,250.00	151.67
		51817 Professional Svcs & Outside Labor : Special Education Professional Services Total				11,130.00	321.54
	Subagreements for Services Total					11,130.00	321.54
Effectual Educational Consulting Service Total						11,130.00	321.54
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 83937	December (12/8)	4,000.00	125.23
		56321 Program Fees & Other Instructional : Program Fees - Accounting Total				4,000.00	125.23
	Accounting Fees Total					4,000.00	125.23
Green Hasson & Janks LLP Total						4,000.00	125.23

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Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
School Services of California, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0140340-IN	January	250.00	7.01
		51801 Professional Svcs & Outside Labor : Other Professional Services Total				250.00	7.01
	Outside Service-General Total					250.00	7.01
School Services of California, Inc. Total						250.00	7.01
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 173061950	January (1/11)	2,219.10	62.19
		52802 Office Supplies Expense : Office Supplies - COS Total				2,219.10	62.19
	Office Expense Total					2,219.10	62.19
ULINE Total						2,219.10	62.19
Pitney Bowes Bank Inc Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-1005-2145 121723	November	17,445.03	488.92
				LLC 8000-9090-1005-2145 011624	December	16,263.44	455.80
		54301 Postage & Delivery Expense : Postage Total				33,708.47	944.73
	Postage Total					33,708.47	944.73
Pitney Bowes Bank Inc Purchase Power Total						33,708.47	944.73
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	480 SUPP - Student Training	LLC S291658	December (12/21)	2,577.00	100.50
				LLC S292108	January (1/9)	2,800.00	100.24
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				5,377.00	200.74
	Teacher Training Total					5,377.00	200.74
Solution Tree Total						5,377.00	200.74
WorldStrides	Prepaid Other	13514 Prepaid Other	101 General	LLC 570816 121223	December (12/12)	21,300.00	673.08
		13514 Prepaid Other Total				21,300.00	673.08
	Prepaid Other Total					21,300.00	673.08
WorldStrides Total						21,300.00	673.08
Smart & Final	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12202023	December	33.28	0.93
		52802 Office Supplies Expense : Office Supplies - COS Total				33.28	0.93
	Office Expense Total					33.28	0.93
Smart & Final Total						33.28	0.93
2 Teach LLC	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	800 A-G Completion	LLC 1043	October (10/10)	666.67	45.00
				LLC 1064	December (12/1)	667.00	45.02
		56313 Program Fees & Other Instructional : Program Fees - Professional Development Total				1,333.67	90.02
	Teacher Training Total					1,333.67	90.02
2 Teach LLC Total						1,333.67	90.02
Amazon Capital Services	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	LLC 1DVR-94NR-K3C6	December (12/1)	374.30	10.49
		55801 Dues, Memberships & Research Svcs : Memberships Total				374.30	10.49
	Dues and Memberships Total					374.30	10.49
	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC 1QCV-LR9L-6DXQ	January (1/2)	241.20	6.92
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				241.20	6.92
	Non K12 Curriculum Total					241.20	6.92
Amazon Capital Services Total						615.50	17.41
Campus Bible Church	Prepaid Other	13514 Prepaid Other	101 General	LLC 1204	December (12/4)	500.00	15.80
		13514 Prepaid Other Total				500.00	15.80
	Prepaid Other Total					500.00	15.80
Campus Bible Church Total						500.00	15.80
Clark Pest Control of Stockton, Inc.	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 34586222	November (11/25)	47,790.00	1,339.38
		53400 Rent and Utilities : Repairs and Maintenance Total				47,790.00	1,339.38
	Operations and Housekeeping Services Total					47,790.00	1,339.38
Clark Pest Control of Stockton, Inc. Total						47,790.00	1,339.38
De Lage Landen Financial Services Inc.	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 81549525	December	2,653.35	74.36
				LLC 81759092	January	2,653.35	74.36
		55304 Facilities & Equipment Rental Expense : Equipment Rental Total				5,306.70	148.73
	Equipment Rental Expense Total					5,306.70	148.73
De Lage Landen Financial Services Inc. Total						5,306.70	148.73
Facilitron, Inc	Prepaid Other	13514 Prepaid Other	101 General	LLC 3CQ7WGG3YGCR-3	October (10/24)	2,360.47	74.59

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Facilitron, Inc	Prepaid Other	13514 Prepaid Other	101 General	LLC ZWADXEUD5B75-1	September (9/13)	774.57	24.48
		13514 Prepaid Other Total				3,135.04	99.07
	Prepaid Other Total					3,135.04	99.07
Facilitron, Inc Total						3,135.04	99.07
Gobo LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	330 SUPP - Engagement	LLC 1498	October (10/30)	25,023.00	3,600.50
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				25,023.00	3,600.50
	Non K12 Curriculum Total					25,023.00	3,600.50
Gobo LLC Total						25,023.00	3,600.50
N2Y, LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC INV-1076208	December (12/20)	1,254.20	41.06
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				1,254.20	41.06
	Non K12 Curriculum Total					1,254.20	41.06
N2Y, LLC Total						1,254.20	41.06
Resonant Education, LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	560 Title I	LLC 1639	November (11/30)	3,500.00	115.15
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum Total				3,500.00	115.15
	Non K12 Curriculum Total					3,500.00	115.15
Resonant Education, LLC Total						3,500.00	115.15
Staples	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3554336489	December (12/8)	2,536.53	71.09
				LLC 3554336490	December (12/8)	77.32	2.17
				LLC 3556524688	January (1/6)	1,774.79	49.74
		52802 Office Supplies Expense : Office Supplies - COS Total				4,388.64	123.00
	Office Expense Total					4,388.64	123.00
Staples Total						4,388.64	123.00
Ontario Refrigeration	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC GW29061	January (1/12)	661.08	18.53
				LLC GW29597M	January (1/6)	806.00	22.59
		53400 Rent and Utilities : Repairs and Maintenance Total				1,467.08	41.12
	Operations and Housekeeping Services Total					1,467.08	41.12
Ontario Refrigeration Total						1,467.08	41.12
UBEO Business Services	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 4376834	January (1/12)	838.20	23.49
		55304 Facilities & Equipment Rental Expense : Equipment Rental Total				838.20	23.49
	Equipment Rental Expense Total					838.20	23.49
UBEO Business Services Total						838.20	23.49
99 Cents Only Stores	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	12132023	December	22.62	0.63
		52802 Office Supplies Expense : Office Supplies - COS Total				22.62	0.63
	Office Expense Total					22.62	0.63
99 Cents Only Stores Total						22.62	0.63
Krispy Kreme Doughnuts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	23397606694928300	December	38.17	1.07
		52802 Office Supplies Expense : Office Supplies - COS Total				38.17	1.07
	Office Expense Total					38.17	1.07
Krispy Kreme Doughnuts Total						38.17	1.07
Grub Hub - Western Bagel	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	60812472-7639579	December	96.78	2.71
				64282493-3957293	January	93.99	2.63
		52802 Office Supplies Expense : Office Supplies - COS Total				190.77	5.35
	Office Expense Total					190.77	5.35
Grub Hub - Western Bagel Total						190.77	5.35
Marriott Burbank	Travel and Conferences	66001 SG&A - Conferences and Events Expense : Events-Information Sessions	160 EDU EFF	1052024	January	1,000.00	53.12
		66001 SG&A - Conferences and Events Expense : Events-Information Sessions Total				1,000.00	53.12
	Travel and Conferences Total					1,000.00	53.12
Marriott Burbank Total						1,000.00	53.12
Grub Hub - 7-Eleven	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	58692493-2131945	January	21.89	0.61
		52802 Office Supplies Expense : Office Supplies - COS Total				21.89	0.61
	Office Expense Total					21.89	0.61
Grub Hub - 7-Eleven Total						21.89	0.61
Party City	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	897643940-B	January	53.63	1.50
		52802 Office Supplies Expense : Office Supplies - COS Total				53.63	1.50

CAVA @ Kings

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	KG
Party City	**Office Expense Total**					**53.63**	**1.50**
Party City Total						**53.63**	**1.50**
Red Robin	**Office Expense**	52802 Office Supplies Expense : Office Supplies - COS	**101 General**	591524	January	738.50	20.70
		52802 Office Supplies Expense : Office Supplies - COS Total				738.50	20.70
	Office Expense Total					**738.50**	**20.70**
Red Robin Total						**738.50**	**20.70**
Grand Total						**271,830.57**	**11,027.18**

APPROVED

TO: CALIFORNIA VIRTUAL ACADEMY AT KINGS GOVERNING BOARD

BOARD REPORT #03

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
March 15, 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 Kings 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 Kings 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: $38,100 (7% increase)
- FY 2024-25: $39,600 (4% increase)
- FY 2025-26: $40,900 (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	Francis "Paco" Burke
Head of School	Chief Business Official

PRESENTED BY:

April Warren	Francis "Paco" Burke
Head of School	Chief Business Official

Ayes: 3 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _3/15/2024_____

Name	Aye	No	Abstain	Absent	Moved	Second
Xavier Pina				X		
Brenda Toro	X				X	
Anastasia Alavezos	X					X
Nathan Hickinbotham	X					
Lisa Irwin				X		

RESOLUTION TO SELECT THE INDEPENDENT AUDITING FIRM
FOR
California Virtual Academy at Kings

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

Whereas: California Virtual Academy at Kings functions as a non-profit corporation; and

Whereas: The books and accounts of California Virtual Academy at Kings 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: 3/15/2024

Certification of Board Secretary: _____

TO: CALIFORNIA VIRTUAL ACADEMY AT KINGS GOVERNING BOARD

APPROVED

BOARD REPORT #04

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
March 15, 2024

SUBJECT: 2023-2024 Employment Agreements

PROPOSAL:
It is proposed that the Governing Board of the California Virtual Academy at Kings ratify the following 2023-2024 Employment Agreements.

BACKGROUND:
California Virtual Academy at Kings offered contracts to teachers to meet the enrollment demands of the 2023-2024 school year.

New Hires:

Last Name	First Name	Title	FTE
Rey	Cassandra	Teacher, Elementary	1.0
Medeiros	Jaymee	Teacher, Middle School	1.0
Chaney	Kristin	Teacher, Middle School	1.0

Terminations/Resignations:
- None

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
2. Authorize Designee of Board of Directors to sign the 2023-2024 Employment Agreements on behalf of California Virtual Academy at Kings.

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:** _3/15/2024_____

Name	Aye	No	Abstain	Absent	Moved	Second
Xavier Pina				X		
Brenda Toro	X				X	
Anastasia Alavezos	X					X
Nathan Hickinbotham	X					
Lisa Irwin				X		

TO: CALIFORNIA VIRTUAL ACADEMY AT KINGS
GOVERNING BOARD

BOARD REPORT #05

APPROVED

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
March 15, 2024

SUBJECT: California Virtual Academies Club Policies and Processes

PROPOSAL: It is proposed that the Governing Board of California Virtual Academy at Kings 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:

Krista Mount
Director of Categorical Programs

Ayes: 3 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _3/15/2024_____

Name	Aye	No	Abstain	Absent	Moved	Second
Xavier Pina				X		
Brenda Toro	X				X	
Anastasia Alavezos	X					X
Nathan Hickinbotham	X					
Lisa Irwin				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 KINGS
GOVERNING BOARD

APPROVED

BOARD REPORT #06

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
March 15, 2024

SUBJECT: Comprehensive School Safety Plan Update

PROPOSAL: It is proposed that the Governing Board of California Virtual Academy at Kings 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:

Krista Mount
Director of Categorical Programs

Ayes: 3 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _3/15/2024_____

Name	Aye	No	Abstain	Absent	Moved	Second
Xavier Pina				X		
Brenda Toro	X				X	
Anastasia Alavezos	X					X
Nathan Hickinbotham	X					
Lisa Irwin				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 Kings
CDS Code:	16638750112698
District:	California Virtual Academy at Kings
Address:	50 Moreland Road Simi Valley, CA 93065
Date of Adoption:	December 13, 2023
Date of Update:	March 11, 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 ofthe 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 I, 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.

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 Kings 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?
• 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 Kings 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

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	**Date and Time**	**Attached Document** (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.	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 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 (shrubbery, 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.

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 ADMINISTRATED 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

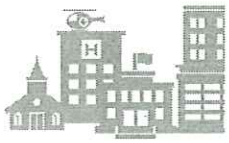
BE PREPARED FOR AN ACTIVE SHOOTER

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.





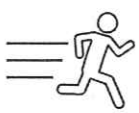
Help law enforcement.

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.



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** 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

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

V2

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:

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
☐ **Female**	☐ Animal noises	☐ Incoherent
☐ **Male**	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	**Other Information:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

CALIFORNIA VIRTUAL ACADEMIES℠ POWERED BY K12

50 Moreland Road
Simi Valley, CA 93065
Phone 805.581.0202
Fax 805.581.0330
www.caliva.org

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.

CALIFORNIA VIRTUAL ACADEMIES℠ POWERED BY K12

50 Moreland Road
Simi Valley, CA 93065
Phone 805.581.0202
Fax 805.581.0330
www.caliva.org

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: _____

Person: _____ Date: _____

Person: _____ Date: _____

Person: _____ Date: _____

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
☐	**Parent Informed of Complaint** ☐ Conference ☐ Letter ☐ Telephone	/ /
☐	**Parent Informed of Findings** ☐ Conference ☐ Letter ☐ Telephone	/ /
☐	**Provide/Explain School Nondiscrimination Policy**	/ /
☐	**Explain Non-Retaliation & Harassment**	/ /
☐	**Referral for School Counseling**	/ /
☐	**Education/Behavior Contract**	/ /
☐	**School Discipline Provided**	/ /
☐	**Disciplinary Conference**	/ /
☐	**Suspension**	/ /
☐	**Expulsion**	/ /

☐	Accused Person's Parents Notified of Resolution of Incident/Complaint	/ /
☐	Safety Plan	/ /
☐		
☐		
☐		

XI. Remedies for Reporting Party:

	Involving Accused Person(s)	Date
☐	Parent Informed of Findings ☐ Conference ☐ Letter ☐ Telephone	/ /
☐	Provide/Explain School Nondiscrimination Policy	/ /
☐	Referral for School Counseling	/ /
☐	Other	/ /
☐		
☐		

PROVIDE A COPY OF THE COMPLETED RECORD TO THE DIRECTOR

STATE OF CALIFORNIA
BCIA 8572
(Rev. 04/2017)

DEPARTMENT OF JUSTICE

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: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME)	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY
ADDRESS Street City Zip	DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - NAME AND TITLE	TELEPHONE

C. VICTIM
One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip			TELEPHONE
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)*: ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY) _____
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

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

SUSPECT

SUSPECT'S NAME (LAST, FIRST. MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip			TELEPHONE
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ 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.

Policy: Suicide Prevention/Postvention

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.

- 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.