AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
California Virtual Academy at Los Angeles
September 14, 2023
4:00 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 Los Angeles ("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 Los Angeles 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 Los Angeles office at (805)581-0202.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at _4:00_ P.M.

B. ROLL CALL

	Present	Absent
Mr. Frank Wilson (CFO)	__X___	_____
Mr. John Bodenschatz (President)	__X___	_____
Ms. Stephanie Hansen-Sturm (Secretary)	__X___	_____
Ms. Dezi Waterhouse	__X___	_____

C. FLAG SALUTE

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.
- Shuruk Garcia shared concern regarding scheduling. Yvonne (parent) also shared scheduling and class connect sessions concern.

B. For Information: Director's Report
This is a presentation of information which has occurred since the previous Board meeting.
- Enrollment is currently at 5637; 2414 in Elem., 1500 in MS, and 1723 in HS

C. For Information: Board/Staff Discussions
Board and staff discuss items of mutual interest.
- End of Year Report
  Mina Arnold and Crystal Goldberg shared summary

D. Approval of Previous Board Meeting Minutes
Moved: John
2nd: Frank

APPROVED

III. CONSENT AGENDA ITEMS

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

IV. SCHEDULED FOR ACTION

A. BUSINESS

FY 2022-23 Unaudited Actual Revenue and Expenditure Report
- No questions asked.

APPROVED
BDRPT 01

Ratification of Disbursements
- No questions asked.

APPROVED
BDRPT 02

East San Gabriel Valley SELPA 2023-24 Local Plan Approval
- Frank appreciated the red-lined version.

APPROVED
BDRPT 05

Consolidated Application
- We have to spend the money for any grants/funding based on what is in the agreement.

APPROVED
BDRPT 09

B. PERSONNEL

2023-24 Employment Agreements and Terminations
- These include the terminations from the end of last school year. Many of the subs had contracts that ended at the end of last year, and then were re-hired for this year.

APPROVED
BDRPT 03

Employee Handbook
- No questions asked.

APPROVED
BDRPT 04

C. INSTRUCTION AND CURRICULUM

Uniform Complaint Procedures Updates
- These updates were made due to legal updates from the state.

APPROVED
BDRPT 08

Store Gift Card Controls and Procedures
- This is the first year that we have offered these cards due to additional federal funds. Students are asked to submit a receipt after they make the purchase.

APPROVED
BDRPT 11

D. PUPIL SERVICES

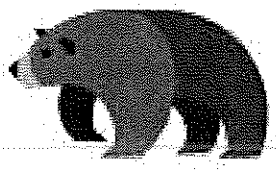
None

V. ITEMS SCHEDULED FOR INFORMATION

None

VI. ADJOURNMENT

The meeting was adjourned at 4:45 P.M.



CALIFORNIA
VIRTUAL
ACADEMIES

POWERED BY K12

CAVA @ Los Angeles
End of Year Report

2022-2023

California Virtual Academies
50 Moreland Road
Simi Valley, California 93065
Tel: (805) 581-0202
Fax: (805) 581-0330
www.caliva.org

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2022-2023 Year in Review

CAVA @ Los Angeles staff are committed to being a Professional Learning Community (PLC) school. We strive to ensure that we incorporate the Three Big Ideas of the PLC process: Focus on learning, a collaborative culture, and results orientation. By implementing and acting on these three big ideas, our staff is focused on high levels of learning to achieve our school-wide academic goals.

CAVA @ Los Angeles is continually in pursuit of academic excellence for our students. We identified three Wildly Important Goals for our school to directly impact student achievement:

- Decrease the chronic absenteeism rate from the previous school year.
- Increase the English Language Arts proficiency rate from the previous school year.
- Increase the Math proficiency rate from the previous school year.

These goals guided all actions in the 22-23 school year. All teams, from Administration to teaching teams, met weekly to review data and commit to weekly measurable actions to impact these goals and specific student groups.

This end-of-year report describes our students' academic success and the school's staff areas of focus that will guide the focus and commitments for the school year, and how our collaborative work supports in achieving the goals.

School Enrollment and Retention

The school had 5464 students enrolled this year.

22-23 School Year		
Department	**Enrollment**	**% Student Retention**
Elementary	2409	87.88%
Middle School	1326	89.74%
High School	1729	84.15%
Total	**5464**	**87.15%**

We retained 87.15% of students through the school year that enrolled in the fall of 2022, which is an increase of 0.84% over last year. Withdrawals are reported in more detail later in this report.

Graduation Rates

CAVA @ Los Angeles graduated 76.13% of the class of 2023. This is a decrease of 2.5% over last year's graduation rate.

The 22-23 school year saw several program changes targeted at the overall improvement of our counseling program and supports to impact graduation rate and College Career Readiness, which continues to be an area of need on our dashboard. We have made significant progress in accurately tracking A-G courses and dual enrollment completion prior to and while attending CAVA. Our counseling program implemented individualized quarterly conferences with every high school student, which was made possible with significant improvements to counselor caseload ratios. We are also seeing success with our team of graduation coaches working to ensure all students who withdraw from our school are contacted and appropriately documented in the state data tracking system. Moving into the 23-24 school year, we are excited to bring two new roles to the counseling team to increase dual enrollment partnerships and opportunities for students, increase AP offerings and professional development, and grow our credit recovery program, which saw huge successes in its pilot year in 22-23.

Professional Development Focus

Professional development focused on improving the quality of teaching and learning at our school. Through the 22-23SY our teachers and leaders alike participated in ongoing professional development focused on the PLC process. Our leadership team began over the summer, and continued throughout the school year, with a book study. We all read *Learning by Doing by DuFour, DuFour, Eaker, Many, and Mattos* and we met each week to take another step in our learning journey and the PLC process, as a whole. In addition to the book study, our Leadership Team participated in Leadership Learning sessions, on a weekly basis, as we created professional learning teams amongst our leadership across all departments. Our Leadership Learning time was focused on creating collective commitments, problems of practice, communication, and implementation of the PLC process in each department.

In addition to our Leadership Learning, our Director and Principal/PS Teams also participated in ongoing professional development with Regina Owens. Our primary focus remained on the PLC process, and we continued our planning and collaboration surrounding the 4 critical questions. We worked together to *learn by doing* when answering critical question #1 and unpacking the essential standards. Our upper administration teams provided professional development to our leadership teams and then leadership teams provided professional development to our

teachers. We were able to successfully implement our unpacking tool, for critical question #1, across all departments.

In addition to our on-site professional development opportunities, we were also able to send leadership teams, across all departments, to various Institutes, including PLC@Work, RTI@Work, YES, WE CAN and Culture Keepers, provided by Solution Tree in November. It was a wonderful learning experience for all our teams, and we continue to utilize and implement the learning from those institutes into our daily practices. Our experience was so positive that we decided to offer our teachers the opportunity to attend the PLC@Work institute in June and we had 50+ attendees. The team that attended supported our leadership team in kicking off our professional development by presenting and sharing their learning at our in-person meetings in August.

Assessment Data

Star 360/ESGi – School-based Universal Assessment

Star 360 /ESGi are used as tools to measure student growth toward grade-level standards throughout the school year. Students in grades Transitional Kindergarten and Kindergarten take ESGi. Students in 1st-12th grade take STAR 360. Students take an initial assessment in the first two weeks of enrollment, at the semester mark for the middle of year assessment, and at the end of the year to identify areas of student growth and overall need. This allows teachers to quickly determine who is making appropriate gains and who may need additional intervention to reach academic goals.

The tables below contain the growth and gain data for each grade level in the school, comparing the 2021-2022 school year to the 2022-2023 school year. A student in grades 1st-12th has a gain if they showed half of a full year's academic growth from the beginning of year assessment to the end of year assessment. A student in grades 1st-12th demonstrates growth if they showed a full year's academic growth from the beginning of year assessment to the end of year assessment. This is independent of state proficiency.

These scores drive our plans to embrace a goal-oriented and team approach, a strong Professional Learning Community model, and a focus on mastery of standards in the guaranteed and viable curriculum standards.

Reading

ESGI

Los Angeles	2021-2022	2022-2023
Grade	% Proficient/Advanced	% Proficient/Advanced
TK	65.22%	59.76%
K	62.74%	57.64%

	2021-2022		2022-2023	
Grade	Growth	Gain	Growth	Gain
1	43.42%	50.88%	49.21%	43.04%
2	21.43%	26.79%	28.53%	30.14%
3	31.77%	48.15%	37.91%	30.51%
4	32.68%	37.21%	37.65%	42.55%
5	28.45%	27.27%	34.24%	27.27%
6	32.72%	29.17%	36.83%	31.68%
7	47.00%	38.10%	48.78%	41.59%
8	36.89%	40.00%	38.52%	30.19%
9	48.04%	43.55%	48.52%	37.39%
10	55.92%	48.67%	51.60%	48.98%
11	53.91%	46.00%	46.70%	48.44%
12	51.42%	44.44%	49.26%	50.00%
All	40.22%	41.28%	41.95%	37.46%

Math

ESGI

Los Angeles	2021-2022	2022-2023
Grade	% Proficient/Advanced	% Proficient/Advanced
TK	83.70%	82.93%
K	68.49%	76.41%

	2021-2022		2022-2023	
Grade	Growth	Gain	Growth	Gain
1	52.10%	50.00%	56.23%	46.00%
2	26.70%	40.91%	31.18%	39.02%
3	32.36%	49.15%	34.20%	26.92%
4	38.57%	40.00%	41.59%	35.82%
5	38.44%	57.78%	43.09%	29.41%
6	43.27%	48.84%	42.56%	39.51%
7	62.04%	53.33%	56.42%	48.75%
8	51.67%	48.57%	42.71%	43.02%
9	49.63%	40.17%	55.88%	42.47%
10	50.88%	50.00%	48.11%	46.75%
11	50.65%	57.29%	44.09%	50.94%
12	56.91%	56.12%	52.42%	62.50%
All	46.05%	49.43%	45.99%	42.14%

Academic Program by Department

Elementary Program

At the California Virtual Academy @ Los Angeles, we are focused on creating life-long learners in our Elementary department with a focus on standards-based learning. Students are assessed frequently utilizing growth measurement assessments including beginning, middle, and end of year along with formal and informal assessments within the classrooms to determine mastery. The results of these assessments were used to drive our standards-based instruction for the grade level, guaranteed viable curriculum standards in math, and English Language Arts. Our Elementary department report cards are standards-based and include non-academic factors such as listening, completing work, respecting others, etc.

Our Elementary department focused on further implementation of the Professional Learning Community (PLC) Process and launched the shared instruction model to ensure high levels of learning for all students. Our teachers engaged in collaborative team time (CTT), each week, where they reviewed student data outcomes, by student and by standard, to determine the additional instructional support that was needed for each student. Teachers shared students with their collaborative team and provided focused Tier 2 instruction to support students with mastery of the learning targets for each of the essential standards.

Our department also expanded our Guiding Coalition to ensure each grade level campus had its own representation allowing staff, on each campus, to have a voice in the decision-making process surrounding instruction and student success.

Middle School Program

The Middle School program had a successful school year, as we continued to foster a school culture of educating students and helping them to grow socially and academically. We focused our efforts on increasing student engagement, academic growth, and improving student connections. Our purpose is to ensure all students learn at high levels.

Students were assessed throughout the school year, at the beginning of the year, middle (semester), and at the end of the year assessments. The results of these assessments were used to drive our standards-based instruction for the grade level, focusing on our guaranteed viable curriculum standards in math, and English Language Arts.

Middle School students were offered the opportunity to participate in the Careers Exploration elective course. This course provided students with the opportunity for project-based learning. This course prepares our middle school students for the opportunity of enrolling in the High School Stride Career Prep Program. We continued our Freckle Program to help our students needing additional support; our Middle School Instructional Leads worked to improve student participation and engagement in the program. Advanced students were offered the opportunity to participate in our Honors program, providing a rigorous project-based learning curriculum that challenges students to dive deeper into all subjects.

Our staff continues to grow on our journey to become a model PLC school. This Professional Learning Community model has transformed the way our educators collaborate, grow, and continually improve their practice. Through the PLC framework, our teachers engage in ongoing and meaningful collaboration, focusing on student learning and the implementation of evidence-based instructional strategies. The program fosters a culture of shared responsibility and collective inquiry, where teachers work together to analyze data, set goals, and design interventions to meet the diverse needs of our students.

Middle School Pass Rates		
School	**Fall Pass Rate**	**Spring Pass Rate**
CAVA @ Los Angeles	73.36%	78.46%

High School Program

The High School program had a successful school year, as we continued to foster a school culture of educating students and helping them to grow socially and academically. We focused efforts on removing barriers to success in school and increasing rigor in courses to prepare students for college and careers.

The greatest change in 22-23 was the content support provided to our 9th grade students. The Freshman Academy was developed in 21-22, to address a need identified in school data indicating our 9th grade students were struggling with the transition to high school. The academy implemented daily freshman homeroom integrating organization and social-emotional learning to develop strong academic habits that lead to success. As a result of these efforts, students, teachers, and parents indicated an improved relationship with school staff and connection to school, and we saw a decrease in chronic absenteeism with our freshman population.

The 22-23 school year included the addition of Math Lab and English Lab, incorporated to address gaps in learning in math and English at the Freshman Academy to improve overall proficiency in these areas. These classes have been designed to help students develop the foundational knowledge needed to grasp grade-level material in math and English core courses. These courses support two identified essentials to freshman success:

- Eliminates competition for priority - Foundations freshmen are enrolled in a more limited breadth of courses, with at most one elective. Students who struggle in both subjects will have a course load similar to the one below. Students who are proficient in one subject will have an elective instead of the foundation course in that subject.
- Provides additional intervention and enrichment opportunities - Through these supplemental courses, Foundations teachers can teach the prerequisite skills necessary for mastery, as well as provide additional teacher support on specific assignments in core courses.

Stride Career Prep @ CAVA (SCP @ CAVA) continues to offer project-based learning electives that focus on preparing students for real-world experiences by giving them the opportunity to be more hands-on in their learning through demonstrated skills and engagement. Career and College Readiness remains an emphasis for the SCP @ CAVA as we continue to support students in their journey of career exploration while gaining skills and authentic experiences in and out of the classroom. Overall pass rate data is below.

HS 2022-2023 Pass Rates	
Fall	80.57%
Spring	82.71%

Semester	Department	% Passing
Fall	English	70.38%
	Math	78.11%
	History	80.38%
	Science	80.28%
	Career Technical (CTE)	75.93%
	PE/Health/Electives	86.17%
Spring	English	73.28%
	Math	79.03%
	History	84.00%
	Science	85.50%
	Career Technical (CTE)	76.36%
	PE/Health/Electives	87.07%

One indicator of graduation rate is the percentage of students on track to graduate. This is directly affected by the course pass rates above. At the end of the 22-23 school year, 33.21% of CAVA @ Los Angeles High School students were credit deficient, meaning they have at least one course that requires credit recovery to meet graduation requirements. We have implemented a new credit recovery model that allows students to complete these courses throughout the school year at their own pace with teacher support, which will allow students to make up credits. This model was piloted during summer school in 2021 and showed great success with some students able to complete 3-4 courses in 6 weeks.

Career Technical Education (CTE)

Stride Career Prep @ CAVA (SCP @ CAVA) gives students exposure to career readiness and workforce preparation skills from career & technical education courses built around key career areas, allowing students to explore occupations of interest. Students enroll in traditional high school courses combined with industry-relevant, career-focused electives to prepare for a career, college, or both. These engaging, content-rich courses expand the traditional education experience and maximize a student's ability to succeed in the community and workforce. Students in the SCP @ CAVA complete a three-year sequence of CTE elective courses, while also gaining the opportunity to earn industry recognized certifications.

CAVA School	SY22-23 # of CTE Completers	SY21-22 # of CTE Completers
San Diego	12	1
Fresno	3	0
Kings	1	1
Los Angeles	29	1
Maricopa	1	0
San Joaquin	12	2
San Mateo	9	1
Sonoma	3	0

Sutter	5	1
Total:	**75**	**7**

Special Programs

Special Education

Our Special Education team works to ensure that children with disabilities receive an appropriate education in the Least Restrictive Environment (LRE). Our Special Education department accomplishes this by working collaboratively with families, students, teachers, and other professionals to promote educational progress. Students with IEPs comprise 14.50% of CAVA @ Los Angeles' student population.

Instructional Overview:

Students with Individual Education Plans (IEPs) are provided services and support that aim to meet their needs. Students with IEPs receive services, as outlined in their IEP. Students in need of Specialized Academic Instruction (SAI) receive targeted instruction that focuses on standards, skills, and concepts where the student's assessment data demonstrates a need for remediation and/or enrichment. SAI takes place in the LRE as determined by the IEP team. Service environments often consist of a special education classroom and/or the general education class setting. Where services take place inside of the general education setting, a special education provider works collaboratively with the general education team to provide instruction as outlined in the student's IEP. Setting goals, what students need and will learn, facilitating learning experiences (to ensure learning), and assessing student learning (to determine what has been learned) are critical elements of instruction. Educators must attend to methods of adapting instruction to students' level of knowledge, motivating students to learn, managing student behavior, appropriately grouping students for instruction, and assessing students' knowledge.

English Language Development Program

English Language Learners at CAVA are assigned to an English Language Development Specialist for Designated English Language Development (ELD) instruction of the California ELD Standards. In addition, all English Language Learners receive Integrated ELD instruction and support during their content area classes by the general education teachers, with additional content area support sessions provided by ELD Specialists to ensure students can access the state-adopted academic content standards. As students demonstrate proficiency in English through the English Language Proficiency Assessment of California (ELPAC) and meet the board-approved reclassification criteria, they are reclassified as Fluent English Proficient (RFEP) and monitored for four additional years to ensure academic success. The ELPAC currently is available for virtual administration.

English Language Learners comprise 6.7% of CAVA @ Los Angeles' population. In the 2022-2023 school year, 8.3% of students who were assessed met the board-approved reclassification criteria and were Reclassified as Fluent English Proficient (RFEP).

Compass Program

The Compass Program provides information, resources, encouragement, and support to students and families who are new to our schools, who are struggling to meet enrollment requirements due to a lack of engagement, and who are in crisis due to a lack of resources or social-emotional issues. New enrollees receive targeted support to help them acclimate to the online school system. After the start of the school year, the goal of the Compass Program is to support struggling students by identifying the issues leading to low engagement, providing targeted support, and building positive relationships that promote academic achievement. Students in need of support are referred by teachers or other staff and placed with a Compass staff member. Students receive customized support based on their individual needs. The goal is to provide the knowledge, skills, and tools that they need to be successful in our online school environment. MKV/Foster students may also be provided with school supplies, as needed, to help them fully engage in learning. Compass Program staff work in both small groups and 1-1 to encourage students to progress towards meeting engagement goals. Students showing positive progress gradually transition back to regular classroom support. Those who continue to struggle receive more intensive support. If a student is not able to re-engage with school and does not participate in the Compass Program process, the student may be exited from Compass as non-compliant and referred back to their GE department to determine the next steps.

School	22-23 Onboarding Placements	Engagement Referrals	SEL Referrals	Crisis Referrals	MKV/ Foster Cases	Total Support Cases
CAVA-Los Angeles	3634	524	103	35	178	840

Social Emotional Learning

The Prevention and Intervention Team worked in partnership with the Compass SEL Team, to support the implementation of training and prioritized resource development to provide teachers and staff with the necessary tools and techniques to support student's Social and Emotional Learning. The training was focused on the implementation of the Collaborative for Academic Social and Emotional Learning (CASEL) 3 Signature Practices, an updated Suicide Prevention training with an asynchronous and live component and supporting the academic integration of CASEL's 5 Competencies. They also provided direct support to students in emotional distress, including short-term counseling and resources, as identified by the Compass Survey or administrator referral. An SEL screener, the Social Skills Improvement System Survey (SSIS) was expanded to include four grade levels in middle and high school to inform the planning, implementation, and evaluation of SEL resources and support. As a result of the data gathered, we identified additional support needed in the areas of Self Awareness and Self-Management.

CAVA provided leaders with the opportunity to participate in resilience circles, offering the opportunity to build community and connection with others. By helping adults strengthen their own SEL and Resilience Skills, they are better equipped to practice and model effective

strategies with other staff and students. Over 50 leaders participated in a resilience circle during the school year.

Attendance

Annual Attendance Data

School	21-22 Chronically Absent	22-23 Chronically Absent
CAVA @ Los Angeles	10.06%	11.43%

School	21-22 Overall Attendance Rate	22-23 Overall Attendance Rate
CAVA @ Los Angeles	96.82%	96.89%

Withdrawals

Withdrawals are calculated on all students, not just CBEDS students so that we can better understand the circumstances that cause withdrawals across our entire population, as well as strategize ways to retain all students.

Withdrawals by Type

Withdrawals by type are displayed below.

School	AWD	Voluntary	Grand Total
CAVA @ Los Angeles	72	920	992

Withdrawals by Reason

The top reason for withdrawals was students not registering for the following school year and withdrawing at the end of the school year. The second most popular reason was graduation, which is wonderful to see. Administrative withdrawals were the third most common reason. These students were not meeting enrollment requirements, specifically not logging in and working daily. We are continuously striving to find ways to engage all students every day, educate parents on the importance of daily login, and follow up quickly with all students not logging in or progressing.

W/D By Reason (count)	Los Angeles
Administrative withdrawal	72
Documentation Pending	37
Graduated	240
Never Claimed in State Systems	1
No Show	28
Not registering, end of year WD	549

Removed from State Drop-Out Count	57
School Transfer	8

Beginning 2023-2024 School Year

Education is always evolving to best meet the changing needs of our students and families in response to prior year data. We will continue our Wildly Important Goals of decreasing chronic absenteeism and increasing math and English Language Arts proficiency.

To achieve this goal, we are continuing to invest resources, time, and talent to implement high-functioning professional learning communities (PLCs) across all grade levels and subject areas that are focused on and determined to meet our student achievement goal. These professional learning teams are refining their skills to review data, share best practices, and implement response to interventions for students who need additional support in a systematic and comprehensive manner better effectively. Our growth data indicates that the focus on data outcomes, on a weekly basis, has improved student achievement outcomes.

In Elementary, we will continue our focus on improving the quality of live instruction and focusing on ensuring mastery of the guaranteed viable curriculum for all students across all grade bands. In the upcoming year, we will be adding essential standards in ELA along with continuing our focus on essential standards in math. One of the greatest areas of focus will continue to be on our Multi-Tiered Support System to ensure all students, at all academic levels, are receiving the needed interventions, remediations, and review to ensure academic success in their current grade level and beyond. We will be continuing our implementation of the Accelerated Reader program (grades 3-5) as studies show that students using Accelerated Reader grow significantly more than students not using the program and are nearly twice as likely to be college and career ready. These results held true for all grades and populations of interest (struggling readers, English learners, and students in free- or reduced-lunch programs) and rose with the integrity of program use. Our littlest learners will begin to incorporate community engagement and service into their Paw Pride time. Building strong connections to their school and their communities will complement an already well-rounded CAVA education.

In Middle School, as we embark on the 2023-2024 school year, we are excited to share the program improvements we have implemented to enhance the learning experience for our students. Our program enhancements are guiding us towards academic growth & excellence of all students, as we continue to develop our Professional Learning Community (PLC).

Specific program enhancements include:

- Additional Teacher training for new staff

- DnA for Common Formative Assessments
- Foundations Program (6th Grade)
- Freckle Intervention Pilot Program (7th & 8th Grade)
- 8th grade Gizmos Science program

New staff joining our teaching teams will have an additional five days of training to ensure that they are well informed and prepared for the student's first day of school.
We are excited to offer all Middle School teachers the DnA resource. DnA is a standards-based assessment creation program that will provide teachers with instant scoring, formative feedback, and interactive reporting. DnA will be an integral component within our collaborative teaching teams.

In the 6th-grade Foundations Program, we have introduced a comprehensive curriculum that aims to provide a solid educational groundwork for our students. We have carefully aligned the curriculum with state standards, ensuring that essential concepts and skills are covered in each subject area. The curriculum includes interactive activities, engaging projects, and collaborative learning opportunities, enabling students to develop critical thinking, problem-solving, and communication skills right from the start of their middle school journey.

In the 7th and 8th grades, we are implementing an intervention support pilot program that will target our students needing the most academic support in Math & ELA. A few of our general education teachers will have a group of 12-14 struggling students on their roster who will participate in the Freckle intervention program for ELA & Math, as an elective. Additional support will be provided through push-in services from a paraprofessional to work with students 1:1 and in small groups.

For our 8th-grade students, we have introduced an exciting addition to their academic experience—the Gizmos program. This program incorporates hands-on, technology-driven activities to promote a deeper understanding of scientific concepts. Students will have the opportunity to explore virtual labs, conduct experiments, and analyze real-time data using interactive simulations. The Gizmos program aims to ignite students' curiosity, strengthen their scientific inquiry skills, and provide them with a practical and engaging approach to learning.

In addition to these curriculum enhancements, we are committed to continuous improvement through our Professional Learning Communities (PLCs). The PLC process allows our dedicated educators to come together regularly to collaborate, share best practices, and collectively work towards improving instruction and student outcomes. This year, we have implemented a more structured approach to our PLC meetings, with focused agendas, targeted professional development sessions, and the integration of data-driven decision-making processes. These improvements ensure that our teachers have the necessary support and resources to enhance their instructional strategies, meet individual student needs, and drive continuous growth within our school community.

By investing in these program improvements, we are confident that our students will have an enriched learning experience in the 23-24 school year. We believe that our 2023-2024 enhancements will empower our students with the necessary skills and knowledge to excel academically and thrive as lifelong learners.

In high school, we are expanding the Freshman Lab program to include Math Lab II support for our struggling 10th grade students. Similar to Math Lab I, the Math Lab II program will help students develop the foundational knowledge needed to grasp grade-level material in the second year of the 2-year algebra core course and will support two identified essentials to success:

- Eliminates competition for priority - these identified 10th grade students are enrolled in a more limited breadth of courses, with just one elective.
- Provides additional intervention and enrichment opportunities - Through these supplemental courses, Foundations teachers can teach the prerequisite skills necessary for mastery, as well as provide additional teacher support on specific assignments in core courses.

In addition to the expansion of the lab program, we are committed to continuing to grow as a PLC school. We have dedicated time built into our master schedule every Tuesday morning, where all HS staff will focus on data and PLC collaboration. We will be offering professional development around the PLC model throughout the school year, including 2 sessions devoted to celebrating our growth and accomplishments in the PLC journey. We have worked with our HS Guiding Coalition to develop a universal workbook, containing the essential elements of a PLC at work, that each collaborative teacher team will utilize weekly.

APPROVED

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

BOARD REPORT # 01

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: FY 2022-23 Unaudited Actual Revenue and Expenditure Report

PROPOSAL:
It is proposed that the Governing Board of California Virtual Academy at Los Angeles ratify the FY 2022-23 Unaudited Actual Revenue and Expenditure Report.

BACKGROUND:
The Unaudited Actual Revenue and Expenditure Report represents the current financial status of the school for the 2022-23 fiscal year. This report shows an ending fund balance of $2,999,689, a $1,767,400 increase, which California Virtual Academy at Los Angeles will retain and carry forward into future fiscal years.

BUDGET IMPLICATIONS:
There are no budget implications.

RECOMMENDATIONS:
It is recommended that the Governing Board:

1. Ratify the Unaudited Actual Revenue and Expenditure Report for the 2022-23 fiscal year on behalf of California Virtual Academy at Los Angeles

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: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X				X	
John Bodenschatz	X					X
Stephanie Hansen-Sturm	X					
Dezi Waterhouse	X					

California Virtual Academy at Los Angeles

Board Presentation

Fiscal Year 2022-23

Unaudited Actuals

CALIFORNIA
VIRTUAL
ACADEMIES

CALIFORNIA VIRTUAL ACADEMIES

California Virtual Academy at Los Angeles

Summary of Changes from Fiscal Year 2022-23 Estimated Actuals

Category	Current	Incr (Decr)	Reason
ADA	5,328	14	ADA increase from FY23 Estimated Actuals
LCFF Revenue	$ 68,910,692	$ 387,076	Final FY23 P2 LCFF Funding
Restricted Revenue	$ 12,495,514	$ 1,621,323	Primarily due to increase in Lottery funding due to prior year adjustment, and increase in SPED funding
Expenses	$ 79,645,525	$ 2,651,136	Primarily due to increase in school's allocation of certificated salaries and benefits, an increase in accrued compensation, and an increase in SpEd contracted services expenditures

Fiscal Year 2022-23 Unaudited Actuals Highlights

SB740	45.2%	Certificated salaries and benefits, as a percent of revenue, is 5.2% higher than required
	81.0%	Instruction and instruction-related services, as a percent of revenue, is 1.0% higher than required
K12 Invoice Credits	$ -	Amount of credits issued by K12 for Fiscal Year 2022-23, which guarantee the school does not end the year with a deficit

CALIFORNIA VIRTUAL ACADEMIES

California Virtual Academy at Los Angeles

Fiscal Year 2022-23
Unaudited Actuals Comparison

Description	Object Code	2022-23 Adopted Budget	2022-23 First Interim Budget	2022-23 Second Interim Budget	2022-23 Estimated Actuals	2022-23 Unaudited Actuals	vs. Estimated Actuals Increase (Decrease) $ Difference	% Change	
P2 ADA		6,096	4,670	5,188	5,314	5,328	14	0.26%	a
A. REVENUES									
1. LCFF/Revenue Limit Sources	8010-8099	$ 76,069,849	$ 60,388,441	$ 67,008,247	$ 68,523,616	$ 68,910,692	$ 387,076	0.56%	b
2. Federal Revenues	8100-8299	3,721,345	3,136,299	3,650,727	3,914,861	3,852,088	(62,773)	-1.60%	c
3. Other State Revenues	8300-8599	7,398,797	5,822,589	8,448,915	6,959,330	8,643,426	1,684,096	24.20%	d
4. Other Local Revenues	8600-8799	18,877	11,739	23,580	20,566	6,719	(13,847)	-67.33%	
5. TOTAL REVENUES		$ 87,208,868	$ 69,359,069	$ 79,131,469	$ 79,418,372	$ 81,412,925	$ 1,994,552	2.51%	
B. EXPENDITURES									
1. Certificated Salaries	1000-1999	$ 24,959,012	$ 20,900,150	$ 22,562,338	$ 22,880,307	$ 25,731,817	$ 2,851,510	12.46%	e
2. Non-certificated Salaries	2000-2999	1,856,708	1,899,058	1,801,648	1,652,353	1,494,269	(158,083)	-9.57%	f
3. Employee Benefits	3000-3999	8,945,424	7,866,803	8,150,020	8,201,741	8,180,084	(21,657)	-0.26%	g
4. Books and Supplies	4000-4999	20,577,677	15,405,588	17,801,023	15,957,678	15,736,196	(221,482)	-1.39%	h
5. Services and Other Operating Expenditures	5000-5999	28,745,821	23,130,031	28,145,504	28,120,247	28,309,382	189,135	0.67%	i
6. Capital Outlay	6000-6999	137,638	157,439	169,961	182,062	193,776	11,715	6.43%	j
7. Other Outgo	7100-7499	-	-	-	-	-	-		
8. TOTAL EXPENDITURES		$ 85,222,280	$ 69,359,069	$ 78,630,493	$ 76,994,389	$ 79,645,525	$ 2,651,136	3.44%	
C. EXCESS (DEFICIENCY) OF REVENUE OVER EXPEND. BEFORE OTHER FINANCING SOURCES		1,986,588	-	500,976	2,423,984	1,767,400	(656,584)	-27.09%	
D. OTHER FINANCING SOURCES/USES		-	-	-	-	-	-		
E. NET INCREASE (DECREASE) IN FUND BALANCE		1,986,588	-	500,976	2,423,984	1,767,400	(656,584)	-27.09%	

EXPLANATION OF VARIANCES:

- a ADA increase from FY23 Estimated Actuals
- b Final FY23 P2 LCFF Funding
- c Primarily due to a decrease in actual Title expenditures, partially offset by an increase in final Federal SPED IDEA funding
- d Due to an increase in accrued Lottery funding and an increase in final State SPED funding
- e Primarily due to an increase in school's allocation of certificated salaries and an increase in accrued compensation
- f School's allocation of classifed salaries lower than previously estimated
- g Due to a decrease in STRS & PERS as a percent of salaries
- h Primarily due to a decrease in actual student-driven instructional materials & services
- i Primarily due to an increase in actual Sped contracted services expenditures
- j Actual asset purchases higher than estimated

CALIFORNIA VIRTUAL ACADEMIES

California Virtual Academy at San Diego

Fiscal Year 2022-23
Unaudited Actuals

Senate Bill 740 Instructional Cost

Certificated Salaries and Benefits	Object Code		Total
Certificated Teacher Salaries	1100	$	23,005,939
Cert. Supervisors' and Admin. Salaries	1300	$	-
Additional Certificated Personnel Pay	1900	$	2,725,878
Certificated Employee Benefits	3000-3999	$	7,539,828
Special Ed. - Certificated Contract Services (Certificated Portion - 80%)	5100	$	3,544,009
Certificated Staff Cost		**$**	**36,815,654**
Non-Certificated Support Salaries	2200	$	1,494,269
Non-Certificated Employee Benefits	3000-3999	$	640,256
Approved Textbooks and Core Curricula Materials	4100	$	15,618,840
Materials and Supplies	4300	$	117,356
Special Ed. - Certificated Contract Services (Non-certificated portion - 20%)	5100	$	886,002
Travel and Conferences	5200	$	205,699
Inst. Computers/Printers/Leasing	5600	$	3,277,769
Contract - Student Instructional Technology (7%)	5800	$	5,625,561
Other Instructional and Operating Expenditures	5800	$	165,444
ISP Services/Telephone	5900	$	1,090,751
Instruction & Instruction-Related Costs		**$**	**29,121,948**
Total Instructional Cost		**$**	**65,937,602**

SB 740 Requirement	Expenditures	Federal & State Revenues	% Spent (Expenditures / Revenues)
A. Certificated Teachers' Salaries and Benefits	$ 36,815,654	$ 81,412,925	45.22%
B. Total Instructional Costs	$ 65,937,602	$ 81,412,925	80.99%
C. PTR (Pupil-Teacher Ratio)	**21.18**	**: 1**	

Note:

In order to qualify for a 100% funding recommendation from ACCS, California Virtual Academy at Los Angeles 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) 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 2022-23 will show a balanced budget.

K12 Charges	Original Invoice	Invoice Credits	Revised Invoice
Support Services Fees (13%)	$ 10,447,470	$ -	$ 10,447,470
Technology Fees (7%)	$ 5,625,561	$ -	$ 5,625,561
Instruction Materials	$ 3,282,861	$ -	$ 3,282,861
OLS - Curriculum & Development	$ 11,341,809	$ -	$ 11,341,809
Inst. Computers/Printers/Leasing	$ 3,117,477	$ -	$ 3,117,477
Total Net K12, Inc.-Related Expenditures	**$ 33,815,179**	**$ -**	**$ 33,815,179**

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2022 to June 30, 2023

CHARTER SCHOOL CERTIFICATION

Charter School Name:	California Virtual Academy @ Los Angeles
CDS #:	19-65094-0112706
Charter Approving Entity:	West Covina Unified
County:	Los Angeles
Charter #:	0838

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:	For Approving Entity:	For Charter School:
Hoyt Yee	John Ziegenhohn	Francis Burke
Name	Name	Name
Business Services Consultant	Chief Fiscal Executive	Chief Business Official
Title	Title	Title
562-940-1705	626-939-4600 X 1404	805-232-4142
Telephone	Telephone	Telephone
Yee_Hoyt@lacoe.edu	jziegenhohn@wcusd.org	fburke@caliva.org
Email address	Email address	Email address

To the entity that approved the charter school:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: September 14, 2023
Charter School Official
(Original signature required)

Printed Name: April Warren Title: Head of School

To the County Superintendent of Schools:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of Charter Approving Entity
(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2022 to June 30, 2023

Charter School Name: California Virtual Academy @ Los Angeles
CDS #: 19-65094-0112706
Charter Approving Entity: West Covina Unified
County: Los Angeles
Charter #: 0838

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	57,658,260.00		57,658,260.00
Education Protection Account State Aid - Current Year	8012	5,350,565.00		5,350,565.00
State Aid - Prior Years	8019	(577,983.00)		(577,983.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	6,479,850.00		6,479,850.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		68,910,692.00	0.00	68,910,692.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		2,158,408.00	2,158,408.00
Special Education - Federal	8181, 8182		1,205,898.00	1,205,898.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		487,781.00	487,781.00
Total, Federal Revenues		0.00	3,852,087.00	3,852,087.00
3. Other State Revenues				
Special Education - State	StateRevSE		5,618,519.00	5,618,519.00
All Other State Revenues	StateRevAO	1,664,265.00	1,360,643.00	3,024,908.00
Total, Other State Revenues		1,664,265.00	6,979,162.00	8,643,427.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	6,719.00		6,719.00
Total, Local Revenues		6,719.00	0.00	6,719.00
5. TOTAL REVENUES		70,581,676.00	10,831,249.00	81,412,925.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	18,304,102.00	4,701,837.00	23,005,939.00
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300			0.00
Other Certificated Salaries	1900	2,725,878.00		2,725,878.00
Total, Certificated Salaries		21,029,980.00	4,701,837.00	25,731,817.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100			0.00
Noncertificated Support Salaries	2200	442,270.00	1,051,999.00	1,494,269.00
Noncertificated Supervisors' and Administrators' Salaries	2300			0.00
Clerical, Technical and Office Salaries	2400			0.00
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		442,270.00	1,051,999.00	1,494,269.00
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	3,739,776.00	898,051.00	4,637,827.00
PERS	3201-3202	112,204.00	266,892.00	379,096.00
OASDI / Medicare / Alternative	3301-3302	742,901.00	213,489.00	956,390.00

	Health and Welfare Benefits	3401-3402	1,353,691.00	651,856.00	2,005,547.00
	Unemployment Insurance	3501-3502	73,174.00	22,459.00	95,633.00
	Workers' Compensation Insurance	3601-3602	80,793.00	24,798.00	105,591.00
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902			0.00
	Total, Employee Benefits		6,102,539.00	2,077,545.00	8,180,084.00
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	15,464,630.00	154,210.00	15,618,840.00
	Books and Other Reference Materials	4200			0.00
	Materials and Supplies	4300	113,733.00	3,623.00	117,356.00
	Noncapitalized Equipment	4400			0.00
	Food	4700			0.00
	Total, Books and Supplies		15,578,363.00	157,833.00	15,736,196.00
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100	0.00	4,430,011.00	4,430,011.00
	Travel and Conferences	5200	26,707.00	178,992.00	205,699.00
	Dues and Memberships	5300	70,962.00	25,098.00	96,060.00
	Insurance	5400	91,841.00		91,841.00
	Operations and Housekeeping Services	5500	56,095.00	2,271.00	58,366.00
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	3,277,769.00		3,277,769.00
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	18,965,224.00	93,662.00	19,058,886.00
	Communications	5900	1,066,531.00	24,220.00	1,090,751.00
	Total, Services and Other Operating Expenditures		23,555,129.00	4,754,254.00	28,309,383.00
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6500 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Depreciation Expense (accrual basis only)	6900	193,776.00		193,776.00
	Amortization Expense - Lease Assets	6910			0.00
	Total, Capital Outlay		193,776.00	0.00	193,776.00
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		0.00	0.00	0.00
8.	TOTAL EXPENDITURES		66,902,057.00	12,743,468.00	79,645,525.00

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		3,679,619.00	(1,912,219.00)	1,767,400.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00

	Less:				
2.	Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	861,891.00	(861,891.00)	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		861,891.00	(861,891.00)	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		4,541,510.00	(2,774,110.00)	1,767,400.00
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	1,205,616.00		1,205,616.00
	b. Adjustments/Restatements	9793, 9795	(2,747,437.00)	2,774,110.00	26,673.00
	c. Adjusted Beginning Fund Balance /Net Position		(1,541,821.00)	2,774,110.00	1,232,289.00
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		2,999,689.00	0.00	2,999,689.00
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
	b. Restricted Net Position	9797		0.00	0.00
	c. Unrestricted Net Position	9790A	2,999,689.00	0.00	2,999,689.00

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	3,795,897.00	7,256,677.00	11,052,574.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	8,983,636.00	3,198,382.00	12,182,018.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	78,183.00	400,943.00	479,126.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489	305,394.00	6,551.00	311,945.00
10. TOTAL ASSETS		13,163,110.00	10,862,553.00	24,025,663.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490	2,999,689.00		2,999,689.00
2. TOTAL DEFERRED OUTFLOWS		2,999,689.00	0.00	2,999,689.00
I. LIABILITIES				
1. Accounts Payable	9500	13,163,110.00	2,043,945.00	15,207,055.00
2. Due to Grantor Governments	9590		1,429,870.00	1,429,870.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650		7,388,738.00	7,388,738.00

5.	Long-Term Liabilities (accrual basis only)	9660-9669	0.00	0.00	0.00
6.	TOTAL LIABILITIES		13,163,110.00	10,862,553.00	24,025,663.00
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		2,999,689.00	0.00	2,999,689.00

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.	NONE	$ 0.00		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	0.00
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999 except 3801-3802	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a.		None	0.00
b.			
c.			
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2021-22 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a.	Total Expenditures (B8)	79,645,525.00
b.	Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	3,852,087.00
c.	Subtotal of State & Local Expenditures [a minus b]	75,793,438.00
d.	Less Community Services [L2 Total]	0.00
e.	Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	193,776.00
f.	Less Supplemental Expenditures made as the result of a Presidentially Declared Disaster	0.00

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	$	75,599,662.00

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

BOARD REPORT # 02

APPROVED

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: The ratification of disbursements made by California Virtual Academy at Los Angeles from May 2023 through July 2023.

PROPOSAL:
It is proposed that the Governing Board of California Virtual Academy at Los Angeles ratify the disbursements made by the school from May 2023 through July 2023.

BACKGROUND:
On a monthly basis, California Virtual Academy at Los Angeles 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 May 2023 through July 2023.

BUDGET IMPLICATIONS:
The total disbursements for the months of May, June, and July were $5,654,046, $13,827,183, and $3,871,093, respectively.

RECOMMENDATIONS:
It is recommended that the Governing Board ratify the disbursements made by California Virtual Academy at Los Angeles from May 2023 through July 2023.

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: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Carey Robinson **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X					
John Bodenschatz	X				X	
Stephanie Hansen-Sturm	X					
Dezi Waterhouse	X					X

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
May 01, 2023 - May 31, 2023

Row Labels	Sum of Amount
Insperity(CAVA@LA)	3,324,833.89
K12 MANAGEMENT INC	1,537,381.09
Anchor Counseling & Education Solutions(CAVA @ Los Angeles)	87,629.78
Effectual Educational Consulting Service(CAVA @ Los Angeles)	84,946.35
Care Solace, Inc.(CAVA @ Los Angeles)	51,000.00
NCS Pearson, Inc.(CAVA @ Los Angeles)	33,459.40
National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Los Angeles)	32,662.22
State Board of Equalization(CAVA@LA)	32,013.00
E-Therapy LLC(CAVA @ Los Angeles)	28,025.06
California Teachers Association(CAVA @ Los Angeles)	27,139.60
Communicology, Inc., DBA Connect Teletherapy(CAVA @ Los Angeles)	25,997.96
EBS Healthcare Inc.(CAVA @ Los Angeles)	20,637.31
El Paseo Children's Center, Inc.(CAVA @ Los Angeles)	20,561.73
Cornerstone Educational Solutions(CAVA @ Los Angeles)	19,248.99
Pitney Bowes Bank Inc Purchase Power(CAVA @ Los Angeles)	16,674.30
Spectrum Center - Rossier Park High School(CAVA @ Los Angeles)	15,545.50
Speech Guy, LLC(CAVA @ Los Angeles)	14,866.36
Braille Consultants, Inc.(CAVA @ Los Angeles)	14,577.50
Barrington Staffing Services(CAVA @ Los Angeles)	14,011.56
The Silly Room(CAVA @ Los Angeles)	12,615.00
UPS(CAVA @ Los Angeles)	12,345.89
Law Offices of Young, Minney & Corr, LLP(CAVA @ Los Angeles)	11,427.00
ECE 4 Autism(CAVA @ Los Angeles)	10,540.50
Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Los Angeles)	9,368.75
Village Glen School(CAVA @ Los Angeles)	9,280.64
EMHSports USA, Inc(CAVA @ Los Angeles)	8,840.00
TheraStaffers(CAVA @ Los Angeles)	8,363.83
ALC Schools, LLC.(CAVA @ Los Angeles)	8,271.59
TalkPath Live(CAVA @ Los Angeles)	8,011.13
Del Sol School, Inc(CAVA @ Los Angeles)	7,611.00
FusionPlus Inc(CAVA @ Los Angeles)	7,500.00
Passageway Inc.(CAVA @ Los Angeles)	6,596.40
Summit View School(CAVA @ Los Angeles)	5,835.60
AppleOne Employment Services(CAVA @ Los Angeles)	5,583.60
Virtual Technologies Group(CAVA @ Los Angeles)	5,516.22
PresenceLearning, Inc.(CAVA @ Los Angeles)	5,296.75
Kadiant, LLC(CAVA @ Los Angeles)	5,240.80
Adapted Child's Play(CAVA @ Los Angeles)	4,984.04
Beach Cities Learning Center(CAVA @ Los Angeles)	4,560.70
WPS(CAVA @ Los Angeles)	3,905.49
Apple Inc.(CAVA @ Los Angeles)	3,868.15

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
May 01, 2023 - May 31, 2023

Row Labels	Sum of Amount
HopSkipDrive, Inc.(CAVA @ Los Angeles)	3,605.75
Select Staffing(CAVA @ Los Angeles)	3,515.40
DataBasics, Inc.(CAVA @ Los Angeles)	3,498.40
Partners in Special Education(CAVA @ Los Angeles)	3,323.75
Supreme Facility Services, Inc.(CAVA @ Los Angeles)	3,290.00
The Back Room Inc(CAVA @ Los Angeles)	3,200.00
Grace Speech Therapy Corp.(CAVA @ Los Angeles)	2,940.00
AXIS Teletherapy(CAVA @ Los Angeles)	2,860.00
Rids Brother Company Inc(CAVA @ Los Angeles)	2,850.00
De Lage Landen Financial Services Inc.(CAVA @ Los Angeles)	2,650.19
Christopher Chaidez dba Upward Bound School Inc.(CAVA @ Los Angeles)	2,479.46
DV Therapy Inc.(CAVA @ Los Angeles)	2,415.00
Children's Therapy Network(CAVA @ Los Angeles)	2,042.50
Comm-Core(CAVA @ Los Angeles)	2,000.52
Green Hasson & Janks LLP(CAVA @ Los Angeles)	2,000.00
Ontario Refrigeration(CAVA @ Los Angeles)	1,909.00
College Board(CAVA @ Los Angeles)	1,789.00
Specialized Therapy Services Inc(CAVA @ Los Angeles)	1,747.51
Academic Entertainment Inc.(CAVA @ Los Angeles)	1,690.00
Los Angeles Area Chamber of Commerce(CAVA @ Los Angeles)	1,685.00
Infinity Kids Corporation(CAVA @ Los Angeles)	1,677.50
Document Tracking Services(CAVA @ Los Angeles)	1,646.32
Vista Del Mar/Vista School (NPS)(CAVA @ Los Angeles)	1,562.49
Little Ears Therapy Centers(CAVA @ Los Angeles)	1,530.00
City of Vacaville(CAVA @ Los Angeles)	1,519.50
Helix Charter High School(CAVA @ Los Angeles)	1,500.00
DROPBOX, INC.(CAVA @ Los Angeles)	1,500.00
Quill Corporation(CAVA @ Los Angeles)	1,355.51
A1 Speech Therapy, Inc.(CAVA @ Los Angeles)	1,179.60
Staples(CAVA @ Los Angeles)	1,155.56
Comprehensive Therapy Associates, Inc.(CAVA @ Los Angeles)	1,150.00
Certified Languages International(CAVA @ Los Angeles)	1,126.50
Stepping Stones Therapy(CAVA @ Los Angeles)	1,000.00
Verizon Wireless(CAVA @ Los Angeles)	997.47
Amazon Capital Services(CAVA @ Los Angeles)	941.27
Dynamic Therapies(CAVA @ Los Angeles)	937.50
McColgan and Associates, INC.(CAVA @ Los Angeles)	931.68
Facilitron, Inc(CAVA @ Los Angeles)	914.36
Best Hearing San Diego(CAVA @ Los Angeles)	850.00
Oxford Consulting Services(CAVA @ Los Angeles)	761.25
Growing Healthy Children Therapy Services, Inc.(CAVA @ Los Angeles)	754.00

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
May 01, 2023 - May 31, 2023

Row Labels	Sum of Amount
Foundations Therapy Service(CAVA @ Los Angeles)	714.50
Beyond Blindness, Inc.(CAVA @ Los Angeles)	704.88
Bay Area SpeechWorks(CAVA @ Los Angeles)	701.25
Ray Morgan Company(CAVA @ Los Angeles)	619.83
Point Quest Pediatric Therapies, LLC(CAVA @ Los Angeles)	612.50
Carmen Gomez Ruiz(CAVA @ Los Angeles)	600.00
NAPA Center, Inc.(CAVA @ Los Angeles)	540.00
Academic Therapy Publications, Inc(CAVA @ Los Angeles)	474.50
The Miri Center. A Professional Psychological Corporation(CAVA @ Los Angeles)	460.00
Waste Management(CAVA @ Los Angeles)	432.23
RCM Technologies (USA), Inc.(CAVA @ Los Angeles)	393.75
ADT Commercial(CAVA @ Los Angeles)	381.13
PRN Nursing Consultants LLC(CAVA @ Los Angeles)	380.00
Sparkletts(CAVA @ Los Angeles)	379.70
Crick Software(CAVA @ Los Angeles)	349.00
CDW Government Inc(CAVA @ Los Angeles)	344.36
RH Vision Services(CAVA @ Los Angeles)	262.50
StateFoodSafety(CAVA @ Los Angeles)	260.00
Intellivol, LLC(CAVA @ Los Angeles)	250.00
Dutch Ryan Plumbing(CAVA @ Los Angeles)	250.00
eLuma(CAVA @ Los Angeles)	241.00
School Services of California, Inc.(CAVA @ Los Angeles)	235.00
Western Exterminator Company(CAVA @ Los Angeles)	222.85
Paper Recycling & Shredding(CAVA @ Los Angeles)	196.00
Sunny Kids Therapy, Inc.(CAVA @ Los Angeles)	195.00
County Fire Protection(CAVA @ Los Angeles)	175.00
Pitney Bowes Global Financial Services(CAVA @ Los Angeles)	155.62
Professional Tutors of America, Inc.(CAVA @ Los Angeles)	135.00
Doctors Wellness Company LLC dba WellnessMart MD(CAVA @ Los Angeles)	124.00
Grand Total	**5,654,046**

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

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33253 - A1 Speech Therapy, Inc.(CAVA@LA)					(1,179.60)
	Bill	05/11/2023	INV-00199		
	Bill Payment	05/11/2023	33253		1,179.60
					0.00
Bill Payment #33376 - Marnie J Young dba Adapted Child's Play(CAVA @ Los Angeles)					(2,584.04)
	Bill	05/24/2023	INV-00291		
	Bill	05/24/2023	INV-00301		(880.00)
	Bill	05/24/2023	INV-00298		(160.00)
	Bill	05/24/2023	INV-00300		(1,360.00)
	Bill Payment	05/25/2023	33376		4,984.04
					0.00
Bill Payment #33354 - Amazon Capital Services(CAVA @ Los Angeles)					(15.00)
	Bill	05/24/2023	13PV-XTRF-GVVX		
	Bill	05/24/2023	17FJ-7TTW-6G93		(402.19)
	Bill	05/24/2023	1N1F-Q3FC-7PD3		(288.61)
	Bill	05/24/2023	1NKP-TP1Q-MT6H		(76.93)
	Bill	05/24/2023	1VVG-RWWV-DX79		(49.85)
	Bill Payment	05/25/2023	33354		832.58
Bill Payment #33257 - Amazon Capital Services(CAVA @ Los Angeles)					(108.69)
	Bill	05/11/2023	133K-NWFQ-C741		
	Bill Payment	05/11/2023	33257	1176-TQML-76TG	108.69
					0.00
Bill Payment #33260 - AppleOne Employment Services(CAVA@LA)					(2,282.64)
	Bill	05/11/2023	LLC 01-6605542		
	Bill	05/11/2023	LLC 01-6609351		(2,031.36)
	Bill	05/11/2023	LLC 01-6615897		(1,269.60)
	Bill Payment	05/11/2023	33260		5,583.60
					0.00
Bill Payment #33356 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Los Angeles)					(1,156.25)
	Bill	05/24/2023	INV-00485		
	Bill	05/24/2023	INV-00486		(1,250.00)
	Bill	05/24/2023	INV-00487		(1,156.25)
	Bill Payment	05/25/2023	33356		3,562.50
Bill Payment #33261 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Los Angeles)					(1,468.75)
	Bill	05/11/2023	INV-00473		
	Bill	05/11/2023	INV-00475		(1,837.50)
	Bill	05/11/2023	INV-00476		(1,125.00)
	Bill	05/11/2023	INV-00474		(1,375.00)
	Bill Payment	05/11/2023	33261		5,806.25
					0.00
Bill Payment #33333 - Barrington Staffing Services(CAVA@LA)					(4,537.58)
	Bill	05/24/2023	LLC 42355		
	Bill Payment	05/25/2023	33333		4,537.58
Bill Payment #33263 - Barrington Staffing Services(CAVA@LA)					(2,167.20)
	Bill	05/11/2023	LLC 42276		
	Bill	05/11/2023	LLC 42302		(2,829.40)
	Bill	05/11/2023	LLC 42326		(4,477.38)
	Bill Payment	05/11/2023	33263		9,473.98
					0.00
Bill Payment #33358 - Braille Consultants, Inc.(CAVA@LA)					(170.00)
	Bill	05/24/2023	INV-01570		
	Bill	05/24/2023	INV-01571		(2,720.00)
	Bill	05/24/2023	INV-01572		(85.00)
	Bill	05/24/2023	INV-01575		(2,720.00)
	Bill	05/24/2023	INV-01576		(170.00)
	Bill Payment	05/25/2023	33358		5,865.00
Bill Payment #33267 - Braille Consultants, Inc.(CAVA@LA)					(2,720.00)
	Bill	05/10/2023	INV-01561		
	Bill	05/10/2023	INV-01562		(85.00)
	Bill	05/10/2023	INV-01564		(2,720.00)
	Bill	05/11/2023	INV-01566		(2,720.00)
	Bill	05/11/2023	INV-01568		(297.50)
	Bill	05/11/2023	INV-01569		(170.00)
	Bill Payment	05/11/2023	33267		8,712.50
					0.00
Bill Payment #33268 - California Teachers Association(CAVA@LA)					(27,139.60)
	Bill	05/11/2023	Union Dues - 042023		
	Bill Payment	05/11/2023	33268		27,139.60
					0.00
Bill Payment #33270 - Carmen Gomez Ruiz(CAVA @ Los Angeles)					(600.00)
	Bill	05/11/2023	LLC 2089		
	Bill Payment	05/11/2023	33270		600.00

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

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
					0.00
					(19,248.99)
Bill Payment #33361 - Christy Bock dba Cornerstone Educational Solutions(CAVA @ Los Angeles)	Bill	05/24/2023	INV-00251		
	Bill Payment	05/25/2023	33361		19,248.99
					0.00
Bill Payment #33279 - DataBasics, Inc.(CAVA@LA)	Bill	05/11/2023	LLC 0811483		(3,498.40)
	Bill Payment	05/11/2023	33279		3,498.40
					0.00
Bill Payment #33337 - Document Tracking Services(CAVA@LA)	Bill	05/24/2023	LLC T-930650060		(1,646.32)
	Bill Payment	05/25/2023	33337		1,646.32
					0.00
Bill Payment #33364 - DV Therapy Inc.(CAVA@LA)	Bill	05/24/2023	INV-00169		(1,920.00)
	Bill	05/24/2023	INV-00173		(495.00)
	Bill Payment	05/25/2023	33364		2,415.00
					0.00
Bill Payment #33367 - EBS Healthcare Inc.(CAVA@LA)	Bill	05/24/2023	INV-02604		(3,048.61)
	Bill	05/24/2023	INV-02616		(142.66)
	Bill	05/24/2023	INV-02617		(114.00)
	Bill Payment	05/25/2023	33367		3,305.27
Bill Payment #33284 - EBS Healthcare Inc.(CAVA@LA)	Bill	05/10/2023	INV-02524		(3,985.50)
	Bill	05/10/2023	INV-02539		(47.01)
	Bill	05/11/2023	INV-02541		(3,354.32)
	Bill	05/11/2023	INV-02542		(5,607.42)
	Bill	05/11/2023	INV-02553		(138.40)
	Bill	05/11/2023	INV-02556		(75.99)
	Bill	05/11/2023	INV-02557		(138.42)
	Bill	05/11/2023	INV-02561		(66.96)
	Bill	05/11/2023	INV-02564		(133.60)
	Bill	05/11/2023	INV-02568		(122.97)
	Bill	05/11/2023	INV-02570		(74.08)
	Bill	05/11/2023	INV-02573		(25.19)
	Bill	05/11/2023	INV-02575		(171.00)
	Bill	05/11/2023	INV-02577		(85.50)
	Bill	05/11/2023	INV-02580		(1,936.55)
	Bill	05/11/2023	INV-02581		(913.13)
	Bill	05/11/2023	INV-02596		(228.00)
	Bill	05/11/2023	INV-02602		(228.00)
	Bill Payment	05/11/2023	33284		17,332.04
Amount Unapplied - Bill Payment #33367 - EBS Healthcare Inc.(CAVA@LA)					(0.00)
Amount Unapplied - Bill Payment #33284 - EBS Healthcare Inc.(CAVA@LA)					0.00
					0.00
Bill Payment #33368 - ECE 4 Autism(CAVA @ Los Angeles)	Bill	05/24/2023	02203076		(2,526.00)
	Bill	05/24/2023	02203077		(4,641.00)
	Bill	05/24/2023	02203093		(3,373.50)
	Bill Payment	05/25/2023	33368		10,540.50
					0.00
Bill Payment #33369 - Effectual Educational Consulting Service(CAVA@LA)	Bill	05/24/2023	INV-06615		(850.00)
	Bill	05/24/2023	INV-06623		(3,551.25)
	Bill	05/24/2023	INV-06631		(2,639.78)
	Bill	05/24/2023	INV-06635		(1,376.25)
	Bill	05/24/2023	INV-06642		(1,118.75)
	Bill	05/24/2023	INV-06647		(2,438.75)
	Bill	05/24/2023	INV-06650		(2,705.90)
	Bill	05/24/2023	INV-06655		(2,730.00)
	Bill	05/24/2023	INV-06659		(3,340.00)
	Bill	05/24/2023	INV-06660		(1,372.85)
	Bill	05/24/2023	INV-06667		(1,805.63)
	Bill	05/24/2023	INV-06674		(772.50)
	Bill	05/24/2023	INV-06680		(1,313.30)
	Bill	05/24/2023	INV-06687		(1,500.00)
	Bill Payment	05/25/2023	33369		27,514.96
Bill Payment #33285 - Effectual Educational Consulting Service(CAVA@LA)	Bill	05/10/2023	INV-06577		(300.00)
	Bill	05/10/2023	INV-06596		(115.00)
	Bill	05/10/2023	INV-06605		(560.00)
	Bill	05/10/2023	INV-06609		(390.00)

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

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33285 - Effectual Educational Consulting	Bill	05/11/2023	INV-06583		(5,432.50)
	Bill	05/11/2023	INV-06611		(390.00)
	Bill	05/11/2023	LLC 10544		(7,140.00)
	Bill Payment	05/11/2023	33285		14,327.50
Bill Payment #33252 - Effectual Educational Consulting Service(CAVA@LA)					(440.00)
	Bill	05/03/2023	INV-06489		
	Bill	05/03/2023	INV-06496		(1,430.00)
	Bill	05/03/2023	INV-06498		(778.75)
	Bill	05/03/2023	INV-06499		(4,522.50)
	Bill	05/03/2023	INV-06514		(10,315.00)
	Bill	05/03/2023	INV-06519		(2,574.40)
	Bill	05/03/2023	INV-06520		(3,165.92)
	Bill	05/03/2023	INV-06525		(3,193.14)
	Bill	05/03/2023	INV-06535		(540.00)
	Bill	05/03/2023	INV-06540		(761.60)
	Bill	05/03/2023	INV-06544		(2,167.08)
	Bill	05/03/2023	INV-06550		(2,556.25)
	Bill	05/03/2023	INV-06560		(2,055.00)
	Bill	05/03/2023	INV-06563		(1,155.00)
	Bill	05/03/2023	INV-06567		(2,422.25)
	Bill	05/03/2023	INV-06571		(827.00)
	Bill Payment	05/04/2023	33252		38,903.89
Bill Payment #33251 - Effectual Educational Consulting Service(CAVA@LA)					(4,200.00)
	Bill	05/03/2023	LLC 9650		
	Bill Payment	05/04/2023	33251		4,200.00
					(0.00)
Amount Unapplied - Bill Payment #33252 - Effectual Educational Consulting Service(CAVA@LA)					
					(0.00)
Bill Payment #33287 - eLuma(CAVA@LA)	Bill	05/11/2023	VST-01033		(241.00)
	Bill Payment	05/11/2023	33287		241.00
					0.00
Bill Payment #33288 - EMHSports USA, Inc(CAVA@LA)					(510.00)
	Bill	05/11/2023	INV-03108		
	Bill	05/11/2023	INV-03112		(510.00)
	Bill	05/11/2023	INV-03113		(510.00)
	Bill	05/11/2023	INV-03114		(510.00)
	Bill	05/11/2023	INV-03122		(680.00)
	Bill	05/11/2023	INV-03123		(340.00)
	Bill	05/11/2023	INV-03129		(340.00)
	Bill	05/11/2023	INV-03131		(510.00)
	Bill	05/11/2023	INV-03133		(510.00)
	Bill	05/11/2023	INV-03134		(510.00)
	Bill	05/11/2023	INV-03139		(510.00)
	Bill	05/11/2023	INV-03140		(510.00)
	Bill	05/11/2023	INV-03141		(1,020.00)
	Bill	05/11/2023	INV-03144		(510.00)
	Bill	05/11/2023	INV-03145		(510.00)
	Bill	05/11/2023	INV-03146		(850.00)
	Bill Payment	05/11/2023	33288		8,840.00
					0.00
Bill Payment #33366 - E-Therapy LLC(CAVA@LA)	Bill	05/24/2023	INV-06294		(3,013.67)
	Bill	05/24/2023	INV-06295		(3,769.34)
	Bill	05/24/2023	INV-06296		(3,325.24)
	Bill	05/24/2023	INV-06300		(1,659.00)
	Bill Payment	05/25/2023	33366		11,767.25
Bill Payment #33283 - E-Therapy LLC(CAVA@LA)	Bill	05/10/2023	INV-05999		(4,677.40)
	Bill	05/10/2023	INV-06000		(2,361.87)
	Bill	05/10/2023	INV-06002		(1,585.47)
	Bill	05/10/2023	INV-06003		(207.00)
	Bill	05/10/2023	INV-06004		(58.00)
	Bill	05/10/2023	INV-06005		(34.80)
	Bill	05/10/2023	INV-06006		(33.00)
	Bill	05/10/2023	INV-06007		(34.80)
	Bill	05/10/2023	INV-06008		(34.80)
	Bill	05/10/2023	INV-06009		(34.80)
	Bill	05/10/2023	INV-06011		(58.00)
	Bill	05/10/2023	INV-06068		(51.00)
	Bill	05/10/2023	INV-06073		(23.33)
	Bill	05/10/2023	INV-06075		(23.33)
	Bill	05/10/2023	INV-06079		(51.00)
	Bill	05/10/2023	INV-06083		(23.34)
	Bill	05/10/2023	INV-06093		(51.00)
	Bill	05/10/2023	INV-06107		(57.50)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33283 - E-Therapy LLC(CAVA@LA)	Bill	05/10/2023	INV-06149		(17.08)
	Bill	05/10/2023	INV-06176		(28.75)
	Bill	05/10/2023	INV-06199		(23.33)
	Bill	05/10/2023	INV-06206		(17.08)
	Bill	05/10/2023	INV-06213		(46.67)
	Bill	05/10/2023	INV-06227		(45.00)
	Bill	05/10/2023	INV-06233		(883.44)
	Bill	05/10/2023	INV-06241		(1,163.00)
	Bill	05/10/2023	INV-06248		(14.37)
	Bill	05/10/2023	INV-06250		(22.50)
	Bill	05/10/2023	INV-06254		(11.66)
	Bill	05/10/2023	INV-06258		(23.33)
	Bill	05/10/2023	INV-06259		(11.66)
	Bill	05/11/2023	INV-06001		(4,398.70)
	Bill	05/11/2023	INV-06268		(34.80)
	Bill	05/11/2023	INV-06271		(116.00)
	Bill Payment	05/11/2023	33283		16,257.81
Amount Unapplied - Bill Payment #33283 - E-Therapy LLC(CAVA@LA)					0.00
					0.00
Bill Payment #33289 - Foundations Therapy Service(CAVA @ Los Angeles)					(266.75)
	Bill	05/11/2023	INV-00704		
	Bill	05/11/2023	INV-00705		(447.75)
	Bill Payment	05/11/2023	33289		714.50
					0.00
Bill Payment #33290 - FusionPlus Inc(CAVA@LA)	Bill	05/11/2023	LLC INV-998		(7,500.00)
	Bill Payment	05/11/2023	33290		7,500.00
					0.00
Bill Payment #33293 - HopSkipDrive, Inc.(CAVA @ Los Angeles)					(3,605.75)
	Bill	05/11/2023	13901		
	Bill Payment	05/11/2023	33293		3,605.75
					0.00
Bill Payment #Wire 05/26/23 - K12 MANAGEMENT INC			LA - INV-003-9703 - Mar 23		(339,568.49)
	Bill	03/15/2023	- OLS	LA - INV-003-9703 - Mar 23 - OLS	
			LA - INV-003-9587 - Feb 23 -		(1,197,812.60)
	Bill	03/15/2023	SS&T	LA - INV-003-9587 - Feb 23 - SS&T	
	Bill Payment	05/26/2023	Wire 05/26/23	LA May 2023 K12 Payment	1,537,381.09
					0.00
Bill Payment #33296 - Law Offices of Young, Minney & Corr, LLP(CAVA @ Los Angeles)					(589.50)
	Bill	05/11/2023	4451		
	Bill	05/11/2023	LLC 3857		(810.00)
	Bill	05/11/2023	LLC 4448		(6,397.50)
	Bill	05/11/2023	LLC 4498		(3,630.00)
	Bill Payment	05/11/2023	33296		11,427.00
					0.00
Bill Payment #33297 - Little Ears Therapy Centers(CAVA@LA)					(1,530.00)
	Bill	05/11/2023	INV-00077		
	Bill Payment	05/11/2023	33297		1,530.00
					0.00
Bill Payment #33378 - NAPA Center, Inc.(CAVA@LA)	Bill	05/24/2023	INV-00527		(540.00)
	Bill Payment	05/25/2023	33378		540.00
					0.00
Bill Payment #33379 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Los Angeles)					(187.44)
	Bill	05/24/2023	INV-04827		
	Bill	05/24/2023	INV-04828		(983.62)
	Bill	05/24/2023	INV-04829		(380.05)
	Bill	05/24/2023	INV-04830		(413.69)
	Bill	05/24/2023	INV-04831		(691.86)
	Bill	05/24/2023	INV-04832		(398.38)
	Bill	05/24/2023	INV-04833		(595.40)
	Bill	05/24/2023	INV-04834		(955.56)
	Bill	05/24/2023	INV-04835		(367.72)
	Bill	05/24/2023	INV-04836		(317.91)
	Bill	05/24/2023	INV-04837		(208.27)
	Bill	05/24/2023	INV-04865		(888.67)
	Bill	05/24/2023	INV-04873		(126.00)
	Bill	05/24/2023	INV-04878		(156.20)
	Bill	05/24/2023	INV-04879		(704.81)
	Bill	05/24/2023	INV-04880		(1,363.59)
	Bill	05/24/2023	INV-04881		(325.05)
	Bill	05/24/2023	INV-04882		(723.10)
	Bill	05/24/2023	INV-04884		(689.12)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33379 - National TeleTherapy	Bill	05/24/2023	INV-04885		(495.40)
	Bill	05/24/2023	INV-04886		(599.07)
	Bill	05/24/2023	INV-04888		(286.66)
	Bill Payment	05/25/2023	33379		11,857.57
Bill Payment #33299 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Los Angeles)					(63.00)
	Bill	05/10/2023	INV-04665		
	Bill	05/10/2023	INV-04669		(187.44)
	Bill	05/10/2023	INV-04670		(520.94)
	Bill	05/10/2023	INV-04671		(1,670.00)
	Bill	05/10/2023	INV-04673		(288.75)
	Bill	05/10/2023	INV-04674		(899.52)
	Bill	05/10/2023	INV-04675		(531.56)
	Bill	05/10/2023	INV-04676		(242.56)
	Bill	05/10/2023	INV-04677		(429.01)
	Bill	05/10/2023	INV-04678		(301.56)
	Bill	05/10/2023	INV-04679		(259.10)
	Bill	05/10/2023	INV-04680		(744.25)
	Bill	05/10/2023	INV-04681		(288.04)
	Bill	05/10/2023	INV-04708		(464.22)
	Bill	05/10/2023	INV-04714		(63.00)
	Bill	05/10/2023	INV-04718		(187.44)
	Bill	05/10/2023	INV-04720		(1,032.66)
	Bill	05/10/2023	INV-04722		(776.28)
	Bill	05/10/2023	INV-04723		(588.75)
	Bill	05/10/2023	INV-04724		(720.36)
	Bill	05/10/2023	INV-04725		(905.95)
	Bill	05/10/2023	INV-04726		(214.51)
	Bill	05/10/2023	INV-04728		(602.67)
	Bill	05/11/2023	INV-04719		(766.07)
	Bill	05/11/2023	INV-04721		(467.50)
	Bill	05/11/2023	INV-04727		(259.10)
	Bill	05/11/2023	INV-04767		(126.00)
	Bill	05/11/2023	INV-04772		(187.44)
	Bill	05/11/2023	INV-04773		(628.19)
	Bill	05/11/2023	INV-04774		(982.99)
	Bill	05/11/2023	INV-04775		(953.73)
	Bill	05/11/2023	INV-04776		(679.12)
	Bill	05/11/2023	INV-04777		(383.04)
	Bill	05/11/2023	INV-04778		(799.37)
	Bill	05/11/2023	INV-04780		(538.33)
	Bill	05/11/2023	INV-04781		(291.11)
	Bill	05/11/2023	INV-04782		(429.02)
	Bill	05/11/2023	INV-04804		(371.25)
	Bill	05/11/2023	INV-04814		(223.88)
	Bill	05/11/2023	INV-04817		(736.94)
	Bill Payment	05/11/2023	33299		20,804.65
					(0.00)
Bill Payment #33301 - Paper Recycling & Shredding(CAVA@LA)					(98.00)
	Bill	05/11/2023	LLC 543488		
	Bill	05/11/2023	LLC 544611		(98.00)
	Bill Payment	05/11/2023	33301		196.00
					0.00
Bill Payment #33381 - Partners in Special Education(CAVA@LA)					(1,280.00)
	Bill	05/24/2023	INV-00832		
	Bill	05/24/2023	INV-00839		(160.00)
	Bill	05/24/2023	INV-00840		(315.00)
	Bill Payment	05/25/2023	33381		1,755.00
Bill Payment #33302 - Partners in Special Education(CAVA@LA)					(361.25)
	Bill	05/10/2023	INV-00811		
	Bill	05/10/2023	INV-00818		(440.00)
	Bill	05/11/2023	INV-00825		(767.50)
	Bill Payment	05/11/2023	33302		1,568.75
					0.00
Bill Payment #33383 - PresenceLearning, Inc.(CAVA @ Los Angeles)					(156.25)
	Bill	05/24/2023	INV-08063		
	Bill	05/24/2023	INV-08068		(1,309.00)
	Bill	05/24/2023	INV-08069		(1,191.50)
	Bill	05/24/2023	INV-08070		(682.50)
	Bill	05/24/2023	INV-08075		(1,895.00)
	Bill Payment	05/25/2023	33383		5,234.25
Bill Payment #33307 - PresenceLearning, Inc.(CAVA @ Los Angeles)					(62.50)
	Bill	05/10/2023	INV-08062		
	Bill Payment	05/11/2023	33307		62.50

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					0.00
Bill Payment #33313 - RH Vision Services(CAVA @ Los Angeles)					(262.50)
	Bill	05/10/2023	INV-00064		
	Bill Payment	05/11/2023	33313		262.50
					0.00
Bill Payment #33346 - Sparkletts(CAVA@LA)	Bill	05/24/2023	LLC 15182654 051423		(379.70)
	Bill Payment	05/25/2023	33346		379.70
					0.00
Bill Payment #33387 - Speech Guy, LLC(CAVA @ Los Angeles)					(3,557.22)
	Bill	05/24/2023	INV-00806		
	Bill Payment	05/25/2023	33387		3,557.22
Bill Payment #33317 - Speech Guy, LLC(CAVA @ Los Angeles)					(5,085.65)
	Bill	05/11/2023	INV-00785		
	Bill	05/11/2023	INV-00795		(5,117.23)
	Bill	05/11/2023	INV-00796		(1,106.26)
	Bill Payment	05/11/2023	33317		11,309.14
					0.00
Bill Payment #33347 - Staples(CAVA@LA)	Bill	05/24/2023	LLC 3537382749		(681.30)
	Bill Payment	05/25/2023	33347		681.30
Bill Payment #33318 - Staples(CAVA@LA)	Bill	05/11/2023	LLC 3535708720		(474.26)
	Bill Payment	05/11/2023	33318		474.26
					0.00
Bill Payment #33388 - Stepping Stones Therapy(CAVA@LA)					(156.25)
	Bill	05/24/2023	INV-00322		
	Bill	05/24/2023	INV-00326		(250.00)
	Bill	05/24/2023	INV-00327		(125.00)
	Bill Payment	05/25/2023	33388		531.25
Bill Payment #33319 - Stepping Stones Therapy(CAVA@LA)					(156.25)
	Bill	05/10/2023	INV-00313		
	Bill	05/11/2023	INV-00318		(312.50)
	Bill Payment	05/11/2023	33319		468.75
					0.00
Bill Payment #33306 - PrentGraf Ltd dba TalkPath Live(CAVA @ Los Angeles)					(4,219.91)
	Bill	05/11/2023	INV-00643		
	Bill	05/11/2023	INV-00644		(3,791.22)
	Bill Payment	05/11/2023	33306		8,011.13
					0.00
Bill Payment #33298 - MK Innovations Inc dba The Silly Room(CAVA @ Los Angeles)					(4,425.00)
	Bill	05/11/2023	INV-00469		
	Bill	05/11/2023	INV-00470		(3,570.00)
	Bill	05/11/2023	INV-00468		(4,620.00)
	Bill Payment	05/11/2023	33298		12,615.00
					0.00
Bill Payment #33389 - TheraStaffers(CAVA @ Los Angeles)					(2,959.25)
	Bill	05/24/2023	INV-00216		
	Bill Payment	05/25/2023	33389		2,959.25
Bill Payment #33325 - TheraStaffers(CAVA @ Los Angeles)					(1,090.00)
	Bill	05/11/2023	INV-00196		
	Bill	05/11/2023	INV-00188		(1,453.33)
	Bill	05/11/2023	INV-00180		(1,526.00)
	Bill	05/11/2023	INV-00184		(272.50)
	Bill	05/11/2023	INV-00201		(926.50)
	Bill	05/11/2023	INV-00206		(136.25)
	Bill Payment	05/11/2023	33325		5,404.58
					0.00
Bill Payment #33349 - UPS(CAVA@LA)	Bill	05/24/2023	LLC 000073Y68E193		(1,343.46)
	Bill	05/24/2023	LLC 000073Y68E203		(2,991.64)
	Bill	05/24/2023	LLC 0000V9159W193		(149.59)
	Bill	05/24/2023	LLC 0000V9159W203		(117.65)
	Bill Payment	05/25/2023	33349		4,602.34
Bill Payment #33326 - UPS(CAVA@LA)	Bill	05/11/2023	LLC 000073Y68E163		(1,497.41)
	Bill	05/11/2023	LLC 000073Y68E173		(1,705.21)
	Bill	05/11/2023	LLC 000073Y68E183		(3,950.65)
	Bill	05/11/2023	LLC 0000V9159W163		(330.81)
	Bill	05/11/2023	LLC 0000V9159W173		(123.93)
	Bill	05/11/2023	LLC 0000V9159W183		(135.54)
	Bill Payment	05/11/2023	33326		7,743.55
Amount Unapplied - Bill Payment #33349 - UPS(CAVA@LA)					0.00
					(0.00)
Bill Payment #33390 - Virtual Technologies Group(CAVA@LA)					(1,409.83)
	Bill	05/24/2023	201541		
	Bill	05/24/2023	201556		(1,045.30)
	Bill	05/24/2023	201575		(144.63)

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Bill Payment #33390 - Virtual Technologies	Bill	05/24/2023	201593		(1,045.30)
	Bill	05/24/2023	201595		(144.63)
	Bill	05/24/2023	201599		(144.63)
	Bill Payment	05/25/2023	33390		3,934.32
Bill Payment #33328 - Virtual Technologies					(529.70)
Group(CAVA@LA)	Bill	05/11/2023	201182		
	Bill	05/11/2023	201196		(1,052.20)
	Bill Payment	05/11/2023	33328	Cr Inv 200032	1,581.90
Amount Unapplied - Bill Payment #33390 - Virtual Technologies Group(CAVA@LA)					0.00
					0.00
Bill Payment #33330 - Waste Management(CAVA @					(167.38)
Los Angeles)	Bill	05/11/2023	LLC 6651731-0283-1		
	Bill	05/11/2023	LLC 6651750-0283-1		(264.85)
	Bill Payment	05/11/2023	33330		432.23
					0.00
Bill Payment #33351 - Western Exterminator					(222.85)
Company(CAVA@LA)	Bill	05/24/2023	LLC 44910327		
	Bill Payment	05/25/2023	33351		222.85
					0.00
Bill Payment #33323 - The Back Room Inc(CAVA @					(3,200.00)
Los Angeles)	Bill	05/11/2023	LLC INV-1927		
	Bill Payment	05/11/2023	33323		3,200.00
					0.00
					(997.47)
Bill Payment #33350 - Verizon Wireless(CAVA@LA)	Bill	05/24/2023	LLC 9934032879		
	Bill Payment	05/25/2023	33350		997.47
					0.00
Bill Payment #33343 - Pitney Bowes Purchase			LLC 8000-9090-1005-2145		(16,674.30)
Power(CAVA @ Los Angeles)	Bill	05/24/2023	051623		
	Bill Payment	05/25/2023	33343		16,674.30
					0.00
Bill Payment #33255 - ADT Commercial(CAVA @ Los					(381.13)
Angeles)	Bill	05/11/2023	LLC 150074557		
	Bill Payment	05/11/2023	33255		381.13
					0.00
Bill Payment #33355 - Anchor Counseling &					(600.00)
Education Solutions(CAVA@LA)	Bill	05/24/2023	INV-06029		
	Bill	05/24/2023	INV-06053		(1,260.00)
	Bill	05/24/2023	INV-06040		(1,545.00)
	Bill	05/24/2023	INV-06008		(450.00)
	Bill	05/24/2023	INV-06062		(3,325.42)
	Bill	05/24/2023	INV-06063		(7,177.72)
	Bill	05/24/2023	INV-06064		(9,401.28)
	Bill	05/24/2023	INV-06065		(296.89)
	Bill	05/24/2023	INV-06017		(705.00)
	Bill Payment	05/25/2023	33355		24,761.31
Bill Payment #33258 - Anchor Counseling &					(6,050.64)
Education Solutions(CAVA@LA)	Bill	05/10/2023	INV-05949		
	Bill	05/10/2023	INV-05972		(4,167.50)
	Bill	05/10/2023	INV-05984		(383.56)
	Bill	05/11/2023	INV-05952		(6,728.77)
	Bill	05/11/2023	INV-05954		(7,429.60)
	Bill	05/11/2023	INV-05950		(3,906.25)
	Bill	05/11/2023	INV-05951		(7,377.71)
	Bill	05/11/2023	INV-05953		(8,905.87)
	Bill	05/11/2023	INV-05986		(6,512.51)
	Bill	05/11/2023	INV-05987		(7,475.63)
	Bill	05/11/2023	INV-05988		(3,930.43)
	Bill Payment	05/11/2023	33258		62,868.47
Amount Unapplied - Bill Payment #33355 - Anchor Counseling & Education Solutions(CAVA@LA)					(0.00)
Amount Unapplied - Bill Payment #33258 - Anchor Counseling & Education Solutions(CAVA@LA)					0.00
					0.00
Bill Payment #33360 - Children's Therapy					(1,257.50)
Network(CAVA@LA)	Bill	05/24/2023	INV-01044		
	Bill Payment	05/25/2023	33360		1,257.50
Bill Payment #33273 - Children's Therapy					(785.00)
Network(CAVA@LA)	Bill	05/10/2023	INV-01034		
	Bill Payment	05/11/2023	33273		785.00
					0.00
Bill Payment #33377 - McColgan and Associates,					(931.68)
INC.(CAVA@LA)	Bill	05/24/2023	INV-00651		

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Bill Payment #33377 - McColgan and Associates,	Bill Payment	05/25/2023	33377		931.68
					0.00
Bill Payment #33370 - El Paseo Children's Center, Inc.(CAVA @ Los Angeles)					(2,114.93)
	Bill	05/24/2023	INV-00712		
	Bill Payment	05/25/2023	33370		2,114.93
Bill Payment #33286 - El Paseo Children's Center, Inc.(CAVA @ Los Angeles)					(1,632.05)
	Bill	05/10/2023	INV-00695		
	Bill	05/11/2023	INV-00685		(9,793.13)
	Bill	05/11/2023	INV-00702		(4,509.65)
	Bill	05/11/2023	INV-00703		(2,511.97)
	Bill Payment	05/11/2023	33286		18,446.80
					0.00
Bill Payment #33363 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ Los Angeles)					(3,681.46)
	Bill	05/24/2023	INV-00756		
	Bill	05/24/2023	INV-00757		(3,644.39)
	Bill	05/24/2023	INV-00758		(1,814.80)
	Bill	05/24/2023	INV-00774		(575.00)
	Bill Payment	05/25/2023	33363		9,715.65
Bill Payment #33276 - Communicology, Inc., DBA Connect Teletherapy(CAVA @ Los Angeles)					(2,012.50)
	Bill	05/10/2023	INV-00748		
	Bill	05/11/2023	INV-00729		(3,810.00)
	Bill	05/11/2023	INV-00730		(2,780.20)
	Bill	05/11/2023	INV-00731		(2,830.22)
	Bill	05/11/2023	INV-00732		(2,546.89)
	Bill	05/11/2023	INV-00733		(2,302.50)
	Bill Payment	05/11/2023	33276		16,282.31
					0.00
Bill Payment #33321 - Sunny Kids Therapy, Inc.(CAVA @ Los Angeles)					(65.00)
	Bill	05/10/2023	INV-00376		
	Bill	05/11/2023	INV-00378		(65.00)
	Bill	05/11/2023	INV-00381		(65.00)
	Bill Payment	05/11/2023	33321		195.00
					0.00
Bill Payment #33264 - Bay Area SpeechWorks(CAVA @ Los Angeles)					(42.50)
	Bill	05/10/2023	INV-00183		
	Bill	05/11/2023	INV-00185		(658.75)
	Bill Payment	05/11/2023	33264		701.25
					0.00
Bill Payment #33357 - Beyond Blindness, Inc.(CAVA @ Los Angeles)					(704.88)
	Bill	05/24/2023	INV-00084		
	Bill Payment	05/25/2023	33357		704.88
					0.00
Bill Payment #33382 - Point Quest Pediatric Therapies, LLC(CAVA @ Los Angeles)					(406.25)
	Bill	05/24/2023	INV-00069		
	Bill	05/24/2023	INV-00067		(175.00)
	Bill Payment	05/25/2023	33382		581.25
Bill Payment #33305 - Point Quest Pediatric Therapies, LLC(CAVA @ Los Angeles)					(31.25)
	Bill	05/10/2023	INV-00066		
	Bill Payment	05/11/2023	33305		31.25
					0.00
Bill Payment #33384 - RCM Technologies (USA), Inc.(CAVA @ Los Angeles)					(52.50)
	Bill	05/24/2023	INV-00161		
	Bill	05/24/2023	INV-00162		(52.50)
	Bill Payment	05/25/2023	33384		105.00
Bill Payment #33312 - RCM Technologies (USA), Inc.(CAVA @ Los Angeles)					(26.25)
	Bill	05/10/2023	INV-00149		
	Bill	05/10/2023	INV-00145		(52.50)
	Bill	05/10/2023	INV-00144		(26.25)
	Bill	05/11/2023	INV-00155		(52.50)
	Bill	05/11/2023	INV-00156		(26.25)
	Bill	05/11/2023	INV-00157		(52.50)
	Bill	05/11/2023	INV-00152		(52.50)
	Bill Payment	05/11/2023	33312		288.75
					0.00
Bill Payment #33266 - Best Hearing San Diego(CAVA @ Los Angeles)					(650.00)
	Bill	05/10/2023	INV-00013		
	Bill	05/11/2023	INV-00018		(200.00)
	Bill Payment	05/11/2023	33266		850.00
					0.00
Bill Payment #33274 - Christopher Chaidez dba Upward Bound School Inc.(CAVA @ Los Angeles)					(2,479.46)
	Bill	05/11/2023	INV-00088		
	Bill Payment	05/11/2023	33274		2,479.46
					0.00

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33281 - Doctors Wellness Company LLC dba WellnessMart MD(CAVA @ Los Angeles)					(124.00)
	Bill	05/11/2023	LLC CVA20230430		
	Bill Payment	05/11/2023	33281		124.00
					0.00
Bill Payment #33275 - Comm-Core(CAVA@LA)	Bill	05/11/2023	LLC 1072981		(2,000.52)
	Bill Payment	05/11/2023	33275		2,000.52
					0.00
Bill Payment #33272 - Certified Languages International(CAVA@LA)					(1,126.50)
	Bill	05/11/2023	LLC 74586043023		
	Bill Payment	05/11/2023	33272		1,126.50
					0.00
Bill Payment #33303 - Passageway Inc.(CAVA @ Los Angeles)					(6,596.40)
	Bill	05/11/2023	042023 Cervantez		
	Bill Payment	05/11/2023	33303		6,596.40
					0.00
Bill Payment #33280 - Del Sol School, Inc(CAVA @ Los Angeles)					(7,611.00)
	Bill	05/11/2023	042023		
	Bill Payment	05/11/2023	33280		7,611.00
					0.00
					(5,399.25)
Bill Payment #33353 - ALC Schools, LLC.(CAVA@LA)	Bill	05/24/2023	39556		
	Bill Payment	05/25/2023	33353		5,399.25
					(2,872.34)
Bill Payment #33256 - ALC Schools, LLC.(CAVA@LA)	Bill	05/11/2023	36711-1		
	Bill Payment	05/11/2023	33256		2,872.34
					0.00
Bill Payment #33373 - Infinity Kids Corporation(CAVA @ Los Angeles)					(130.00)
	Bill	05/24/2023	INV-00032		
	Bill	05/24/2023	INV-00027		(930.00)
	Bill	05/24/2023	INV-00031		(260.00)
	Bill Payment	05/25/2023	33373		1,320.00
Bill Payment #33294 - Infinity Kids Corporation(CAVA @ Los Angeles)					(325.00)
	Bill	05/11/2023	INV-00024		
	Bill	05/11/2023	INV-00025		(32.50)
	Bill Payment	05/11/2023	33294		357.50
					0.00
Bill Payment #33292 - Growing Healthy Children Therapy Services, Inc.(CAVA @ Los Angeles)					(754.00)
	Bill	05/11/2023	INV-00238		
	Bill Payment	05/11/2023	33292		754.00
					0.00
Bill Payment #33344 - School Services of California, Inc.(CAVA@LA)					(235.00)
	Bill	05/24/2023	LLC 0137400-IN		
	Bill Payment	05/25/2023	33344		235.00
					0.00
Bill Payment #33327 - Village Glen School(CAVA@LA)					(4,120.76)
	Bill	05/11/2023	CVA0323VG		
	Bill	05/11/2023	CVA0323VGW		(5,159.88)
	Bill Payment	05/11/2023	33327		9,280.64
					0.00
Bill Payment #33320 - Summit View School(CAVA@LA)					(5,835.60)
	Bill	05/11/2023	CVA0323SV		
	Bill Payment	05/11/2023	33320		5,835.60
					0.00
Bill Payment #12676906 - State Board of Equalization(CAVA@LA)					(32,013.00)
	Bill	04/24/2023	Apr 23 Use Tax	Apr 23 Use Tax	
	Bill Payment	05/31/2023		ACH 05.17.2023	32,013.00
					0.00
Bill Payment #12676901 - Insperity(CAVA@LA)	Bill	05/25/2023		May 23 PR - Admin #201	(766,931.78)
	Bill	05/25/2023		May 23 PR Acc#200	(2,557,902.11)
	Bill Payment	05/31/2023		ACH 05.25.2023	3,324,833.89
					0.00
Bill Payment #33342 - Ontario Refrigeration(CAVA @ Los Angeles)					(1,909.00)
	Bill	05/24/2023	LLC GW26358		
	Bill Payment	05/25/2023	33342		1,909.00
					0.00
Bill Payment #33336 - De Lage Landen Financial Services Inc.(CAVA @ Los Angeles)					(2,650.19)
	Bill	05/24/2023	LLC 79760344		
	Bill Payment	05/25/2023	33336		2,650.19
					0.00
Bill Payment #33386 - Specialized Therapy Services Inc(CAVA@LA)					(1,704.38)
	Bill	05/24/2023	INV-01016		
	Bill Payment	05/25/2023	33386		1,704.38
Bill Payment #33315 - Specialized Therapy Services Inc(CAVA@LA)					(43.13)
	Bill	05/10/2023	INV-01013		

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33315 - Specialized Therapy Services	Bill Payment	05/11/2023	33315		43.13
					0.00
Bill Payment #33277 - Comprehensive Therapy Associates, Inc.(CAVA @ Los Angeles)					(652.50)
	Bill	05/10/2023	INV-00017		
	Bill	05/11/2023	INV-00018		(497.50)
	Bill Payment	05/11/2023	33277		1,150.00
					0.00
Bill Payment #33385 - Rids Brother Company Inc(CAVA @ Los Angeles)					(2,850.00)
	Bill	05/24/2023	1357		
	Bill Payment	05/25/2023	33385		2,850.00
					0.00
Bill Payment #33322 - Supreme Facility Services, Inc.(CAVA @ Los Angeles)					(3,290.00)
	Bill	05/11/2023	LLC 3370		
	Bill Payment	05/11/2023	33322		3,290.00
					0.00
Bill Payment #33262 - AXIS Teletherapy(CAVA @ Los Angeles)					(2,860.00)
	Bill	05/11/2023	LLC 1950		
	Bill Payment	05/11/2023	33262		2,860.00
					0.00
Bill Payment #33365 - Dynamic Therapies(CAVA @ Los Angeles)					(125.00)
	Bill	05/24/2023	INV-00158		
	Bill	05/24/2023	INV-00159		(125.00)
	Bill	05/24/2023	INV-00152		(125.00)
	Bill	05/24/2023	INV-00151		(562.50)
	Bill Payment	05/25/2023	33365		937.50
					0.00
Bill Payment #33338 - Dutch Ryan Plumbing(CAVA @ Los Angeles)					(250.00)
	Bill	05/24/2023	LLC 8097		
	Bill Payment	05/25/2023	33338		250.00
					0.00
Bill Payment #33324 - The Miri Center. A Professional Psychological Corporation(CAVA @ Los Angeles)					(431.25)
	Bill	05/10/2023	INV-00298		
	Bill	05/11/2023	INV-00294		(28.75)
	Bill Payment	05/11/2023	33324		460.00
					0.00
Bill Payment #33309 - Professional Tutors of America, Inc.(CAVA@LA)					(135.00)
	Bill	05/10/2023	INV-00125		
	Bill Payment	05/11/2023	33309		135.00
					0.00
Bill Payment #33371 - Grace Speech Therapy Corp.(CAVA @ Los Angeles)					(750.00)
	Bill	05/24/2023	INV-00105		
	Bill	05/24/2023	INV-00098		(90.00)
	Bill	05/24/2023	INV-00083		(330.00)
	Bill	05/24/2023	INV-00110		(60.00)
	Bill	05/24/2023	INV-00113		(540.00)
	Bill	05/24/2023	INV-00097		(390.00)
	Bill Payment	05/25/2023	33371		2,160.00
Bill Payment #33291 - Grace Speech Therapy Corp.(CAVA @ Los Angeles)					(120.00)
	Bill	05/10/2023	INV-00071		
	Bill	05/10/2023	INV-00060		(60.00)
	Bill	05/10/2023	INV-00061		(60.00)
	Bill	05/10/2023	INV-00073		(120.00)
	Bill	05/10/2023	INV-00042		(120.00)
	Bill	05/10/2023	INV-00050		(30.00)
	Bill	05/10/2023	INV-00053		(30.00)
	Bill	05/10/2023	INV-00054		(60.00)
	Bill	05/11/2023	INV-00078		(180.00)
	Bill Payment	05/11/2023	33291		780.00
					0.00
Bill Payment #33345 - Select Staffing(CAVA @ Los Angeles)					(995.40)
	Bill	05/24/2023	LLC 8408842520		
	Bill Payment	05/25/2023	33345		995.40
Bill Payment #33314 - Select Staffing(CAVA @ Los Angeles)					(1,260.00)
	Bill	05/11/2023	LLC 8408816122		
	Bill	05/11/2023	LLC 8408834299		(1,260.00)
	Bill Payment	05/11/2023	33314		2,520.00
					0.00
Bill Payment #33372 - Green Hasson & Janks LLP(CAVA@LA)					(500.00)
	Bill	05/24/2023	74003		
	Bill	05/24/2023	74326		(1,500.00)
	Bill Payment	05/25/2023	33372		2,000.00
					0.00

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33254 - Academic Entertainment Inc.(CAVA @ Los Angeles)					(1,690.00)
	Bill	05/11/2023	LLC 18546		
	Bill Payment	05/11/2023	33254		1,690.00
					0.00
Bill Payment #33259 - Apple Inc.(CAVA@LA)	Bill	05/11/2023	LLC AL06100386		(500.00)
	Bill	05/11/2023	LLC AL06791047		(3,193.15)
	Bill	05/11/2023	LLC AL07320663		(175.00)
	Bill Payment	05/11/2023	33259		3,868.15
					0.00
Bill Payment #33265 - Beach Cities Learning Center(CAVA @ Los Angeles)					(4,560.70)
	Bill	05/11/2023	LIS0021426		
	Bill Payment	05/11/2023	33265		4,560.70
					0.00
Bill Payment #33269 - Care Solace, Inc.(CAVA @ Los Angeles)					(51,000.00)
	Bill	05/11/2023	LLC 2023-11044		
	Bill Payment	05/11/2023	33269		51,000.00
					0.00
Bill Payment #33359 - CDW Government Inc(CAVA@LA)					(30.75)
	Bill	05/24/2023	JK28089		
	Bill	05/24/2023	JL89646		(31.25)
	Bill Payment	05/25/2023	33359		62.00
Bill Payment #33271 - CDW Government Inc(CAVA@LA)					(31.47)
	Bill	05/11/2023	HX22222		
	Bill	05/11/2023	HX25158		(31.47)
	Bill	05/11/2023	HZ28100		(31.25)
	Bill	05/11/2023	JD04797		(31.47)
	Bill	05/11/2023	JD13151		(31.04)
	Bill	05/11/2023	JD13153		(31.47)
	Bill	05/11/2023	JD61290		(31.25)
	Bill	05/11/2023	JD72204		(31.47)
	Bill	05/11/2023	JG40084		(31.47)
	Bill Payment	05/11/2023	33271		282.36
Amount Unapplied - Bill Payment #33271 - CDW Government Inc(CAVA@LA)					0.00
					0.00
Bill Payment #33278 - Crick Software(CAVA @ Los Angeles)					(349.00)
	Bill	05/11/2023	27727		
	Bill Payment	05/11/2023	33278		349.00
					0.00
Bill Payment #33282 - DROPBOX, INC.(CAVA @ Los Angeles)					(1,500.00)
	Bill	05/11/2023	LLC 27849245		
	Bill Payment	05/11/2023	33282		1,500.00
					0.00
Bill Payment #33295 - Intellivol, LLC(CAVA @ Los Angeles)					(250.00)
	Bill	05/11/2023	LLC 3194		
	Bill Payment	05/11/2023	33295		250.00
					0.00
Bill Payment #33380 - Oxford Consulting Services(CAVA@LA)					(315.00)
	Bill	05/24/2023	INV-01484		
	Bill Payment	05/25/2023	33380		315.00
Bill Payment #33300 - Oxford Consulting Services(CAVA@LA)					(446.25)
	Bill	05/11/2023	INV-01482		
	Bill Payment	05/11/2023	33300		446.25
					0.00
Bill Payment #33304 - Pitney Bowes(CAVA@LA)	Bill	05/11/2023	LLC 1022963021		(155.62)
	Bill Payment	05/11/2023	33304		155.62
					0.00
Bill Payment #33308 - PRN Nursing Consultants LLC(CAVA @ Los Angeles)					(380.00)
	Bill	05/11/2023	INV-00274		
	Bill Payment	05/11/2023	33308		380.00
					0.00
					(165.59)
Bill Payment #33310 - Quill Corporation(CAVA@LA)	Bill	05/11/2023	LLC 31944036		
	Bill	05/11/2023	LLC 32047770		(103.21)
	Bill	05/11/2023	LLC 32121596		(314.52)
	Bill	05/11/2023	LLC 32150184		(156.36)
	Bill	05/11/2023	LLC 32177989		(615.83)
	Bill Payment	05/11/2023	33310		1,355.51
					0.00
Bill Payment #33311 - Ray Morgan Company(CAVA @ Los Angeles)					(619.83)
	Bill	05/11/2023	LLC 4091133		
	Bill Payment	05/11/2023	33311		619.83
					0.00

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33316 - Spectrum Center - Rossier Park High School(CAVA @ Los Angeles)					(15,545.50)
	Bill	05/11/2023	3/31/2023		
	Bill Payment	05/11/2023	33316		15,545.50
					0.00
Bill Payment #33329 - Vista Del Mar/Vista School (NPS)(CAVA @ Los Angeles)					(1,562.49)
	Bill	05/11/2023	0323 - RSY		
	Bill Payment	05/11/2023	33329		1,562.49
					0.00
Bill Payment #33352 - WPS(CAVA @ Los Angeles)	Bill	05/24/2023	LLC Q21533		(3,336.64)
	Bill Payment	05/25/2023	33352		3,336.64
Bill Payment #33331 - WPS(CAVA @ Los Angeles)	Bill	05/11/2023	LLC Q20770		(568.85)
	Bill Payment	05/11/2023	33331		568.85
					0.00
Bill Payment #33332 - Academic Therapy Publications, Inc(CAVA @ Los Angeles)					(474.50)
	Bill	05/24/2023	LLC 312075		
	Bill Payment	05/25/2023	33332		474.50
					0.00
Bill Payment #33334 - City of Vacaville(CAVA @ Los Angeles)					(1,519.50)
	Bill	05/24/2023	LLC 051823		
	Bill Payment	05/25/2023	33334		1,519.50
					0.00
Bill Payment #33335 - County Fire Protection(CAVA @ Los Angeles)					(175.00)
	Bill	05/24/2023	LLC 23-28979		
	Bill Payment	05/25/2023	33335		175.00
					0.00
Bill Payment #33339 - Facilitron, Inc(CAVA @ Los Angeles)					(914.36)
	Bill	05/24/2023	LLC TN2UURTWZDB6-4		
	Bill Payment	05/25/2023	33339		914.36
					0.00
Bill Payment #33340 - Helix Charter High School(CAVA @ Los Angeles)					(1,500.00)
	Bill	05/24/2023	LLC 051823		
	Bill Payment	05/25/2023	33340		1,500.00
					0.00
Bill Payment #33341 - NCS Pearson, Inc.(CAVA@LA)	Bill	05/24/2023	LLC 21789301		(16,703.00)
			LLC Quote/Proforma #		(16,756.40)
	Bill	05/24/2023	200399		
	Bill Payment	05/25/2023	33341		33,459.40
					0.00
Bill Payment #33348 - StateFoodSafety(CAVA @ Los Angeles)					(260.00)
	Bill	05/24/2023	LLC 051723		
	Bill Payment	05/25/2023	33348		260.00
					0.00
Bill Payment #33362 - College Board(CAVA@LA)	Bill	05/24/2023	A242280161		(1,789.00)
	Bill Payment	05/25/2023	33362		1,789.00
					0.00
Bill Payment #33374 - Kadiant, LLC(CAVA @ Los Angeles)					(5,240.80)
	Bill	05/24/2023	INV-00002		
	Bill Payment	05/25/2023	33374		5,240.80
					0.00
Bill Payment #33375 - Los Angeles Area Chamber of Commerce(CAVA@LA)					(1,685.00)
	Bill	05/24/2023	IN-063695		
	Bill Payment	05/25/2023	33375		1,685.00
					0.00
					0.00
				Total	5,654,046.27

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
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Vendor Name	Products and Services
A1 Speech Therapy, Inc.	Special Education Contracted Services
Academic Entertainment Inc.	Virtual assemblies
Academic Therapy Publications, Inc	Psych Online Resources 23-24
ADT Commercial	Service Protection
ALC Schools, LLC.	Special Education Contracted Services
Amazon Capital Services	Office Set-up for Staff
Anchor Counseling & Education Solutions	Special Education Contracted Services
Apple Inc.	Special Education Contracted Services
AppleOne Employment Services	Temp Staffing
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services
AXIS Teletherapy	Special Education Contracted Services - Speech Report Reviews
Barrington Staffing Services	Temp Staffing
Bay Area SpeechWorks	Special Education Contracted Services
Beach Cities Learning Center	Special Education SAI Services
Best Hearing San Diego	Special Education Contracted Services
Beyond Blindness, Inc.	Special Education Contracted Services
Braille Consultants, Inc.	Special Education Vision Instruction Services
California Teachers Association	Special Education Contracted Services
Care Solace, Inc.	Annual Subscription
Carmen Gomez Ruiz	Gardening Services
CDW Government Inc	Surface Pro & Accessories
Certified Languages International	Special Education Contracted Services
Children's Therapy Network	Special Education Contracted Services
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services
City of Vacaville	Deposit for graduation ceremonies
College Board	Used AP Examinations
Comm-Core	Telephone Services
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services
Comprehensive Therapy Associates, Inc.	Special Education Contracted Services - Physical Education
County Fire Protection	Annual Fire Sprinkler Test & Inspection
Crick Software	Computer equip. & installation
DataBasics, Inc.	Expense Report Service
De Lage Landen Financial Services Inc.	Ricoh Lease Equipment
Del Sol School, Inc	SAI Services
Doctors Wellness Company LLC dba WellnessMart MD	Special Education Contracted Services
Document Tracking Services	Translation Services
DROPBOX, INC.	Needed for data transfers to other vendors
Dutch Ryan Plumbing	Plumbing Repair Services
DV Therapy Inc.	Special Education Occupational Physical Therapy
Dynamic Therapies	Special Education Contracted Services
EBS Healthcare Inc.	Special Education Contracted Services
ECE 4 Autism	Special Education Contracted Services
Effectual Educational Consulting Service	Special Education Services
El Paseo Children's Center, Inc.	Special Education Contracted Services
eLuma	Special Individual Counseling Services
EMHSports USA, Inc	Special Education Contracted Services
E-Therapy LLC	Special Education Contracted Services
Facilitron, Inc	HS Graduation Ceremony - Arroyo High School Theater
Foundations Therapy Service	Special Education Contracted Services
FusionPlus Inc	MARVIN Sped system
Grace Speech Therapy Corp.	SLP IEP Attendance
Green Hasson & Janks LLP	Audit Fees
Growing Healthy Children Therapy Services, Inc.	Special Education Contracted Services

California Virtual Academy at Los Angeles
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Vendor Name	Products and Services
Helix Charter High School	HS Graduation Ceremony Theater Rental
HopSkipDrive, Inc.	Special Education Contracted Services - Transportation
Infinity Kids Corporation	Special Education Contracted Services
Insperity	PEO - Payroll Services and HR Admin Services provider
Intellivol, LLC	Annual Subscription
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology
Kadiant, LLC	Special Education Contracted Services
Law Offices of Young, Minney & Corr, LLP	Legal Services
Little Ears Therapy Centers	Special Education Contracted Services
Los Angeles Area Chamber of Commerce	Annual Membership Dues
Marnie J Young dba Adapted Child's Play	Special Education Contracted Services
McColgan and Associates, INC.	Special Education Contracted Services
MK Innovations Inc dba The Silly Room	Special Education Contracted Services
NAPA Center, Inc.	Special Education Contracted Services
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services
NCS Pearson, Inc.	Special Education Contracted Services
Ontario Refrigeration	Office A/C Maintenance
Oxford Consulting Services	Special Education Contracted Services
Paper Recycling & Shredding	Documents Shredding
Partners in Special Education	Special Education Contracted Services
Passageway Inc.	SAI Services
Pitney Bowes Purchase Power	Postage
Pitney Bowes	Ink Cartridge
Point Quest Pediatric Therapies, LLC	Special Education Contracted Services
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services
PresenceLearning, Inc.	Special Education Contracted Services - Speech and Language Therapy
PRN Nursing Consultants LLC	Special Education Nursing Services
Professional Tutors of America, Inc.	Special Education Contracted Services
Quill Corporation	Office Supplies
Ray Morgan Company	Copier Lease
RCM Technologies (USA), Inc.	Special Education Contracted Services
RH Vision Services	Special Education Contracted Services
Rids Brother Company Inc	Transportation Services
School Services of California, Inc.	May Workshop
Select Staffing	Staffing Services
Sparkletts	Office Drinking Water
Specialized Therapy Services Inc	Special Education Contracted Services
Spectrum Center - Rossier Park High School	SAI and related services M. Acosta/C. Gabrun
Speech Guy, LLC	Special Education Contracted Services
Staples	Office Expense
State Board of Equalization	Sales Tax
StateFoodSafety	Food Safety/SafeServ Certification
Stepping Stones Therapy	Special Education Contracted Services
Summit View School	Special Education Contracted Services
Sunny Kids Therapy, Inc.	Special Education Contracted Services
Supreme Facility Services, Inc.	Janitorial services
The Back Room Inc	Special Education Contracted Services
The Miri Center. A Professional Psychological Corporation	Special Education Contracted Services
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy
UPS	Shipping Expenses
Verizon Wireless	Telephone Services
Village Glen School	Special Education Contracted Services

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
May 01, 2023 - May 31, 2023

Vendor Name	Products and Services
Virtual Technologies Group	Special Education Contracted Services
Vista Del Mar/Vista School (NPS)	Special Education Contracted Services - SAI & Related Services
Waste Management	Dumpster Services
Western Exterminator Company	Pest Control Maintenance
WPS	CASL Digital Easel and Psych Protocols 2022

Transaction Summary
CAVA @ Los Angeles

Vendor	Amount
Care Solace, Inc.	16,677.65
NCS Pearson, Inc.	11,468.32
Pitney Bowes Bank Inc Purchase Power	4,660.67
Barrington Staffing Services	3,907.70
UPS	3,444.63
Effectual Educational Consulting Service	3,189.77
Law Offices of Young, Minney & Corr, LLP	3,010.42
FusionPlus Inc	2,096.34
AppleOne Employment Services	1,560.68
Apple Inc.	1,081.19
WPS	1,073.55
Select Staffing	982.60
DataBasics, Inc.	977.84
Supreme Facility Services, Inc.	919.59
The Back Room Inc	894.44
AXIS Teletherapy	807.46
De Lage Landen Financial Services Inc.	740.76
Academic Entertainment Inc.	693.59
Comm-Core	559.17
Ontario Refrigeration	533.59
City of Vacaville	530.31
Helix Charter High School	523.50
Document Tracking Services	519.75
Certified Languages International	414.75
Quill Corporation	378.88
Staples	322.99
City of Simi Valley	288.60
Verizon Wireless	278.80
Facilitron, Inc	265.17
Ray Morgan Company	173.25
Carmen Gomez Ruiz	167.71
OLIVE GARDEN	164.65
DROPBOX, INC.	141.45
Amazon	136.00
Academic Therapy Publications, Inc	128.12
Waste Management	120.81
StateFoodSafety	106.70
ADT Commercial	106.53
Sparkletts	106.13
Intellivol, LLC	102.60
BILL.COM, INC.	101.00
Dutch Ryan Plumbing	69.88

Transaction Summary
CAVA @ Los Angeles

Vendor	Amount
School Services of California, Inc.	65.69
Western Exterminator Company	62.29
Paper Recycling & Shredding	54.78
County Fire Protection	48.91
Pitney Bowes Global Financial Services	43.50
TARGET 00024620	37.60
RED ROBIN	35.61
Doctors Wellness Company LLC dba WellnessMart MD	34.66
BULLDOG-SIMI VALLEY, INC.	29.98
Grand Total	**64,840.58**

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Carmen Gomez Ruiz		53400 Rent and Utilities : Repairs and				600.00	167.71
	Operations and Housekeepin	Maintenance	101 General	LLC 2089	April		
	Operations and Housekeeping Services Total					600.00	167.71
Carmen Gomez Ruiz Total						600.00	167.71
Paper Recycling & Shredding		52802 Office Supplies Expense : Office Supplies -				98.00	27.39
	Office Expense	COS	101 General	LLC 543488	April (4/13)		
				LLC 544611	April (4/27)	98.00	27.39
	Office Expense Total					196.00	54.78
Paper Recycling & Shredding Total						196.00	54.78
Staples		52802 Office Supplies Expense : Office Supplies -				474.26	132.56
	Office Expense	COS	101 General	LLC 3535708720	April (4/15)		
				LLC 3537382749	May (5/04)	681.30	190.43
	Office Expense Total					1,155.56	322.99
Staples Total						1,155.56	322.99
UPS		54302 Postage & Delivery Expense : Messenger &				1,497.41	418.54
	Shipping	Delivery	101 General	LLC 000073Y68E16	April (4/22)		
				LLC 000073Y68E173	April (4/29)	1,705.21	476.63
				LLC 000073Y68E183	May (5/06)	3,950.65	1,104.25
				LLC 000073Y68E193	May (5/13)	1,343.46	375.51
				LLC 000073Y68E203	May (5/20)	2,991.64	836.20
			280 SPED	LLC 0000V9159W16	April (4/22)	330.81	90.08
				LLC 0000V9159W17	April (4/29)	123.93	33.74
				LLC 0000V9159W18	May (5/06)	135.54	36.91
				LLC 0000V9159W19	May (5/13)	149.59	40.73
				LLC 0000V9159W20	May (5/20)	117.65	32.03
	Shipping Total					12,345.89	3,444.63
UPS Total						12,345.89	3,444.63
Waste Management		53400 Rent and Utilities : Repairs and				167.38	46.78
	Operations and Housekeepin	Maintenance	101 General	LLC 6651731-0283	May		
				LLC 6651750-0283-1	May	264.85	74.03
	Operations and Housekeeping Services Total					432.23	120.81
Waste Management Total						432.23	120.81
AppleOne Employment		51806 Professional Svcs & Outside Labor : Outside				2,282.64	638.03
Services	Outside Service	Labor/Temporary Help	101 General	LLC 01-6605542	April (4/15)		
				LLC 01-6609351	April (4/22)	2,031.36	567.79
				LLC 01-6615897	April (4/29)	1,269.60	354.87
	Outside Service Total					5,583.60	1,560.68
AppleOne Employment Services Total						5,583.60	1,560.68
Barrington Staffing Services		51806 Professional Svcs & Outside Labor : Outside				963.20	269.23
	Outside Service	Labor/Temporary Help	101 General	LLC 42276	April (4/23)		
				LLC 42302	April (4/30)	1,655.50	462.73
				LLC 42326	May (5/07)	3,273.38	914.95
				LLC 42355	May (5/14)	3,333.58	931.78
			280 SPED	LLC 42276	April (4/23)	1,204.00	336.53
				LLC 42302	April (4/30)	1,173.90	328.12
				LLC 42326	May (5/07)	1,204.00	336.53
				LLC 42355	May (5/14)	1,204.00	327.83
	Outside Service Total					14,011.56	3,907.70
Barrington Staffing Services Total						14,011.56	3,907.70
DataBasics, Inc.		51801 Professional Svcs & Outside Labor : Other				3,498.40	977.84
	Outside Service-General	Professional Services	101 General	LLC 0811483	May		
	Outside Service-General Total					3,498.40	977.84
DataBasics, Inc. Total						3,498.40	977.84
FusionPlus Inc		51801 Professional Svcs & Outside Labor : Other				7,500.00	2,096.34
	Outside Service-General	Professional Services	101 General	LLC INV-998	May		
	Outside Service-General Total					7,500.00	2,096.34
FusionPlus Inc Total						7,500.00	2,096.34
Law Offices of Young,						6,072.50	1,893.76
Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 4448	April		
				LLC 4498	April	3,630.00	1,014.63
			280 SPED	LLC 4448	April	325.00	102.03
	Legal Fees Total					10,027.50	3,010.42
Law Offices of Young, Minney & Corr, LLP Total						10,027.50	3,010.42
Sparkletts		52802 Office Supplies Expense : Office Supplies -				379.70	106.13
	Office Expense	COS	101 General	LLC 15182654 051	May (5/14)		
	Office Expense Total					379.70	106.13
Sparkletts Total						379.70	106.13
Document Tracking Services		51801 Professional Svcs & Outside Labor : Other				1,646.32	519.75
	Outside Service-General	Professional Services	320 Supp- ELD S	LLC T-930650060	April		
	Outside Service-General Total					1,646.32	519.75
Document Tracking Services Total						1,646.32	519.75
Western Exterminator		53400 Rent and Utilities : Repairs and				222.85	62.29
Company	Operations and Housekeepin	Maintenance	101 General	LLC 44910327	May (5/03)		
	Operations and Housekeeping Services Total					222.85	62.29
Western Exterminator Company Total						222.85	62.29
ADT Commercial		53400 Rent and Utilities : Repairs and				381.13	106.53
	Operations and Housekeepin	Maintenance	101 General	LLC 150074557	May		
	Operations and Housekeeping Services Total					381.13	106.53
ADT Commercial Total						381.13	106.53

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Pitney Bowes Bank Inc						16,674.30	4,660.67
Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-10(	May (5/16)		
	Postage Total					16,674.30	4,660.67
Pitney Bowes Bank Inc Purchase Power Total						16,674.30	4,660.67
The Back Room Inc		51801 Professional Svcs & Outside Labor : Other				3,200.00	894.44
	Outside Service-General	Professional Services	101 General	LLC INV-1927	April (4/30)		
	Outside Service-General Total					3,200.00	894.44
The Back Room Inc Total						3,200.00	894.44
Verizon Wireless		56504 Program Fees & Other Instructional : Admin				997.47	278.80
	Telephone - Adminstration	- Telephone	101 General	LLC 9934032879	April		
	Telephone - Adminstration Total					997.47	278.80
Verizon Wireless Total						997.47	278.80
Doctors Wellness Company		51801 Professional Svcs & Outside Labor : Other				124.00	34.66
LLC dba WellnessMart MD	Outside Service-General	Professional Services	101 General	LLC CVA20230430	April (4/20)		
	Outside Service-General Total					124.00	34.66
						124.00	34.66
Doctors Wellness Company LLC dba WellnessMart MD Total							
Certified Languages		51801 Professional Svcs & Outside Labor : Other				1,126.50	414.75
International	Outside Service-General	Professional Services	320 Supp- ELD S	LLC 74586043023	April		
	Outside Service-General Total					1,126.50	414.75
Certified Languages International Total						1,126.50	414.75
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1072981	May	2,000.52	559.17
	Communications Total					2,000.52	559.17
Comm-Core Total						2,000.52	559.17
School Services of California,		51801 Professional Svcs & Outside Labor : Other				235.00	65.69
Inc.	Outside Service-General	Professional Services	101 General	LLC 0137400-IN	May		
	Outside Service-General Total					235.00	65.69
School Services of California, Inc. Total						235.00	65.69
		51817 Professional Svcs & Outside Labor : Special				4,200.00	1,173.95
Effectual Educational Consulti	Subagreements for Services	Education Professional Services	280 SPED	LLC 9650	October		
				LLC 10544	March	7,140.00	2,015.82
	Subagreements for Services Total					11,340.00	3,189.77
Effectual Educational Consulting Service Total						11,340.00	3,189.77
De Lage Landen Financial		55304 Facilities & Equipment Rental Expense :				2,650.19	740.76
Services Inc.	Equipment Rental Expense	Equipment Rental	101 General	LLC 79760344	May		
	Equipment Rental Expense Total					2,650.19	740.76
De Lage Landen Financial Services Inc. Total						2,650.19	740.76
		53400 Rent and Utilities : Repairs and				1,909.00	533.59
Ontario Refrigeration	Operations and Housekeepin	Maintenance	101 General	LLC GW26358	May (5/11)		
	Operations and Housekeeping Services Total					1,909.00	533.59
Ontario Refrigeration Total						1,909.00	533.59
		51817 Professional Svcs & Outside Labor : Special				2,860.00	807.46
AXIS Teletherapy	Subagreements for Services	Education Professional Services	280 SPED	LLC 1950	April		
	Subagreements for Services Total					2,860.00	807.46
AXIS Teletherapy Total						2,860.00	807.46
Supreme Facility Services,		53400 Rent and Utilities : Repairs and				3,290.00	919.59
Inc.	Operations and Housekeepin	Maintenance	101 General	LLC 3370	May		
	Operations and Housekeeping Services Total					3,290.00	919.59
Supreme Facility Services, Inc. Total						3,290.00	919.59
		53400 Rent and Utilities : Repairs and				250.00	69.88
Dutch Ryan Plumbing	Operations and Housekeepin	Maintenance	101 General	LLC 8097	May (5/19)		
	Operations and Housekeeping Services Total					250.00	69.88
Dutch Ryan Plumbing Total						250.00	69.88
		53302 Rent and Utilities : Utilities, CAM, and Real				1,032.50	288.60
City of Simi Valley	Utilities	Estate	101 General	1020241547	May		
	Utilities Total					1,032.50	288.60
City of Simi Valley Total						1,032.50	288.60
		51806 Professional Svcs & Outside Labor : Outside				1,260.00	352.19
Select Staffing	Outside Service	Labor/Temporary Help	101 General	LLC 8408816122	April (4/16)		
				LLC 8408834299	April (4/23)	1,260.00	352.19
				LLC 8408842520	April (4/30)	995.40	278.23
	Outside Service Total					3,515.40	982.60
Select Staffing Total						3,515.40	982.60
		52802 Office Supplies Expense : Office Supplies -				83.72	23.40
Amazon	Office Expense	COS	101 General	(blank)	May		
				8187418	May	42.30	11.82
				8472255	May	102.94	28.77
				8072239	May	245.21	68.54
				9123449	May	12.39	3.46
	Office Expense Total					486.56	136.00
Amazon Total						486.56	136.00
		56328 Program Fees & Other Instructional :				1,690.00	693.59
Academic Entertainment Inc.	School Event	Program Fees - School Events Expense	330 SUPP - Enga	LLC 18546	May (5/05)		
	School Event Total					1,690.00	693.59
Academic Entertainment Inc. Total						1,690.00	693.59
		54811 Computer & Maintenance Expense : Repairs				500.00	139.76
Apple Inc.	Computer Expense	& Maintenance	280 SPED	LLC AL06100386	February (2/08)		
				LLC AL06791047	February (2/11)	3,193.15	892.52
				LLC AL07320663	February (2/10)	175.00	48.91
	Computer Expense Total					3,868.15	1,081.19

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Apple Inc. Total						3,868.15	1,081.19
Care Solace, Inc.	Prepaid Other	13514 Prepaid Other	740 Title IV	LLC 2023-11044	May (5/01)	51,000.00	16,677.65
	Prepaid Other Total					51,000.00	16,677.65
Care Solace, Inc. Total						51,000.00	16,677.65
DROPBOX, INC.	Computer Expense	54811 Computer & Maintenance Expense : Repairs & Maintenance	730 CSI	LLC 27849245	April (4/18)	1,500.00	141.45
	Computer Expense Total					1,500.00	141.45
DROPBOX, INC. Total						1,500.00	141.45
Intellivol, LLC	Prepaid Other	13514 Prepaid Other	300 Supp	LLC 3194	September (9/0	250.00	102.60
	Prepaid Other Total					250.00	102.60
Intellivol, LLC Total						250.00	102.60
Pitney Bowes Global Financia	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 1022963021	April (4/19)	155.62	43.50
	Office Expense Total					155.62	43.50
Pitney Bowes Global Financial Services Total						155.62	43.50
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 31944036	April (4/13)	165.59	46.28
				LLC 32047770	April (4/19)	103.21	28.85
				LLC 32121596	April (4/24)	314.52	87.91
				LLC 32150184	April (4/26)	156.36	43.70
				LLC 32177989	April (4/27)	615.83	172.13
	Office Expense Total					1,355.51	378.88
Quill Corporation Total						1,355.51	378.88
Ray Morgan Company	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 4091133	April (4/24)	619.83	173.25
	Equipment Rental Expense Total					619.83	173.25
Ray Morgan Company Total						619.83	173.25
WPS	Materials and Supplies	56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials	280 SPED	LLC Q20770	April (4/20)	568.85	154.89
				LLC Q21533	May (5/16)	3,336.64	918.66
	Materials and Supplies Total					3,905.49	1,073.55
WPS Total						3,905.49	1,073.55
Academic Therapy Publicatio	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC 312075	May (5/19)	474.50	128.12
	Non K12 Curriculum Total					474.50	128.12
Academic Therapy Publications, Inc Total						474.50	128.12
City of Vacaville	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	101 General	LLC 051823	May (5/04)	1,519.50	530.31
	School Event Total					1,519.50	530.31
City of Vacaville Total						1,519.50	530.31
County Fire Protection	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 23-28979	May (5/11)	175.00	48.91
	Outside Service-General Total					175.00	48.91
County Fire Protection Total						175.00	48.91
Facilitron, Inc	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	101 General	LLC TN2UURTWZD	May (5/18)	914.36	265.17
	School Event Total					914.36	265.17
Facilitron, Inc Total						914.36	265.17
Helix Charter High School	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	101 General	LLC 051823	May (5/18)	1,500.00	523.50
	School Event Total					1,500.00	523.50
Helix Charter High School Total						1,500.00	523.50
NCS Pearson, Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	310 SUPP – CRE	LLC 21789301	May (5/16)	16,703.00	6,854.92
	Non K12 Curriculum Total					16,703.00	6,854.92
	Prepaid Expense	13514 Prepaid Other	280 SPED	LLC Quote/Proforma	May (5/02)	16,756.40	4,613.40
	Prepaid Expense Total					16,756.40	4,613.40
NCS Pearson, Inc. Total						33,459.40	11,468.32
StateFoodSafety	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	310 SUPP – CRE	LLC 051723	May (5/12)	260.00	106.70
	Teacher Training Total					260.00	106.70
StateFoodSafety Total						260.00	106.70
OLIVE GARDEN	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	115233208807	May	589.08	164.65
	Office Expense Total					589.08	164.65
OLIVE GARDEN Total						589.08	164.65
TARGET 00024620	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	17674	May	99.58	27.83
				15060	May	6.00	1.68
				10849	May	28.93	8.09
	Office Expense Total					134.51	37.60
TARGET 00024620 Total						134.51	37.60
BULLDOG-SIMI VALLEY, INC.	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	213552098	May	107.25	29.98
	Office Expense Total					107.25	29.98
BULLDOG-SIMI VALLEY, INC. Total						107.25	29.98
RED ROBIN	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	490770	May	127.39	35.61
	Office Expense Total					127.39	35.61
RED ROBIN Total						127.39	35.61
BILL.COM, INC.	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	23059321227	April	1,274.00	101.00
	Dues and Memberships Total					1,274.00	101.00
BILL.COM, INC. Total						1,274.00	101.00
Grand Total						214,551.77	64,840.58

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
June 01, 2023 - June 30, 2023

Row Labels	Sum of Amount
K12 MANAGEMENT INC	7,926,811.22
Insperity(CAVA@LA)	5,061,885.82
Anchor Counseling & Education Solutions(CAVA @ Los Angeles)	71,557.48
Virtual Technologies Group(CAVA @ Los Angeles)	67,837.86
Effectual Educational Consulting Service(CAVA @ Los Angeles)	63,146.69
El Paseo Children's Center, Inc.(CAVA @ Los Angeles)	29,286.68
National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Los Angeles)	28,363.93
California Teachers Association(CAVA @ Los Angeles)	27,024.40
Spectrum Center - Rossier Park High School(CAVA @ Los Angeles)	24,197.56
The Silly Room(CAVA @ Los Angeles)	21,855.00
E-Therapy LLC(CAVA @ Los Angeles)	21,851.27
Communicology, Inc., DBA Connect Teletherapy(CAVA @ Los Angeles)	21,800.41
ECE 4 Autism(CAVA @ Los Angeles)	21,213.50
Christopher Chaidez dba Upward Bound School Inc.(CAVA @ Los Angeles)	19,753.07
Cornerstone Educational Solutions(CAVA @ Los Angeles)	18,273.66
State Board of Equalization(CAVA@LA)	18,195.73
Law Offices of Young, Minney & Corr, LLP(CAVA @ Los Angeles)	16,734.00
Barrington Staffing Services(CAVA @ Los Angeles)	16,607.68
EBS Healthcare Inc.(CAVA @ Los Angeles)	15,122.52
EMHSports USA, Inc(CAVA @ Los Angeles)	14,635.00
Speech Guy, LLC(CAVA @ Los Angeles)	13,736.78
Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Los Angeles)	11,981.25
UPS(CAVA @ Los Angeles)	11,563.51
PresenceLearning, Inc.(CAVA @ Los Angeles)	11,456.50
TheraStaffers(CAVA @ Los Angeles)	11,052.52
Pitney Bowes Bank Inc Purchase Power(CAVA @ Los Angeles)	10,595.00
Passageway Inc.(CAVA @ Los Angeles)	10,364.70
School Specialty(CAVA @ Los Angeles)	10,036.59
Braille Consultants, Inc.(CAVA @ Los Angeles)	9,180.00
TalkPath Live(CAVA @ Los Angeles)	9,159.77
Localist Corporation(CAVA @ Los Angeles)	8,400.00
EverDriven Technologies LLC(CAVA @ Los Angeles)	7,987.17
Haynes Family of Programs(CAVA @ Los Angeles)	7,827.44
Beach Cities Learning Center(CAVA @ Los Angeles)	7,704.35
Adapted Child's Play(CAVA @ Los Angeles)	7,661.35
FusionPlus Inc(CAVA @ Los Angeles)	7,500.00
Document Tracking Services(CAVA @ Los Angeles)	7,179.72
Specialized Therapy Services Inc(CAVA @ Los Angeles)	6,929.38
Del Sol School, Inc(CAVA @ Los Angeles)	6,600.00
Instructional Coaching Group(CAVA @ Los Angeles)	6,500.00
Green Hasson & Janks LLP(CAVA @ Los Angeles)	6,230.00

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
June 01, 2023 - June 30, 2023

Row Labels	Sum of Amount
DataBasics, Inc.(CAVA @ Los Angeles)	6,213.00
Village Glen School(CAVA @ Los Angeles)	6,188.76
Bridge The Gap Sped, LLC(CAVA @ Los Angeles)	5,542.50
NAPA Center, Inc.(CAVA @ Los Angeles)	5,400.00
SpeechRighter, Inc.(CAVA @ Los Angeles)	5,155.69
AXIS Teletherapy(CAVA @ Los Angeles)	4,485.00
Apple Inc.(CAVA @ Los Angeles)	4,468.11
Summit View School(CAVA @ Los Angeles)	4,276.70
Institute for the Redesign of Learning DBA The Almansor Center(CAVA @ Los Angeles)	4,024.69
Behavioral Emotional & Academic Mentoring (BEAM), LLC(CAVA @ Los Angeles)	3,975.00
Partners in Special Education(CAVA @ Los Angeles)	3,918.50
Steam Master of Simi Valley(CAVA @ Los Angeles)	3,890.00
Rids Brother Company Inc(CAVA @ Los Angeles)	3,407.50
Kadiant, LLC(CAVA @ Los Angeles)	3,340.00
Supreme Facility Services, Inc.(CAVA @ Los Angeles)	3,290.00
Little Ears Therapy Centers(CAVA @ Los Angeles)	3,150.00
Braille Abilities, LLC(CAVA @ Los Angeles)	3,148.09
ULINE(CAVA @ Los Angeles)	3,117.59
Grace Speech Therapy Corp.(CAVA @ Los Angeles)	2,949.60
City Printing Graphics(CAVA @ Los Angeles)	2,700.34
Southern California Edison(CAVA @ Los Angeles)	2,528.48
Shepherd Church(CAVA @ Los Angeles)	2,325.00
AT&T Mobility(CAVA @ Los Angeles)	2,289.69
A1 Speech Therapy, Inc.(CAVA @ Los Angeles)	2,100.00
Jackie Lou Abney(CAVA @ Los Angeles)	2,030.00
Comm-Core(CAVA @ Los Angeles)	1,941.37
Vista Del Mar/Vista School (NPS)(CAVA @ Los Angeles)	1,887.12
Best Hearing San Diego(CAVA @ Los Angeles)	1,691.00
Growing Healthy Children Therapy Services, Inc.(CAVA @ Los Angeles)	1,682.00
Bay Area SpeechWorks(CAVA @ Los Angeles)	1,617.50
McColgan and Associates, INC.(CAVA @ Los Angeles)	1,505.85
Certified Languages International(CAVA @ Los Angeles)	1,452.00
Foundations Therapy Service(CAVA @ Los Angeles)	1,450.25
Children's Therapy Network(CAVA @ Los Angeles)	1,393.75
Staples(CAVA @ Los Angeles)	1,381.02
Amazon Capital Services(CAVA @ Los Angeles)	1,319.60
Select Staffing(CAVA @ Los Angeles)	1,256.69
Point Quest Pediatric Therapies, LLC(CAVA @ Los Angeles)	1,230.01
City of Simi Valley(CAVA @ Los Angeles)	1,166.01
RH Vision Services(CAVA @ Los Angeles)	1,125.00
Beyond Blindness, Inc.(CAVA @ Los Angeles)	1,103.24

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
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Row Labels	Sum of Amount
Verizon Wireless(CAVA @ Los Angeles)	893.23
Pitney Bowes Global Financial Services(CAVA @ Los Angeles)	757.15
The Miri Center. A Professional Psychological Corporation(CAVA @ Los Angeles)	747.50
DV Therapy Inc.(CAVA @ Los Angeles)	670.00
Infinity Kids Corporation(CAVA @ Los Angeles)	650.00
Ontario Refrigeration(CAVA @ Los Angeles)	637.50
Stepping Stones Therapy(CAVA @ Los Angeles)	625.00
Carmen Gomez Ruiz(CAVA @ Los Angeles)	600.00
WPS(CAVA @ Los Angeles)	568.85
RK Physical Therapy Services PC(CAVA @ Los Angeles)	560.00
Oxford Consulting Services(CAVA @ Los Angeles)	472.50
Santa Cruz Roller Palladium(CAVA @ Los Angeles)	460.00
Waste Management(CAVA @ Los Angeles)	420.38
ADT Commercial(CAVA @ Los Angeles)	381.13
Comprehensive Therapy Associates, Inc.(CAVA @ Los Angeles)	375.00
Dynamic Therapies(CAVA @ Los Angeles)	375.00
Lead Star Security, Inc.(CAVA @ Los Angeles)	330.00
Sparkletts(CAVA @ Los Angeles)	304.76
eLuma(CAVA @ Los Angeles)	300.00
Paper Recycling & Shredding(CAVA @ Los Angeles)	294.00
Marketha Graham(CAVA @ Los Angeles)	267.00
RCM Technologies (USA), Inc.(CAVA @ Los Angeles)	262.50
School Services of California, Inc.(CAVA @ Los Angeles)	250.00
Sonoma Valley Chamber Of Commerce(CAVA @ Los Angeles)	250.00
Quill Corporation(CAVA @ Los Angeles)	249.42
Sandra Garay(CAVA @ Los Angeles)	240.00
Mariah Escobedo(CAVA @ Los Angeles)	240.00
Angela Johnson(CAVA @ Los Angeles)	240.00
Margarita Brambila(CAVA @ Los Angeles)	240.00
Western Exterminator Company(CAVA @ Los Angeles)	222.85
Elite Services 4 You(CAVA @ Los Angeles)	222.00
Sunny Kids Therapy, Inc.(CAVA @ Los Angeles)	195.00
Esther Igboerika(CAVA @ Los Angeles)	180.00
Lakita Perkins(CAVA @ Los Angeles)	178.06
Marie Williams(CAVA @ Los Angeles)	178.06
Shelia Richardson(CAVA @ Los Angeles)	178.00
Omar Calvillo(CAVA @ Los Angeles)	108.39
Professional Tutors of America, Inc.(CAVA @ Los Angeles)	90.00
Benny Tjandra(CAVA @ Los Angeles)	53.99
Grand Total	**13,827,183**

K12 : SA : Full Financials CA Node : CAVALA
Board Disbursements A/P Payment History by Vendor
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Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33474 - A1 Speech Therapy, Inc.(CAVA@I	Bill	06/15/2023	INV-00210		(2,100.00)
	Bill Payment	06/15/2023	33474		2,100.00
					0.00
Bill Payment #33547 - Marnie J Young dba Adapted Chil	Bill	06/29/2023	INV-00309		(240.00)
	Bill	06/29/2023	INV-00308		(7,421.35)
	Bill Payment	06/29/2023	33547		7,661.35
					0.00
Bill Payment #33475 - Amazon Capital Services(CAVA @	Bill	06/15/2023	1JKJ-CP1K-3GJ1		(87.59)
	Bill	06/15/2023	1K9F-CHKQ-6MVL		(224.02)
	Bill	06/15/2023	1WJC-PWR7-JKMG		(205.64)
	Bill	06/15/2023	1XXC-4JX6-6LDY		(19.14)
	Bill	06/15/2023	1Y4C-TY1J-4CWG		(97.85)
	Bill Payment	06/15/2023	33475		634.24
Bill Payment #33410 - Amazon Capital Services(CAVA @	Bill	06/09/2023	16JC-4JNM-F1DY		(132.29)
	Bill	06/09/2023	1CQD-RKNT-64YM		(209.65)
	Bill	06/09/2023	1YK7-N6YF-7XX1		(84.02)
	Bill Payment	06/09/2023	33410		425.96
Bill Payment #33392 - Amazon Capital Services(CAVA @	Bill	06/09/2023	LLC 1PCD-999P-3FDV		(259.40)
	Bill Payment	06/09/2023	33392		259.40
					0.00
Bill Payment #33525 - Arc Speech Pathology Network D	Bill	06/29/2023	INV-00514		(1,468.75)
	Bill	06/29/2023	INV-00515		(1,437.50)
	Bill	06/29/2023	INV-00516		(1,593.75)
	Bill	06/29/2023	INV-00517		(406.25)
	Bill Payment	06/29/2023	33525		4,906.25
Bill Payment #33412 - Arc Speech Pathology Network D	Bill	06/09/2023	INV-00498		(1,806.25)
	Bill	06/09/2023	INV-00499		(1,375.00)
	Bill	06/09/2023	INV-00500		(1,437.50)
	Bill	06/09/2023	INV-00501		(2,018.75)
	Bill	06/09/2023	INV-00502		(437.50)
	Bill Payment	06/09/2023	33412		7,075.00
					0.00
Bill Payment #33510 - Barrington Staffing Services(CAV	Bill	06/29/2023	LLC 42490		(3,604.48)
	Bill Payment	06/29/2023	33510		3,604.48
Bill Payment #33459 - Barrington Staffing Services(CAV	Bill	06/15/2023	LLC 42461		(3,130.40)
	Bill Payment	06/15/2023	33459		3,130.40
Bill Payment #33393 - Barrington Staffing Services(CAV	Bill	06/09/2023	LLC 42381		(3,371.20)
	Bill	06/09/2023	LLC 42406		(3,612.00)
	Bill	06/09/2023	LLC 42432		(2,889.60)
	Bill Payment	06/09/2023	33393		9,872.80
					0.00
Bill Payment #33482 - Braille Consultants, Inc.(CAVA@I	Bill	06/15/2023	INV-01586		(2,720.00)
	Bill Payment	06/15/2023	33482		2,720.00
Bill Payment #33416 - Braille Consultants, Inc.(CAVA@I	Bill	06/09/2023	INV-01578		(85.00)
	Bill	06/09/2023	INV-01579		(2,720.00)
	Bill	06/09/2023	INV-01581		(2,720.00)
	Bill	06/09/2023	INV-01582		(255.00)
	Bill	06/09/2023	INV-01584		(425.00)
	Bill	06/09/2023	INV-01585		(255.00)
	Bill Payment	06/09/2023	33416		6,460.00
					0.00
Bill Payment #33418 - California Teachers Association(C	Bill	06/09/2023	Union Dues - 052023		(27,024.40)
	Bill Payment	06/09/2023	33418		27,024.40
					0.00
Bill Payment #33394 - Carmen Gomez Ruiz(CAVA @ Los	Bill	06/09/2023	LLC 2090		(600.00)
	Bill Payment	06/09/2023	33394		600.00
					0.00
Bill Payment #33532 - Christy Bock dba Cornerstone Ed	Bill	06/28/2023	INV-00262		(18,273.66)
	Bill Payment	06/29/2023	33532		18,273.66
					0.00
Bill Payment #33396 - DataBasics, Inc.(CAVA@LA)	Bill	06/09/2023	LLC 0811618		(6,213.00)
	Bill Payment	06/09/2023	33396		6,213.00
					0.00
Bill Payment #33463 - Document Tracking Services(CAV	Bill	06/15/2023	LLC T-930650061		(7,179.72)
	Bill Payment	06/15/2023	33463		7,179.72
					0.00
Bill Payment #33486 - DV Therapy Inc.(CAVA@LA)	Bill	06/15/2023	INV-00174		(150.00)
	Bill	06/15/2023	INV-00175		(520.00)
	Bill Payment	06/15/2023	33486		670.00
					0.00
Bill Payment #33534 - EBS Healthcare Inc.(CAVA@LA)	Bill	06/29/2023	INV-02716		(123.10)
	Bill	06/29/2023	INV-02718		(144.86)
	Bill Payment	06/29/2023	33534		267.96
Bill Payment #33488 - EBS Healthcare Inc.(CAVA@LA)	Bill	06/15/2023	INV-02673		(4,868.06)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33488 - EBS Healthcare Inc.(CAVA@LA)	Bill	06/15/2023	INV-02685		(47.01)
	Bill	06/15/2023	INV-02686		(123.10)
	Bill	06/15/2023	INV-02689		(75.99)
	Bill	06/15/2023	INV-02691		(110.72)
	Bill	06/15/2023	INV-02695		(110.72)
	Bill	06/15/2023	INV-02699		(75.99)
	Bill	06/15/2023	INV-02701		(75.99)
	Bill	06/15/2023	INV-02703		(110.72)
	Bill	06/15/2023	INV-02707		(92.34)
	Bill	06/15/2023	INV-02709		(71.33)
	Bill Payment	06/15/2023	33488		5,761.97
Bill Payment #33422 - EBS Healthcare Inc.(CAVA@LA)	Bill	06/09/2023	INV-02627		(4,003.10)
	Bill	06/09/2023	INV-02628		(2,023.92)
	Bill	06/09/2023	INV-02641		(206.55)
	Bill	06/09/2023	INV-02643		(84.45)
	Bill	06/09/2023	INV-02648		(122.97)
	Bill	06/09/2023	INV-02651		(85.50)
	Bill	06/09/2023	INV-02655		(2,509.10)
	Bill	06/09/2023	INV-02667		(57.00)
	Bill Payment	06/09/2023	33422		9,092.59
Amount Unapplied - Bill Payment #33488 - EBS Healthc					(0.00)
					(0.00)
Bill Payment #33535 - ECE 4 Autism(CAVA @ Los Angel	Bill	06/28/2023	02203103		(4,806.00)
	Bill	06/28/2023	02203104		(8,766.00)
	Bill	06/28/2023	02203120		(7,641.50)
	Bill Payment	06/29/2023	33535		21,213.50
					0.00
Bill Payment #33536 - Effectual Educational Consulting	Bill	06/28/2023	INV-06764		(3,521.25)
	Bill	06/28/2023	INV-06804		(9,957.50)
	Bill	06/28/2023	INV-06826		(119.99)
	Bill	06/29/2023	INV-06817		(2,900.00)
	Bill	06/29/2023	INV-06818		(692.50)
	Bill	06/29/2023	INV-06829		(924.50)
	Bill	06/29/2023	INV-06832		(130.00)
	Bill	06/29/2023	INV-06834		(6,160.00)
	Bill	06/29/2023	INV-06844		(500.00)
	Bill	06/29/2023	INV-06845		(80.00)
	Bill	06/29/2023	INV-06846		(200.00)
	Bill Payment	06/29/2023	33536		25,185.74
Bill Payment #33489 - Effectual Educational Consulting	Bill	06/15/2023	INV-06740		(2,905.00)
	Bill	06/15/2023	INV-06750		(2,171.25)
	Bill	06/15/2023	INV-06755		(2,229.83)
	Bill	06/15/2023	INV-06758		(1,065.00)
	Bill	06/15/2023	INV-06773		(1,560.00)
	Bill	06/15/2023	INV-06783		(3,898.25)
	Bill	06/15/2023	INV-06787		(820.00)
	Bill	06/15/2023	INV-06793		(2,305.35)
	Bill	06/15/2023	INV-06797		(936.25)
	Bill	06/15/2023	INV-06798		(3,358.77)
	Bill Payment	06/15/2023	33489		21,249.70
Bill Payment #33423 - Effectual Educational Consulting	Bill	06/09/2023	INV-06689		(825.00)
	Bill	06/09/2023	INV-06692		(98.75)
	Bill	06/09/2023	INV-06695		(150.00)
	Bill	06/09/2023	INV-06698		(3,610.00)
	Bill	06/09/2023	INV-06719		(105.00)
	Bill	06/09/2023	INV-06723		(300.00)
	Bill	06/09/2023	INV-06729		(2,642.50)
	Bill	06/09/2023	INV-06735		(1,870.00)
	Bill	06/09/2023	INV-06736		(3,960.00)
	Bill Payment	06/09/2023	33423		13,561.25
Bill Payment #33397 - Effectual Educational Consulting	Bill	06/09/2023	LLC 10734		(3,150.00)
	Bill Payment	06/09/2023	33397		3,150.00
Amount Unapplied - Bill Payment #33536 - Effectual Ed					0.00
					0.00
Bill Payment #33490 - eLuma(CAVA@LA)	Bill	06/15/2023	VST-01038		(300.00)
	Bill Payment	06/15/2023	33490		300.00
					0.00
Bill Payment #33538 - EMHSports USA, Inc(CAVA@LA)	Bill	06/29/2023	INV-03190		(170.00)
	Bill	06/29/2023	INV-03194		(340.00)
	Bill	06/29/2023	INV-03195		(170.00)
	Bill	06/29/2023	INV-03198		(170.00)
	Bill	06/29/2023	INV-03200		(170.00)
	Bill	06/29/2023	INV-03206		(170.00)
	Bill Payment	06/29/2023	33538		1,190.00

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33491 - EMHSports USA, Inc(CAVA@LA)	Bill	06/15/2023	INV-03172		(1,530.00)
	Bill	06/15/2023	INV-03173		(680.00)
	Bill	06/15/2023	INV-03175		(1,325.00)
	Bill	06/15/2023	INV-03180		(850.00)
	Bill	06/15/2023	INV-03182		(1,020.00)
	Bill	06/15/2023	INV-03185		(680.00)
	Bill	06/15/2023	INV-03187		(1,105.00)
	Bill	06/15/2023	INV-03188		(680.00)
	Bill Payment	06/15/2023	33491		7,870.00
Bill Payment #33426 - EMHSports USA, Inc(CAVA@LA)	Bill	06/09/2023	INV-03150		(510.00)
	Bill	06/09/2023	INV-03153		(680.00)
	Bill	06/09/2023	INV-03154		(850.00)
	Bill	06/09/2023	INV-03155		(850.00)
	Bill	06/09/2023	INV-03157		(850.00)
	Bill	06/09/2023	INV-03161		(510.00)
	Bill	06/09/2023	INV-03165		(1,325.00)
	Bill Payment	06/09/2023	33426		5,575.00
					0.00
Bill Payment #33487 - E-Therapy LLC(CAVA@LA)	Bill	06/15/2023	INV-06347		(1,237.72)
	Bill Payment	06/15/2023	33487		1,237.72
Bill Payment #33421 - E-Therapy LLC(CAVA@LA)	Bill	06/09/2023	INV-06329		(1,107.80)
	Bill	06/09/2023	INV-06331		(4,099.54)
	Bill	06/09/2023	INV-06332		(4,494.26)
	Bill	06/09/2023	INV-06333		(3,544.74)
	Bill	06/09/2023	INV-06334		(5,309.01)
	Bill	06/09/2023	INV-06335		(2,058.20)
	Bill Payment	06/09/2023	33421		20,613.55
					0.00
Bill Payment #33427 - Foundations Therapy Service(CA	Bill	06/09/2023	INV-00717		(868.25)
	Bill	06/09/2023	INV-00718		(582.00)
	Bill Payment	06/09/2023	33427		1,450.25
					0.00
Bill Payment #33398 - FusionPlus Inc(CAVA@LA)	Bill	06/09/2023	LLC INV-999		(7,500.00)
	Bill Payment	06/09/2023	33398		7,500.00
					0.00
Bill Payment #EFT062723 - K12 MANAGEMENT INC	Bill	03/15/2023	LA - INV-003-9587 - Feb 23 - S	LA - INV-003-9587 - Feb 23 - SS&T	(804,041.40)
	Bill	03/15/2023	LA - INV-003-9655 - Mar 23 - I	LA - INV-003-9655 - Mar 23 - MAT	(144,330.00)
	Bill	03/21/2023	LA - INV-003-9764 - Feb 23 - L	LA - INV-003-9764 - Feb 23 - Lease	(12,021.72)
	Bill	04/17/2023	LA - INV-003-10005 - Apr 23 -	LA - INV-003-10005 - Apr 23 - OLS	(711,743.50)
	Bill	04/17/2023	LA - INV-003-10058 - Apr 23 -	LA - INV-003-10058 - Apr 23 - COM	(243,245.00)
	Bill	04/17/2023	LA - INV-003-9941 - Mar 23 - S	LA - INV-003-9941 - Mar 23 - SS&T	(1,494,587.00)
	Bill	04/17/2023	LA - INV-003-9959 - Apr 23 - M	LA - INV-003-9959 - Apr 23 - MAT	(93,585.50)
	Bill	04/19/2023	LA - INV-003-10116 - SS&T FY	LA - INV-003-10116 - SS&T FY22 True-up	(49,063.00)
	Bill	04/19/2023	LA - INV-003-10132 - Mar 23 -	LA - INV-003-10132 - Mar 23 - Lease	(12,021.72)
	Bill	04/20/2023	LA - INV-003-10226 - Apr 23 -	LA - INV-003-10226 - Apr 23 - Testing COM	(150.00)
	Bill	04/20/2023	LA - INV-003-10248 - FY2023 -	LA - INV-003-10248 - FY2023 - STAR360	(174,185.00)
	Bill	05/12/2023	LA - INV-003-10350 - May 23 -	LA - INV-003-10350 - May 23 - COM	(106,587.50)
	Bill	05/12/2023	LA - INV-003-10399 - May 23 -	LA - INV-003-10399 - May 23 - MAT	(53,416.50)
	Bill	05/12/2023	LA - INV-003-10442 - May 23 -	LA - INV-003-10442 - May 23 - OLS	(687,521.00)
	Bill	05/12/2023	LA - INV-003-10493 - Apr 23 -	LA - INV-003-10493 - Apr 23 - SS&T	(1,362,384.00)
	Bill	05/23/2023	LA - INV-003-10620 - May 23 -	LA - INV-003-10620 - May 23 - Testing COM	(31,530.00)
	Bill	06/15/2023	LA - INV-003-10691 - May 23 -	LA - INV-003-10691 - May 23 - SS&T	(1,385,581.00)
	Bill	06/21/2023	LA - INV-003-10985 - FY23 - Te	LA - INV-003-10985 - FY23 - Testing Nirvana	(558.94)
	Bill	06/20/2023	LA - INV-003-10917 - May 23 -	LA - INV-003-10917 - May 23 - Lease	(12,021.72)
	Bill	05/17/2023	LA - INV-003-10526 - Apr 23 -	LA - INV-003-10526 - Apr 23 - Lease	(12,021.72)
	Bill	06/19/2023	LA - INV-003-10708 - Jun 23 -	LA - INV-003-10708 - Jun 23 - MAT	(45,702.50)
	Bill	06/19/2023	LA - INV-003-10750 - Jun 23 -	LA - INV-003-10750 - Jun 23 - OLS	(421,617.50)
	Bill	06/19/2023	LA - INV-003-10797 - Jun 23 -	LA - INV-003-10797 - Jun 23 - COM	(61,365.00)
	Bill	06/19/2023	LA - INV-003-10876 - Jun 23 -	LA - INV-003-10876 - Jun 23 - Testing Comp	(7,530.00)
	Bill Payment	06/27/2023	EFT062723		7,926,811.22
Bill Credit #LA - CM-003-1111 - Jun 23 - Teacher OLS - K:	Bill	03/15/2023	LA - INV-003-9655 - Mar 23 - I	LA - INV-003-9655 - Mar 23 - MAT	(4,400.00)
	Bill Credit	06/22/2023	LA - CM-003-1111 - Jun 23 - Te	LA - CM-003-1111 - Jun 23 - Teacher OLS	4,400.00
Amount Unapplied - Bill Payment #EFT062723 - K12 MA					(0.00)
					(0.00)
Bill Payment #33433 - Law Offices of Young, Minney &	Bill	06/09/2023	4987		(8,286.50)
	Bill Payment	06/09/2023	33433		8,286.50
Bill Payment #33399 - Law Offices of Young, Minney &	Bill	06/09/2023	LLC 4986		(7,782.50)
	Bill	06/09/2023	LLC 5008		(665.00)
	Bill Payment	06/09/2023	33399		8,447.50
					0.00
Bill Payment #33496 - Little Ears Therapy Centers(CAVA	Bill	06/15/2023	INV-00080		(630.00)
	Bill Payment	06/15/2023	33496		630.00
Bill Payment #33435 - Little Ears Therapy Centers(CAVA	Bill	06/09/2023	INV-00078		(2,460.00)
	Bill	06/09/2023	INV-00079		(60.00)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33435 - Little Ears Therapy Centers(CAVA	Bill Payment	06/09/2023	33435		2,520.00
					0.00
Bill Payment #33549 - NAPA Center, Inc.(CAVA@LA)	Bill	06/28/2023	INV-00528		(4,680.00)
	Bill	06/29/2023	INV-00529		(720.00)
	Bill Payment	06/29/2023	33549		5,400.00
					0.00
Bill Payment #33550 - National TeleTherapy Resources,	Bill	06/28/2023	INV-04997		(780.99)
	Bill	06/28/2023	INV-04998		(658.83)
	Bill	06/28/2023	INV-04999		(536.26)
	Bill	06/28/2023	INV-05004		(302.50)
	Bill	06/28/2023	INV-05005		(385.00)
	Bill	06/28/2023	INV-05006		(266.20)
	Bill	06/28/2023	INV-05010		(500.51)
	Bill	06/28/2023	INV-05012		(589.37)
	Bill	06/28/2023	INV-05014		(422.66)
	Bill	06/28/2023	INV-05036		(446.54)
	Bill	06/28/2023	INV-05037		(689.12)
	Bill	06/29/2023	INV-05000		(566.90)
	Bill	06/29/2023	INV-05001		(932.53)
	Bill	06/29/2023	INV-05002		(1,627.11)
	Bill	06/29/2023	INV-05003		(1,131.34)
	Bill	06/29/2023	INV-05007		(860.01)
	Bill	06/29/2023	INV-05008		(508.10)
	Bill	06/29/2023	INV-05009		(804.89)
	Bill	06/29/2023	INV-05011		(464.76)
	Bill	06/29/2023	INV-05013		(505.35)
	Bill	06/29/2023	INV-05015		(724.03)
	Bill	06/29/2023	INV-05033		(429.03)
	Bill	06/29/2023	INV-05034		(817.58)
	Bill	06/29/2023	INV-05035		(1,133.81)
	Bill	06/29/2023	INV-05038		(751.60)
	Bill	06/29/2023	INV-05040		(490.64)
	Bill	06/29/2023	INV-05041		(728.93)
	Bill	06/29/2023	INV-05062		(241.66)
	Bill	06/29/2023	INV-05076		(791.50)
	Bill Payment	06/29/2023	33550		19,087.75
Bill Payment #33499 - National TeleTherapy Resources,	Bill	06/15/2023	INV-04971		(697.51)
	Bill	06/15/2023	INV-04979		(315.00)
	Bill Payment	06/15/2023	33499		1,012.51
Bill Payment #33437 - National TeleTherapy Resources,	Bill	06/09/2023	INV-04866		(112.50)
	Bill	06/09/2023	INV-04883		(193.65)
	Bill	06/09/2023	INV-04887		(398.38)
	Bill	06/09/2023	INV-04915		(1,119.74)
	Bill	06/09/2023	INV-04926		(63.00)
	Bill	06/09/2023	INV-04932		(93.72)
	Bill	06/09/2023	INV-04933		(983.62)
	Bill	06/09/2023	INV-04934		(330.00)
	Bill	06/09/2023	INV-04935		(860.00)
	Bill	06/09/2023	INV-04936		(658.84)
	Bill	06/09/2023	INV-04937		(512.70)
	Bill	06/09/2023	INV-04938		(444.95)
	Bill	06/09/2023	INV-04939		(626.64)
	Bill	06/09/2023	INV-04940		(259.10)
	Bill	06/09/2023	INV-04941		(214.50)
	Bill	06/09/2023	INV-04942		(166.61)
	Bill	06/09/2023	INV-04956		(1,225.72)
	Bill Payment	06/09/2023	33437		8,263.67
Amount Unapplied - Bill Payment #33550 - National Tel					(0.00)
					(0.00)
Bill Payment #33514 - Paper Recycling & Shredding(CA\	Bill	06/28/2023	LLC 547986		(98.00)
	Bill Payment	06/29/2023	33514		98.00
Bill Payment #33402 - Paper Recycling & Shredding(CA\	Bill	06/09/2023	LLC 545773		(98.00)
	Bill	06/09/2023	LLC 546889		(98.00)
	Bill Payment	06/09/2023	33402		196.00
					0.00
Bill Payment #33553 - Partners in Special Education(CA\	Bill	06/28/2023	INV-00875		(175.00)
	Bill	06/29/2023	INV-00874		(587.50)
	Bill Payment	06/29/2023	33553		762.50
Bill Payment #33500 - Partners in Special Education(CA\	Bill	06/15/2023	INV-00864		(105.00)
	Bill	06/15/2023	INV-00865		(980.00)
	Bill Payment	06/15/2023	33500		1,085.00
Bill Payment #33438 - Partners in Special Education(CA\	Bill	06/09/2023	INV-00841		(480.00)
	Bill	06/09/2023	INV-00847		(1,006.00)
	Bill	06/09/2023	INV-00855		(585.00)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33438 - Partners in Special Education(CA	Bill Payment	06/09/2023	33438		2,071.00
					0.00
Bill Payment #33554 - PresenceLearning, Inc.(CAVA @ L	Bill	06/28/2023	INV-08188		(250.00)
	Bill	06/29/2023	INV-08228		(1,137.00)
	Bill	06/29/2023	INV-08229		(482.50)
	Bill Payment	06/29/2023	33554		1,869.50
Bill Payment #33502 - PresenceLearning, Inc.(CAVA @ L	Bill	06/15/2023	INV-08114		(190.00)
	Bill	06/15/2023	INV-08118		(1,050.00)
	Bill	06/15/2023	INV-08119		(1,717.50)
	Bill	06/15/2023	INV-08120		(887.00)
	Bill	06/15/2023	INV-08121		(1,227.50)
	Bill	06/15/2023	INV-08148		(2,620.00)
	Bill	06/15/2023	INV-08185		(1,895.00)
	Bill Payment	06/15/2023	33502		9,587.00
					0.00
Bill Payment #33556 - RH Vision Services(CAVA @ Los A	Bill	06/29/2023	INV-00073		(412.50)
	Bill Payment	06/29/2023	33556		412.50
Bill Payment #33442 - RH Vision Services(CAVA @ Los A	Bill	06/09/2023	INV-00070		(712.50)
	Bill Payment	06/09/2023	33442		712.50
					0.00
Bill Payment #33470 - Sparkletts(CAVA@LA)	Bill	06/15/2023	LLC 15182654 061123		(304.76)
	Bill Payment	06/15/2023	33470		304.76
					0.00
Bill Payment #33562 - Speech Guy, LLC(CAVA @ Los An	Bill	06/29/2023	INV-00828		(4,835.02)
	Bill Payment	06/29/2023	33562		4,835.02
Bill Payment #33446 - Speech Guy, LLC(CAVA @ Los An	Bill	06/09/2023	INV-00819		(2,471.38)
	Bill	06/09/2023	INV-00815		(6,430.38)
	Bill Payment	06/09/2023	33446		8,901.76
					0.00
Bill Payment #33519 - Staples(CAVA@LA)	Bill	06/28/2023	LLC 3539581607		(117.12)
	Bill Payment	06/29/2023	33519		117.12
Bill Payment #33471 - Staples(CAVA@LA)	Bill	06/15/2023	LLC 3538662601		(1,086.25)
	Bill	06/15/2023	LLC 3538662602		(177.65)
	Bill Payment	06/15/2023	33471		1,263.90
					0.00
Bill Payment #33504 - Stepping Stones Therapy(CAVA@	Bill	06/15/2023	INV-00337		(187.50)
	Bill Payment	06/15/2023	33504		187.50
Bill Payment #33449 - Stepping Stones Therapy(CAVA@	Bill	06/09/2023	INV-00328		(312.50)
	Bill	06/09/2023	INV-00333		(125.00)
	Bill Payment	06/09/2023	33449		437.50
					0.00
Bill Payment #33440 - PrentGraf Ltd dba TalkPath Live((	Bill	06/09/2023	INV-00656		(3,591.76)
	Bill	06/09/2023	INV-00661		(3,022.75)
	Bill	06/09/2023	INV-00662		(2,545.26)
	Bill Payment	06/09/2023	33440		9,159.77
					0.00
Bill Payment #33548 - MK Innovations Inc dba The Silly	Bill	06/29/2023	INV-00495		(4,125.00)
	Bill Payment	06/29/2023	33548		4,125.00
Bill Payment #33498 - MK Innovations Inc dba The Silly	Bill	06/15/2023	INV-00483		(5,820.00)
	Bill	06/15/2023	INV-00482		(7,140.00)
	Bill	06/15/2023	INV-00484		(4,770.00)
	Bill Payment	06/15/2023	33498		17,730.00
					0.00
Bill Payment #33563 - TheraStaffers(CAVA @ Los Angel	Bill	06/28/2023	INV-00250		(2,795.75)
	Bill Payment	06/29/2023	33563		2,795.75
Bill Payment #33506 - TheraStaffers(CAVA @ Los Angel	Bill	06/15/2023	INV-00256		(408.75)
	Bill	06/15/2023	INV-00253		(54.50)
	Bill	06/15/2023	INV-00269		(763.00)
	Bill	06/15/2023	INV-00261		(535.92)
	Bill	06/15/2023	INV-00272		(54.50)
	Bill Payment	06/15/2023	33506		1,816.67
Bill Payment #33453 - TheraStaffers(CAVA @ Los Angel	Bill	06/09/2023	INV-00238		(1,798.50)
	Bill	06/09/2023	INV-00235		(109.00)
	Bill	06/09/2023	INV-00218		(545.00)
	Bill	06/09/2023	INV-00220		(463.25)
	Bill	06/09/2023	INV-00225		(1,389.75)
	Bill	06/09/2023	INV-00230		(2,134.60)
	Bill Payment	06/09/2023	33453		6,440.10
Amount Unapplied - Bill Payment #33506 - TheraStaffer					0.00
					0.00
Bill Payment #33520 - UPS(CAVA@LA)	Bill	06/28/2023	LLC 000073Y68E243		(1,758.43)
	Bill	06/28/2023	LLC 0000V9159W243		(190.30)
	Bill Payment	06/29/2023	33520		1,948.73
Bill Payment #33472 - UPS(CAVA@LA)	Bill	06/15/2023	LLC 000073Y68E233		(4,650.67)

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Bill Payment #33472 - UPS(CAVA@LA)	Bill	06/15/2023	LLC 0000V9159W233		(426.37)
	Bill Payment	06/15/2023	33472		5,077.04
Bill Payment #33407 - UPS(CAVA@LA)	Bill	06/09/2023	LLC 000073Y68E213		(775.11)
	Bill	06/09/2023	LLC 000073Y68E223		(3,165.49)
	Bill	06/09/2023	LLC 0000V9159W213		(354.27)
	Bill	06/09/2023	LLC 0000V9159W223		(242.87)
	Bill Payment	06/09/2023	33407		4,537.74
					0.00
Bill Payment #33564 - Virtual Technologies Group(CAV/	Bill	06/29/2023	202011		(1,444.01)
	Bill	06/29/2023	202016		(1,313.83)
	Bill Payment	06/29/2023	33564		2,757.84
Bill Payment #33521 - Virtual Technologies Group(CAV/	Bill	06/29/2023	LLC 202000		(54,927.82)
	Bill Payment	06/29/2023	33521		54,927.82
Bill Payment #33507 - Virtual Technologies Group(CAV/	Bill	06/15/2023	201943		(2,119.84)
	Bill	06/15/2023	201956		(1,059.92)
	Bill	06/15/2023	201969		(1,059.92)
	Bill Payment	06/15/2023	33507		4,239.68
Bill Payment #33455 - Virtual Technologies Group(CAV/	Bill	06/09/2023	201608		(1,066.80)
	Bill	06/09/2023	201609		(289.26)
	Bill	06/09/2023	201612		(1,066.80)
	Bill	06/09/2023	201613		(144.63)
	Bill	06/09/2023	201625		(1,066.80)
	Bill	06/09/2023	201648		(144.63)
	Bill	06/09/2023	201659		(1,066.80)
	Bill	06/09/2023	201669		(1,066.80)
	Bill Payment	06/09/2023	33455		5,912.52
					0.00
Bill Payment #33408 - Waste Management(CAVA @ Los	Bill	06/09/2023	LLC 6686214-0283-7		(167.38)
	Bill	06/09/2023	LLC 6686233-0283-7		(253.00)
	Bill Payment	06/09/2023	33408		420.38
					0.00
Bill Payment #33522 - Western Exterminator Company(	Bill	06/28/2023	LLC 46882207		(222.85)
	Bill Payment	06/29/2023	33522		222.85
					0.00
Bill Payment #33473 - Verizon Wireless(CAVA@LA)	Bill	06/15/2023	LLC 9936402871		(893.23)
	Bill Payment	06/15/2023	33473		893.23
					0.00
Bill Payment #33515 - Pitney Bowes Purchase Power(C/	Bill	06/28/2023	LLC 8000-9090-1005-2145 06		(10,595.00)
	Bill Payment	06/29/2023	33515		10,595.00
					0.00
Bill Payment #33391 - ADT Commercial(CAVA @ Los An	Bill	06/09/2023	LLC 150496247		(381.13)
	Bill Payment	06/09/2023	33391		381.13
					0.00
Bill Payment #33523 - Anchor Counseling & Education S	Bill	06/28/2023	INV-06231		(660.00)
	Bill	06/28/2023	INV-06139		(5,754.30)
	Bill	06/29/2023	INV-06236		(23.75)
	Bill	06/29/2023	INV-06196		(705.00)
	Bill	06/29/2023	INV-06140		(9,529.38)
	Bill	06/29/2023	INV-06158		(570.00)
	Bill	06/29/2023	INV-06166		(1,132.09)
	Bill	06/29/2023	INV-06177		(191.78)
	Bill	06/29/2023	INV-06184		(780.00)
	Bill	06/29/2023	INV-06207		(360.00)
	Bill	06/29/2023	INV-06214		(1,850.00)
	Bill	06/29/2023	INV-06216		(1,002.50)
	Bill Payment	06/29/2023	33523		22,558.80
Bill Payment #33476 - Anchor Counseling & Education S	Bill	06/15/2023	INV-06122		(3,598.33)
	Bill	06/15/2023	INV-06123		(6,592.72)
	Bill	06/15/2023	INV-06124		(9,151.26)
	Bill	06/15/2023	INV-06125		(1,524.18)
	Bill Payment	06/15/2023	33476		20,866.49
Bill Payment #33411 - Anchor Counseling & Education S	Bill	06/09/2023	INV-06078		(5,647.50)
	Bill	06/09/2023	INV-06080		(9,245.20)
	Bill	06/09/2023	INV-06079		(8,987.54)
	Bill	06/09/2023	INV-06107		(479.45)
	Bill	06/09/2023	INV-06096		(2,302.50)
	Bill	06/09/2023	INV-06113		(1,470.00)
	Bill Payment	06/09/2023	33411		28,132.19
Amount Unapplied - Bill Payment #33523 - Anchor Cou					0.00
Amount Unapplied - Bill Payment #33476 - Anchor Cou					0.00
Amount Unapplied - Bill Payment #33411 - Anchor Cou					(0.00)
					0.00
Bill Payment #33531 - Children's Therapy Network(CAV	Bill	06/29/2023	INV-01066		(706.25)
	Bill Payment	06/29/2023	33531		706.25

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33483 - Children's Therapy Network(CAV	Bill	06/15/2023	INV-01056		(687.50)
	Bill Payment	06/15/2023	33483		687.50
					0.00
Bill Payment #33497 - McColgan and Associates, INC.(C	Bill	06/15/2023	INV-00652		(1,505.85)
	Bill Payment	06/15/2023	33497		1,505.85
					0.00
Bill Payment #33537 - El Paseo Children's Center, Inc.(C	Bill	06/29/2023	INV-00728		(9,104.90)
	Bill	06/29/2023	INV-00729		(12,434.49)
	Bill Payment	06/29/2023	33537		21,539.39
Bill Payment #33424 - El Paseo Children's Center, Inc.(C	Bill	06/09/2023	INV-00718		(7,747.29)
	Bill Payment	06/09/2023	33424		7,747.29
					0.00
Bill Payment #33420 - Communicology, Inc., DBA Conne	Bill	06/09/2023	INV-00803		(2,955.22)
	Bill	06/09/2023	INV-00794		(1,322.50)
	Bill	06/09/2023	INV-00801		(3,482.71)
	Bill	06/09/2023	INV-00802		(2,879.60)
	Bill	06/09/2023	INV-00818		(948.75)
	Bill	06/09/2023	INV-00778		(3,139.58)
	Bill	06/09/2023	INV-00779		(3,463.07)
	Bill	06/09/2023	INV-00780		(3,608.98)
	Bill Payment	06/09/2023	33420		21,800.41
Amount Unapplied - Bill Payment #33420 - Communico					0.00
					0.00
Bill Payment #33505 - Sunny Kids Therapy, Inc.(CAVA @	Bill	06/15/2023	INV-00392		(65.00)
	Bill Payment	06/15/2023	33505		65.00
Bill Payment #33451 - Sunny Kids Therapy, Inc.(CAVA @	Bill	06/09/2023	INV-00384		(65.00)
	Bill	06/09/2023	INV-00389		(65.00)
	Bill Payment	06/09/2023	33451		130.00
					0.00
Bill Payment #33526 - Bay Area SpeechWorks(CAVA @	Bill	06/28/2023	INV-00193		(42.50)
	Bill	06/28/2023	INV-00203		(415.00)
	Bill Payment	06/29/2023	33526		457.50
Bill Payment #33478 - Bay Area SpeechWorks(CAVA @	Bill	06/15/2023	INV-00195		(960.00)
	Bill Payment	06/15/2023	33478		960.00
Bill Payment #33413 - Bay Area SpeechWorks(CAVA @	Bill	06/09/2023	INV-00194		(200.00)
	Bill Payment	06/09/2023	33413		200.00
					0.00
Bill Payment #33481 - Beyond Blindness, Inc.(CAVA @ L	Bill	06/15/2023	INV-00090		(490.34)
	Bill	06/15/2023	INV-00092		(612.90)
	Bill Payment	06/15/2023	33481		1,103.24
					0.00
Bill Payment #33501 - Point Quest Pediatric Therapies,	Bill	06/15/2023	INV-00078		(1,230.01)
	Bill Payment	06/15/2023	33501		1,230.01
					0.00
Bill Payment #33503 - RCM Technologies (USA), Inc.(CA	Bill	06/15/2023	INV-00182		(26.25)
	Bill	06/15/2023	INV-00183		(52.50)
	Bill Payment	06/15/2023	33503		78.75
Bill Payment #33441 - RCM Technologies (USA), Inc.(CA	Bill	06/09/2023	INV-00176		(26.25)
	Bill	06/09/2023	INV-00166		(26.25)
	Bill	06/09/2023	INV-00174		(52.50)
	Bill	06/09/2023	INV-00167		(52.50)
	Bill	06/09/2023	INV-00175		(26.25)
	Bill Payment	06/09/2023	33441		183.75
					0.00
Bill Payment #33480 - Best Hearing San Diego(CAVA @	Bill	06/15/2023	INV-00027		(200.00)
	Bill	06/15/2023	INV-00029		(183.00)
	Bill	06/15/2023	INV-00030		(183.00)
	Bill Payment	06/15/2023	33480		566.00
Bill Payment #33415 - Best Hearing San Diego(CAVA @	Bill	06/09/2023	INV-00023		(850.00)
	Bill	06/09/2023	INV-00026		(275.00)
	Bill Payment	06/09/2023	33415		1,125.00
					0.00
Bill Payment #33419 - Christopher Chaidez dba Upward	Bill	06/09/2023	INV-00102		(5,874.11)
	Bill	06/09/2023	INV-00099		(750.00)
	Bill	06/09/2023	INV-00101		(1,650.00)
	Bill	06/09/2023	INV-00094		(11,478.96)
	Bill Payment	06/09/2023	33419		19,753.07
					0.00
Bill Payment #33462 - Comm-Core(CAVA@LA)	Bill	06/15/2023	LLC 1074316		(1,941.37)
	Bill Payment	06/15/2023	33462		1,941.37
					0.00
Bill Payment #33511 - Certified Languages Internationa	Bill	06/28/2023	LLC 74586053123		(1,452.00)
	Bill Payment	06/29/2023	33511		1,452.00
					0.00

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Bill Payment #33439 - Passageway Inc.(CAVA @ Los An	Bill	06/09/2023	052023 Cervantez		(10,364.70)
	Bill Payment	06/09/2023	33439		10,364.70
					0.00
Bill Payment #33485 - Del Sol School, Inc(CAVA @ Los A	Bill	06/15/2023	052023		(6,600.00)
	Bill Payment	06/15/2023	33485		6,600.00
					0.00
Bill Payment #33431 - Infinity Kids Corporation(CAVA @	Bill	06/09/2023	INV-00034		(650.00)
	Bill Payment	06/09/2023	33431		650.00
					0.00
Bill Payment #33494 - Growing Healthy Children Therap	Bill	06/15/2023	INV-00244		(1,682.00)
	Bill Payment	06/15/2023	33494		1,682.00
					0.00
Bill Payment #33467 - School Services of California, Inc.	Bill	06/15/2023	LLC 0137724-IN		(250.00)
	Bill Payment	06/15/2023	33467		250.00
					0.00
Bill Payment #33454 - Village Glen School(CAVA@LA)	Bill	06/09/2023	CVA0423VG		(2,905.20)
	Bill	06/09/2023	CVA0423VGW		(3,283.56)
	Bill Payment	06/09/2023	33454		6,188.76
					0.00
Bill Payment #33450 - Summit View School(CAVA@LA)	Bill	06/09/2023	CVA0423SV		(4,276.70)
	Bill Payment	06/09/2023	33450		4,276.70
					0.00
Bill Payment #EFT 06.05.2023 WF - State Board of Equa	Bill	05/29/2023		Use Tax- May 23	(18,195.73)
	Bill Payment	06/05/2023	EFT 06.05.2023 WF		18,195.73
					0.00
Bill Payment #EFT June 2023 Various dates - Insperity(C	Bill	06/29/2023		May23 PR AC#204	(3,642.12)
	Bill	06/29/2023		PR AC#204- June 2023	(4,268.63)
	Bill	06/29/2023		PR - Admin #201 June 2023	(1,169,373.69)
	Bill	06/29/2023		PR Acc#200 - Jun 2023	(3,884,601.38)
	Bill Payment	06/29/2023	EFT June 2023 Various dates		5,061,885.82
					0.00
Bill Payment #33401 - Ontario Refrigeration(CAVA @ La	Bill	06/09/2023	LLC GW26474		(637.50)
	Bill Payment	06/09/2023	33401		637.50
					0.00
Bill Payment #33560 - Specialized Therapy Services Inc(	Bill	06/29/2023	INV-01034		(4,030.00)
	Bill	06/29/2023	INV-01045		(1,000.00)
	Bill	06/29/2023	INV-01047		(1,049.38)
	Bill Payment	06/29/2023	33560		6,079.38
Bill Payment #33444 - Specialized Therapy Services Inc(	Bill	06/09/2023	INV-01032		(850.00)
	Bill Payment	06/09/2023	33444		850.00
					0.00
Bill Payment #33484 - Comprehensive Therapy Associat	Bill	06/15/2023	INV-00022		(375.00)
	Bill Payment	06/15/2023	33484		375.00
					0.00
Bill Payment #33557 - Rids Brother Company Inc(CAVA	Bill	06/28/2023	1363		(3,407.50)
	Bill Payment	06/29/2023	33557		3,407.50
					0.00
Bill Payment #33405 - Supreme Facility Services, Inc.(CA	Bill	06/09/2023	LLC 3413		(3,290.00)
	Bill Payment	06/09/2023	33405		3,290.00
					0.00
Bill Payment #33509 - AXIS Teletherapy(CAVA @ Los An	Bill	06/28/2023	LLC 2000		(4,485.00)
	Bill Payment	06/29/2023	33509		4,485.00
					0.00
Bill Payment #33533 - Dynamic Therapies(CAVA @ Los ,	Bill	06/28/2023	INV-00160		(375.00)
	Bill Payment	06/29/2023	33533		375.00
					0.00
Bill Payment #33452 - The Miri Center. A Professional P	Bill	06/09/2023	INV-00310		(747.50)
	Bill Payment	06/09/2023	33452		747.50
					0.00
Bill Payment #33555 - Professional Tutors of America, I	Bill	06/29/2023	INV-00128		(90.00)
	Bill Payment	06/29/2023	33555		90.00
					0.00
Bill Payment #33540 - Grace Speech Therapy Corp.(CAV	Bill	06/29/2023	INV-00197		(60.00)
	Bill	06/29/2023	INV-00198		(90.00)
	Bill Payment	06/29/2023	33540		150.00
Bill Payment #33493 - Grace Speech Therapy Corp.(CAV	Bill	06/15/2023	INV-00190		(90.00)
	Bill	06/15/2023	INV-00189		(30.00)
	Bill	06/15/2023	INV-00193		(90.00)
	Bill	06/15/2023	INV-00180		(810.00)
	Bill Payment	06/15/2023	33493		1,020.00
Bill Payment #33428 - Grace Speech Therapy Corp.(CAV	Bill	06/09/2023	INV-00161		(360.00)
	Bill	06/09/2023	INV-00146		(90.00)
	Bill	06/09/2023	INV-00155		(120.00)
	Bill	06/09/2023	INV-00123		(330.00)

K12 : SA : Full Financials CA Node : CAVALA
Board Disbursements A/P Payment History by Vendor
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Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33428 - Grace Speech Therapy Corp.(CAV	Bill	06/09/2023	INV-00168		(210.00)
	Bill	06/09/2023	INV-00132		(90.00)
	Bill	06/09/2023	INV-00138		(120.00)
	Bill	06/09/2023	INV-00139		(420.00)
	Bill	06/09/2023	INV-00175		(39.60)
	Bill Payment	06/09/2023	33428		1,779.60
Amount Unapplied - Bill Payment #33428 - Grace Speec					(0.00)
					(0.00)
Bill Payment #33518 - Select Staffing(CAVA @ Los Ange	Bill	06/28/2023	LLC FC0001554		(12.44)
	Bill Payment	06/29/2023	33518		12.44
Bill Payment #33403 - Select Staffing(CAVA @ Los Ange	Bill	06/09/2023	LLC 8408862401		(1,244.25)
	Bill Payment	06/09/2023	33403		1,244.25
					0.00
Bill Payment #33541 - Green Hasson & Janks LLP(CAVA(	Bill	06/28/2023	75004		(900.00)
	Bill Payment	06/29/2023	33541		900.00
Bill Payment #33512 - Green Hasson & Janks LLP(CAVA(	Bill	06/28/2023	LLC 75015		(1,100.00)
	Bill Payment	06/29/2023	33512		1,100.00
Bill Payment #33429 - Green Hasson & Janks LLP(CAVA(	Bill	06/09/2023	68298 - 10% Withheld		(4,230.00)
	Bill Payment	06/09/2023	33429		4,230.00
					0.00
Bill Payment #33477 - Apple Inc.(CAVA@LA)	Bill	06/15/2023	AL26484887		(299.99)
	Bill	06/15/2023	AL26665185		(199.99)
	Bill	06/15/2023	AL26665624		(299.99)
	Bill Payment	06/15/2023	33477		799.97
Bill Payment #33457 - Apple Inc.(CAVA@LA)	Bill	06/15/2023	LLC AL25931484		(299.99)
	Bill	06/15/2023	LLC AL28032307		(3,193.15)
	Bill	06/15/2023	LLC AL29435337		(175.00)
	Bill Payment	06/15/2023	33457		3,668.14
Amount Unapplied - Bill Payment #33457 - Apple Inc.(C					(0.00)
					(0.00)
Bill Payment #33527 - Beach Cities Learning Center(CA\	Bill	06/28/2023	LIS0022206		(4,373.20)
	Bill Payment	06/29/2023	33527		4,373.20
Bill Payment #33414 - Beach Cities Learning Center(CA\	Bill	06/09/2023	LIS0021704		(3,331.15)
	Bill Payment	06/09/2023	33414		3,331.15
					0.00
Bill Payment #33552 - Oxford Consulting Services(CAVA	Bill	06/29/2023	INV-01485		(472.50)
	Bill Payment	06/29/2023	33552		472.50
					0.00
Bill Payment #33516 - Pitney Bowes(CAVA@LA)	Bill	06/28/2023	LLC 1023266483		(155.62)
	Bill Payment	06/29/2023	33516		155.62
Bill Payment #33464 - Pitney Bowes(CAVA@LA)	Bill	06/15/2023	LLC 3106104031		(601.53)
	Bill Payment	06/15/2023	33464		601.53
					0.00
Bill Payment #33465 - Quill Corporation(CAVA@LA)	Bill	06/15/2023	LLC 32656431		(249.42)
	Bill Payment	06/15/2023	33465		249.42
					0.00
Bill Payment #33561 - Spectrum Center - Rossier Park H	Bill	06/28/2023	5/31/2023		(14,081.40)
	Bill Payment	06/29/2023	33561		14,081.40
Bill Payment #33445 - Spectrum Center - Rossier Park H	Bill	06/09/2023	4/30/2023		(10,116.16)
	Bill Payment	06/09/2023	33445		10,116.16
					0.00
Bill Payment #33456 - Vista Del Mar/Vista School (NPS)	Bill	06/09/2023	0423 - RSY		(1,887.12)
	Bill Payment	06/09/2023	33456		1,887.12
					0.00
Bill Payment #33409 - WPS(CAVA @ Los Angeles)	Bill	06/09/2023	LLC WPS-458985		(568.85)
	Bill Payment	06/09/2023	33409		568.85
					0.00
Bill Payment #33495 - Kadiant, LLC(CAVA @ Los Angele:	Bill	06/15/2023	INV-00006		(3,340.00)
	Bill Payment	06/15/2023	33495		3,340.00
					0.00
Bill Payment #33461 - City Printing Graphics(CAVA @ L(	Bill	06/15/2023	LLC 23-30862		(233.59)
	Bill Payment	06/15/2023	33461		233.59
Bill Payment #33395 - City Printing Graphics(CAVA @ L(	Bill	06/09/2023	LLC 23-30839		(2,466.75)
	Bill Payment	06/09/2023	33395		2,466.75
					0.00
Bill Payment #33400 - Localist Corporation(CAVA @ Los	Bill	06/09/2023	LLC 5416		(8,400.00)
	Bill Payment	06/09/2023	33400		8,400.00
					0.00
Bill Payment #33404 - Sonoma Valley Chamber Of Com	Bill	06/09/2023	LLC 1052		(250.00)
	Bill Payment	06/09/2023	33404		250.00
					0.00
Bill Payment #33406 - ULINE(CAVA@LA)	Bill	06/09/2023	LLC 163553194		(3,117.59)
	Bill Payment	06/09/2023	33406		3,117.59
					0.00

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Board Disbursements A/P Payment History by Vendor
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Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33530 - Bridge The Gap Sped, LLC(CAVA (	Bill	06/28/2023	INV-00095		(1,740.00)
	Bill Payment	06/29/2023	33530		1,740.00
Bill Payment #33417 - Bridge The Gap Sped, LLC(CAVA (	Bill	06/07/2023	INV-00086		(3,802.50)
	Bill Payment	06/09/2023	33417		3,802.50
					0.00
Bill Payment #33425 - Elite Services 4 You(CAVA @ Los	Bill	06/09/2023	12012142		(222.00)
	Bill Payment	06/09/2023	33425		222.00
					0.00
Bill Payment #33430 - Haynes Family of Programs(CAV/	Bill	06/09/2023	April 2023		(7,827.44)
	Bill Payment	06/09/2023	33430		7,827.44
					0.00
Bill Payment #33432 - Institute for the Redesign of Lear	Bill	06/09/2023	0000043551		(4,024.69)
	Bill Payment	06/09/2023	33432		4,024.69
					0.00
Bill Payment #33434 - Lead Star Security, Inc.(CAVA @ I	Bill	06/09/2023	2146		(330.00)
	Bill Payment	06/09/2023	33434		330.00
					0.00
Bill Payment #33436 - Marketha Graham(CAVA @ Los A	Bill	06/09/2023	Grad Bash Reimb		(267.00)
	Bill Payment	06/09/2023	33436		267.00
					0.00
Bill Payment #33443 - Shelia Richardson(CAVA @ Los A	Bill	06/09/2023	Grad Bash Reimb		(178.00)
	Bill Payment	06/09/2023	33443		178.00
					0.00
Bill Payment #33447 - SpeechRighter, Inc.(CAVA @ Los	Bill	06/07/2023	INV-00183		(5,155.69)
	Bill Payment	06/09/2023	33447		5,155.69
					0.00
Bill Payment #33448 - Steam Master of Simi Valley(CAV	Bill	06/09/2023	060723		(3,890.00)
	Bill Payment	06/09/2023	33448		3,890.00
					0.00
Bill Payment #33508 - AT&T Mobility(CAVA@LA)	Bill	06/28/2023	LLC 8353859702		(1,748.36)
	Bill Payment	06/29/2023	33508		1,748.36
Bill Payment #33458 - AT&T Mobility(CAVA@LA)	Bill	06/15/2023	LLC 80557846671578 052823		(541.33)
	Bill Payment	06/15/2023	33458		541.33
					0.00
Bill Payment #33460 - City of Simi Valley(CAVA @ Los A	Bill	06/15/2023	LLC 109162-51067613 70631		(1,166.01)
	Bill Payment	06/15/2023	33460		1,166.01
					0.00
Bill Payment #33466 - Santa Cruz Roller Palladium(CAV/	Bill	06/15/2023	LLC 060223		(460.00)
	Bill Payment	06/15/2023	33466		460.00
					0.00
Bill Payment #33468 - Shepherd Church(CAVA @ Los Ar	Bill	06/15/2023	LLC 061323		(2,325.00)
	Bill Payment	06/15/2023	33468		2,325.00
					0.00
Bill Payment #33469 - Southern California Edison(CAVA	Bill	06/15/2023	LLC 700203189681 - 051023		(1,192.95)
	Bill	06/15/2023	LLC 700203189681 - 060923		(1,335.53)
	Bill Payment	06/15/2023	33469		2,528.48
					0.00
Bill Payment #33479 - Benny Tjandra(CAVA @ Los Ange	Bill	06/15/2023	061323 - Textbook Reimb		(53.99)
	Bill Payment	06/15/2023	33479		53.99
					0.00
Bill Payment #33492 - EverDriven Technologies LLC(CA\	Bill	06/15/2023	40979		(7,987.17)
	Bill Payment	06/15/2023	33492		7,987.17
					0.00
Bill Payment #33513 - Instructional Coaching Group(CA'	Bill	06/28/2023	LLC 3721		(6,500.00)
	Bill Payment	06/29/2023	33513		6,500.00
					0.00
Bill Payment #33517 - School Specialty(CAVA@LA)	Bill	06/28/2023	LLC 208132399367		(10,036.59)
	Bill Payment	06/29/2023	33517		10,036.59
					0.00
Bill Payment #33524 - Angela Johnson(CAVA @ Los Ang	Bill	06/28/2023	ISP - Fall 2022		(240.00)
	Bill Payment	06/29/2023	33524		240.00
					0.00
Bill Payment #33528 - Behavioral Emotional & Academi	Bill	06/29/2023	INV-00033		(3,350.00)
	Bill	06/29/2023	INV-00034		(625.00)
	Bill Payment	06/29/2023	33528		3,975.00
					0.00
Bill Payment #33529 - Braille Abilities, LLC(CAVA @ Los	Bill	06/28/2023	INV-00054		(1,212.88)
	Bill	06/29/2023	INV-00058		(1,492.92)
	Bill	06/29/2023	INV-00056		(442.29)
	Bill Payment	06/29/2023	33529		3,148.09
					0.00
Bill Payment #33539 - Esther Igboerika(CAVA @ Los An	Bill	06/29/2023	INV-00036		(180.00)
	Bill Payment	06/29/2023	33539		180.00
					0.00

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Board Disbursements A/P Payment History by Vendor
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Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33542 - Jackie Lou Abney(CAVA @ Los Ar	Bill	06/29/2023	INV-00001		(2,030.00)
	Bill Payment	06/29/2023	33542		2,030.00
					0.00
Bill Payment #33543 - Lakita Perkins(CAVA @ Los Angel	Bill	06/28/2023	ISP - Fall 2022		(178.06)
	Bill Payment	06/29/2023	33543		178.06
					0.00
Bill Payment #33544 - Margarita Brambila(CAVA @ Los	Bill	06/28/2023	ISP - Fall 2022		(240.00)
	Bill Payment	06/29/2023	33544		240.00
					0.00
Bill Payment #33545 - Mariah Escobedo(CAVA @ Los A	Bill	06/28/2023	ISP - Fall 2022		(240.00)
	Bill Payment	06/29/2023	33545		240.00
					0.00
Bill Payment #33546 - Marie Williams(CAVA @ Los Ang	Bill	06/28/2023	ISP - Fall 2022		(178.06)
	Bill Payment	06/29/2023	33546		178.06
					0.00
Bill Payment #33551 - Omar Calvillo(CAVA @ Los Angel	Bill	06/28/2023	ISP - Fall 2022		(108.39)
	Bill Payment	06/29/2023	33551		108.39
					0.00
Bill Payment #33558 - RK Physical Therapy Services PC(	Bill	06/28/2023	INV-00012		(560.00)
	Bill Payment	06/29/2023	33558		560.00
					0.00
Bill Payment #33559 - Sandra Garay(CAVA @ Los Angel	Bill	06/29/2023	ISP - Fall 2022		(240.00)
	Bill Payment	06/29/2023	33559		240.00
					0.00
					(0.00)
				Total	13,827,183.43

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
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Vendor Name	Products and Services
A1 Speech Therapy, Inc.	Special Education Contracted Services
ADT Commercial	Service Protection
Amazon Capital Services	Office Set-up for Staff
Anchor Counseling & Education Solutions	Special Education Contracted Services
Angela Johnson	ISP Subsidy
Apple Inc.	Special Education Contracted Services
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services
AT&T Mobility	Telephone Services
AXIS Teletherapy	Special Education Contracted Services - Speech Report Reviews
Barrington Staffing Services	Temp Staffing
Bay Area SpeechWorks	Special Education Contracted Services
Beach Cities Learning Center	Special Education SAI Services
Behavioral Emotional & Academic Mentoring (BEAM), LLC	Special Education Contracted Services
Benny Tjandra	Fall 2022 Textbook Reimbursement
Best Hearing San Diego	Special Education Contracted Services
Beyond Blindness, Inc.	Special Education Contracted Services
Braille Abilities, LLC	Special Education Orientation and Mobility Services
Braille Consultants, Inc.	Special Education Vision Instruction Services
Bridge The Gap Sped, LLC	Special Education Contracted Services
California Teachers Association	Special Education Contracted Services
Carmen Gomez Ruiz	Gardening Services
Certified Languages International	Special Education Contracted Services
Children's Therapy Network	Special Education Contracted Services
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services
City of Simi Valley	Utilities Water Services
City Printing Graphics	CAVA Badges, Envelopes and Seals
Comm-Core	Telephone Services
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services
Comprehensive Therapy Associates, Inc.	Special Education Contracted Services - Physical Education
DataBasics, Inc.	Expense Report Service
Del Sol School, Inc	SAI Services
Document Tracking Services	Translation Services
DV Therapy Inc.	Special Education Occupational Physical Therapy
Dynamic Therapies	Special Education Contracted Services
EBS Healthcare Inc.	Special Education Contracted Services
ECE 4 Autism	Special Education Contracted Services
Effectual Educational Consulting Service	Special Education Services
El Paseo Children's Center, Inc.	Special Education Contracted Services
Elite Services 4 You	Special Education Contracted Services - Translation services
eLuma	Special Individual Counseling Services
EMHSports USA, Inc	Special Education Contracted Services
Esther Igboerika	Nurse IEP Attendance
E-Therapy LLC	Special Education Contracted Services
EverDriven Technologies LLC	Fuel Surcharge
Foundations Therapy Service	Special Education Contracted Services
FusionPlus Inc	MARVIN Sped system
Grace Speech Therapy Corp.	SLP IEP Attendance
Green Hasson & Janks LLP	Audit Fees
Growing Healthy Children Therapy Services, Inc.	Special Education Contracted Services
Haynes Family of Programs	Special Education Contracted Services
Infinity Kids Corporation	Special Education Contracted Services
Insperity	PEO - Payroll Services and HR Admin Services provider
Institute for the Redesign of Learning DBA The Almansor Center(CAV	SAI & Related Services

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
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Vendor Name	Products and Services
Instructional Coaching Group	Facilitation Fee - PD
Jackie Lou Abney	Special Education Contracted Services
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology
Kadiant, LLC	Special Education Contracted Services
Lakita Perkins	ISP Subsidy
Law Offices of Young, Minney & Corr, LLP	Legal Services
Lead Star Security, Inc.	HS Graduation Ceremony Vacaville Security
Little Ears Therapy Centers	Special Education Contracted Services
Localist Corporation	Conference scheduler subscription
Margarita Brambila	ISP Subsidy
Mariah Escobedo	ISP Subsidy
Marie Williams	ISP Subsidy
Marketha Graham	Grad bash ticket refund due to cancellation
Marnie J Young dba Adapted Child's Play	Special Education Contracted Services
McColgan and Associates, INC.	Special Education Contracted Services
MK Innovations Inc dba The Silly Room	Special Education Contracted Services
NAPA Center, Inc.	Special Education Contracted Services
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services
Omar Calvillo	ISP Subsidy
Ontario Refrigeration	Office A/C Maintenance
Oxford Consulting Services	Special Education Contracted Services
Paper Recycling & Shredding	Documents Shredding
Partners in Special Education	Special Education Contracted Services
Passageway Inc.	SAI Services
Pitney Bowes	Ink Cartridge
Pitney Bowes Purchase Power	Postage
Point Quest Pediatric Therapies, LLC	Special Education Contracted Services
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services
PresenceLearning, Inc.	Special Education Contracted Services - Speech and Language Therapy
Professional Tutors of America, Inc.	Special Education Contracted Services
Quill Corporation	Office Supplies
RCM Technologies (USA), Inc.	Special Education Contracted Services
RH Vision Services	Special Education Contracted Services
Rids Brother Company Inc	Transportation Services
RK Physical Therapy Services PC	Special Education Contracted Services
Sandra Garay	ISP Subsidy
Santa Cruz Roller Palladium	Semester 2 Celebrations
School Services of California, Inc.	May Workshop
School Specialty	Backpacks for MKV
Select Staffing	Staffing Services
Shelia Richardson	Conference scheduler subscription
Shepherd Church	Shepherd facility for in-person PD on August 9, 2023
Sonoma Valley Chamber Of Commerce	Membership Renewal - Annual FY22-23
Southern California Edison	Electricity
Sparkletts	Office Drinking Water
Specialized Therapy Services Inc	Special Education Contracted Services
Spectrum Center - Rossier Park High School	SAI and related services M. Acosta/C. Gabrun
Speech Guy, LLC	Special Education Contracted Services
SpeechRighter, Inc.	Special Education Contracted Services
Staples	Office Expense
State Board of Equalization	Sales Tax
Steam Master of Simi Valley	Carpet Cleaning
Stepping Stones Therapy	Special Education Contracted Services

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
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Vendor Name	Products and Services
Summit View School	Special Education Contracted Services
Sunny Kids Therapy, Inc.	Special Education Contracted Services
Supreme Facility Services, Inc.	Janitorial services
The Miri Center. A Professional Psychological Corporation	Special Education Contracted Services
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy
ULINE	Office expense
UPS	Shipping Expenses
Verizon Wireless	Telephone Services
Village Glen School	Special Education Contracted Services
Virtual Technologies Group	Special Education Contracted Services
Vista Del Mar/Vista School (NPS)	Special Education Contracted Services - SAI & Related Services
Waste Management	Dumpster Services
Western Exterminator Company	Pest Control Maintenance
WPS	CASL Digital Easel and Psych Protocols 2022

Transaction Summary
CAVA @ Los Angeles

Vendor	Amount
Virtual Technologies Group	15,352.99
Barrington Staffing Services	4,593.33
Document Tracking Services	4,474.82
School Specialty	3,523.84
UPS	3,223.37
Pitney Bowes Bank Inc Purchase Power	2,961.43
Localist Corporation	2,948.00
Law Offices of Young, Minney & Corr, LLP	2,427.85
FusionPlus Inc	2,096.34
DataBasics, Inc.	1,736.61
AXIS Teletherapy	1,266.26
Apple Inc.	1,025.29
Shepherd Church	954.17
Supreme Facility Services, Inc.	919.59
Effectual Educational Consulting Service	889.35
ULINE	871.40
City Printing Graphics	754.78
Southern California Edison	706.74
Solution Tree	648.00
AT&T Mobility	640.00
Comm-Core	542.64
Certified Languages International	424.50
Staples	386.01
Select Staffing	351.26
City of Simi Valley	325.91
Green Hasson & Janks LLP	307.46
Verizon Wireless	249.67
RED ROBIN NO 257	212.62
Pitney Bowes Global Financial Services	211.63
Santa Cruz Roller Palladium	188.79
Ontario Refrigeration	178.19
Carmen Gomez Ruiz	167.71
Amazon	156.76
WPS	154.89
Costco	131.73
Waste Management	117.50
ADT Commercial	106.53
Bill.com Inc	94.70
Sparkletts	85.18
Paper Recycling & Shredding	82.18
Amazon Capital Services	70.63
Sonoma Valley Chamber Of Commerce	69.88

Transaction Summary
CAVA @ Los Angeles

Vendor	Amount
School Services of California, Inc.	69.88
Quill Corporation	69.72
Western Exterminator Company	62.29
DD DOORDASH WESTERNBA	37.78
VONS #1672	24.33
DD DOORDASH ALBERTSON	6.66
DOLLAR TREE	5.27
ROSS STORE #371	4.79
Grand Total	**56,911.26**

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Carmen Gomez Ruiz		53400 Rent and Utilities : Repairs and				600.00	167.71
	Operations and Housekeepin	Maintenance	101 General	LLC 2090	May		
	Operations and Housekeeping Services Total					600.00	167.71
Carmen Gomez Ruiz Total						600.00	167.71
Paper Recycling & Shredding		52802 Office Supplies Expense : Office Supplies -				98.00	27.39
	Office Expense	COS	101 General	LLC 545773	May (5/11)		
				LLC 546889	May (5/25)	98.00	27.39
				LLC 547986	June (6/08)	98.00	27.39
	Office Expense Total					294.00	82.18
Paper Recycling & Shredding Total						294.00	82.18
Staples		52802 Office Supplies Expense : Office Supplies -				1,086.25	303.62
	Office Expense	COS	101 General	LLC 3538662601	May (5/24)		
				LLC 3538662602	May (5/24)	177.65	49.66
				LLC 3539581607	June (6/01)	117.12	32.74
	Office Expense Total					1,381.02	386.01
Staples Total						1,381.02	386.01
UPS		54302 Postage & Delivery Expense : Messenger &				775.11	216.65
	Shipping	Delivery	101 General	LLC 000073Y68E21	May (5/27)		
				LLC 000073Y68E223	June (6/03)	3,165.49	884.79
				LLC 000073Y68E233	June (6/10)	4,650.67	1,299.92
				LLC 000073Y68E243	June (6/17)	1,758.43	491.50
			280 SPED	LLC 0000V9159W21	May (5/27)	354.27	96.46
				LLC 0000V9159W22	June (6/03)	242.87	66.13
				LLC 0000V9159W23	June (6/10)	426.37	116.10
				LLC 0000V9159W24	June (6/17)	190.30	51.82
	Shipping Total					11,563.51	3,223.37
UPS Total						11,563.51	3,223.37
Waste Management		53400 Rent and Utilities : Repairs and				167.38	46.78
	Operations and Housekeepin	Maintenance	101 General	LLC 6686214-0283	June		
				LLC 6686233-0283-7	June	253.00	70.72
	Operations and Housekeeping Services Total					420.38	117.50
Waste Management Total						420.38	117.50
Barrington Staffing Services		51806 Professional Svcs & Outside Labor : Outside				963.20	269.23
	Outside Service	Labor/Temporary Help	101 General	LLC 42381	May (5/21)		
				LLC 42406	May (5/28)	2,408.00	673.06
				LLC 42432	June (6/04)	1,926.40	538.45
				LLC 42461	June (6/11)	2,167.20	605.76
				LLC 42490	June (6/18)	2,400.48	670.96
			280 SPED	LLC 42381	May (5/21)	2,408.00	655.67
				LLC 42406	May (5/28)	1,204.00	327.83
				LLC 42432	June (6/04)	963.20	262.27
				LLC 42461	June (6/11)	963.20	262.27
				LLC 42490	June (6/18)	1,204.00	327.83
	Outside Service Total					16,607.68	4,593.33
Barrington Staffing Services Total						16,607.68	4,593.33
DataBasics, Inc.		51801 Professional Svcs & Outside Labor : Other				6,213.00	1,736.61
	Outside Service-General	Professional Services	101 General	LLC 0811618	May		
	Outside Service-General Total					6,213.00	1,736.61
DataBasics, Inc. Total						6,213.00	1,736.61
FusionPlus Inc		51801 Professional Svcs & Outside Labor : Other				7,500.00	2,096.34
	Outside Service-General	Professional Services	101 General	LLC INV-999	June		
	Outside Service-General Total					7,500.00	2,096.34
FusionPlus Inc Total						7,500.00	2,096.34
Law Offices of Young,						7,392.50	2,305.41
Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 4986	May		
			280 SPED	LLC 4986	May	390.00	122.44
	Legal Fees Total					7,782.50	2,427.85
Law Offices of Young, Minney & Corr, LLP Total						7,782.50	2,427.85
Sparkletts		52802 Office Supplies Expense : Office Supplies -				304.76	85.18
	Office Expense	COS	101 General	LLC 15182654 061	June (6/11)		
	Office Expense Total					304.76	85.18
Sparkletts Total						304.76	85.18
Document Tracking Services		51801 Professional Svcs & Outside Labor : Other				7,179.72	4,474.82
	Outside Service-General	Professional Services	320 Supp- ELD S	LLC T-930650061	May		
	Outside Service-General Total					7,179.72	4,474.82
Document Tracking Services Total						7,179.72	4,474.82
Western Exterminator		53400 Rent and Utilities : Repairs and				222.85	62.29
Company	Operations and Housekeepin	Maintenance	101 General	LLC 46882207	June (6/07)		
	Operations and Housekeeping Services Total					222.85	62.29
Western Exterminator Company Total						222.85	62.29
ADT Commercial		53400 Rent and Utilities : Repairs and				381.13	106.53
	Operations and Housekeepin	Maintenance	101 General	LLC 150496247	June		
	Operations and Housekeeping Services Total					381.13	106.53
ADT Commercial Total						381.13	106.53
Pitney Bowes Bank Inc						10,595.00	2,961.43
Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-100	June (6/16)		
	Postage Total					10,595.00	2,961.43
Pitney Bowes Bank Inc Purchase Power Total						10,595.00	2,961.43
Verizon Wireless		56504 Program Fees & Other Instructional : Admin				893.23	249.67
	Telephone - Adminstration	- Telephone	101 General	LLC 9936402871	May		

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Verizon Wireless	Telephone - Adminstration Total					893.23	249.67
Verizon Wireless Total						893.23	249.67
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD S	LLC 74586053123	May	1,452.00	424.50
	Outside Service-General Total					1,452.00	424.50
Certified Languages International Total						1,452.00	424.50
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1074316	June	1,941.37	542.64
	Communications Total					1,941.37	542.64
Comm-Core Total						1,941.37	542.64
School Services of California, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0137724-IN	June (6/01)	250.00	69.88
	Outside Service-General Total					250.00	69.88
School Services of California, Inc. Total						250.00	69.88
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 10734	April	3,150.00	889.35
	Subagreements for Services Total					3,150.00	889.35
Effectual Educational Consulting Service Total						3,150.00	889.35
Ontario Refrigeration	Operations and Housekeepin	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC GW26474	May (5/26)	637.50	178.19
	Operations and Housekeeping Services Total					637.50	178.19
Ontario Refrigeration Total						637.50	178.19
AXIS Teletherapy	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 2000	May (5/31)	4,485.00	1,266.26
	Subagreements for Services Total					4,485.00	1,266.26
AXIS Teletherapy Total						4,485.00	1,266.26
Supreme Facility Services, Inc.	Operations and Housekeepin	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3413	June	3,290.00	919.59
	Operations and Housekeeping Services Total					3,290.00	919.59
Supreme Facility Services, Inc. Total						3,290.00	919.59
City of Simi Valley	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 109162-51067	May (5/31)	1,166.01	325.91
	Utilities Total					1,166.01	325.91
City of Simi Valley Total						1,166.01	325.91
Select Staffing	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 8408862401	May (5/07)	1,244.25	347.78
				LLC FC0001554	June (6/05)	12.44	3.48
	Outside Service Total					1,256.69	351.26
Select Staffing Total						1,256.69	351.26
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	3057017	June	53.61	14.98
				1221036	June	10.71	2.99
				5607443	June	69.60	19.45
				1008265	June	45.14	12.62
				5380263	June	57.95	16.20
	Office Expense Total					237.01	66.25
	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	141 CAVA ASB	8034622	June	302.40	84.52
				4609858	June	21.44	5.99
	School Event Total					323.84	90.52
Amazon Total						560.85	156.76
Apple Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC AL25931484	May (5/22)	299.99	83.85
	Non K12 Curriculum Total					299.99	83.85
	Computer Expense	54811 Computer & Maintenance Expense : Repairs & Maintenance	280 SPED	LLC AL28032307	June (6/02)	3,193.15	892.52
				LLC AL29435337	May (5/31)	175.00	48.91
	Computer Expense Total					3,368.15	941.44
Apple Inc. Total						3,668.14	1,025.29
Pitney Bowes Global Financial Services	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3106104031	May (5/30)	601.53	168.13
				LLC 1023266483	June (6/08)	155.62	43.50
	Office Expense Total					757.15	211.63
Pitney Bowes Global Financial Services Total						757.15	211.63
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 32656431	May (5/23)	249.42	69.72
	Office Expense Total					249.42	69.72
Quill Corporation Total						249.42	69.72
WPS	Materials and Supplies	56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials	280 SPED	LLC WPS-458985	May (5/17)	568.85	154.89
	Materials and Supplies Total					568.85	154.89
WPS Total						568.85	154.89
Amazon Capital Services	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC 1PCD-999P-3FI	May (5/24)	259.40	70.63
	Non K12 Curriculum Total					259.40	70.63
Amazon Capital Services Total						259.40	70.63
City Printing Graphics	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 23-30839	May (5/25)	2,466.75	689.49
				LLC 23-30862	June (6/06)	233.59	65.29
	Printing Expense Total					2,700.34	754.78
City Printing Graphics Total						2,700.34	754.78

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Localist Corporation	Prepaid Other	13514 Prepaid Other	560 Title I	LLC 5416	May (5/11)	8,400.00	2,948.00
	Prepaid Other Total					8,400.00	2,948.00
Localist Corporation Total						8,400.00	2,948.00
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	620 Title II	LLC S280061	June (6/05)	2,300.00	648.00
	Teacher Training Total					2,300.00	648.00
Solution Tree Total						2,300.00	648.00
Sonoma Valley Chamber Of Commerce	Prepaid Other	13514 Prepaid Other	101 General	LLC 1052	July (7/01)	250.00	69.88
	Prepaid Other Total					250.00	69.88
Sonoma Valley Chamber Of Commerce Total						250.00	69.88
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 163553194	May (5/11)	3,117.59	871.40
	Office Expense Total					3,117.59	871.40
ULINE Total						3,117.59	871.40
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 805S784667157	June	541.33	151.31
				LLC 8353859702	June	1,748.36	488.69
	Communications Total					2,289.69	640.00
AT&T Mobility Total						2,289.69	640.00
Santa Cruz Roller Palladium	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	300 Supp	LLC 060223	June (6/02)	460.00	188.79
	School Event Total					460.00	188.79
Santa Cruz Roller Palladium Total						460.00	188.79
Shepherd Church	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	460 SUPP - Soci	LLC 061323	June (6/13)	2,325.00	954.17
	School Event Total					2,325.00	954.17
Shepherd Church Total						2,325.00	954.17
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681	April	1,192.95	333.44
				LLC 700203189681 -	May	1,335.53	373.30
	Utilities Total					2,528.48	706.74
Southern California Edison Total						2,528.48	706.74
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 75015	June (6/01)	1,100.00	307.46
	Accounting Fees Total					1,100.00	307.46
Green Hasson & Janks LLP Total						1,100.00	307.46
School Specialty	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	560 Title I	LLC 208132399367	June (6/06)	10,036.59	3,523.84
	Non K12 Curriculum Total					10,036.59	3,523.84
School Specialty Total						10,036.59	3,523.84
Virtual Technologies Group	Office Equipment	15050 - Office Equipment	101 General	LLC 202000	June (6/19)	54,927.82	15,352.99
	Office Equipment Total					54,927.82	15,352.99
Virtual Technologies Group Total						54,927.82	15,352.99
DD DOORDASH ALBERTSON	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	6192023	June	23.82	6.66
	Office Expense Total					23.82	6.66
DD DOORDASH ALBERTSON Total						23.82	6.66
DD DOORDASH WESTERNBA	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	6192023	June	135.15	37.78
	Office Expense Total					135.15	37.78
DD DOORDASH WESTERNBA Total						135.15	37.78
RED ROBIN NO 257	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	508564	June	760.67	212.62
	Office Expense Total					760.67	212.62
RED ROBIN NO 257 Total						760.67	212.62
DOLLAR TREE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	15872/029372	June	18.87	5.27
	Office Expense Total					18.87	5.27
DOLLAR TREE Total						18.87	5.27
VONS #1672	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	141 CAVA ASB	15863	June	87.05	24.33
	School Event Total					87.05	24.33
VONS #1672 Total						87.05	24.33
ROSS STORE #371	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	37103669531647	June	17.14	4.79
	Office Expense Total					17.14	4.79
ROSS STORE #371 Total						17.14	4.79
Costco	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	1034662891	June	60.00	16.77
	Office Expense Total					60.00	16.77
	School Event	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	141 CAVA ASB	1034543094	June	411.29	114.96
	School Event Total					411.29	114.96
Costco Total						471.29	131.73
Bill.com Inc	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	23069685759	May	1,285.00	94.70
	Dues and Memberships Total					1,285.00	94.70
Bill.com Inc Total						1,285.00	94.70
Grand Total						188,865.66	56,911.26

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
July 01, 2023 - July 31, 2023

Row Labels	Sum of Amount
West Covina Unified School District(CAVA @ Los Angeles)	1,057,339.00
Los Angeles County Office(CAVA@LA)	1,022,862.17
Arthur J Gallagher(CAVA @ Los Angeles)	362,959.36
Renaissance Learning, Inc(CAVA @ Los Angeles)	309,855.00
K12 MANAGEMENT INC	281,416.90
California Department of Education(CAVA @ Los Angeles)	133,174.00
School Pathways LLC(CAVA @ Los Angeles)	72,192.12
IXL Learning Inc.(CAVA @ Los Angeles)	59,931.00
ExploreLearning, LLC(CAVA @ Los Angeles)	47,360.50
E-Therapy LLC(CAVA @ Los Angeles)	44,052.46
Effectual Educational Consulting Service(CAVA @ Los Angeles)	23,537.43
Reading Horizons(CAVA @ Los Angeles)	22,824.36
Instructional Coaching Group(CAVA @ Los Angeles)	21,902.00
Classwork Co DBA Classkick(CAVA @ Los Angeles)	19,999.00
Rock And Roll Academy Inc.(CAVA @ Los Angeles)	18,750.00
Law Offices of Young, Minney & Corr, LLP(CAVA @ Los Angeles)	17,709.50
Virtual Technologies Group(CAVA @ Los Angeles)	17,212.09
California Teachers Association(CAVA @ Los Angeles)	13,483.40
Haynes Family of Programs(CAVA @ Los Angeles)	13,462.19
TCG Administrators, LP(CAVA @ Los Angeles)	12,804.00
ECE 4 Autism(CAVA @ Los Angeles)	12,535.50
Village Glen School(CAVA @ Los Angeles)	12,289.98
ULINE(CAVA @ Los Angeles)	12,246.89
Anchor Counseling & Education Solutions(CAVA @ Los Angeles)	10,326.06
State Board of Equalization(CAVA@LA)	9,507.27
Braille Consultants, Inc.(CAVA @ Los Angeles)	8,840.00
El Paseo Children's Center, Inc.(CAVA @ Los Angeles)	8,595.38
Summit View School(CAVA @ Los Angeles)	8,540.02
Green Hasson & Janks LLP(CAVA @ Los Angeles)	8,400.00
Riverside Insights(CAVA @ Los Angeles)	8,270.38
Document Tracking Services(CAVA @ Los Angeles)	8,116.35
FusionPlus Inc(CAVA @ Los Angeles)	7,500.00
DataBasics, Inc.(CAVA @ Los Angeles)	7,298.70
Christopher Chaidez dba Upward Bound School Inc.(CAVA @ Los Angeles)	7,202.70
Barrington Staffing Services(CAVA @ Los Angeles)	7,148.75
Institute for the Redesign of Learning DBA The Almansor Center(CAVA @ Los Angeles)	7,024.63
Global Online Language Services US Inc.(CAVA @ Los Angeles)	6,955.00
The Back Room Inc(CAVA @ Los Angeles)	6,400.00
Pitney Bowes Bank Inc Purchase Power(CAVA @ Los Angeles)	6,055.00
Rosetta Stone LLC(CAVA @ Los Angeles)	6,000.00
Multi-Health Systems Inc.(CAVA @ Los Angeles)	5,762.50

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
July 01, 2023 - July 31, 2023

Row Labels	Sum of Amount
Passageway Inc.(CAVA @ Los Angeles)	5,683.70
Communicology, Inc., DBA Connect Teletherapy(CAVA @ Los Angeles)	5,504.58
De Lage Landen Financial Services Inc.(CAVA @ Los Angeles)	5,300.38
HopSkipDrive, Inc.(CAVA @ Los Angeles)	4,992.71
Vista Del Mar/Vista School (NPS)(CAVA @ Los Angeles)	4,717.80
Liminex, Inc(CAVA @ Los Angeles)	3,999.00
PAR Inc.(CAVA @ Los Angeles)	3,998.82
Staples(CAVA @ Los Angeles)	3,857.76
EverDriven Technologies LLC(CAVA @ Los Angeles)	3,721.82
SpeechRighter, Inc.(CAVA @ Los Angeles)	3,695.79
Beach Cities Learning Center(CAVA @ Los Angeles)	3,436.97
Supreme Facility Services, Inc.(CAVA @ Los Angeles)	3,290.00
Committee for Children(CAVA @ Los Angeles)	3,199.00
TalkPath Live(CAVA @ Los Angeles)	3,080.59
EMHSports USA, Inc(CAVA @ Los Angeles)	3,060.00
ESGI LLC(CAVA @ Los Angeles)	2,808.00
Covina-Valley Unified School District(CAVA @ Los Angeles)	2,743.70
Best Hearing San Diego(CAVA @ Los Angeles)	2,691.00
UPS(CAVA @ Los Angeles)	2,618.96
Cornerstone Educational Solutions(CAVA @ Los Angeles)	2,550.00
AT&T Mobility(CAVA @ Los Angeles)	2,385.19
Quill Corporation(CAVA @ Los Angeles)	2,342.38
Adapted Child's Play(CAVA @ Los Angeles)	2,262.67
National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Los Angeles)	2,216.14
NAPA Center, Inc.(CAVA @ Los Angeles)	2,160.00
Comm-Core(CAVA @ Los Angeles)	2,043.46
PresenceLearning, Inc.(CAVA @ Los Angeles)	2,020.00
Stacey Pavelko(CAVA @ Los Angeles)	2,000.00
EBS Healthcare Inc.(CAVA @ Los Angeles)	1,909.43
Mystery Science C/O Discovery Education Inc(CAVA @ Los Angeles)	1,695.00
Pediatric Therapy Associates(CAVA @ Los Angeles)	1,580.00
Kaeser & Blair, Inc(CAVA @ Los Angeles)	1,577.80
Vortex Industries LLC(CAVA @ Los Angeles)	1,469.85
Braille Abilities, LLC(CAVA @ Los Angeles)	1,239.04
Augmentative Communications Solutions(CAVA @ Los Angeles)	1,237.50
State of Wyoming Department of Workforce Services(CAVA @ Los Angeles)	1,178.35
Foundations Therapy Service(CAVA @ Los Angeles)	1,097.75
Kadiant, LLC(CAVA @ Los Angeles)	960.00
The Miri Center. A Professional Psychological Corporation(CAVA @ Los Angeles)	947.09
Grace Speech Therapy Corp.(CAVA @ Los Angeles)	930.00
Speech Guy, LLC(CAVA @ Los Angeles)	898.13

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
July 01, 2023 - July 31, 2023

Row Labels	Sum of Amount
Verizon Wireless(CAVA @ Los Angeles)	879.37
UBEO Business Services(CAVA @ Los Angeles)	874.65
Rids Brother Company Inc(CAVA @ Los Angeles)	815.00
Ontario Refrigeration(CAVA @ Los Angeles)	806.00
3P Learning Inc.(CAVA @ Los Angeles)	710.00
Certified Languages International(CAVA @ Los Angeles)	662.25
Growing Healthy Children Therapy Services, Inc.(CAVA @ Los Angeles)	638.00
Esther Igboerika(CAVA @ Los Angeles)	630.00
County Fire Protection(CAVA @ Los Angeles)	621.05
Southern California Edison(CAVA @ Los Angeles)	605.53
Carmen Gomez Ruiz(CAVA @ Los Angeles)	600.00
Partners in Special Education(CAVA @ Los Angeles)	463.34
Waste Management(CAVA @ Los Angeles)	420.38
Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Los Angeles)	400.00
Sparkletts(CAVA @ Los Angeles)	344.23
Echo(CAVA @ Los Angeles)	325.00
McColgan and Associates, INC.(CAVA @ Los Angeles)	260.01
Specialized Therapy Services Inc(CAVA @ Los Angeles)	260.00
School Services of California, Inc.(CAVA @ Los Angeles)	250.00
Roshal Davis(CAVA @ Los Angeles)	240.00
Raul Garay(CAVA @ Los Angeles)	240.00
Sugey Meza(CAVA @ Los Angeles)	240.00
Luzmila Sandoval(CAVA @ Los Angeles)	240.00
Emma Trujillo Gomez(CAVA @ Los Angeles)	240.00
Mara Salazar(CAVA @ Los Angeles)	240.00
Amazon Capital Services(CAVA @ Los Angeles)	231.28
Paper Recycling & Shredding(CAVA @ Los Angeles)	196.00
Infinity Kids Corporation(CAVA @ Los Angeles)	195.00
Erica Wilgus Edmonds(CAVA @ Los Angeles)	163.87
Stephanie Pando(CAVA @ Los Angeles)	163.87
Oxford Consulting Services(CAVA @ Los Angeles)	157.50
Pitney Bowes Global Financial Services(CAVA @ Los Angeles)	155.62
Point Quest Pediatric Therapies, LLC(CAVA @ Los Angeles)	140.63
Samantha Rothke(CAVA @ Los Angeles)	136.00
Michelle Perez(CAVA @ Los Angeles)	120.00
Sonya Redditt(CAVA @ Los Angeles)	108.39
Interpreters Unlimited(CAVA @ Los Angeles)	94.50
Beyond Blindness, Inc.(CAVA @ Los Angeles)	91.94
Comprehensive Therapy Associates, Inc.(CAVA @ Los Angeles)	77.50
eLuma(CAVA @ Los Angeles)	60.00
TheraStaffers(CAVA @ Los Angeles)	54.50

California Virtual Academy at Los Angeles
Board Disbursements A/P Payment History Summary
July 01, 2023 - July 31, 2023

Row Labels	Sum of Amount
Grand Total	3,871,093

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Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33695 - Marnie J Young dba Adapted Child's Play(CAVA @ Los Angeles)					(2,262.67)
	Bill	07/25/2023	INV-00312		
	Bill Payment	07/27/2023	33695		2,262.67
					0.00
Bill Payment #33683 - Amazon Capital Services(CAVA @ Los Angeles)					(212.00)
	Bill	07/25/2023	1GFL-TCWC-KNRD		
	Bill Payment	07/27/2023	33683		212.00
Bill Payment #33621 - Amazon Capital Services(CAVA @ Los Angeles)					(19.28)
	Bill	07/13/2023	1Q9M-V7WC-GP7N		
	Bill Payment	07/13/2023	33621		19.28
					0.00
Bill Payment #33679 - Arc Speech Pathology Network DBA Arc Therapy Network(CAVA @ Los Angeles)					(400.00)
	Bill	07/25/2023	INV-00528		
	Bill Payment	07/27/2023	33679		400.00
					0.00
Bill Payment #33660 - Barrington Staffing Services(CAVA@LA)					(1,369.55)
	Bill	07/25/2023	LLC 42602		
	Bill Payment	07/27/2023	33660		1,369.55
Bill Payment #33565 - Barrington Staffing Services(CAVA@LA)					(2,167.20)
	Bill	07/13/2023	LLC 42522		
	Bill	07/13/2023	LLC 42560		(2,167.20)
	Bill	07/13/2023	LLC 42574		(1,444.80)
	Bill Payment	07/13/2023	33565		5,779.20
					0.00
Bill Payment #33677 - Braille Consultants, Inc.(CAVA@LA)					(2,550.00)
	Bill	07/25/2023	INV-01592		
	Bill	07/25/2023	INV-01593		(85.00)
	Bill	07/25/2023	INV-01594		(2,720.00)
	Bill Payment	07/27/2023	33677		5,355.00
Bill Payment #33625 - Braille Consultants, Inc.(CAVA@LA)					(170.00)
	Bill	07/13/2023	INV-01588		
	Bill	07/13/2023	INV-01589		(510.00)
	Bill	07/13/2023	INV-01590		(85.00)
	Bill	07/13/2023	INV-01591		(2,720.00)
	Bill Payment	07/13/2023	33625		3,485.00
					0.00
Bill Payment #33627 - California Teachers Association(CAVA@LA)					(13,483.40)
	Bill	07/13/2023	Union Dues - 062023		
	Bill Payment	07/13/2023	33627		13,483.40
					0.00
Bill Payment #33588 - Carmen Gomez Ruiz(CAVA @ Los Angeles)					(600.00)
	Bill	07/13/2023	LLC 2091		
	Bill Payment	07/13/2023	33588		600.00
					0.00
					(2,550.00)
Bill Payment #33632 - Christy Bock dba Cornerstone Educational Solutions(CAVA @ Los Angeles)	Bill	07/13/2023	INV-00275		
	Bill Payment	07/13/2023	33632		2,550.00
					0.00
					(7,298.70)
Bill Payment #33576 - DataBasics, Inc.(CAVA@LA)	Bill	07/13/2023	LLC 0811763		
	Bill Payment	07/13/2023	33576		7,298.70
					0.00
Bill Payment #33569 - Document Tracking Services(CAVA@LA)					(8,116.35)
	Bill	07/13/2023	LLC T-930650062		
	Bill Payment	07/13/2023	33569		8,116.35
					0.00
Bill Payment #33684 - EBS Healthcare Inc.(CAVA@LA)					(755.37)
	Bill	07/25/2023	INV-02742		
	Bill	07/25/2023	INV-02752		(47.01)
	Bill	07/25/2023	INV-02754		(37.99)
	Bill Payment	07/27/2023	33684		840.37
Bill Payment #33599 - EBS Healthcare Inc.(CAVA@LA)					(138.40)
	Bill	07/13/2023	INV-02722		
	Bill	07/13/2023	INV-02725		(110.72)
	Bill	07/13/2023	INV-02728		(114.00)
	Bill	07/13/2023	INV-02729		(446.81)
	Bill	07/13/2023	INV-02736		(259.13)
	Bill Payment	07/13/2023	33599		1,069.06
					0.00
Bill Payment #33610 - ECE 4 Autism(CAVA @ Los Angeles)					(2,682.00)
	Bill	07/13/2023	02203130		
	Bill	07/13/2023	02203131		(4,932.00)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33610 - ECE 4 Autism(CAVA @ Los	Bill	07/13/2023	02203147		(4,921.50)
	Bill Payment	07/13/2023	33610		12,535.50
					0.00
Bill Payment #33694 - Effectual Educational Consulting Service(CAVA@LA)					(1,250.80)
	Bill	07/25/2023	INV-06924		
	Bill	07/25/2023	INV-06927		(1,560.00)
	Bill Payment	07/27/2023	33694		2,810.80
Bill Payment #33602 - Effectual Educational Consulting Service(CAVA@LA)					(780.00)
	Bill	07/13/2023	INV-06850		
	Bill	07/13/2023	INV-06855		(181.20)
	Bill	07/13/2023	INV-06858		(172.50)
	Bill	07/13/2023	INV-06859		(86.25)
	Bill	07/13/2023	INV-06868		(112.50)
	Bill	07/13/2023	INV-06875		(2,176.20)
	Bill	07/13/2023	INV-06885		(270.00)
	Bill	07/13/2023	INV-06886		(480.00)
	Bill	07/13/2023	INV-06890		(2,325.00)
	Bill	07/13/2023	INV-06896		(1,013.13)
	Bill	07/13/2023	INV-06903		(1,043.75)
	Bill	07/13/2023	INV-06906		(1,271.25)
	Bill	07/13/2023	INV-06911		(1,251.52)
	Bill	07/13/2023	INV-06922		(743.33)
	Bill Payment	07/13/2023	33602		11,906.63
Bill Payment #33571 - Effectual Educational Consulting Service(CAVA@LA)					(8,820.00)
	Bill	07/13/2023	LLC 10890		
	Bill Payment	07/13/2023	33571		8,820.00
					0.00
Bill Payment #33680 - eLuma(CAVA@LA)	Bill	07/25/2023	VST-01047		(60.00)
	Bill Payment	07/27/2023	33680		60.00
					0.00
Bill Payment #33598 - EMHSports USA, Inc(CAVA@LA)					(340.00)
	Bill	07/13/2023	INV-03213		
	Bill	07/13/2023	INV-03214		(170.00)
	Bill	07/13/2023	INV-03216		(170.00)
	Bill	07/13/2023	INV-03218		(340.00)
	Bill	07/13/2023	INV-03221		(170.00)
	Bill	07/13/2023	INV-03222		(1,020.00)
	Bill	07/13/2023	INV-03224		(340.00)
	Bill	07/13/2023	INV-03225		(340.00)
	Bill	07/13/2023	INV-03227		(170.00)
	Bill Payment	07/13/2023	33598		3,060.00
					0.00
Bill Payment #33674 - E-Therapy LLC(CAVA@LA)	Bill	07/25/2023	INV-06408		(3,468.67)
	Bill	07/25/2023	INV-06409		(4,382.27)
	Bill	07/25/2023	INV-06410		(3,967.64)
	Bill	07/25/2023	INV-06472		(23.33)
	Bill	07/25/2023	INV-06478		(3,193.27)
	Bill	07/25/2023	INV-06507		(23.34)
	Bill	07/25/2023	INV-06527		(23.33)
	Bill	07/25/2023	INV-06532		(23.34)
	Bill	07/25/2023	INV-06536		(23.33)
	Bill	07/25/2023	INV-06539		(23.33)
	Bill	07/25/2023	INV-06544		(23.33)
	Bill	07/25/2023	INV-06548		(28.75)
	Bill	07/25/2023	INV-06551		(51.00)
	Bill	07/25/2023	INV-06553		(23.34)
	Bill	07/25/2023	INV-06556		(23.33)
	Bill	07/25/2023	INV-06559		(28.75)
	Bill	07/25/2023	INV-06562		(23.33)
	Bill	07/25/2023	INV-06565		(51.00)
	Bill	07/25/2023	INV-06570		(23.33)
	Bill	07/25/2023	INV-06573		(23.34)
	Bill	07/25/2023	INV-06576		(57.50)
	Bill	07/25/2023	INV-06577		(23.34)
	Bill	07/25/2023	INV-06590		(28.75)
	Bill	07/25/2023	INV-06592		(28.75)
	Bill	07/25/2023	INV-06594		(23.33)
	Bill	07/25/2023	INV-06597		(23.34)
	Bill	07/25/2023	INV-06606		(23.34)
	Bill	07/25/2023	INV-06612		(57.50)
	Bill	07/25/2023	INV-06623		(46.67)
	Bill	07/25/2023	INV-06625		(46.67)
	Bill	07/25/2023	INV-06632		(57.50)
	Bill	07/25/2023	INV-06633		(23.34)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33674 - E-Therapy LLC(CAVA@LA)	Bill	07/25/2023	INV-06648		(23.34)
	Bill	07/25/2023	INV-06651		(46.67)
	Bill	07/25/2023	INV-06657		(57.50)
	Bill	07/25/2023	INV-06658		(12.75)
	Bill	07/25/2023	INV-06666		(23.34)
	Bill	07/25/2023	INV-06669		(57.50)
	Bill	07/25/2023	INV-06674		(912.80)
	Bill	07/25/2023	INV-06675		(2,745.40)
	Bill	07/25/2023	INV-06677		(2,929.61)
	Bill	07/25/2023	INV-06678		(3,785.80)
	Bill	07/25/2023	INV-06679		(3,280.00)
	Bill	07/25/2023	INV-06680		(2,587.30)
	Bill	07/25/2023	INV-06681		(2,734.90)
	Bill	07/25/2023	INV-06682		(3,864.35)
	Bill	07/25/2023	INV-06683		(2,473.60)
	Bill	07/25/2023	INV-06684		(1,469.50)
	Bill Payment	07/27/2023	33674		42,895.74
Bill Payment #33637 - E-Therapy LLC(CAVA@LA)	Bill	07/13/2023	INV-06392		(1,156.72)
	Bill Payment	07/13/2023	33637		1,156.72
Amount Unapplied - Bill Payment #33674 - E-Therapy LLC(CAVA@LA)					(0.00)
					(0.00)
Bill Payment #33600 - Foundations Therapy Service(CAVA @ Los Angeles)					(324.25)
	Bill	07/13/2023	INV-00721		
	Bill	07/13/2023	INV-00727		(773.50)
	Bill Payment	07/13/2023	33600		1,097.75
					0.00
Bill Payment #33597 - FusionPlus Inc(CAVA@LA)	Bill	07/13/2023	LLC INV-1000		(7,500.00)
	Bill Payment	07/13/2023	33597		7,500.00
					0.00
					(12,021.72)
Bill Payment #EFT072723 - K12 MANAGEMENT INC	Bill	07/20/2023	LA - INV-003-11246 - Jun 23	LA - INV-003-11246 - Jun 23 - Lease	
	Bill	07/27/2023	LA - INV-003-11283 - FY2023	LA - INV-003-11283 - FY2023 - STAR360	(52,580.00)
	Bill	07/19/2023	LA - INV-003-11102 - Jun 23 -	LA - INV-003-11102 - Jun 23 - SS&T	(56,340.12)
	Bill	07/19/2023	LA - INV-003-11153 - Jul 23 - I	LA - INV-003-11153 - Jul 23 - MAT	(33,630.06)
	Bill	07/19/2023	LA - INV-003-11225 - Jul 23 - (	LA - INV-003-11225 - Jul 23 - COM	(126,845.00)
	Bill Payment	07/27/2023	EFT072723		281,416.90
Bill Credit #LA - CM-003-1174 - FY2023 - STAR360 - K12 MANAGEMENT INC					(30,113.06)
	Bill	06/21/2023	LA - INV-003-10985 - FY23 -	LA - INV-003-10985 - FY23 - Testing Nirvana	
	Bill	07/19/2023	LA - INV-003-11153 - Jul 23 - I	LA - INV-003-11153 - Jul 23 - MAT	(71,297.44)
	Bill	07/19/2023	LA - INV-003-11191 - Jul 23 - (	LA - INV-003-11191 - Jul 23 - OLS	(72,774.50)
	Bill Credit	07/27/2023	LA - CM-003-1174 - FY2023 - S	LA - CM-003-1174 - FY2023 - STAR360	174,185.00
					0.00
Bill Payment #33626 - Law Offices of Young, Minney & Corr, LLP(CAVA @ Los Angeles)					(7,553.00)
	Bill	07/13/2023	5490		
	Bill Payment	07/13/2023	33626		7,553.00
Bill Payment #33568 - Law Offices of Young, Minney & Corr, LLP(CAVA @ Los Angeles)					(9,701.50)
	Bill	07/13/2023	LLC 5489		
	Bill	07/13/2023	LLC 5520		(455.00)
	Bill Payment	07/13/2023	33568		10,156.50
					0.00
					(540.00)
Bill Payment #33689 - NAPA Center, Inc.(CAVA@LA)	Bill	07/25/2023	INV-00531		
	Bill Payment	07/27/2023	33689		540.00
					(1,620.00)
Bill Payment #33620 - NAPA Center, Inc.(CAVA@LA)	Bill	07/13/2023	INV-00530		
	Bill Payment	07/13/2023	33620		1,620.00
					0.00
Bill Payment #33615 - National TeleTherapy Resources, a Speech Pathology Corp.(CAVA @ Los Angeles)					(306.44)
	Bill	07/13/2023	INV-05087		
	Bill	07/13/2023	INV-05088		(995.81)
	Bill	07/13/2023	INV-05096		(913.89)
	Bill Payment	07/13/2023	33615		2,216.14
					0.00
Bill Payment #33650 - Paper Recycling & Shredding(CAVA@LA)					(98.00)
	Bill	07/25/2023	LLC 550071		
	Bill Payment	07/27/2023	33650		98.00
Bill Payment #33579 - Paper Recycling & Shredding(CAVA@LA)					(98.00)
	Bill	07/13/2023	LLC 549063		
	Bill Payment	07/13/2023	33579		98.00
					0.00
Bill Payment #33676 - Partners in Special Education(CAVA@LA)					(231.67)
	Bill	07/25/2023	INV-00891		

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Bill Payment #33676 - Partners in Special	Bill Payment	07/27/2023	33676		231.67
Bill Payment #33639 - Partners in Special Education(CAVA@LA)					(231.67)
	Bill	07/13/2023	INV-00884		
	Bill Payment	07/13/2023	33639		231.67
					0.00
Bill Payment #33688 - PresenceLearning, Inc.(CAVA @ Los Angeles)					(1,895.00)
	Bill	07/25/2023	INV-08246		
	Bill Payment	07/27/2023	33688		1,895.00
Bill Payment #33628 - PresenceLearning, Inc.(CAVA @ Los Angeles)					(125.00)
	Bill	07/13/2023	INV-08242		
	Bill Payment	07/13/2023	33628		125.00
					0.00
Bill Payment #33587 - Sparkletts(CAVA@LA)	Bill	07/13/2023	LLC 15182654 070923		(344.23)
	Bill Payment	07/13/2023	33587		344.23
					0.00
Bill Payment #33685 - Speech Guy, LLC(CAVA @ Los Angeles)					(250.00)
	Bill	07/25/2023	INV-00856		
	Bill	07/25/2023	INV-00847		(218.34)
	Bill Payment	07/27/2023	33685		468.34
Bill Payment #33603 - Speech Guy, LLC(CAVA @ Los Angeles)					(429.79)
	Bill	07/13/2023	INV-00838		
	Bill Payment	07/13/2023	33603		429.79
					(0.00)
Bill Payment #33654 - Staples(CAVA@LA)	Bill	07/25/2023	LLC 3541537270		(1,030.08)
	Bill Payment	07/27/2023	33654		1,030.08
Bill Payment #33574 - Staples(CAVA@LA)	Bill	07/13/2023	LLC 3540059997		(860.40)
	Bill	07/13/2023	LLC 3540187908		(52.96)
	Bill	07/13/2023	LLC 3540187909		(1,394.14)
	Bill	07/13/2023	LLC 3540283299		(45.92)
	Bill	07/13/2023	LLC 3540351034		(474.26)
	Bill Payment	07/13/2023	33574		2,827.68
					(0.00)
Bill Payment #33608 - PrentGraf Ltd dba TalkPath Live(CAVA @ Los Angeles)					(3,080.59)
	Bill	07/13/2023	INV-00671		
	Bill Payment	07/13/2023	33608		3,080.59
					0.00
Bill Payment #33698 - TheraStaffers(CAVA @ Los Angeles)					(54.50)
	Bill	07/25/2023	INV-00274		
	Bill Payment	07/27/2023	33698		54.50
					0.00
Bill Payment #33658 - UPS(CAVA@LA)	Bill	07/25/2023	LLC 000073Y68E283		(318.01)
	Bill	07/25/2023	LLC 0000V9159W283		(119.17)
	Bill Payment	07/27/2023	33658		437.18
Bill Payment #33567 - UPS(CAVA@LA)	Bill	07/13/2023	LLC 000073Y68E253		(939.27)
	Bill	07/13/2023	LLC 000073Y68E263		(515.06)
	Bill	07/13/2023	LLC 000073Y68E273		(141.39)
	Bill	07/13/2023	LLC 0000V9159W253		(65.69)
	Bill	07/13/2023	LLC 0000V9159W263		(445.71)
	Bill	07/13/2023	LLC 0000V9159W273		(74.66)
	Bill Payment	07/13/2023	33567		2,181.78
Amount Unapplied - Bill Payment #33567 - UPS(CAVA@LA)					0.00
					0.00
Bill Payment #33682 - Virtual Technologies Group(CAVA@LA)					(1,069.34)
	Bill	07/25/2023	202458		
	Bill	07/26/2023	201587		(1,457.31)
	Bill	07/26/2023	202420		(1,069.34)
	Bill Payment	07/27/2023	33682		3,595.99
Bill Payment #33619 - Virtual Technologies Group(CAVA@LA)					(1,079.47)
	Bill	07/13/2023	202035		
	Bill	07/13/2023	202036		(165.95)
	Bill	07/13/2023	202046		(1,079.47)
	Bill	07/13/2023	202068		(1,079.47)
	Bill	07/13/2023	202074		(1,014.95)
	Bill	07/13/2023	202076		(165.95)
	Bill	07/13/2023	202364		(2,304.22)
	Bill Payment	07/13/2023	33619		6,889.48
Bill Payment #33572 - Virtual Technologies Group(CAVA@LA)					(6,726.62)
	Bill	07/13/2023	LLC 202273		
	Bill Payment	07/13/2023	33572		6,726.62
					0.00
Bill Payment #33573 - Waste Management(CAVA @ Los Angeles)					(167.38)
	Bill	07/13/2023	LLC 6689366-0283-2		
	Bill	07/13/2023	LLC 6689385-0283-2		(253.00)

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33573 - Waste Management(CAVA @	Bill Payment	07/13/2023	33573		420.38
					0.00
					(879.37)
Bill Payment #33589 - Verizon Wireless(CAVA@LA)	Bill	07/13/2023	LLC 9938763340		
	Bill Payment	07/13/2023	33589		879.37
					0.00
Bill Payment #33661 - Pitney Bowes Purchase					(6,055.00)
Power(CAVA @ Los Angeles)	Bill	07/25/2023	LLC 8000-9090-1005-2145 0		
	Bill Payment	07/27/2023	33661		6,055.00
					0.00
Bill Payment #33606 - Anchor Counseling &					(10,146.06)
Education Solutions(CAVA@LA)	Bill	07/13/2023	INV-06244		
	Bill	07/13/2023	INV-06255		(180.00)
	Bill Payment	07/13/2023	33606		10,326.06
					0.00
Bill Payment #33641 - McColgan and Associates,					(260.01)
INC.(CAVA@LA)	Bill	07/13/2023	INV-00653		
	Bill Payment	07/13/2023	33641		260.01
					0.00
Bill Payment #33607 - El Paseo Children's Center,					(3,012.88)
Inc.(CAVA @ Los Angeles)	Bill	07/13/2023	INV-00739		
	Bill	07/13/2023	INV-00740		(707.50)
	Bill	07/13/2023	INV-00751		(3,000.00)
	Bill	07/13/2023	INV-00755		(750.00)
	Bill	07/13/2023	INV-00760		(1,125.00)
	Bill Payment	07/13/2023	33607		8,595.38
					(0.00)
Bill Payment #33614 - Communicology, Inc., DBA					(1,863.96)
Connect Teletherapy(CAVA @ Los Angeles)	Bill	07/13/2023	INV-00825		
	Bill	07/13/2023	INV-00824		(3,266.87)
	Bill	07/13/2023	INV-00840		(373.75)
	Bill Payment	07/13/2023	33614		5,504.58
					0.00
Bill Payment #33618 - Beyond Blindness, Inc.(CAVA					(91.94)
@ Los Angeles)	Bill	07/13/2023	INV-00097		
	Bill Payment	07/13/2023	33618		91.94
					0.00
Bill Payment #33616 - Point Quest Pediatric					(140.63)
Therapies, LLC(CAVA @ Los Angeles)	Bill	07/13/2023	INV-00087		
	Bill Payment	07/13/2023	33616		140.63
					0.00
Bill Payment #33693 - Best Hearing San Diego(CAVA					(2,325.00)
@ Los Angeles)	Bill	07/25/2023	INV-00035		
	Bill	07/25/2023	INV-00034		(183.00)
	Bill Payment	07/27/2023	33693		2,508.00
Bill Payment #33609 - Best Hearing San Diego(CAVA					(183.00)
@ Los Angeles)	Bill	07/13/2023	INV-00032		
	Bill Payment	07/13/2023	33609		183.00
					0.00
Bill Payment #33613 - Christopher Chaidez dba					(2,880.00)
Upward Bound School Inc.(CAVA @ Los Angeles)	Bill	07/13/2023	INV-00125		
	Bill	07/13/2023	INV-00113		(675.00)
	Bill	07/13/2023	INV-00120		(3,647.70)
	Bill Payment	07/13/2023	33613		7,202.70
					0.00
Bill Payment #33593 - Comm-Core(CAVA@LA)	Bill	07/13/2023	LLC 1076063		(2,043.46)
	Bill Payment	07/13/2023	33593		2,043.46
					0.00
Bill Payment #33594 - Certified Languages					(662.25)
International(CAVA@LA)	Bill	07/13/2023	LLC 74586063023		
	Bill Payment	07/13/2023	33594		662.25
					0.00
Bill Payment #33645 - Passageway Inc.(CAVA @ Los					(5,683.70)
Angeles)	Bill	07/13/2023	062023 Cervantez		
	Bill Payment	07/13/2023	33645		5,683.70
					0.00
Bill Payment #33629 - Infinity Kids Corporation(CAVA					(195.00)
@ Los Angeles)	Bill	07/13/2023	INV-00037		
	Bill Payment	07/13/2023	33629		195.00
					0.00
Bill Payment #33647 - Growing Healthy Children					(638.00)
Therapy Services, Inc.(CAVA @ Los Angeles)	Bill	07/13/2023	INV-00248		
	Bill Payment	07/13/2023	33647		638.00
					0.00

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Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33670 - School Services of California, Inc.(CAVA@LA)					(250.00)
	Bill	07/26/2023	LLC 0138049-IN		
	Bill Payment	07/27/2023	33670		250.00
					0.00
Bill Payment #33601 - Village Glen School(CAVA@LA)					(4,218.76)
	Bill	07/13/2023	CVA0523VG		
	Bill	07/13/2023	CVA0523VGW		(5,159.88)
	Bill	07/13/2023	CVA0623VG		(1,269.56)
	Bill	07/13/2023	CVA0623VGW		(1,641.78)
	Bill Payment	07/13/2023	33601		12,289.98
					0.00
Bill Payment #33631 - Summit View School(CAVA@LA)					(6,474.36)
	Bill	07/13/2023	CVA0523SV		
	Bill	07/13/2023	CVA0623SV		(2,065.66)
	Bill Payment	07/13/2023	33631		8,540.02
					0.00
Bill Payment #EFTWF07.27.2023 - State Board of Equalization(CAVA@LA)					(9,507.27)
	Bill	06/26/2023	June 23 Use Tax	June 23 Use Tax	
	Bill Payment	07/27/2023	EFTWF07.27.2023		9,507.27
Bill Credit #June 23 Use Tax Adj - State Board of Equalization(CAVA@LA)					(1,379.50)
	Bill	06/26/2023	June 23 Use Tax	June 23 Use Tax	
	Bill Credit	07/31/2023	June 23 Use Tax Adj	June 23 Use Tax	1,379.50
					0.00
Bill Payment #33586 - Ontario Refrigeration(CAVA @ Los Angeles)					(806.00)
	Bill	07/13/2023	LLC GW27462M		
	Bill Payment	07/13/2023	33586		806.00
					0.00
Bill Payment #33611 - Specialized Therapy Services Inc(CAVA@LA)					(260.00)
	Bill	07/13/2023	INV-01067		
	Bill Payment	07/13/2023	33611		260.00
					0.00
Bill Payment #33633 - Comprehensive Therapy Associates, Inc.(CAVA @ Los Angeles)					(77.50)
	Bill	07/13/2023	INV-00023		
	Bill Payment	07/13/2023	33633		77.50
					0.00
Bill Payment #33696 - Rids Brother Company Inc(CAVA @ Los Angeles)					(815.00)
	Bill	07/25/2023	1369		
	Bill Payment	07/27/2023	33696		815.00
					0.00
Bill Payment #33570 - Supreme Facility Services, Inc.(CAVA @ Los Angeles)					(3,290.00)
	Bill	07/13/2023	LLC 3462		
	Bill Payment	07/13/2023	33570		3,290.00
					0.00
Bill Payment #33617 - The Miri Center. A Professional Psychological Corporation(CAVA @ Los Angeles)					(345.00)
	Bill	07/13/2023	INV-00329		
	Bill	07/13/2023	INV-00317		(431.25)
	Bill	07/13/2023	INV-00325		(170.84)
	Bill Payment	07/13/2023	33617		947.09
					0.00
Bill Payment #33681 - Grace Speech Therapy Corp.(CAVA @ Los Angeles)					(60.00)
	Bill	07/25/2023	INV-00206		
	Bill	07/25/2023	INV-00209		(750.00)
	Bill Payment	07/27/2023	33681		810.00
Bill Payment #33638 - Grace Speech Therapy Corp.(CAVA @ Los Angeles)					(120.00)
	Bill	07/13/2023	INV-00200		
	Bill Payment	07/13/2023	33638		120.00
					0.00
Bill Payment #33702 - Green Hasson & Janks LLP(CAVA@LA)					(2,200.00)
	Bill	07/26/2023	76472		
	Bill Payment	07/27/2023	33702		2,200.00
Bill Payment #33671 - Green Hasson & Janks LLP(CAVA@LA)					(6,200.00)
	Bill	07/26/2023	LLC 76486		
	Bill Payment	07/27/2023	33671		6,200.00
					0.00
Bill Payment #33700 - Beach Cities Learning Center(CAVA @ Los Angeles)					(2,344.92)
	Bill	07/25/2023	LIS0022416		
	Bill Payment	07/27/2023	33700		2,344.92
Bill Payment #33630 - Beach Cities Learning Center(CAVA @ Los Angeles)					(1,092.05)
	Bill	07/13/2023	LIS0022260		
	Bill Payment	07/13/2023	33630		1,092.05
					0.00
Bill Payment #33691 - Oxford Consulting Services(CAVA@LA)					(157.50)
	Bill	07/25/2023	INV-01487		

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Bill Payment #33691 - Oxford Consulting	Bill Payment	07/27/2023	33691		157.50
					0.00
Bill Payment #33657 - Pitney Bowes(CAVA@LA)	Bill	07/25/2023	LLC 1023463609		(155.62)
	Bill Payment	07/27/2023	33657		155.62
					0.00
					(13.30)
Bill Payment #33649 - Quill Corporation(CAVA@LA)	Bill	07/25/2023	LLC 33277334		
	Bill	07/25/2023	LLC 33276716		(235.90)
	Bill	07/25/2023	LLC 33277414		(74.54)
	Bill Payment	07/27/2023	33649		323.74
					(165.59)
Bill Payment #33648 - Quill Corporation(CAVA@LA)	Bill	05/11/2023	LLC 31944036		
	Bill	05/11/2023	LLC 32047770		(103.21)
	Bill	05/11/2023	LLC 32121596		(314.52)
	Bill	05/11/2023	LLC 32150184		(156.36)
	Bill	05/11/2023	LLC 32177989		(615.83)
	Bill Payment	07/20/2023	33648		1,355.51
					(7.71)
Bill Payment #33566 - Quill Corporation(CAVA@LA)	Bill	07/13/2023	LLC 33106029		
	Bill	07/13/2023	LLC 33115490		(239.31)
	Bill	07/13/2023	LLC 33139109		(251.58)
	Bill	07/13/2023	LLC 33139256		(46.30)
	Bill	07/13/2023	LLC 33166373		(118.23)
	Bill Payment	07/13/2023	33566		663.13
					(46.30)
Bill Credit #2111290 - Quill Corporation(CAVA@LA)	Bill	07/25/2023	LLC 33277334		
	Bill Credit	07/27/2023	2111290	2111290-Credit Memo	46.30
					0.00
Bill Payment #33624 - Vista Del Mar/Vista School (NPS)(CAVA @ Los Angeles)					(3,538.35)
	Bill	07/13/2023	0523 - RSY		
	Bill	07/13/2023	0623 - RSY		(1,179.45)
	Bill Payment	07/13/2023	33624		4,717.80
					0.00
Bill Payment #33612 - Kadiant, LLC(CAVA @ Los Angeles)					(720.00)
	Bill	07/13/2023	INV-00010		
	Bill	07/13/2023	INV-00018		(240.00)
	Bill Payment	07/13/2023	33612		960.00
					0.00
Bill Payment #33575 - ULINE(CAVA@LA)	Bill	07/13/2023	LLC 164577653		(621.46)
	Bill	07/13/2023	LLC 164632997		(11,155.19)
	Bill	07/13/2023	LLC 165399234		(470.24)
	Bill Payment	07/13/2023	33575		12,246.89
					(0.00)
Bill Payment #33686 - Haynes Family of Programs(CAVA@LA)					(2,482.38)
	Bill	07/25/2023	June 2023 ESY		
	Bill	07/25/2023	June 2023		(483.23)
	Bill	07/26/2023	June 2023 RSY		(1,892.52)
	Bill Payment	07/27/2023	33686		4,858.13
Bill Payment #33623 - Haynes Family of Programs(CAVA@LA)					(8,604.06)
	Bill	07/13/2023	May 2023		
	Bill Payment	07/13/2023	33623		8,604.06
					0.00
Bill Payment #33634 - Institute for the Redesign of Learning DBA The Almansor Center(CAVA @ Los Angele					(5,328.04)
	Bill	07/13/2023	0000043807		
	Bill	07/13/2023	0000043862		(1,356.15)
	Bill	07/13/2023	0000043912		(340.44)
	Bill Payment	07/13/2023	33634		7,024.63
					0.00
Bill Payment #33604 - SpeechRighter, Inc.(CAVA @ Los Angeles)					(3,628.27)
	Bill	07/13/2023	INV-00199		
	Bill	07/13/2023	INV-00206		(67.52)
	Bill Payment	07/13/2023	33604		3,695.79
					0.00
Bill Payment #33668 - AT&T Mobility(CAVA@LA)	Bill	07/25/2023	LLC 8400660804		(1,748.36)
	Bill Payment	07/27/2023	33668		1,748.36
Bill Payment #33592 - AT&T Mobility(CAVA@LA)	Bill	07/13/2023	LLC 80557846671578 062823		(636.83)
	Bill Payment	07/13/2023	33592		636.83
					0.00
Bill Payment #33663 - Southern California Edison(CAVA@LA)					(605.53)
	Bill	07/25/2023	LLC 700203189681 - 071325		
	Bill Payment	07/27/2023	33663		605.53
					0.00

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Bill Payment #33701 - EverDriven Technologies LLC(CAVA @ Los Angeles)					(3,721.82)
	Bill	07/26/2023	41805		
	Bill Payment	07/27/2023	33701		3,721.82
					0.00
Bill Payment #33585 - Instructional Coaching Group(CAVA @ Los Angeles)					(21,902.00)
	Bill	07/13/2023	LLC 20391		
	Bill Payment	07/13/2023	33585		21,902.00
					0.00
Bill Payment #33697 - Braille Abilities, LLC(CAVA @ Los Angeles)					(991.54)
	Bill	07/25/2023	INV-00061		
	Bill Payment	07/27/2023	33697		991.54
Bill Payment #33646 - Braille Abilities, LLC(CAVA @ Los Angeles)					(247.50)
	Bill	07/13/2023	INV-00059		
	Bill Payment	07/13/2023	33646		247.50
					0.00
Bill Payment #33690 - Esther Igboerika(CAVA @ Los Angeles)					(630.00)
	Bill	07/25/2023	INV-00043		
	Bill Payment	07/27/2023	33690		630.00
					0.00
Bill Payment #301134 - Luzmila Sandoval(CAVA @ Los Angeles)					(240.00)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301134		240.00
					0.00
Bill Payment #301135 - Mara Salazar(CAVA @ Los Angeles)					(240.00)
	Bill	07/13/2023	ISP - Fall 2022 Reissue		
	Bill Payment	07/13/2023	301135		240.00
					0.00
Bill Payment #301136 - Emma Trujillo Gomez(CAVA @ Los Angeles)					(240.00)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301136		240.00
					0.00
Bill Payment #301137 - Samantha Rothke(CAVA @ Los Angeles)					(136.00)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301137		136.00
					0.00
Bill Payment #301138 - Roshal Davis(CAVA @ Los Angeles)					(240.00)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301138		240.00
					0.00
Bill Payment #301139 - Michelle Perez(CAVA @ Los Angeles)					(120.00)
	Bill	07/13/2023	ISP - Spring 2022 Reissue		
	Bill Payment	07/13/2023	301139		120.00
					0.00
Bill Payment #301140 - Raul Garay(CAVA @ Los Angeles)					(240.00)
	Bill	07/13/2023	ISP - Fall 2022 Reissue		
	Bill Payment	07/13/2023	301140		240.00
					0.00
Bill Payment #301141 - Erica Wilgus Edmonds(CAVA @ Los Angeles)					(163.87)
	Bill	07/13/2023	ISP Fall 2022		
	Bill Payment	07/13/2023	301141		163.87
					0.00
Bill Payment #301142 - Sonya Redditt(CAVA @ Los Angeles)					(108.39)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301142		108.39
					0.00
Bill Payment #301143 - Stephanie Pando(CAVA @ Los Angeles)					(163.87)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301143		163.87
					0.00
Bill Payment #301144 - Sugey Meza(CAVA @ Los Angeles)					(240.00)
	Bill	07/13/2023	ISP - Fall 2022		
	Bill Payment	07/13/2023	301144		240.00
					0.00
Bill Payment #33665 - De Lage Landen Financial Services Inc.(CAVA @ Los Angeles)					(2,650.19)
	Bill	07/25/2023	LLC 80318012		
	Bill Payment	07/27/2023	33665		2,650.19
Bill Payment #33577 - De Lage Landen Financial Services Inc.(CAVA @ Los Angeles)					(2,650.19)
	Bill	07/13/2023	LLC 80059000		
	Bill Payment	07/13/2023	33577		2,650.19
					0.00
Bill Payment #33578 - The Back Room Inc(CAVA @ Los Angeles)					(3,200.00)
	Bill	07/13/2023	LLC INV-2033		
	Bill	07/13/2023	LLC INV-2041		(3,200.00)
	Bill Payment	07/13/2023	33578		6,400.00

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					0.00
Bill Payment #33580 - Reading Horizons(CAVA @ Los Angeles)					(22,824.36)
	Bill	07/13/2023	LLC 55599		
	Bill Payment	07/13/2023	33580		22,824.36
					0.00
Bill Payment #33581 - PSYCHOLOGICAL ASSESSMENT RESOURCES INC DBA PAR INC (CAVA @ Los Angeles)					(3,998.82)
	Bill	07/13/2023	LLC SQ-00022500-1		
	Bill Payment	07/13/2023	33581		3,998.82
					0.00
Bill Payment #33651 - ExploreLearning, LLC(CAVA @ Los Angeles)					(39,460.50)
	Bill	07/25/2023	LLC 6872166		
	Bill Payment	07/27/2023	33651		39,460.50
Bill Payment #33582 - ExploreLearning, LLC(CAVA @ Los Angeles)					(7,900.00)
	Bill	07/13/2023	LLC 6835034		
	Bill Payment	07/13/2023	33582		7,900.00
					0.00
Bill Payment #33583 - Renaissance Learning, Inc(CAVA @ Los Angeles)					(137,655.00)
	Bill	07/13/2023	LLC INV5289734		
	Bill	07/13/2023	LLC INV5289737		(172,200.00)
	Bill Payment	07/13/2023	33583		309,855.00
					0.00
Bill Payment #33584 - County Fire Protection(CAVA @ Los Angeles)					(621.05)
	Bill	07/13/2023	LLC 23-29199		
	Bill Payment	07/13/2023	33584		621.05
					0.00
Bill Payment #33590 - Committee for Children(CAVA @ Los Angeles)					(3,199.00)
	Bill	07/13/2023	LLC 5040135		
	Bill Payment	07/13/2023	33590		3,199.00
					0.00
Bill Payment #33591 - Vortex Industries LLC(CAVA @ Los Angeles)					(1,469.85)
	Bill	07/13/2023	LLC 01-1686379		
	Bill Payment	07/13/2023	33591		1,469.85
					0.00
Bill Payment #33595 - Classwork Co DBA Classkick(CAVA @ Los Angeles)					(19,999.00)
	Bill	07/13/2023	LLC 2021-11592		
	Bill Payment	07/13/2023	33595		19,999.00
					0.00
Bill Payment #33596 - Multi-Health Systems Inc.(CAVA@LA)					(5,762.50)
	Bill	07/13/2023	LLC SIP00322492		
	Bill Payment	07/13/2023	33596		5,762.50
					0.00
Bill Payment #33605 - Stacey Pavelko(CAVA @ Los Angeles)					(2,000.00)
	Bill	07/13/2023	0000001		
	Bill Payment	07/13/2023	33605		2,000.00
					0.00
Bill Payment #33622 - Augmentative Communications Solutions(CAVA @ Los Angeles)					(1,237.50)
	Bill	07/13/2023	INV-00345		
	Bill Payment	07/13/2023	33622		1,237.50
					0.00
Bill Payment #33635 - California Department of Education(CAVA@LA)					(133,174.00)
	Bill	07/13/2023	C-069904		
	Bill Payment	07/13/2023	33635		133,174.00
					0.00
Bill Payment #33636 - Liminex, Inc(CAVA @ Los Angeles)					(3,999.00)
	Bill	07/13/2023	INV-102436		
	Bill Payment	07/13/2023	33636		3,999.00
					0.00
Bill Payment #33675 - School Pathways LLC(CAVA@LA)					(72,003.18)
	Bill	07/25/2023	140-INV5093		
	Bill Payment	07/27/2023	33675		72,003.18
Bill Payment #33640 - School Pathways LLC(CAVA@LA)					(188.94)
	Bill	07/13/2023	140-INV4900		
	Bill Payment	07/13/2023	33640		188.94
					0.00
Bill Payment #33642 - Pediatric Therapy Associates(CAVA@LA)					(1,580.00)
	Bill	07/13/2023	INV-00191		
	Bill Payment	07/13/2023	33642		1,580.00
					0.00
Bill Payment #33643 - West Covina Unified School District(CAVA@LA)					(1,057,339.00)
	Bill	07/13/2023	IN23-00151		
	Bill Payment	07/13/2023	33643		1,057,339.00
					0.00

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					(1,178.35)
Bill Payment #33644 - State of Wyoming Department of Workforce Services(CAVA @ Los Angeles)	Bill	07/13/2023	Q2/23		
	Bill Payment	07/13/2023	33644		1,178.35
					0.00
Bill Payment #EFT072623 - Los Angeles County Office(CAVA@LA)					(331,072.19)
	Bill	07/31/2023	Jul23 STRS-PERS	Jul23 STRS-PERS	
	Bill Payment	07/31/2023	EFT072623	Jul23 STRS-PERS	331,072.19
Bill Payment #EFT06.28.2023 - Los Angeles County Office(CAVA@LA)					(691,789.98)
	Bill	06/29/2023		STRS/ PERS Wire- June 2023	
	Bill Payment	07/26/2023	EFT06.28.2023		691,789.98
					0.00
Bill Payment #33652 - 3P Learning Inc.(CAVA @ Los Angeles)					(710.00)
	Bill	07/25/2023	LLC INV-US-17796		
	Bill Payment	07/27/2023	33652		710.00
					0.00
Bill Payment #33653 - Riverside Insights(CAVA @ Los Angeles)					(8,270.38)
	Bill	07/25/2023	LLC INV173103		
	Bill Payment	07/27/2023	33653		8,270.38
					0.00
Bill Payment #33655 - IXL Learning Inc.(CAVA @ Los Angeles)					(59,931.00)
	Bill	07/25/2023	LLC S469096		
	Bill Payment	07/27/2023	33655		59,931.00
					0.00
Bill Payment #33656 - Mystery Science C/O Discovery Education Inc(CAVA @ Los Angeles)					(1,695.00)
	Bill	07/25/2023	LLC 227908		
	Bill Payment	07/27/2023	33656		1,695.00
					0.00
Bill Payment #33659 - UBEO Business Services(CAVA @ Los Angeles)					(874.65)
	Bill	07/25/2023	LLC 4184995		
	Bill Payment	07/27/2023	33659		874.65
					0.00
Bill Payment #33662 - Global Online Language Services US Inc.(CAVA @ Los Angeles)					(6,955.00)
	Bill	07/25/2023	LLC INV-9408119850		
	Bill Payment	07/27/2023	33662		6,955.00
					0.00
Bill Payment #33664 - Rosetta Stone Ltd.(CAVA@LA)					(6,000.00)
	Bill	07/25/2023	LLC 11946441		
	Bill Payment	07/27/2023	33664		6,000.00
					0.00
Bill Payment #33666 - ESGI LLC(CAVA @ Los Angeles)					(2,808.00)
	Bill	07/25/2023	LLC ESGI44708		
	Bill Payment	07/27/2023	33666		2,808.00
					0.00
Bill Payment #33667 - Arthur J Gallagher(CAVA@LA)					(314,443.63)
	Bill	07/25/2023	LLC 4769473		
	Bill	07/25/2023	LLC 4771012		(48,515.73)
	Bill Payment	07/27/2023	33667		362,959.36
					0.00
Bill Payment #33669 - Echo(CAVA @ Los Angeles)					(325.00)
	Bill	07/25/2023	LLC 5217		
	Bill Payment	07/27/2023	33669		325.00
					0.00
Bill Payment #33672 - Kaeser & Blair, Inc(CAVA @ Los Angeles)					(1,577.80)
	Bill	07/26/2023	LLC 30306140		
	Bill Payment	07/27/2023	33672		1,577.80
					0.00
Bill Payment #33673 - Rock And Roll Academy Inc.(CAVA @ Los Angeles)					(18,750.00)
	Bill	07/26/2023	LLC 071023		
	Bill Payment	07/27/2023	33673		18,750.00
					0.00
Bill Payment #33678 - Interpreters Unlimited(CAVA @ Los Angeles)					(94.50)
	Bill	07/25/2023	354550		
	Bill Payment	07/27/2023	33678		94.50
					0.00
Bill Payment #33687 - TCG Administrators, LP(CAVA @ Los Angeles)					(12,704.00)
	Bill	07/25/2023	403b Return - L. Lamb		
	Bill	07/25/2023	403b Return - M. Shafiei		(100.00)
	Bill Payment	07/27/2023	33687		12,804.00
					0.00
Bill Payment #33692 - Covina-Valley Unified School District (CAVA @ Los Angeles)					(2,743.70)
	Bill	07/25/2023	ESGV 2223-23		
	Bill Payment	07/27/2023	33692		2,743.70
					0.00

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

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #33699 - HopSkipDrive, Inc.(CAVA @ Los Angeles)					(4,992.71)
	Bill	07/25/2023	15008		
	Bill Payment	07/27/2023	33699		4,992.71
					0.00
					0.00
				Total	3,871,093.36

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
July 01, 2023 - July 31, 2023

Vendor Name	Products and Services
3P Learning Inc.	TK Math Seeds Pilot- Intervention
Amazon Capital Services	Staff Office Supplies
Anchor Counseling & Education Solutions	Special Education Contracted Services
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services
Arthur J Gallagher	Non-resident employer's surety bond
AT&T Mobility	Telephone Services
Augmentative Communications Solutions	Special Education Contracted Services
Barrington Staffing Services	Temp Staffing
Beach Cities Learning Center	Special Education SAI Services
Best Hearing San Diego	Special Education Contracted Services
Beyond Blindness, Inc.	Special Education Contracted Services
Braille Abilities, LLC	Special Education Orientation and Mobility Services
Braille Consultants, Inc.	Special Education Vision Instruction Services
California Department of Education	CA Pre-K Prog Planning & Implementation AB130
California Teachers Association	Special Education Contracted Services
Carmen Gomez Ruiz	Gardening Services
Certified Languages International	Special Education Contracted Services
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services
Classwork Co DBA Classkick	Classkick Pro School Pilot Subscription
Comm-Core	Telephone Services
Committee for Children	Second Step Compass SEL Curriculum
Communicology, Inc., DBA Connect Teletherapy	Special Education Contracted Services
Comprehensive Therapy Associates, Inc.	Special Education Contracted Services - Physical Education
County Fire Protection	Annual Fire Sprinkler Test & Inspection
Covina-Valley Unified School District	ESGV SELPA
DataBasics, Inc.	Expense Report Service
De Lage Landen Financial Services Inc.	Ricoh Lease Equipment
Document Tracking Services	Translation Services
EBS Healthcare Inc.	Special Education Contracted Services
ECE 4 Autism	Special Education Contracted Services
Echo	Online Compassionate Training Modules (Trauma Informed Training) for New Compass Staff
Effectual Educational Consulting Service	Special Education Services
El Paseo Children's Center, Inc.	Special Education Contracted Services
eLuma	Special Individual Counseling Services
EMHSports USA, Inc	Special Education Contracted Services
Emma Trujillo Gomez	ISP Subsidy
Erica Wilgus Edmonds	ISP Subsidy
ESGI LLC	ESGI 12 month license
Esther Igboerika	Nurse IEP Attendance
E-Therapy LLC	Special Education Contracted Services
EverDriven Technologies LLC	Fuel Surcharge
ExploreLearning, LLC	Gizmos virtual lab access for 10 Biology teachers
Foundations Therapy Service	Special Education Contracted Services
FusionPlus Inc	MARVIN Sped system
Global Online Language Services US Inc.	Off2Class Accounts for Tier 2 Language Intervention: Goal 1, Action 4
Grace Speech Therapy Corp.	SLP IEP Attendance
Green Hasson & Janks LLP	Audit Fees
Growing Healthy Children Therapy Services, Inc.	Special Education Contracted Services
Haynes Family of Programs	Special Education Contracted Services
HopSkipDrive, Inc.	Special Education Contracted Services - Transportation
Infinity Kids Corporation	Special Education Contracted Services

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
July 01, 2023 - July 31, 2023

Vendor Name	Products and Services
Institute for the Redesign of Learning DBA The Almansor Center(CA\	SAI & Related Services
Instructional Coaching Group	Facilitation Fee - PD
Interpreters Unlimited	400 IXL licenses and professional development
IXL Learning Inc.	Special Education Contracted Services - Professional Language Services
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology
Kadiant, LLC	Special Education Contracted Services
Kaeser & Blair, Inc	8th Grade Promotion Pennants
Law Offices of Young, Minney & Corr, LLP	Legal Services
Liminex, Inc	Edulastic Enterprise Service
Los Angeles County Office	STRS P&I
Luzmila Sandoval	ISP Subsidy
Mara Salazar	ISP Subsidy
Marnie J Young dba Adapted Child's Play	Special Education Contracted Services
McColgan and Associates, INC.	Special Education Contracted Services
Michelle Perez	ISP Subsidy
Multi-Health Systems Inc.	Psychologist Protocols
Mystery Science C/O Discovery Education Inc	Membership 2022-2023
NAPA Center, Inc.	Special Education Contracted Services
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services
Ontario Refrigeration	Office A/C Maintenance
Oxford Consulting Services	Special Education Contracted Services
Paper Recycling & Shredding	Documents Shredding
Partners in Special Education	Special Education Contracted Services
Passageway Inc.	SAI Services
Pediatric Therapy Associates	Special Education Contracted Services - DHH Services
Pitney Bowes Purchase Power	Postage
Pitney Bowes	Ink Cartridge
Point Quest Pediatric Therapies, LLC	Special Education Contracted Services
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services
PresenceLearning, Inc.	Special Education Contracted Services - Speech and Language Therapy
PSYCHOLOGICAL ASSESSMENT RESOURCES INC DBA PAR INC	Psychologist Materials
Quill Corporation	Office Supplies
Raul Garay	ISP Subsidy
Reading Horizons	Online software subscriptions
Renaissance Learning, Inc	Freckle Math and ELA Licenses for MS Tier 3 students
Rids Brother Company Inc	Transportation Services
Riverside Insights	Psychologist materials
Rock And Roll Academy Inc.	After school club
Rosetta Stone Ltd.	SY 22-23 EL Support
Roshal Davis	ISP Subsidy
Samantha Rothke	ISP Subsidy
School Pathways LLC	Annual Subscription - Quarterly
School Services of California, Inc.	May Workshop
Sonya Redditt	ISP Subsidy
Southern California Edison	Electricity
Sparkletts	Office Drinking Water
Specialized Therapy Services Inc	Special Education Contracted Services
Speech Guy, LLC	Special Education Contracted Services
SpeechRighter, Inc.	Special Education Contracted Services
Stacey Pavelko	SUGAR Language Workshop for speech department
Staples	Office Expense
State Board of Equalization	Sales Tax

California Virtual Academy at Los Angeles
List of Vendors & Products/Services Provided
July 01, 2023 - July 31, 2023

Vendor Name	Products and Services
State of Wyoming Department of Workforce Services	Benefits
Stephanie Pando	ISP Subsidy
Sugey Meza	ISP Subsidy
Summit View School	Special Education Contracted Services
Supreme Facility Services, Inc.	Janitorial services
TCG Administrators, LP	Return 403b contributions to TCG
The Back Room Inc	Special Education Contracted Services
The Miri Center. A Professional Psychological Corporation	Special Education Contracted Services
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy
UBEO Business Services	Copier Lease
ULINE	Office expense
UPS	Shipping Expenses
Verizon Wireless	Telephone Services
Village Glen School	Special Education Contracted Services
Virtual Technologies Group	Special Education Contracted Services
Vista Del Mar/Vista School (NPS)	Special Education Contracted Services - SAI & Related Services
Vortex Industries LLC	Door Repairs
Waste Management	Dumpster Services
West Covina Unified School District	2021-2022 3% Oversight Billing

Transaction Summary
CAVA @ Los Angeles

Vendor	Amount
Renaissance Learning, Inc	117,971.61
Arthur J Gallagher	98,008.34
IXL Learning Inc.	15,770.54
ExploreLearning, LLC	13,053.14
Classwork Co DBA Classkick	8,207.59
Instructional Coaching Group	7,021.78
Reading Horizons	6,163.61
Rock And Roll Academy Inc.	5,449.17
Document Tracking Services	3,649.02
ULINE	3,437.98
Virtual Technologies Group	3,363.31
Law Offices of Young, Minney & Corr, LLP	3,026.86
Global Online Language Services US Inc.	2,854.32
Effectual Educational Consulting Service	2,490.15
Rosetta Stone LLC	2,462.40
Riverside Insights	2,252.05
FusionPlus Inc	2,105.42
DataBasics, Inc.	2,048.91
Barrington Staffing Services	2,005.16
The Back Room Inc	1,796.63
Green Hasson & Janks LLP	1,732.97
Pitney Bowes Bank Inc Purchase Power	1,692.45
Multi-Health Systems Inc.	1,556.14
De Lage Landen Financial Services Inc.	1,484.73
ESGI LLC	1,152.40
Committee for Children	1,123.17
PAR Inc.	1,100.96
Staples	1,081.71
Supreme Facility Services, Inc.	923.58
UPS	728.87
AT&T Mobility	669.58
Kaeser & Blair, Inc	647.51
Mystery Science C/O Discovery Education Inc	595.12
Comm-Core	573.65
Vortex Industries LLC	412.62
Quill Corporation	289.59
3P Learning Inc.	249.28
Verizon Wireless	246.86
UBEO Business Services	244.48
Amazon	241.78
Ontario Refrigeration	226.26
County Fire Protection	174.34

Transaction Summary
CAVA @ Los Angeles

Vendor	Amount
Southern California Edison	169.25
Carmen Gomez Ruiz	168.43
Certified Languages International	138.00
Echo	133.37
Waste Management	118.01
Successories	111.85
Bill.com, Inc.	99.20
Sparkletts	96.63
Red Robin	86.34
Subway	73.68
Counterpath	71.54
Viva La Pasta	70.75
School Services of California, Inc.	69.88
Smart & Final	68.45
Paper Recycling & Shredding	54.90
Pitney Bowes Global Financial Services	43.50
Urbane Café	42.95
Door Dash - Western Bagel	37.92
Dropbox	33.65
CA SECRETARY OF STATE WEB	25.00
Little Caesars	11.68
Grand Total	**322,011.01**

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Carmen Gomez Ruiz	Operations and Housekeeping	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 2091	June	600.00	168.43
	Operations and Housekeeping Services Total					600.00	168.43
Carmen Gomez Ruiz Total						600.00	168.43
Paper Recycling & Shredding						98.00	27.51
	Office Expense	52802 Office Supplies Expense : Office Supplies - CO	101 General	LLC 549063	June (6/22)		
				LLC 550071	July (7/06)	98.00	27.39
	Office Expense Total					196.00	54.90
Paper Recycling & Shredding Total						196.00	54.90
Staples	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 3540059997	June (6/09)	860.40	241.53
				LLC 3540187908	June (6/10)	52.96	14.87
				LLC 3540187909	June (6/10)	1,394.14	391.37
				LLC 3540283299	June (6/13)	45.92	12.89
				LLC 3540351034	June (6/14)	474.26	133.14
				LLC 3541537270	June (6/30)	1,030.08	287.92
	Office Expense Total					3,857.76	1,081.71
Staples Total						3,857.76	1,081.71
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Del	101 General	LLC 000073Y68E253	June (6/24)	939.27	263.67
				LLC 000073Y68E263	July (7/01)	515.06	144.59
				LLC 000073Y68E273	July (7/08)	141.39	39.69
				LLC 000073Y68E283	July (7/15)	318.01	88.89
			280 SPED	LLC 0000V9159W253	June (6/24)	65.69	17.89
				LLC 0000V9159W263	July (7/01)	445.71	121.36
				LLC 0000V9159W273	July (7/08)	74.66	20.33
				LLC 0000V9159W283	July (7/15)	119.17	32.45
	Shipping Total					2,618.96	728.87
UPS Total						2,618.96	728.87
Waste Management	Operations and Housekeeping	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 6689366-0283-2	July	167.38	46.99
				LLC 6689385-0283-2	July	253.00	71.02
	Operations and Housekeeping Services Total					420.38	118.01
Waste Management Total						420.38	118.01
Barrington Staffing Services						2,167.20	608.38
	Outside Service	51806 Professional Svcs & Outside Labor : Outside L	101 General	LLC 42522	June (6/25)		
				LLC 42560	July (7/02)	2,167.20	608.38
				LLC 42574	July (7/09)	1,444.80	405.59
				LLC 42602	July (7/16)	1,369.55	382.81
	Outside Service Total					7,148.75	2,005.16
Barrington Staffing Services Total						7,148.75	2,005.16
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prof	101 General	LLC 0811763	July	7,298.70	2,048.91
	Outside Service-General Total					7,298.70	2,048.91
DataBasics, Inc. Total						7,298.70	2,048.91
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prof	101 General	LLC INV-1000	July	7,500.00	2,105.42
	Outside Service-General Total					7,500.00	2,105.42
FusionPlus Inc Total						7,500.00	2,105.42
Law Offices of Young,						9,051.50	2,822.79
Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 5489	July (7/03)		
			280 SPED	LLC 5489	July (7/03)	650.00	204.07
	Legal Fees Total					9,701.50	3,026.86
Law Offices of Young, Minney & Corr, LLP Total						9,701.50	3,026.86
Sparkletts	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 15182654 070923	July (7/09)	344.23	96.63
	Office Expense Total					344.23	96.63
Sparkletts Total						344.23	96.63
Document Tracking Services						8,116.35	3,649.02
	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prc	320 Supp- ELD S	LLC T-930650062	June		
	Outside Service-General Total					8,116.35	3,649.02
Document Tracking Services Total						8,116.35	3,649.02
Pitney Bowes Bank Inc						6,055.00	1,692.45
Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-1005-2145 071623	July (7/16)		
	Postage Total					6,055.00	1,692.45
Pitney Bowes Bank Inc Purchase Power Total						6,055.00	1,692.45
Verizon Wireless	Telephone - Administration	56504 Program Fees & Other Instructional : Admin - T	101 General	LLC 9938763340	June	879.37	246.86
	Telephone - Administration Total					879.37	246.86
Verizon Wireless Total						879.37	246.86
Certified Languages						662.25	138.00
International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prc	320 Supp- ELD S	LLC 74586063023	June		
	Outside Service-General Total					662.25	138.00
Certified Languages International Total						662.25	138.00
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1076063	July	2,043.46	573.65
	Communications Total					2,043.46	573.65
Comm-Core Total						2,043.46	573.65
School Services of California,						250.00	69.88
Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prc	101 General	LLC 0138049-IN	July		
	Outside Service-General Total					250.00	69.88
School Services of California, Inc. Total						250.00	69.88
Effectual Educational Consultin	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Edu	280 SPED	LLC 10890	May	8,820.00	2,490.15
	Subagreements for Services Total					8,820.00	2,490.15
Effectual Educational Consulting Service Total						8,820.00	2,490.15
Ontario Refrigeration	Operations and Housekeeping	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC GW27462M	July (7/01)	806.00	226.26
	Operations and Housekeeping Services Total					806.00	226.26
Ontario Refrigeration Total						806.00	226.26
Supreme Facility Services,						3,290.00	923.58
Inc.	Operations and Housekeepin	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3462	July		
	Operations and Housekeeping Services Total					3,290.00	923.58
Supreme Facility Services, Inc. Total						3,290.00	923.58
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	3537033	July	656.22	184.22
				9209002	July	10.71	3.01
				2125840	July	11.79	3.31

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	4475411	July	18.96	5.32
				9246639	July	23.58	6.62
				3788239	July	20.37	5.72
				0259430	July	20.37	5.72
				6221028	July	39.26	11.02
				1241831	July	49.32	13.85
				6272213	July	10.71	3.01
	Office Expense Total					861.29	241.78
Amazon Total						861.29	241.78
Pitney Bowes Global Financial S	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 1023463609	July (7/10)	155.62	43.50
	Office Expense Total					155.62	43.50
Pitney Bowes Global Financial Services Total						155.62	43.50
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 33106029	June (6/20)	7.71	2.16
				LLC 33115490	June (6/20)	239.31	67.18
				LLC 33139109	June (6/21)	251.58	70.62
				LLC 33139256	June (6/21)	46.30	13.00
				LLC 33166373	June (6/23)	118.23	33.19
				LLC 33276716	June (6/29)	235.90	65.94
				LLC 33277334	June (6/29)	59.60	16.66
				LLC 33277414	June (6/29)	74.54	20.83
	Office Expense Total					1,033.17	289.59
Quill Corporation Total						1,033.17	289.59
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 164577653	June (6/07)	621.46	174.46
				LLC 164632997	June (6/08)	11,155.19	3,131.52
				LLC 165399234	June (6/28)	470.24	132.01
	Office Expense Total					12,246.89	3,437.98
ULINE Total						12,246.89	3,437.98
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 805578466715 78 062823	July	636.83	178.77
				LLC 8400660804	June	1,748.36	490.80
	Communications Total					2,385.19	669.58
AT&T Mobility Total						2,385.19	669.58
Southern California Edison	Utilities	53302 Rent and Utilities : Utilities, CAM, and Real Est	101 General	LLC 700203189681 - 071323	June	605.53	169.25
	Utilities Total					605.53	169.25
Southern California Edison Total						605.53	169.25
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program	101 General	LLC 76486	June (6/24)	6,200.00	1,732.97
	Accounting Fees Total					6,200.00	1,732.97
Green Hasson & Janks LLP Total						6,200.00	1,732.97
Instructional Coaching Group	Teacher Training	56313 Program Fees & Other Instructional : Program	620 Title II	LLC 20391	April (4/17)	21,902.00	7,021.78
	Teacher Training Total					21,902.00	7,021.78
Instructional Coaching Group Total						21,902.00	7,021.78
Virtual Technologies Group	Office Equipment	15050 - Office Equipment	101 General	LLC 202273	July (7/05)	6,726.62	3,363.31
	Office Equipment Total					6,726.62	3,363.31
Virtual Technologies Group Total						6,726.62	3,363.31
Classwork Co DBA Classkick	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	390 SUPP - Instruc	LLC 2021-11592	July	19,999.00	8,207.59
	Non K12 Curriculum Total					19,999.00	8,207.59
Classwork Co DBA Classkick Total						19,999.00	8,207.59
Committee for Children	Prepaid Other	13514 Prepaid Other	560 Title I	LLC 5040135	June	3,199.00	1,123.17
	Prepaid Other Total					3,199.00	1,123.17
Committee for Children Total						3,199.00	1,123.17
County Fire Protection	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prof	101 General	LLC 23-29199	July (7/06)	621.05	174.34
	Outside Service-General Total					621.05	174.34
County Fire Protection Total						621.05	174.34
De Lage Landen Financial Servic	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipr	101 General	LLC 80059000	June	2,650.19	743.97
				LLC 80318012	July	2,650.19	740.76
	Equipment Rental Expense Total					5,300.38	1,484.73
De Lage Landen Financial Services Inc. Total						5,300.38	1,484.73
ExploreLearning, LLC	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Membei	560 Title I	LLC 6835034	June (6/29)	7,900.00	2,773.69
	Dues and Memberships Total					7,900.00	2,773.69
	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	800 A-G Completi	LLC 6872166	July (7/11)	39,460.50	10,279.45
	Non K12 Curriculum Total					39,460.50	10,279.45
ExploreLearning, LLC Total						47,360.50	13,053.14
Multi-Health Systems Inc.	Materials and Supplies	56334 Program Fees & Other Instructional : Program	280 SPED	LLC SIP00322492	June (6/29)	5,762.50	1,556.14
	Materials and Supplies Total					5,762.50	1,556.14
Multi-Health Systems Inc. Total						5,762.50	1,556.14
PAR Inc.	Materials and Supplies	56334 Program Fees & Other Instructional : Program	280 SPED	LLC SQ-00022500-1	June (6/27)	3,998.82	1,100.96
	Materials and Supplies Total					3,998.82	1,100.96
PAR Inc. Total						3,998.82	1,100.96
Reading Horizons	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	280 SPED	LLC 55599	June (6/07)	22,824.36	6,163.61
	Non K12 Curriculum Total					22,824.36	6,163.61
Reading Horizons Total						22,824.36	6,163.61
Renaissance Learning, Inc	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	300 Supp	LLC INV5289737	June (6/27)	17,177.06	7,049.45
			560 Title I	LLC INV5289737	June (6/27)	155,022.94	54,428.56
	Non K12 Curriculum Total					172,200.00	61,478.01
	Materials and Supplies	56334 Program Fees & Other Instructional : Program	440 SUPP - Assess	LLC INV5289734	June (6/27)	137,655.00	56,493.60
	Materials and Supplies Total					137,655.00	56,493.60
Renaissance Learning, Inc Total						309,855.00	117,971.61
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prof	101 General	LLC INV-2033	May (5/31)	3,200.00	898.31
				LLC INV-2041	June (6/30)	3,200.00	898.31
	Outside Service-General Total					6,400.00	1,796.63
The Back Room Inc Total						6,400.00	1,796.63
Vortex Industries LLC	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Prof	101 General	LLC 01-1686379	June (6/30)	1,469.85	412.62
	Outside Service-General Total					1,469.85	412.62
Vortex Industries LLC Total						1,469.85	412.62
3P Learning Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	560 Title I	LLC INV-US-17796	July (7/14)	710.00	249.28
	Non K12 Curriculum Total					710.00	249.28
3P Learning Inc. Total						710.00	249.28
Arthur J Gallagher	Prepaid Other	13514 Prepaid Other	101 General	LLC 4769473	July (7/13)	314,443.63	98,008.34
	Prepaid Other Total					314,443.63	98,008.34
Arthur J Gallagher Total						314,443.63	98,008.34
Echo	Teacher Training	56313 Program Fees & Other Instructional : Program	480 SUPP - Stude	LLC 5217	June (6/29)	325.00	133.37
	Teacher Training Total					325.00	133.37
Echo Total						325.00	133.37
ESGI LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	440 SUPP - Assess	LLC ESGI44708	July (7/14)	2,808.00	1,152.40

Transaction Details
CAVA @ Los Angeles

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	LA
ESGI LLC	Non K12 Curriculum Total					2,808.00	1,152.40
ESGI LLC Total						2,808.00	1,152.40
Global Online Language Service	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	360 SUPP - ELD Su	LLC INV-9408119850	July (7/11)	6,955.00	2,854.32
	Non K12 Curriculum Total					6,955.00	2,854.32
Global Online Language Services US Inc. Total						6,955.00	2,854.32
IXL Learning Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	751 CRRSA ESSER	LLC S469096	July (7/12)	45,854.00	15,770.54
	Non K12 Curriculum Total					45,854.00	15,770.54
IXL Learning Inc. Total						45,854.00	15,770.54
Kaeser & Blair, Inc	School Event	56328 Program Fees & Other Instructional : Program	330 SUPP - Engag	LLC 30306140	May (5/17)	1,577.80	647.51
	School Event Total					1,577.80	647.51
Kaeser & Blair, Inc Total						1,577.80	647.51
Mystery Science C/O Discovery	Prepaid Other	13514 Prepaid Other	560 Title I	LLC 227908	July (7/13)	1,695.00	595.12
	Prepaid Other Total					1,695.00	595.12
Mystery Science C/O Discovery Education Inc Total						1,695.00	595.12
Riverside Insights	Materials and Supplies	56334 Program Fees & Other Instructional : Program	280 SPED	LLC INV173103	July (7/12)	8,270.38	2,252.05
	Materials and Supplies Total					8,270.38	2,252.05
Riverside Insights Total						8,270.38	2,252.05
Rock And Roll Academy Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	860 AMIMBG	LLC 071023	July (7/10)	18,750.00	5,449.17
	Non K12 Curriculum Total					18,750.00	5,449.17
Rock And Roll Academy Inc. Total						18,750.00	5,449.17
Rosetta Stone LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program	360 SUPP - ELD Su	LLC 11946441	July (7/12)	6,000.00	2,462.40
	Non K12 Curriculum Total					6,000.00	2,462.40
Rosetta Stone LLC Total						6,000.00	2,462.40
UBEO Business Services	53304 Equipment Rental Exper	#N/A	101 General	LLC 4184995	July (7/18)	874.65	244.48
	53304 Equipment Rental Expense Total					874.65	244.48
UBEO Business Services Total						874.65	244.48
Bill.com, Inc.	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Membei	101 General	23070045867	June	1,343.00	99.20
	Dues and Memberships Total					1,343.00	99.20
Bill.com, Inc. Total						1,343.00	99.20
CA SECRETARY OF STATE WEB	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Membei	101 General	2891199	July	25.00	25.00
	Dues and Memberships Total					25.00	25.00
CA SECRETARY OF STATE WEB Total						25.00	25.00
Counterpath	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Membei	101 General	136016	July	254.83	71.54
	Dues and Memberships Total					254.83	71.54
Counterpath Total						254.83	71.54
Door Dash - Western Bagel	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	7142023	July	135.07	37.92
	Office Expense Total					135.07	37.92
Door Dash - Western Bagel Total						135.07	37.92
Dropbox	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Membei	101 General	9727GGGWFC68	July	119.88	33.65
	Dues and Memberships Total					119.88	33.65
Dropbox Total						119.88	33.65
Little Caesars	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	237107025	July	41.62	11.68
	Office Expense Total					41.62	11.68
Little Caesars Total						41.62	11.68
Red Robin	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	519411	July	307.56	86.34
	Office Expense Total					307.56	86.34
Red Robin Total						307.56	86.34
Smart & Final	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	7102023	July	113.30	31.81
				7162023	July	114.97	32.27
				7202023	July	15.56	4.37
	Office Expense Total					243.83	68.45
Smart & Final Total						243.83	68.45
Subway	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	V3X-6GV	July	262.46	73.68
	Office Expense Total					262.46	73.68
Subway Total						262.46	73.68
Successories	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	S419680	July	398.42	111.85
	Office Expense Total					398.42	111.85
Successories Total						398.42	111.85
Urbane Café	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	19644914337628100	July	153.01	42.95
	Office Expense Total					153.01	42.95
Urbane Café Total						153.01	42.95
Viva La Pasta	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	B78	July	252.04	70.75
	Office Expense Total					252.04	70.75
Viva La Pasta Total						252.04	70.75
Grand Total						961,315.66	322,011.01

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

APPROVED

BOARD REPORT # 05

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: East San Gabriel Valley SELPA 2023-24 Local Plan Approval

PROPOSAL: It is proposed that the Governing Board of California Virtual Academy at Los Angeles (CAVA@LA) review and approve the Local Plan.

BACKGROUND: CAVA@LA is a member Local Educational Agency (LEA) of the East San Gabriel Valley Special Education Local Plan Area (ESGV SELPA). The SELPA governing document known as The Local Plan is required to be updated every three years. The required sections of the Local Plan and the related SELPA Policies and Procedures (SPP) were approved unanimously by the ESGV SELPA Superintendents' Council on May 19, 2023. Following approval by the Superintendents' Council, the Local Plan requires adoption/approval by all governing boards of participating LEAs and by the Los Angeles County Office of Education (LACOE). Approval indicates that the Local Plan has been adopted and is the basis for the operation and administration of special education programs. Additionally, the Local Plan will be submitted to the California Department of Education (CDE). Upon final approval, the Local Plan must be posted on the website of each LEA, the ESGV SELPA, and LACOE.

BUDGET IMPLICATIONS:
There is no anticipated fiscal impact with approval of the Local Plan.

RECOMMENDATIONS:
It is recommended the Governing Board:

1. Review and approve the Local Plan (Exhibit A).

RESPECTFULLY SUBMITTED:
April Warren
Head of School

PREPARED BY:
Kristine Gornto
School Compliance Consultant

PRESENTED BY:
Kristine Gornto
School Compliance Consultant

Ayes: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** _____ **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X					X
John Bodenschatz	X					
Stephanie Hansen-Sturm	X				X	
Dezi Waterhouse	X					

Proposed Changes
Local Plan Section B: Governance and Administration - 2023-2024

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly

Amendments to the Local Plan
The SELPA Director shall be responsible for coordinating the development of any proposed amendments to the local plan. Amendments to the permanent portion of the local plan may be considered at any time. The Superintendents' Council may adopt changes to the local plan on an interim basis, not to exceed one school year. Amendments will be provided to the Community Advisory Committee for input and review and requires the approval of each LEA governing board. Following approval by all LEA governing boards, the SELPA will submit the local plan to the Los Angeles County Office of Education (LACOE) and California Department of ~~Special~~ Education. ~~for submission to the State Board of Education.~~

Withdrawal from SELPA
A member LEA that desires to withdraw from the SELPA shall notify the California Department of Education, the SELPA, and the participating county office(s) of its intent to withdraw from the SELPA at least one year prior to the proposed effective date of the withdrawal. Any such plan to withdraw from the SELPA will be submitted to the Superintendents' Council for approval. Any LEA initiating a proposal to withdraw from the SELPA shall bear the total cost of consultants retained by the LEA or SELPA to provide a thorough analysis of legal, programmatical, and~~or~~ fiscal implications caused by such proposed action. In addition, any due process costs associated with a withdrawal from SELPA shall be born entirely by the LEA initiating the change.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC):

The East San Gabriel Valley SELPA Community Advisory Committee (CAC) serves in an advisory capacity and responsibilities include:

1. Advise the policy and administrative entity on the development, amendment, and review of the local plan.
2. Recommend annual priorities to be addressed by the SELPA.
3. Assist in parent education and in recruiting parents, students, community members, and other volunteers who may contribute to the implementation of the plan.
4. Encourage community involvement in the development of the local plan.
5. Support activities on behalf of individuals with exceptional needs.
6. Assist in parent awareness of the importance of regular school attendance.
7. The Executive Committee of the CAC shall present updates to the Superintendent's Council at least 1 time a year.

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The CAC shall have regularly scheduled meetings not less than four times per year. All meetings of the committee shall be held according to law and applicable sections of the Brown Act. The SELPA Director/designee will present the CAC's input to the Superintendents' Council for consideration.

Announcements of CAC meetings and activities will be distributed to parents of children with special needs in the SELPA. In addition, information will be posted on the SELPA web page and in any other location required by law.

The CAC shall adopt bylaws, subject to approval by the Superintendents' Council, consistent with legal requirements and the advisory role of the CAC.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC:

The Local Plan will be reviewed and updated cooperatively by a committee of representatives of special and regular teachers and administrators selected by the group they represent and with input from the Community Advisory Committee and from any applicable special education advisory groups.

10. For multi-LEA local plans, specify:
c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

LEA special education administrators are responsible for the coordination of special education services and programs within their agencies and for ensuring the implementation of ~~the~~ all sections of the local plan ~~within their LEAs~~, including ensuring adherence to all approved SELPA policies and procedures.

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

c. The operation of special education programs:

The SELPA Director carries out the SELPA's obligation to assure equal access to all programs and services in the SELPA and provides advice to members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan,

on the availability of established due process and legal service options and procedures. In cooperation with the California Department of Education, the SELPA Director provides information to ensure that all special education pupils receive appropriate due process and procedural safeguards as provided by law.

Specific duties of the SELPA Director include, but are not limited to:

1. Coordinate implementation of all components of the local plan.
2. Prepare and submit approved annual budget and service plans.
3. Oversee the recruitment, supervision, and evaluation of SELPA designated staff.
4. Gather input from LEA program and business staff to formulate policy and procedure recommendations for Superintendents' Council action related to the distribution of state and federal funds among the LEAs.
5. Meet with CAC and LEA program and business staff regarding special education program needs, policies, procedures, agreements, and forms; and the development and implementation of personnel development programs.
6. Provide LEA program staff with a venue for sharing ideas regarding issues such as IEP development and implementation, curriculum scope and sequence, student performance targets, assessments, instructional best practices, and day-to-day operations.
7. Develop and maintain interagency agreements with appropriate public agencies to ensure a full range of special education programs and services.
8. Ensure appropriate use of federal, state, and local funds allocated for special education.
9. Prepare program and fiscal reports required by the LEAs, SELPA, and California Department of Education.
10. Provide technical assistance and consultation to LEAs in all areas of special education, including complaint and due process procedures.
11. Adopt and implement a management information system.
12. Inform the superintendents of the status of the special education programs.
13. Serve as Secretary to the Superintendents' Council.
14. Serve as Secretary to the CAC.

In the event the SELPA Director has knowledge of noncompliance and/or concerns regarding compliance trends, he/she shall inform the director of special education or responsible administrator and the LEA superintendent. Such reports may be part of ongoing discussions at Superintendents' Council meetings. After attempts to resolve issues of noncompliance, the SELPA Director may recommend corrective action plans, re-allocation of funds, and other remedies to the Superintendents' Council. Remedies may include the involvement of the California Department of Education.

A duly adopted board policy of each LEA member of the ESGV SELPA shall indicate that the LEA is responsible for educating children with disabilities in the least restrictive environment. Placement in special education programs or services occurs only when the nature or severity of the disability is such that the child's education, even with the use of modifications of the general education program or use of supplementary aids or programs, cannot be achieved satisfactorily in the general education setting.

LEA responsibilities include, but are not limited to:

1. Coordinating and conducting child find activities.
2. Making available a free appropriate public education to all children residing in the LEA between the ages of birth through 21 inclusive, including students with disabilities who have been suspended or expelled from school.
3. Developing and providing programs and services for all eligible students residing in the district and for students at private schools located in the district.
4. Identifying and serving students in medical, foster or licensed children's institution facilities.
5. Participating in state/district-wide assessments.
6. Operating all special education programs and services in accordance with state and federal laws and regulations.
7. Responding to compliance and due process complaints and implementing the decisions of compliance investigations or due process hearings.
8. Utilizing the same management information system, forms, procedures and guidelines as all other districts within the SELPA.
9. Collecting and completing state and federal report requirements; including California Longitudinal Pupil Achievement Data System (CALPADS) reports, self-reviews, and verification reviews.
10. Disseminating and supporting CAC events and activities.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments:

Funds for low incidence equipment, materials, and supplies as well as for low incidence services are restricted to support of students in the following disability categories: hard-of-hearing, ~~deaf~~deafness, visual ~~disability~~impairment, ~~severely orthopedically impaired~~orthopedic impairment, and ~~deaf-blind~~blindness. The funds are administered through the SELPA as specified in the *East San Gabriel Valley SELPA Low Incidence Guidel*ines and include receipt of funds, expenditure of funds, maintenance of an inventory, development of procedures for exchange of equipment, and reporting to the state.

Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services –SPP200

Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the administrator of the SELPAs, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. **Coordination of the SELPA and the implementation of the local plan:**

   Description:
   Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support the coordination and implementation of the local plan through their support to regionalized programs and member LEAs, as requested. LEA program specialists support the coordination of the SELPA and the implementation of the local plan through collaboration amongst member LEAs, including the support and operation of regionalized Provider Programs.

   Role of the RLA/AU: The AU receives and maintains accountability for fiscal and accounting records in accordance with federal and state requirements and submitting reports to appropriate authorities, as well as distributes funds to member districts in accordance with the ESGV SELPA allocation plan, at the direction of the SELPA office.

   Role of the Administrator of the SELPA: The SELPA Administrator will ensure that the local plan is implemented and will make recommendations to the Superintendents' Council when revisions to the local plan are needed. The SELPA Administrator will also facilitate the development and approval of SELPA policies and procedures necessary to implement the local plan.

   The SELPA Administrator is responsible in working with the member LEAs and other agencies to ensure a full continuum of placement and services options are available to students within the SELPA. The SELPA Administrator is responsible for ensuring the direction of the AU in the allocation of funds consistent with the approved allocation plan.

Role of the Individual LEAs: LEAs ensure a full continuum of services are available in order to provide a free and appropriate public education to all students with disabilities for whom they are responsible. LEAs will support the continuum of services that exist within the SELPA through their support of Provider Programs. The individual LEAs, through their Superintendent's participation on the Superintendents' Council, will approve any policies and procedures needed to implement the local plan. LEAs are responsible for the recruitment, appointment, and active participation of LEA representatives on the Community Advisory Committee.

2. Coordinated system of identification and assessment:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support a coordinated system of identification and assessment, including students enrolled in private schools. LEA program specialists work collaboratively with the SELPA and member districts to support the coordination of identification and assessment.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA Administrator ensures each LEA conducts child find activities. The SELPA Administrator supports child find activities at a regional and county level, including facilitation of public notices. The SELPA will provide technical support to LEAs and guidance to parents, as needed. The SELPA will also participate in child find activities established by the LEAs and ensure appropriate interagency agreements are in place to support activities.

Role of the Individual LEAs: Each LEA is responsible for identifying and assessing all students for whom they are responsible for through a coordinated system of child find and related activities. Districts operating Provider Programs in the SELPA will support the coordination of identification and assessment collaboratively with the District of Residence for all students enrolled in the District. LEAs are responsible for ensuring that all assessments are conducted by qualified staff, using valid and reliable instruments and assessment practices.

3. Coordinated system of procedural safeguards:

Description:
Direct Instructional support provided by the program specialists: Program specialists support a coordinated system of procedural safeguards/parent rights, including offering to review procedural safeguards and providing information to parents/guardians as needed. The SELPA program specialist(s) work under direction of the SELPA administrator and may provide alternative dispute resolution through contact with parents/guardians. The SELPA programs specialist(s) provide parents/guardians with a copy of their procedural safeguards and upon request will review all procedural safeguards with parents/guardians.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA provides alternate dispute resolution support as requested by member districts and through contact initiated by parents. The SELPA Administrator assists parents, upon request, with filing complaints with the Office of Administrative Hearings and/or the California Department of Education when requested. The SELPA Administrator will provide parents/guardians with a copy of their procedural safeguards and upon request will review all procedural safeguards with parents/guardians. The SELPA ensures updated copies of procedural safeguards are available and offered to parents in all member districts and will maintain a copy on the SELPA website.

Role of the Individual LEAs: The LEAs provide procedural safeguards to parents/guardians consistent with the education code, assist parents with understanding their procedural safeguards, and ensures that procedural safeguards are implemented consistently. The LEAs assist parents, upon request, with filing complaints with the Office of Administrative Hearings when requested.

4. Coordinated system of staff development and parent and guardian education:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support staff development, as well as parent and guardian education. Program specialists, including LEA program specialists, may provide direct training and support the dissemination and implementation of evidenced-based practices.

Role of the RLA/AU: ~~N/A~~Upon request of the SELPA, the Administrative Unit (AU) will procure contracts for professional development and other staff and parent trainings.

Role of the Administrator of the SELPA: On an annual basis, input is collected from the Special Education Directors from member LEAs to determine the staff development needs that the SELPA is requested to provide. On an annual basis, the Community Advisory Committee will provide input on the parent and guardian education needs. The SELPA will provide needed training and supports as requested, or determined appropriate, for each LEA.
The SELPA Administrator will regularly provide information from the state level regarding initiatives, resources, and supports available to the SELPA and member LEAs.

Role of the Individual LEAs: LEAs will determine their staff development and parent/guardian education, based on their local needs. They may seek technical assistance or input from the SELPA. Whenever possible, LEAs will extend appropriate staff development and parent/guardian training opportunities to member districts within the SELPA. LEAs operating regionalized Provider Programs will ensure program staff receive appropriate professional development.

5. Coordinated system of curriculum development and alignment with the core curriculum:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support a coordinated system of curriculum development and alignment with the core curriculum. Program specialists may provide direct training, attend state and regional professional development opportunities, and support the implementation of curriculum across the SELPA, as requested. Program specialists working within Provider Programs support the coordination of curriculum development and alignment with the core curriculum.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA Administrator will provide technical assistance and staff development, as requested or determined appropriate, including the dissemination of evidence-based practices and curricular resources and strategies.

Role of the Individual LEAs: LEAs will determine their needs for curriculum development and alignment with the core curriculum, based on their local needs. Districts operating provider programs are responsible for ensuring curriculum development and alignment with the core curriculum.

6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support LEAs in activities related to performance, compliance, and accountability. LEA program specialists work collaboratively with the SELPA to address performance, compliance, and accountability issues.

Role of the RLA/AU: The AU will receive and maintain accountability for fiscal and accounting records in accordance with federal and state requirements and will submit reports to appropriate authorities, including support of the submission of SELPA fiscal accountability reports (e.g., Maintenance of Effort).

Role of the Administrator of the SELPA:
The SELPA Administrator is actively involved in compliance and performance of member LEAs within the SELPA. will:

1. Review Annual Performance Reports, California School Dashboard, Local Control Accountability Plans, and other data sources with LEA administrators.
2. Provide technical assistance and support/consultation to member LEAs with Annual Performance Reports, California School Dashboard, Local Control Accountability Plans, and other data sources.
3. Review Annual Budget Plan with Superintendents' Council, CAC and other interested parents, community or educational groups
4. Review Annual Service Plan by Superintendents' Council, CAC and other interested parents, community or educational groups

5. Review of the funding Allocation Plan by the Superintendents to ensure appropriate distribution of funds.

Role of the Individual LEAs. Individual LEAs review and monitor Annual Performance Reports, the California School Dashboard, and other data sources to ensure students with disabilities receive a free and appropriate public education. Individual LEAs also engage in monitoring activities as required by the CDE, including the Compliance Improvement Monitoring plans with the support of the SELPA as requested. LEAs will review and address performance, compliance, and accountability issues in a timely manner.

7. Coordinated system of data collection and management:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) and operational staff work under the direction of the SELPA Administrator to support a coordinated system of data collection and management. LEA program specialists work collaboratively with the SELPA to ensure a coordinated system of data collection and management.

Role of the RLA/AU: ~~N/A~~ Upon request of the SELPA, the Administrative Unit (AU) will secure contracts and support the SELPA's technology and software to ensure a coordinated system of data collection and management.

Role of the Administrator of the SELPA: The SELPA will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission and any other required reports of each member LEA, as required by the California Department of Education. The SELPA will provide technical assistance and training to LEAs as requested and/or deemed necessary by the SELPA. The SELPA establishes and maintains the Special Education Data System (i.e. SEIS) for all LEA members to access and use for reporting purposes.

Role of the Individual LEAs: The LEAs are responsible for data entry, quality and integrity. The LEAs will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission and any other required reports, as required by the California Department of Education. LEAs members are required to use the Special Education Data System (i.e. SEIS) established by the SELPA.

8. Coordination of interagency agreements:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support the coordination of interagency agreements. LEA program specialists, including those solely in Provider Programs, will work collaboratively with the SELPA to support the coordination of interagency agreements.

Role of the RLA/AU: The AU is responsible for executing interagency agreements at the direction of the SELPA. Such agreements may be required to be approved the AU's governing board in the interest of the member districts of the SELPA.

Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will serve on committees as interagency agreements are being reviewed, revised, or developed. The SELPA Administrator will ensure that interagency agreements are in place as required by California Education Code and provide technical assistance and dispute resolution as needed. Interagency agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed with the following agencies:

1. California Children's Services.
2. San Gabriel - Pomona Regional Center.
3. SELPA Agreement (formally referred to as the "Administrative Unit ("AU") Agreement") - All participating LEAs

Other interagency agreements will be developed as needed. Copies of these documents can be requested through the SELPA office. All interagency agreements entered into by the SELPA shall be incorporated into this local plan as though fully set forth herein.

Role of the Individual LEAs: Through their Superintendent's participation in the Superintendents' Council and/or at the direction of the SELPA, LEAs will approve and implement interagency agreements as appropriate.

9. Coordination of services to medical facilities:

Description:
Direct Instructional support provided by the program specialist: The SELPA program specialist(s) work under the direction of the SELPA Administrator to support LEAs in ensuring students have a full educational opportunity when residing in medical facilities. LEA program specialists work collaboratively with the SELPA and other member districts to ensure a full educational opportunity for students residing in medical facilities.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA will facilitate the coordination of Special Education and Related Services by the designated LEAs.

Role of the Individual LEAs: Individuals with exceptional needs who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes are the educational responsibility of the local educational agency in which the hospital or facility is located.

10. Coordination of service to licensed children's institutions and foster family homes:

Description:
Direct Instructional support provided by the program specialist: The SELPA program specialist(s) and LEA program specialists work collaboratively to ensure students have a full educational opportunity regardless of the district of special education accountability.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA will facilitate the coordination of these services by the designated LEAs.

Role of the individual LEAs: Special education services for students with disabilities residing in foster family homes or licensed children's institutions shall be the responsibility of the district in which the foster family home or the licensed children's institution is located, unless based on education code there is another district of special education accountability which would be responsible.

11. Preparation and transmission of required special education local plan area reports:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support the transmission of required SELPA reports. LEA program specialists will work collaboratively with the SELPA to support the completion of required reports.

Role of the RLA/AU: The AU is responsible, in conjunction with and under the direction of the SELPA, for completion of required accountability and fiscal reports on behalf of the SELPA.

Role of the Administrator of the SELPA: The SELPA Administrator will ensure timely transmission of required reports and provide technical assistance to LEAs in completing those reports.

Role of the individual LEAs: Individual LEAs will submit required data and work collaboratively in order for the SELPA to submit timely reports.

12. Fiscal and logistical support of the CAC:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to provide support to the CAC. LEA program specialists will work collaboratively with the SELPA and CAC to support CAC activities, including but not limited to: parent training, disability awareness, special events, community outreaches, and presentations at CAC meetings.

Role of the RLA/AU: The AU maintains accountability for fiscal and accounting records, including the CAC allotted budget, in accordance with federal and state requirements,

Role of the Administrator of the SELPA: The SELPA Administrator will provide fiscal and logistical support to CAC meetings, events, and trainings as appropriate. The SELPA will monitor the status of the CAC Budget and make annual recommendations to the Superintendents' Council as appropriate. The SELPA Administrator will support identified parent training topics through securing presenters in collaboration with the CAC. The SELPA Administrator will directly support CAC outreaches, expositions, and legislative advocacy activities.

Role of the individual LEAs: The LEAs, through their Superintendent's participation on the Superintendents' Council, will ensure the SELPA has sufficient resources to provide fiscal and logistical support for the CAC. LEA Directors shall facilitate communication between their CAC representative and their LEA and support CAC events and trainings as requested and appropriate. LEAs are responsible for the recruitment, appointment, and active participation of LEA representatives on the Community Advisory Committee.

13. Coordination of transportation services for individuals with exceptional needs:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s)

work under the direction of the SELPA Administrator to support a coordinated system

transportation services for students with disabilities. LEA program specialists work collaboratively with the SELPA and member LEAs to ensure a coordinated system of transportation services.

Role of the RLA/AU: At the direction of the SELPA Superintendents' Council, the AU will publish a Request for Bids (RFB), ~~and~~ secure transportation contracts, and/or extend or amend existing contracts as directed.

Role of the Administrator of the SELPA: The SELPA Administrator supervises the SELPA Transportation Department to ensure effective transportation services and fiscal oversight of the transportation contract. The SELPA office provides regular communication to the member LEAs for their share of the transportation contract and resolves service and safety issues in a timely manner.

Role of the individual LEAs: Each member LEA is responsible for providing transportation for their students with disabilities as determined by their IEP teams. LEAs choosing to access SELPA transportation services are responsible for providing transportation data and working collaboratively with the SELPA office to ensure safe and effective service for all students. Districts operating Provider Programs are responsible for the coordination of transportation services for all students from member LEAs in the program, unless otherwise directed by the District of Residence.

14. Coordination of career and vocational education and transition services:

Description:
Direct Instructional support provided by the program specialist: SELPA program specialist(s) work under the direction of the SELPA Administrator, support staff development, program development, and evidenced-based practices related to career and vocational/transition services. LEA program specialists work collaboratively to ensure coordination of career/vocational education and transition services.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA Administrator will provide technical assistance and staff development as needed. The SELPA Administrator will ensure appropriate interagency agreements are in place and facilitate connection to agencies, as appropriate, including technical assistance with state and federal grants that support career and vocational education and transition services (e.g., ~~Workability~~ vocational/work experience grants).

Role of the individual LEAs: Each LEA will provide appropriate career and vocational education and transition services as required under state and federal law, including providing required elements of state and federal grants as appropriate. LEAs will also coordinate with local agencies (e.g., Regional Center and Department of Rehabilitation).

15. **Assurance of full educational opportunity:**

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support full educational opportunity, including a full continuum of placement and service options. LEA program specialists support full educational opportunity through the support of the Provider Programs and ensuring a full continuum of placement and services options is available for all students residing within the SELPA boundaries.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: Through approval of the Annual Services Plan, the SELPA Administrator will ensure that the full continuum of services is provided, including the coordination of the SELPA's Provider Programs. The SELPA will assist with Inter-SELPA Transfers, as needed. Additionally, professional development and technical assistance is available upon request or as determined to be needed by the SELPA to LEAs and/or nonpublic schools.

Role of the individual LEAs: Each LEA, through the Superintendent's participation on the Superintendents' Council, will determine the regional programs needed to meet the needs of the students with disabilities within the SELPA. Additionally, each LEA is responsible for providing a full continuum of services. LEAs operating Provider Programs supporting the SELPA's full continuum of placement and service options.

16. **Fiscal administration and the allocation of state and federal funds pursuant to EC Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.**

Description:
Direct Instructional support provided by the program specialist: N/A.

Role of the RLA/AU: The AU and SELPA will work collaboratively on the reporting and accounting of special education funding and distributes funds to districts based on the SELPA allocation model.

Role of the Administrator of the SELPA: The SELPA Administrator will facilitate the distribution of funds in accordance with the funding allocation plan approved by the Superintendents' Council. The SELPA Administrator will also facilitate the Annual Budget Plan.

Role of the individual LEAs: Each LEA, through the Superintendent's participation on the Superintendents' Council, determine and approve the allocation of funds to the member LEAs and the Annual Budget Plan. The LEAs will also submit required fiscal reports as required by state and federal laws.

17. **Direct instructional program support that may be provided by program specialists in accordance with EC Section 56836.01:**

Description:
Direct Instructional support provided by the program specialist: Under the direction of the SELPA Administrator, direct instructional program support that may be provided by SELPA program specialist(s) shall include, but are not limited to:

- Conduct observations consult with and assist special and general education staff, administrators, and parents regarding appropriate placement and services for students.
- Participate in program development, including the development and support of regionalized programs.
- Coordinate curricular resources and take leadership in ensuring the use of appropriate instructional methods, strategies, interventions and resources.
- Facilitate the development and implementation of staff development and parent education activities.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA administrator supervises and evaluates designated SELPA program specialist(s) and provides training and guidance to the program specialist(s) as needed

Role of the individual LEAs: LEAs, including LEA program specialists, are responsible to provide direct instructional support to programs in order to ensure students have access to a full continuum of Special Education and Related Services.

Local Plan Section B Governance and Administration: Special Education Local Plan Area Services SPP300

1. Programs for Early Childhood / Part C Early Intervention Special Education

Designated districts provide Early Start services on a regional basis. Those designated districts are Azusa USD and Covina-Valley USD. These districts serve all solely low incidence (visual impairments, hearing impairments, and orthopedic impairments) identified infants with funding through federal resources and funding from the district of residence.

Additionally, some infants residing in the SELPA may be *"dually served"* with Regional Center, and neighboring SELPAs/LEAs with different funding models and Memorandum of Understandings (MOUs) with Regional Center than the MOU with the ESGV SELPA. The Regional Center remains payer of last resort for those children who are "dually served."

Necessary Early Start services are provided in the natural environment, to include home, group and community settings. School districts are responsible for needed transportation to special education and related services noted on the IFSP. For solely low incidence children, the designated school district provides service coordination, special education and related services.

The ESGV SELPA is committed to providing all of the procedural safeguards to families of infants and toddlers with disabilities as mandated by state and federal law. Parent rights are given to all families upon initial IFSP meeting.

For children with an intake at the Regional Center prior to 2 years, 10~~.5~~ months old, the school districts in the ESGV SELPA are committed to working with the Regional Center to assure the completion of an initial evaluation and an IEP by the child's third birthday.

Referrals for students ages 3, 4, and 5 who are not in kindergarten are made to the child's school district of residence. Referrals for assessment may be received from parents, pediatricians, social workers or other community members. Parents will receive either an Assessment Plan or Prior Written Notice to Parent of Action within 15 days of the referral. If an Assessment Plan is signed by the parent/guardian, the assessment will be completed within 60 days of receipt by the district.

Preschool special education services are provided to students with IEPs in a variety of ways according to district procedures. Some districts offer individual and small group instruction in special education class settings. Trans-disciplinary teams share their expertise, working with parents, in addressing the needs of children. Districts may collaborate with other districts within the SELPA, in neighboring SELPAs, or the county office of education to offer special education preschool classes. Some 3, 4 and 5 year olds with disabilities are enrolled in state preschool programs or Head Start as part of their IEP and receive special education and related services to support progress in that setting. The IEP team may determine that some special education eligible 3, 4, and 5 year olds do not require individual and small group instruction to address their special education needs. These children may receive speech/language services and any other necessary related services in community settings or at the local school site. Transportation will be provided if necessary for the child to access special education services.

All children who received special education preschool services will be reevaluated by qualified personnel before entering kindergarten to determine whether or not they are a child with a disability requiring ongoing special education services

See *Memorandum of Understanding between ESGV SELPA and San Gabriel Pomona Regional Center* in the *Exhibits* section related to services for children aged birth to three years. For a listing of programs for early childhood special education programs and services for children aged three through five years of age, see the *Annual Service Plan.* The documents referenced in this paragraph are incorporated by such reference in their entirety.

2. Public Addressing the Governing Body

Members of the public, including parents or guardians of students with disabilities, may address questions or concerns to the governing boards of each LEA, the Superintendents' Council, the LEA Special Education Director, ~~The~~ the SELPA ~~Director~~Administrator, and/or the CAC.

3. Dispute Resolution

In the event of a disagreement between LEAs, LEAs and the AU, LEAs and/or the AU and the SELPA regarding the distribution of funding, responsibility for service provision and any other governance activities specified in the local plan, the dispute resolution process ~~included in the *ESGV SELPA Procedural Handbook*~~approved by the Superintendents' Council will be followed. This procedure is intended to resolve disagreements in a mutually satisfactory manner and at the lowest level possible in the governance structure outlined in the Local Plan without undermining local authority. ~~The *ESGV SELPA Procedural Handbook* is incorporated by this reference in its entirety.~~

4. Utilization of General Education Resources

Each LEA shall ensure that a pupil is referred for special educational instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized. Such resources may include, but not be limited to, response to intervention models, student study/success teams, multi-tiered systems of support (MTSS), early literacy programs, ~~and~~ remedial programs, and other general education interventions..

5. Nonpublic School Placements

Each LEA that contracts with a nonpublic, nonsectarian school shall evaluate the placement of its pupil(s) in such schools on at least an annual basis as part of the annual IEP review. The LEA representative shall also review the master contract, the individual services agreement, and the IEP to ensure that all services agreed upon and specified in the IEP are provided.

Each LEA shall ensure the ~~Evaluation~~ evaluation, by qualified personnel, of the educational progress of each pupil placed in a nonpublic, nonsectarian school, including all state assessments required.

Each LEA shall, at least annually, consider whether or not the needs of the pupil continue to be best met at the nonpublic, nonsectarian school and whether changes to the individualized education program of the pupil are necessary, including whether the pupil may be transitioned to a public school setting.

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in EC 56026(c)(4)) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (EC Section 56040) It is the responsibility of the District of Residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (EC Section 56041)

The LEAs of the SELPA shall:

1. Seek out eligible adults residing within its boundaries
2. Review and revise IEPs as necessary, including conducting annual reviews
3. Determine whether the qualified individual wishes to receive FAPE and if so ensure FAPE is provided with consent

The following special education requirements do not apply to eligible individuals who are convicted as adults under State law and incarcerated in adult prisons:

- Eligible individuals are exempt from
    - State and LEA-wide assessment programs
    - Transition Planning and transition services
    - IEP team may modify the individual's IEP or placement notwithstanding the least restrictive environment requirement if there is a security or compelling penological interest that cannot otherwise be accommodated.

Special Education Local Plan Area (SELPA) Local Plan

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

LOCAL PLAN

Section A: Contacts and Certifications

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

2023–24 Local Plan Annual Submission

Section A: Contacts and Certifications

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

Contact Information and Certification Requirements

A1. Check the box or boxes that best represents the SELPA's Local Plan submission to the California Department of Education (CDE):

☐ *NEW* SELPA (for proposed multiple Local Educational Agency (LEA) SELPA, or COE joined SELPA only)

☒ Local Plan Section B: Governance and Administration

- Local Plan Section B
- Certifications 1, 3, 4 and 5 are required
- Attachment I is required. Note: Additional attachments may be required if the amendment affects the services or funding associated with the Local Plan

☒ Local Plan Section D: Annual Budget Plan

☐ Select if this Local Plan Section D submission was revised after June 30th due date

- Local Plan Section D
- Certifications 2, 3, 4 and 5 are required
- Attachments I-V are required
- If the submission is an amendment of special education revenues and/or expenditures previously reported to the CDE due to changes in services and programs provided by LEAs within the SELPA, then the SELPA must also submit an amendment for Local Plan Section E: Annual Service Plan, along with Attachment VI and VII.

☒ Local Plan Section E: Annual Service Plan

☐ Select if this Local Plan Section E submission was revised after June 30th due date

- Local Plan Section E
- Certifications 2, 3, 4 and 5 are required
- Attachments I and VI are required
- If the submission is an amendment of programs and services previously reported to the CDE that affect the allocation of special education funds to LEAs within the SELPA, then the SELPA must also submit an amendment for Local Plan Section D: Annual Budget Plan, along with Attachments II-V and VII.

☐ Local Educational Agency Membership Changes

SELPA: East San Gabriel Valley SELPA | Fiscal Year: 2023–24

A2. SELPA Identification

Enter the 4-digit SELPA code issued by the CDE. SELPA codes can be found on the CDE website located at http://www.cde.ca.gov/sp/se/as/caselpas.asp.

SELPA: 1903

A3. SELPA Administrator Contact Information

Enter address information for the SELPA. Include current SELPA administrator contact information. NOTE: SELPA administrator position changes do not require amendments to the Local Plan. However, in such cases the new SELPA administrator assumes the responsibility for the contents and implementation of the last approved Local Plan filed with the CDE.

SELPA Name	East San Gabriel Valley SELPA		
Street Address	1400 Ranger Drive	Zip Code	91722
City	Covina	County	Los Angeles
Mailing Address	1400 Ranger Drive		
City	Covina	Zip Code	91722
Administrator First Name	Scott	Administrator Last Name	Turner
Administrator Title	Executive Director		
Administrator's Email	sturner@esgvselpa.org		
Telephone	(626) 966-1679	Extension	

A4. Administrative Entity (Responsible Local Agency or Person (as applicable) Contact Information

Enter information for the current administrative entity. This is the responsible local agency or, an administrative unit for a multiple LEA SELPA or COE joined SELPA; or an identified responsible person for a single LEA SELPA. In either case, the administrative entity identified is responsible for the implementation and/or fiscal administration of the Local Plan.

Administrative Entity Name	Covina-Valley Unified School District		
Street Address	519 E. Badillo St.	Zip Code	91723

Section A: Contacts and Certifications

SELPA	East San Gabriel Valley SELPA	Fiscal Year	2023–24

City	Covina	County	Los Angeles
Contact First Name	Elizabeth	Last Name	Eminhizer
Contact Title	Superintendent		
Email	eeminhizer@c-vusd.org		
Telephone	(626) 974-7000	Extension	80000

Special Education Local Plan Area Review Requirements

Community Advisory Committee

A5. Pursuant to California *Education Code* (*EC*) sections 56194(a) and (b); and 56205(a)(12)(E) and (b)(7), the SELPA must involve the Community Advisory Committee (CAC) at regular intervals during the development and review of each Local Plan section. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

☑ Yes ☐ No

A6. Pursuant to *EC* Section 56207(b)(7), the Local Plan section(s): Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan must be provided to the CAC for final review 30 days prior to the plan being submitted the CDE.

The Local Plan was submitted to the CAC on: May 16, 2023

County Office of Education

A7. Pursuant to *EC* sections 56140, 56195.1(c), and 56205, within 45 days, the COE, or COEs (as applicable) must approve or disapprove any proposed Local Plan, including any amendment submitted by a SELPA within the county or counties. Enter the COE or COEs responsible for, coordinating special education services within a county, reviewing, and approving the Local Plan.

Select the "Add COE" button to add additional COEs as needed. Users my select the "checkbox" next to the COE entry and the "Delete COE" to remove entries as necessary.

Section A: Contacts and Certifications

SELPA East San Gabriel Valley SELPA

Fiscal Year 2023–24

☑ COE responsible for approving the Local Plan

Los Angeles County Office of Education

Local Plan section(s) was/were provided to the COE(s) listed for approval on May 22, 2023

Add COE Delete COE

Public Hearing Requirements

Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plans

Public Hearing notices must be posted at each school site informing the public of the SELPA Public Hearing for the adoption of Local Plan Section D: Annual Budget Plan, and/or Local Plan Section E: Annual Service Plan at least 15 days before the hearing. Evidence of the posting should be maintained and made available to the CDE upon request.

A8. Local Plan Section D: Annual Budget Plan Public Hearing

Most Recent School Site Posting Date May 3, 2023

SELPA Public Hearing Date May 19, 2023

A9. Local Plan Section E: Annual Service Plan Public Hearing

Most Recent School Site Posting Date May 3, 2023

SELPA Public Hearing Date May 19, 2023

Submitting the Local Plan to the California Department of Education

STEP 1: Contacts and Certifications

Section A is required when submitting any and all Local Plan sections to the CDE for approval. Certifications and applicable attachments associated with the type of submission identified in item A1 above must be included with each submission.

STEP 2: SELPA Governance Structure

A10. For the purposes of special education, the governing board of a district/charter LEA must elect to participate in a SELPA. The SELPA's governance structure is defined by this election. The SELPA meets requirements and has elected the following governance structure for the Local Plan. Select one of the following three choices:

Section A: Contacts and Certifications

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

- ☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- ☒ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- ☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

STEP 3: Prior Submissions

A11. Enter the fiscal year of the previously submitted Local Plan section:

Section B: Governance and Administration	2020-21
Section D: Annual Budget Plan	2022-23
Section E: Annual Service Plan	2022-23

STEP 4: Local Plan Collaboration

A12. Many representatives of the community are involved in the development of all sections of a Local Plan. In this table, report the participation of key stakeholders required to participate in regular meetings by *EC* sections 56001(f) and 56192 including administrators, general education teachers, special education teachers, members of the CAC, parents selected by the CAC, or other persons concerned with individuals with exceptional needs. Include the agency, first and last name, the title of each participant who was involved in the collaboration in the development of the Local Plan sections, and the section worked on. Select the "Add" button to insert a new row and the "-" button to delete the corresponding row.

Add	Agency	First and Last Name	Title	Section
-	Azusa USD	Yvette Walker	Administrator-Gen. Ed.	All
-	Azusa USD	Barbara Rodas	Other	All
-	Bassett USD	Juan Soria	Teacher-Spec. Ed.	All
-	Bassett USD	Gretchen Carrera	Administrator-Spec. Ed.	All
-	Bonita USD	Taylor Smith	Other	All

Section A: Contacts and Certifications

SELPA East San Gabriel Valley SELPA

Fiscal Year 2023–24

Add	Agency	First and Last Name	Title	Section
-	Bonita USD	Andrea Castaneda	Other	All
-	Covina-Valley USD	Heather Bowers	Other	All
-	Covina-Valley USD	Rene Valdes	Administrator-Spec. Ed.	All
-	San Jose Charter Academy	Krissie Tombrello	Teacher-Gen. Ed.	All
-	ESGV SELPA CAC	Leslie Castellanos	Parent	All
-	ESGV SELPA CAC	Anjelika Markes	Parent	All
-	ESGV SELPA CAC	Tavia Lawson	CAC	All
-	ESGV SELPA CAC	Gloria Clark	CAC	All
-	ESGV SELPA CAC	Isabelle Huber	Parent	All

STEP 5: Certifications

A13. Select the check box below to indicate which of the five certifications are being submitted. Include the total number of each type of certification being submitted.

- ☑ Certification 1: SELPA Local Plan Section B: Governance and Administration
- ☑ Certification 2: SELPA Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan
- ☑ Certification 3: COE (Required for all SELPA Local Plan Sections B, D, and E)

  Number Submitted 1
- ☑ Certification 4: CAC (Required for all SELPA Local Plan Sections B, D, and E)
- ☑ Certification 5: LEA (Required for all SELPA Local Plan Sections B, D, and E)

  Number Submitted 15

STEP 6: Electronic Signatures

A14. All applicable certifications must be electronically signed and included with the Local Plan.

STEP 7: Final Check

- All certifications submitted to the CDE must be electronically signed.
- Local Plan must be submitted to the CDE using the SELPA's assigned Box.com web address.
- In order to facilitate the timely processing, approval, and distribution of SELPA funding, please submit the Local Plan in the original, CDE-approved format. All templates are coded for the CDE's record keeping purposes.
- Handwritten, scanned, or modified templates remove the coding from the fields and impede the CDE's processing of the Local Plan. In such cases, SELPAs may be required to resubmit handwritten, scanned, or modified Local Plans that are not saved in the original 2022–23 CDE Local Plan Submission template provided, resulting in a delay in approval and funding.

Section A: Contacts and Certifications

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

Certification 1
Local Plan Section B: Governance and Administration

IMPORTANT: Certification 1 is required when the information being submitted to the CDE is related to Local Plan Section B: Governance and Administration.

I certify the attached Governance and Administration Local Plan section has been adopted by all LEA members listed in Attachment I and is the basis for the operation and administration of special education programs. I further assure the agency(ies) represented herein will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act (IDEA), Title 20 of *United States Code* (*USC*) 1400 et seq., implementing regulations under; the Federal Rehabilitation Act of 1973, 29 *USC,* Chapter 16 as applicable; the Federal Americans with Disabilities Act of 1990, 42 *USC,* 12101 et seq.; *Code of Federal Regulations,* Title 34, Parts 300 and 303; *EC* Part 30; and the *California Code of Regulations,* Title 5, Chapter 3, Division 1.

C1-1. I certify the SELPA governance and administrative structure as a:

☐ Single LEA SELPA ☒ Multiple LEA SELPA ☐ COE Joined SELPA

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

C1-2. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

☒ Yes ☐ No (If the answer is "NO," please include comments.)

C1-3. The SELPA reviewed and considered comments provided by the CAC regarding this Local Plan submission.

☒ Yes ☐ No (If the answer is "NO," please include comments.)

Section A: Contacts and Certifications

SELPA East San Gabriel Valley SELPA

Fiscal Year 2023–24

C1-4. Specific web address where the SELPA Local Plan, including all sections, is posted.

https://www.esgvselpa.org/Page/25

Elizabeth Eminhizer

Administrative Entity*

May 19, 2023

Date

Jeffrey Jordan

SELPA Governance Council or Responsible Individual

May 19, 2023

Date

Scott Turner

SELPA Administrator

May 19, 2023

Date

*If the Local Plan represents a single LEA SELPA, then the responsible individual identified in item A4 of Section A must sign here. If the Local Plan represents a multiple LEA SELPA, or a COE joined SELPA, then the administrative entity's designee identified in item A4 of Section A must electronically sign here.

Section A: Contacts and Certifications

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

Certification 2
Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan

IMPORTANT: Certification 2 is required when the information being submitted to the CDE is related to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan.

I certify the attached Local Plan Section Section D: Annual Budget Plan and/or Section E: Annual Service Plan was/were adopted at a SELPA public hearing(s) and is/are the basis for the operation and administration of special education programs specified herein. I further assure the LEAs identified in Attachment I will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the *I*ndividuals with Disabilities Education Act (IDEA), Title 20 of *United States Code* (*USC*) 1400 et seq., implementing regulations under; the Federal Rehabilitation Act of 1973, 29 *USC,* Chapter 16 as applicable; the Federal Americans with Disabilities Act of 1990, 42 *USC,* 12101 et seq.; *Code of Federal Regulations,* Title 34, Parts 300 and 303; *EC* Part 30; and the *California Code of Regulations,* Title 5, Chapter 3, Division 1.

C2-1. I certify the SELPA governance and administrative structure as a:

☐ Single LEA SELPA ☒ Multiple LEA SELPA ☐ COE Joined SELPA

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

C2-2. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

☒ Yes ☐ No (If the answer is "NO," please include comments.)

C2-3. The SELPA reviewed and considered comments provided by the CAC regarding this Local Plan submission.

Section A: Contacts and Certifications

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

☐ Yes ☐ No (If the answer is "NO," please include comments.)

C2-4. Specific web address where the SELPA Local Plan, including all sections, is posted.

https://www.esgvselpa.org/Page/25

Elizabeth Eminhizer — **May 19, 2023**

Administrative Entity* — Date

Jeffrey Jordan — **May 19, 2023**

SELPA Governance Council or Responsible Individual — Date

Scott Turner — **May 19, 2023**

SELPA Administrator — Date

*If the Local Plan represents a single LEA SELPA, then the responsible individual identified in item A4 of Section A must sign here. If the Local Plan represents a multiple LEA SELPA, or a COE joined SELPA, then the administrative entity's designee identified in item A4 of Section A must electronically sign here.

Special Education Local Plan Area (SELPA) Local Plan

SELPA East San Gabriel Valley SELPA **Fiscal Year** 2023-24

LOCAL PLAN

Section B: Governance and Administration

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

CDE Form Version June 2022

SELPA East San Gabriel Valley SELPA Fiscal Year 2023-24

B. Governance and Administration

California *Education Code* (*EC*) sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan: [*EC 56195.1(d); EC 56195.1(a)(1); EC 56211; EC 56212*]

The East San Gabriel Valley Special Education Local Plan Area (ESGV SELPA or SELPA) is a multi-district SELPA comprised of Azusa USD, Baldwin Park USD, Bassett USD, Bonita USD, California Virtual Academy @ Los Angeles Charter School, Charter Oak USD, Claremont USD, Covina-Valley USD, Glendora USD, iQ Academy Charter School, Opportunities for Learning - Baldwin Park Charter School, Options for Youth - San Bernardino Charter School, San Jose Charter Academy, Walnut Valley USD, and West Covina USD who joined together to provide for the coordinated delivery of programs and services to students with special needs who reside in the area. ESGV SELPA is located in the eastern section of Los Angeles County, covers 110 square miles, and borders San Bernardino and Orange County.

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable: [EC 56195.1(b)(1)-(3)(c); EC 56205(a)(12)]

In adopting the local plan, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the plan and to ensure equal access to programs and services to eligible persons requiring special education in the service region. In addition, each LEA shall cooperate to the maximum extent possible with other agencies to serve individuals with disabilities who cannot be served in the local education agency of residence programs. Such cooperation ensures that a range of program options is available throughout the SELPA.

The governance structure of the SELPA is established by agreement among the Superintendents of the member LEAs. The governing body of the ESGV SELPA is the Superintendents' Council. The SELPA Director may convene additional advisory committees as needed. The SELPA Director is responsible for coordination of the SELPA and implementation of the local plan.

The Superintendents' Council is composed of the Superintendents, or Superintendent equivalent, from each of the 15 LEAs within the SELPA. Superintendents may participate via telephone or video conferencing, pursuant to the provisions of the Ralph M. Brown Act, if unable to attend a meeting. A quorum shall consist of one more than half of the voting members in attendance.

A chairperson shall be selected by the Superintendents' Council every two years on a rotational basis. The SELPA Director serves as Secretary to the Superintendents' Council. The SELPA Director will consult with the chair in preparation of the agenda for each meeting; the SELPA Director shall provide all support materials. The chair, or the chair's designee in the chair's absence, shall conduct the meeting.

Members of the Superintendents' Council are responsible to the governing boards of their respective LEAs.

The Superintendents' Council meets a minimum of five times per school year. All meetings of the Council shall be noticed and conducted in compliance with the Brown Act and other applicable laws. The notice and minutes of all regular meetings shall be sent to all superintendents of LEAs within the SELPA, and to other persons as requested.

It is the responsibility of the Superintendents' Council to take action to approve or deny amendments to the local plan, approve changes in the SELPA allocation plan, and any other item determined necessary by the Superintendents' Council. The Superintendents' Council evaluates the SELPA Director on an annual basis.

The Superintendents' Council takes action by voting during a duly agendized meeting. Votes of each member shall be weighted based on the average daily attendance (ADA) of each member's LEA for the second reporting period (P2) of the preceding school year. The SELPA Director shall annually provide the Superintendents' Council with the weighted voting formula at the beginning of each school year. Decisions will be made by a majority vote consisting of one more than half of the those voting, except in circumstances where state or federal law requires a unanimous vote.

The East San Gabriel Valley SELPA Community Advisory Committee (CAC) serves in an advisory capacity. CAC membership includes parents of individuals with exceptional needs enrolled in public or private schools, parents of other students enrolled in school, students with disabilities, adults with disabilities, general education teachers, special education teachers, other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. At least a majority of the CAC shall be composed of parents of students enrolled in schools participating in the local plan and at least a majority of such parents shall be parents of individuals with exceptional needs.

CAC members shall be appointed by LEA governing boards. Selection of members of the Community Advisory Committee will be the responsibility of each administrator of special education acting for the Local Board, and with its approval. The Superintendents' Council will assure that the make-up of the Committee meets the standards as stated in the California Education Code and that annually staggered two-year terms are established so that no more than half of the members serve the first year of a term in any one year. The SELPA Director or designee serves as an ex officio member of the CAC and acts as the liaison between the CAC and the Superintendents' Council.

Amendments to the Local Plan The SELPA Director shall be responsible for coordinating the development of any proposed amendments to the local plan. Amendments to the permanent portion of the local plan may be considered at any time. The Superintendents' Council may adopt changes to the local plan on an interim basis, not to exceed one school year. Amendments will be provided to the Community Advisory Committee for input and review and requires the approval of each LEA governing board. Following approval by all LEA governing boards, the SELPA will submit the local plan to the Los Angeles County Office of Education (LACOE) and California Department of Special Education.

Joining the SELPA
Any LEA may request to join the SELPA by submitting a letter of request for membership to the SELPA no later than January 15 of any school year for membership in the following fiscal year. LEAs may be required to join a Joint Powers Agreement (JPA) for purposes of membership and funding per action of the Superintendents' Council.

The letter of request for membership must specify: Name of LEA, contact person with contact information; total enrollment (actual or projected); type of special education services currently offered; plan for delivery of special education services; and background information about the LEA.

The Superintendents' Council shall review the membership request letter and supporting documentation. As necessary and appropriate, the Superintendents' Council or its designee may request additional information, including a face-to-face meeting with representatives of the LEA. SELPA staff will conduct a special education review of the LEA, including, as appropriate, review of previous compliance reviews. Results of the review, including the willingness and ability of the LEA to resolve any non-compliance, shall be reported to the Superintendents' Council.

A final decision shall be made by the Superintendents' Council regarding membership and the projected start date.

The Superintendents' Council may approve or deny any request for membership based on a review of fiscal and programmatic

issues. Priority for approval shall be for requests where the programmatic issues are compatible with the SELPA Local Plan and fiscal issues are revenue neutral.

New members of the SELPA shall provide:
1. Agreement and adoption of all sections of the Local Plan by the LEA governance body.
2. Agreement of approved actions of the SELPA Superintendents' Council as contained in approved Superintendents' Council minutes.
3. Agreement that the new member LEA/charter maintains responsibility for all aspects of providing special education and related services, including the contracting and cost of any nonpublic school or agency, attorney representation as part of mediation, due process/or compliance processing and other costs associated with the provision of special education and related services.
4. Agreement to participate in the Special Education Information System (SEIS) system by providing hardware and staff consistent with required specifications.
5. As appropriate and voluntary on the part of a LEA or charter, agreement to representation via a SELPA approved Joint Powers Agreement (JPA).

The SELPA may approve membership of a group of LEAs and/or charter schools that elect to form a Joint Powers Agreement (JPA). Approval shall be based on the same criteria applicable to non-JPA SELPA members. The SELPA may develop a JPA for purposes of addressing small LEA/charter needs as a voluntary option for membership. Such development shall be approved by the Superintendents' Council. The SELPA may elect to allow an existing JPA to join the SELPA up to a total of three total JPAs maximum at one time. It is understood that the JPA shall meet all the same requirements as other LEAs and/or charter schools selected to for a JPA. It is understood that the JPA shall have voting privileges based on the total ADA of all JPA members and is entitled to the same representation as any individual LEA or charter school. The SELPA Director shall be an ex-officio member (non-voting) of this SELPA developed JPA and have access to other member JPAs to address issues consistent with the Local Plan.

Approval for membership into the SELPA shall be by any majority vote of the voting members of the Superintendents' Council. Such membership requires the applicant to agree to the provisions of the current SELPA Local Plan, including policies, agreements, and the fiscal allocation plan approved by the SELPA governance structure. Such adoptions of the current Local Plan shall not require reauthorization of the Local Plan by all members. Such membership shall be indicated via the addition of the new member's name on the Local Plan and any agreement without new approvals by other members. In addition, the member must adopt local policies and administrative regulations or procedures sufficient to support the Local Plan and in compliance with state or federal review. Failure to comply with the criteria listed above will result in the withholding of any funding allocations or portions of allocation until compliance of those items is completed.

Program Transfer

A member LEA initiating a transfer of educational programs and services already in operation within the SELPA shall follow appropriate Education Code provisions and adopted SELPA guidelines. In the event an LEA desires to initiate program or services transfers, a transfer planning committee may be designated by the Superintendents' Council, by direction to the SELPA Director, to address, at a minimum, all of the following: pupil needs, the availability of the full continuum of services to affected pupils, the functional continuation of the current IEPs of all affected pupils, the provision of service in the least restrictive environment from which affected pupils can benefit, the maintenance of appropriate support services, the assurance of compliance with federal and state laws and regulations and SELPA policies, and the means through which parents and staff were represented in the planning process.

The transfer of programs will take effect no earlier than the first day of the second fiscal year beginning after the date on which the sending or receiving agency has informed the other agency and the Superintendents' Council, unless the Superintendents' Council unanimously approves the transfer take effect on the first day of the first year following the date of receipt of notification.

The approved SELPA guidelines for program transfer will be followed by SELPA staff as well as all affected agencies. Alternate dispute resolution pursuant to Education Code 56205(d) will be utilized if either sending or receiving agency disagrees with the proposed transfer. All costs associated with due process actions will be paid by the agency initiating the program or

service transfer.

Withdrawal from SELPA
A member LEA that desires to withdraw from the SELPA shall notify the California Department of Education, the SELPA, and the participating county office(s) of its intent to withdraw from the SELPA at least one year prior to the proposed effective date of the withdrawal. Any such plan to withdraw from the SELPA will be submitted to the Superintendents' Council for approval. Any LEA initiating a proposal to withdraw from the SELPA shall bear the total cost of consultants retained by the LEA or SELPA to provide a thorough analysis of legal, programmatic fiscal implications caused by such proposed action. In addition, any due process costs associated with a withdrawal from SELPA shall be born entirely by the LEA initiating the change.

3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan: [EC 56195.7(i)(j)(1)(2)]

The Superintendents' Council is the policy making body and is responsible to the governing boards of their respective LEAs.

Superintendents' Council responsibilities shall include, but not be limited to:

1. Approve amendments to the local plan.
2. Review, approve, and monitor all budgets assigned to the SELPA.
3. Approve revisions to the allocation plan for the distribution of federal, state, and local funds allocated for special education programs.
4. Take action to approve or deny annual service and budget plans and revisions to those plans.
5. Establish and promote a Community Advisory Committee (CAC).
6. Review and consider comments from the CAC.
7. Take action to approve or deny requests for program transfers.
8. Take action to approve or deny SELPA-wide policies, administrative regulations, procedures, resolutions, local interagency agreements and guidelines for the management and implementation of special education programs and services within the SELPA.
9. Select, supervise, discipline, and evaluate the SELPA Director.
10. Provide direction to the SELPA Director for regionalized and program specialist services.

Policies, Procedures, and Local Agreements
SELPA policies, procedures, and local agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed and are available upon request. These documents can be requested through the SELPA office.

Annual Budget Plan
The SELPA shall adopt an annual budget plan at a public hearing scheduled at a superintendents' Council meeting in compliance with all legal mandates. A public hearing will be held for which written notice has been provided to members of the staff, parents, and general public by posting said notice at each school located within the local plan area at least 15 days prior to the hearing. The annual budget plan shall identify expected income and expenditures as required by state and federal laws, including describing the distribution of funds for the purpose of providing for ESGV SELPA administrative costs, special education services to students with severe and non-severe disabilities and low incidence disabilities, supplemental aids and services for students with disabilities in general education classrooms and environments, regionalized operations and services

including direct instructional support by program specialists, the use of local property taxes to support ESGV SELPA and LEA programs, and the provision of services to all students with disabilities residing within the local plan area between the ages of birth and 21 years, inclusive.

All property taxes for special education purposes may be allocated to the Los Angeles County Office of Education, and used to support the services for the severely disabled. If a time should occur where the revenues exceed the expenditures, or the Los Angeles County Office of Education is no longer used as a service provider for the severely disabled, the revenue will be allocated to the member LEAs for special education services to serve students with disabilities. The annual budget plan may be revised at any time during the fiscal year in a manner consistent with the SELPA policy-making process, the SELPA Service Plan, and then-applicable state and federal statutes and regulations.

Annual Service Plan

The SELPA shall adopt an annual service plan at a public hearing scheduled at a Superintendents' Council meeting in compliance with all legal mandates. Notice of this hearing shall be posted in each district in the special education local plan area at least 15 days prior to the hearing. The annual service plan may be revised during any fiscal year according to the SELPA policy-making process and consistent with law. The annual service plan shall include a description of services to be provided by each LEA and the county office, including the nature of the services and the physical location at which the services will be provided, including alternative schools, charter schools, opportunity schools and classes, community day schools operated by districts, community schools operated by county offices, and juvenile court schools, regardless of whether the district or county office is participating in the local plan. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.

4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan: [EC 56195.1(c); EC 56205(a)(12)(D)(i); EC 56195.5]

The ESGV SELPA shall submit the Local Plan to the superintendent of the Los Angeles County Office of Education for approval. The Los Angeles County Office of Education may provide services to students with disabilities and support LEAs, as requested.

5. Does the SELPA have policies and procedures that allow for the participation of charter schools in the local plan? [EC 56207.5]

○ Yes ◉ No

If No, explain why the SELPA does not have the policy and procedures.

The East San Gabriel Valley SELPA does have a charter school policy. The 'No' box was checked so we could elaborate the policy in the SELPA Local Plan.

"A request by a charter school to participate as an LEA in the SELPA will not be treated differently from a similar request made by a school district. In reviewing and approving such a request, the following requirements shall apply:

1. The SELPA shall comply with Education Code section 56140.
2. The charter school shall participate in state and federal funding for special education and the receive funding in the same manner as other LEAs of the SELPA as specified in the SELPA income distribution model.
3. The charter school shall participate in the governance of the SELPA in the same manner as other LEAs of the SELPA.

Provision of Special Education Services to Students Voluntarily Enrolled in Charter Schools
This policy applies to all charter schools chartered by educational entities located within the member districts of the East San Gabriel Valley SELPA or who are chartered by an educational entity outside the SELPA boundaries, but have been approved for membership within the ESGV SELPA for special education purposes. This policy also applies to any charter school petition granted by the State Board of Education (SBE) in which oversight responsibilities have been assigned to a district within the SELPA [EC 47605.5 (k) (1)]. Students enrolled in charter schools are entitled to special education services provided by State and Federal funding. The charter schools will comply with all requirements of state and federal law regarding provision of special education services [EC 56000 et seq., Individuals with Disabilities Education Act (20 U.S.C. Chapter 33)]. Children with disabilities and their parents shall retain all rights under IDEA.

Policy Statement
Special Education and related services shall be provided to all eligible individuals within the jurisdiction of the East San Gabriel Valley SELPA in accordance with this Local Plan. Students enrolled in charter schools chartered by member districts shall receive services in a manner similar to other students. No governing board shall grant a charter unless the charter includes assurances that special education instruction and/or services shall be provided to all eligible disabled students, enrolled in charter school, in accordance with the SELPA Local Plan.

Funding for special education services, participation in the governance structure, and responsibility for provision of services, shall be based on the categorization of the individual charter school. Education Code 47613.5 allows a charter school to be deemed a Local Education Agency (LEA) for purposes of special education and to receive direct funding; or continue to be categorized as a public school within a district. All approved charter schools will be deemed public schools within a district unless the charter school meets the same criteria as any other LEA wishing to join the SELPA and as a result, the SELPA Superintendents' Council has deemed the charter school a LEA for purposes of special education funding. If the approval of a charter requires a change to the SELPA allocation plan, such change will be adopted pursuant to the policy making process of the SELPA. Approval of a new charter or LEA by the Superintendents' Council without any other changes to this Local Plan shall not require Local Board action.

1. SELPA Involvement with Approval and Renewal of Charters - Prior to approval of a new charter, or renewal of an existing charter, the superintendent or designee of the chartering entity shall consult with the SELPA Director regarding the provision of special education services to students enrolled by the charter school. The petitioner must provide adequate assurances that all eligible students enrolled in the charter school will receive/ have received appropriate special education services in accordance with the East San Gabriel Valley SELPA Local Plan. The charter must provide assurances that no student will be/has been

denied enrollment in the charter school due to a disability or the charter school's inability to serve the student. The SELPA will be available to provide consultation on the potential fiscal impact and benefits that may be associated with granting the requested charter. An approved charter must delineate the entity responsible for providing special education instruction and services as required of all LEAs, any anticipated transfer of special education funds between the granting entity and the charter school and any provisions for sharing deficits in funding. These provisions may be included in a Memorandum of Understanding in the event the charter has not developed local policies.

2. Categories of Charter Schools - For the purposes of provision of special education services, charter schools may be deemed either a local Education Agency (LEA) or a public school within the chartering district. A charter school shall be deemed a public school within the chartering district unless the charter school has complied with all provisions of section 2b (below), including ratification by the Superintendents' Council.

a. Public Schools within a District - Charter schools that are deemed public schools within a district will participate in state and federal funding in the same manner as other schools within the chartering district. The chartering district will be responsible for ensuring that all children with disabilities enrolled in the charter school receive special education and designated instructional services in a manner that is consistent with all applicable provisions of state and federal law. The district will determine the policies and procedures necessary to ensure that the protections of special education law extend to students in the charter school in the same manner as students in the regular program. The charter school, deemed a public school, shall be represented on the SELPA Superintendents' Council by the Superintendent of the district granting the charter.

The chartering district will receive all applicable special education funds, as outlined in the SELPA allocation plan. The chartering district will represent the needs of charter schools, like other schools within the district, in the SELPA governance structure. The chartering district will be responsible for ensuring that all eligible students are appropriately served. The district will be responsible for procuring and funding appropriate special education services, even though the student may live anywhere in the state. The district may contract for these services with public or private educational entities. When a student lives outside the boundaries of the chartering district, the district in which the child lives will have no responsibility to provide services or pay excess costs.

The district and the charter school may enter into agreements whereby the charter school is billed for excess costs associated with providing special education services to identified students, including the administration of special education programs. The charter school may also be held fiscally responsible for a fair share of any encroachment on District general funds that is created by the provision of special education services throughout the district.

b. Charter School as a LEA with the SELPA. - A charter school may apply to become a LEA for the provision of special education services. Application must be made to the SELPA by January 15 of the school year proceeding the school year in which the charter school anticipates operating as a LEA within the SELPA. The Superintendents' Council will make the final determination whether the charter school has the capacity and intent to meet all requirements of a LEA. The application process for a Charter School

will be the same as any other LEA wishing to be a member of the SELPA.

Once deemed a LEA for the purposes of special education, the charter school will be responsible for and entitled to the following:
a. A charter school designed as a LEA for special education shall have voting rights on the Superintendents' Council of the SELPA.
b. All charter schools are entitled to state and federal funding for special education in the same manner as other districts within the SELPA per the approved allocation plan.
c. All charter schools are responsible for all costs incurred in the provision of special education services. These costs may include, but are not limited to, instruction, transportation, nonpublic school/agency placements, inter/intra SELPA placements, due process proceedings, complaints, and attorney fees.
d. All charter schools must document that all State and Federal special education funds apportioned to the charter school are used for the sole purpose of providing special education instruction and/or services to identified students with disabilities. Such funds shall be used to supplement and not supplant other sources of federal, state, and local funds apportioned to charter school."

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan: [EC 56194(a)(b)(d); EC 56195.9(a)]

The East San Gabriel Valley SELPA Community Advisory Committee (CAC) serves in an advisory capacity and responsibilities include:

1. Advise the policy and administrative entity on the development, amendment, and review of the local plan.
2. Recommend annual priorities to be addressed by the SELPA.
3. Assist in parent education and in recruiting parents, students, community members, and other volunteers who may contribute to the implementation of the plan.
4. Encourage community involvement in the development of the local plan.
5. Support activities on behalf of individuals with exceptional needs.
6. Assist in parent awareness of the importance of regular school attendance.
7. The Executive Committee of the CAC shall present updates to the Superintendents' Council at least one (1) time a year.

The CAC shall have regularly scheduled meetings not less than four times per year. All meetings of the committee shall be held according to law and applicable sections of the Brown Act. The SELPA Director/designee will present the CAC's input to the Superintendents' Council for consideration.

Announcements of CAC meetings and activities will be distributed to parents of children with special needs in the SELPA. In addition, information will be posted on the SELPA web page and in any other location required by law.

The CAC shall adopt bylaws, subject to approval by the Superintendents' Council, consistent with legal requirements and the advisory role of the CAC.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC: [EC 56205(a)(12)(E); EC 56205(b)(7)]

The Local Plan will be reviewed and updated cooperatively by a committee of representatives of special and regular teachers and administrators selected by the group they represent and with input from the Community Advisory Committee and from any applicable special education advisory groups.

8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan: [EC 56836.01(a)(b); EC 56205(a)(12)(D)(ii); EC 56195(b)(3); EC 56030]

The Covina-Valley Unified School District is the AU for the SELPA. The AU is the SELPA's fiscal agent and is responsible for implementing the following functions:

1. Receipt and distribution of special education funds for the operation of special education programs and services, pursuant to state and federal law.
2. Administrative support, including establishing and maintaining an office for SELPA staff.
3. Serve as the employing agency for SELPA office staff to coordinate implementation of the local plan.

Each LEA will defend and indemnify the AU against, and will hold and save the AU, its officers, agents, and employees harmless from, any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivisions, or any other organization arising out of the operation or maintenance or other activities of the LEA or its agents, employees, or independent contractors under this local plan.

9. Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan: [EC 56195.7. EC 56195.1(b)(c)]

Children with disabilities are served in their home districts whenever the needs identified on the individualized education program can be met within the home district. However, it is recognized that some students have unique educational needs that cannot be met in their home districts. Based upon unique educational needs, some students receive services from other districts within the SELPA, districts in neighboring SELPAs, non-public schools, or the Los Angeles County Office of Education.

10. For multi-LEA local plans, specify:

    a. The responsibilities of each participating COE and LEA governing board in the policymaking process: [*EC 56205(a)(12)(D)(i)*]

The governing board of each LEA shall approve its participation in the ESGV SELPA Local Plan for Special Education.

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The local governing board responsibilities include, but are not limited to:

1. Exercise authority over, assume responsibility for, and be fiscally accountable for special education programs operated by the agency.
2. Approval of the local plan.
3. Adoption of policies and procedures for special education programs and services within their districts.
4. LEA compliance with all elements of the local plan.
5. Input on SELPA policies and procedures through the superintendent of the LEA.
6. Appointment of individuals to the CAC.

b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan: [EC 56205(a)(12)(D)(i)]

Superintendents, or Superintendent equivalent, of each LEA are responsible to their respective governing boards. Each superintendent shall:

1. Serve as a member of the Superintendents' Council.
2. Assist in the identification of special education program and service needs for the SELPA through participation on the Superintendents' Council.
3. Communicate SELPA information to their governing boards.

c. The responsibilities of district and county administrators of special education in coordinating the administration of the local plan: [EC 56205(a)(12)(D)(i)]

LEA special education administrators are responsible for the coordination of special education services and programs within their agencies and for ensuring the implementation of all sections of the local plan, including ensuring adherence to all approved SELPA policies and procedures.

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan: [*EC 56205(a)(12)(D)(ii)(I)*]

The AU is responsible for the recruitment of the SELPA Director. The Superintendents' Council shall make the final selection of a candidate for the position of SELPA Director. The SELPA Director shall be an employee of the AU. The Superintendents' Council conducts the evaluation of the SELPA Director. It is the SELPA Director's responsibility to represent the interests of the SELPA as a whole without promoting any particular local education agency's interest over any other agency.

b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA: [EC 56205(a)12(D) (ii)(II); EC 56195.7(i)]

The governing boards of the local education agencies participating in the SELPA have agreed that students with disabilities will be provided with appropriate special education services. The Superintendents' Council has been designated the authority to determine the distribution of all federal and state special education funds in order for local education agencies to carry out their responsibilities. The funding allocation plan is incorporated in this local plan by reference.

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The SELPA shall be responsible for the distribution of the funds according to an approved Special Education Funding Allocation Plan. All federal and state special education funds shall be allocated to the SELPA for distribution to local education agencies according to an approved Special Education Funding Allocation Plan. The Superintendents' Council shall make any changes to the allocation of federal and state special education funds. The SELPA Director is responsible for ensuring that the funds are distributed in accordance with the funding allocation plan.

c. The operation of special education programs: [EC 56205(a)(12)(D)(ii)(III)]

The SELPA Director carries out the SELPA's obligation to assure equal access to all programs and services in the SELPA and provides advice to members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, on the availability of established due process and legal service options and procedures. In cooperation with the California Department of Education, the SELPA Director provides information to ensure that all special education pupils receive appropriate due process and procedural safeguards as provided by law.

Specific duties of the SELPA Director include, but are not limited to:

1. Coordinate implementation of all components of the local plan.
2. Prepare and submit approved annual budget and service plans.
3. Oversee the recruitment, supervision, and evaluation of SELPA designated staff.
4. Gather input from LEA program and business staff to formulate policy and procedure recommendations for Superintendents' Council action related to the distribution of state and federal funds among the LEAs.
5. Meet with CAC and LEA program and business staff regarding special education program needs, policies, procedures, agreements, and forms; and the development and implementation of personnel development programs.
6. Provide LEA program staff with a venue for sharing ideas regarding issues such as IEP development and implementation, curriculum scope and sequence, student performance targets, assessments, instructional best practices, and day-to-day operations.
7. Develop and maintain interagency agreements with appropriate public agencies to ensure a full range of special education programs and services.
8. Ensure appropriate use of federal, state, and local funds allocated for special education.
9. Prepare program and fiscal reports required by the LEAs, SELPA, and California Department of Education.
10. Provide technical assistance and consultation to LEAs in all areas of special education, including complaint and due process procedures.
11. Adopt and implement a management information system.
12. Inform the superintendents of the status of the special education programs.
13. Serve as Secretary to the Superintendents' Council.
14. Serve as the liaison between the CAC and the Superintendents' Council.

In the event the SELPA Director has knowledge of noncompliance and/or concerns regarding compliance trends, he/she shall inform the director of special education or responsible administrator and the LEA superintendent. Such reports may be part of ongoing discussions at Superintendents' Council meetings. After attempts to resolve issues of noncompliance, the SELPA Director may recommend corrective action plans, re-allocation of funds, and other remedies to the Superintendents' Council. Remedies may include the involvement of the California Department of Education.

A duly adopted board policy of each LEA member of the ESGV SELPA shall indicate that the LEA is responsible for educating children with disabilities in the least restrictive environment. Placement in special education programs or services occurs only when the nature or severity of the disability is such that the child's education, even with the use of modifications of the general education program or use of supplementary aids or programs, cannot be achieved satisfactorily in the general education setting.

LEA responsibilities include, but are not limited to:

1. Coordinating and conducting child find activities.
2. Making available a free appropriate public education to all children residing in the LEA between the ages of birth through 21 inclusive, including students with disabilities who have been suspended or expelled from school.
3. Developing and providing programs and services for all eligible students residing in the district and for students at private schools located in the district.
4. Identifying and serving students in medical, foster or licensed children's institution facilities.
5. Participating in state/district-wide assessments.
6. Operating all special education programs and services in accordance with state and federal laws and regulations.
7. Responding to compliance and due process complaints and implementing the decisions of compliance investigations or due process hearings.
8. Utilizing the same management information system, forms, procedures and guidelines as all other districts within the SELPA.
9. Collecting and completing state and federal report requirements; including California Longitudinal Pupil Achievement Data System (CALPADS) reports, self-reviews, and verification reviews.
10. Disseminating and supporting CAC events and activities.

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs: [EC 56205(a)(12)(D)(ii)(IV)]

The SELPA member LEAs acknowledge the obligation to maintain the level of general fund contribution toward the provision of special education services at a level equal to or greater than that of the prior year (aka "Maintenance of Effort" or "MOE"), in compliance with state and federal mandates. Funds received under Part B of the Individuals with Disabilities Education Act (IDEA) shall not be used, except in specified situations, to reduce the level of expenditures for the education of children with disabilities, on an aggregate or per capita basis, made by an LEA from state and local funds below the level of those expenditures for the preceding fiscal year made from the same sources.

The SELPA shall comply with Maintenance of Effort regulations requiring that federal funds be used only to pay the excess costs of providing special education and related services to children with disabilities and to supplement and not supplant state and local funds for special education. (Title 34 Code of Federal Regulations sections 300.203-300.205).

The AU, as the grantee of federal funds from the State Department of Education, shall distribute all or part of the federal funds received to participating LEAs within the SELPA through a sub-granting process and shall annually conduct and report to the State Department of Education the required MOE information. The LEAs within the SELPA shall annually compile and submit to the SELPA budget and expenditure information including SEMA and SEMB comparisons as adopted and defined by the California Department of Education. The two comparison tests are as follows:

- First Comparison - Grant Year Budget versus Prior Actual Expenditures
- Second Comparison - Prior Year Actuals versus Second Prior Year Actuals

For the purpose of Maintenance of Effort, the SELPA AU is the recipient of the federal funds from CDE and is, in turn, a grantor of all, or part, of those funds as sub-grants to participating LEAs.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments: [EC 56206]

Funds for low incidence equipment, materials, and supplies as well as for low incidence services are restricted to support of students in the following disability categories: hard-of-hearing, deafness, visual impairment, orthopedic impairment, and deaf-blindness. The funds are administered through the SELPA as specified in the *East San Gabriel Valley SELPA Low Incidence Guidel*ines and include receipt of funds, expenditure of funds, maintenance of an inventory, development of procedures for exchange of equipment, and reporting to the state.

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Policies, Procedures, and Programs

Pursuant to *EC* sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code* (*USC*) and in accordance with Title 34 *Code of Federal Regulations* (*CFR*) Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether or not, each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers (If applicable. Leave blank if not applicable); the document title; and the physical location where the policy can be found.

1. Free Appropriate Public Education: 20 *USC* Section 1412(a)(1); *EC* 56205(a)(1)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

2. Full Educational Opportunity: 20 *USC* Section 1412(a)(2); *EC* 56205(a)(2)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

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3. Child Find: 20 *USC* Section 1412(a)(3); *EC* 56205(a)(3)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP): 20 *USC* Section 1412(a)(4); *EC* 56205(a)(4)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 *USC* Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 *USC* Section 1414 (d). It shall be the policy of this LEA that an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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5. Least Restrictive Environment: USC Section 1412(a)(5); *EC* 56205(a)(5)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances

SELPA: East San Gabriel Valley SELPA | Fiscal Year: 2023-24

Document Location: SELPA Office

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

6. Procedural Safeguards: 20 *USC* Section 1412(a)(6); *EC* 56205(a)(6)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

7. Evaluation: 20 *USC* Section 1412(a)(7); *EC* 56205(a)(7)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

8. Confidentiality: 20 *USC* Section 1412(a)(8); *EC* 56205(a)(8)

SELPA: East San Gabriel Valley SELPA | Fiscal Year: 2023-24

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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9. Part C to Part B Transition: 20 *USC* Section 1412(a)(9); *EC* 56205(a)(9)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 *USC* Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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10. Private Schools: 20 *USC* Section 1412(a)(10); *EC* 56205(a)(10)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in

private school by their parents." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

11. Local Compliance Assurances: 20 *USC* Section 1412(a)(11); *EC* 56205(a)(11)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and-regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California *EC*, Part 30." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

12. Interagency: 20 USC Section 1412(a)(12); *EC* 56205(a)(12)(D)(iii)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

13. Governance: 20 *USC* Section 1412(a)(13); *EC* 56205(a)(12)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

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"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

14. Personnel Qualifications; *EC* 56205(a)(13)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

15. Performance Goals and Indicators: 20 *USC* Section 1412(a)(15); *EC* 56205(a)(14)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

16. Participation in Assessments: 20 *USC* Section 1412(a)(16); *EC* 56205(a)(15)

SELPA: East San Gabriel Valley SELPA | Fiscal Year: 2023-24

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 *USC* Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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17. Supplementation of State, Local, and Federal Funds: 20 *USC* Section 1412(a)(17); *EC* 56205(a)(16)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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18. Maintenance of Effort: 20 *USC* Section 1412(a)(18); *EC* 56205(a)(17)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

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19. Public Participation: 20 *USC* Section 1412(a)(19); *EC* 56205(a)(18)

Policy/Procedure Number:	SPP100
Policy/Procedure Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public,including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

20. Suspension and Expulsion: 20 *USC* Section 1412(a)(22); *EC* 56205(a)(19)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

(●) Yes ( ) No

21. Access to Instructional Materials: 20 *USC* Section 1412(a)(23); *EC* 56205(a)(20)

Policy/Procedure Number:	SPP100
Document Title:	Comprehensive Local Educational Agency Assurances
Document Location:	SELPA Office

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

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◉ Yes ○ No

22. Over-identification and Disproportionality: 20 *USC* Section 1412(a)(24); *EC* 56205(a)(21)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

23. Prohibition on Mandatory Medicine: 20 *USC* Section 1412(a)(25); *EC* 56205(a)(22)

Policy/Procedure Number: SPP100

Document Title: Comprehensive Local Educational Agency Assurances

Document Location: SELPA Office

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

Administration of Regionalized Operations and Services

Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the document title and the location (e.g., SELPA office) for each function:"

1. Coordination of the SELPA and the implementation of the local plan:

Document Title: SPP200 Administration of Regionalized Operations and Services

SELPA: East San Gabriel Valley SELPA | Fiscal Year: 2023-24

Document Location: SELPA Office

Description: See document

2. Coordinated system of identification and assessment:

Document Title: SPP200 Administration of Regionalized Operations and Services

Document Location: SELPA Office

Description: See document

3. Coordinated system of procedural safeguards:

Document Title: SPP200 Administration of Regionalized Operations and Services

Document Location: SELPA Office

Description: See document

4. Coordinated system of staff development and parent and guardian education:

Document Title: SPP200 Administration of Regionalized Operations and Services

Document Location: SELPA Office

Description: See document

5. Coordinated system of curriculum development and alignment with the core curriculum:

Document Title: SPP200 Administration of Regionalized Operations and Services

Document Location: SELPA Office

Description: See document

6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

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Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

7. Coordinated system of data collection and management:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

8. Coordination of interagency agreements:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

9. Coordination of services to medical facilities:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

10. Coordination of services to licensed children's institutions and foster family homes:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

11. Preparation and transmission of required special education local plan area reports:

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Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

12. Fiscal and logistical support of the CAC:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

13. Coordination of transportation services for individuals with exceptional needs:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

14. Coordination of career and vocational education and transition services:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

15. Assurance of full educational opportunity:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual

budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Document Title:	SPP200 Administration of Regionalized Operations and Services
Document Location:	SELPA Office
Description:	See document

Special Education Local Plan Area Services

1. A description of programs for early childhood special education from birth through five years of age:

Document Title:	SPP300 Special Education Local Plan Area Services
Document Location:	SELPA Office
Description:	See document

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Document Title:	SPP300 Special Education Local Plan Area Services
Document Location:	SELPA Office
Description:	See document

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service

provision, and the other governance activities specified within the local plan:

Document Title:	SPP300 Special Education Local Plan Area Services
Document Location:	SELPA Office
Description:	See document

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Document Title:	SPP300 Special Education Local Plan Area Services
Document Location:	SELPA Office
Description:	See document

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Document Title:	SPP300 Special Education Local Plan Area Services
Document Location:	SELPA Office
Description:	See document

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC* 56026(c)(4)) who has been incarcerated in a county jail and remains eligible for special education services:

   The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC* Section 56040)

   It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and

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wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC* Section 56041)

Document Title:	SPP300 Special Education Local Plan Area Services
Document Location:	SELPA Office
Description:	See document

Comprehensive Local Educational Agency Assurances
East San Gabriel Valley SELPA: SPP 100

The East San Gabriel Valley SELPA ensures conformity with Sections 1412(a) and 1413(a)(1) of Title 20 of the *United States Code* (20 USC), and in accordance with Title 34 *Code of Federal Regulations* (34 CFR) Section 300.201, that the following policies are consistent with state laws, regulations, and policies governing each of the requirements established in *EC* 56205 (a)(1-22).

1. **Free Appropriate Public Education (20 United States Code [U.S.C.] § 1412 [a][1])**
   It shall be the policy of this local educational agency (LEA) that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school.

2. **Full Educational Opportunity (20 U.S.C. § 1412 [a][2])**
   It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children.

3. **Child Find (20 U.S.C. § 1412 [a][3])**
   It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

4. **Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) (20 U.S.C. § 1412 [a][4])**
   It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 U.S.C. § 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 U.S.C. § 1414 (d). It shall be the policy of this LEA that a review of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions.

5. **Least Restrictive Environment (20 U.S.C. § 1412 [a][5])**
It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

6. **Procedural Safeguards (20 U.S.C. § 1412 [a][6])**
It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations.

7. **Evaluation (20 U.S.C. § 1412 [a][7])**
It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate.

8. **Confidentiality (20 U.S.C. § 1412 [a][8])**
It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act.

9. **Part C to Part B Transition (20 U.S.C. § 1412 [a][9])**
It shall be the policy of this LEA that children participating in early intervention programs (Individuals with Disabilities Education Act [IDEA], Part C), and who will participate in preschool programs, experience a smooth and effective transition to those preschool programs in a manner consistent with 20 U.S.C. § 1437 (a)(9). The transition process shall begin prior to the child's third birthday.

10. **Private Schools (20 U.S.C. § 1412 [a][10])**
It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

11. **Local Compliance Assurances (20 U.S.C. § 1412 [a][11])**
It shall be the policy of this LEA that the Local Plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California Education Code, Part 30.

12. **Interagency (20 U.S.C. § 1412 [a][12])**
It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process.

13. **Governance (20 U.S.C. § 1412 [a][13])**
It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Educational Agency.

14. **Personnel Qualifications (20 U.S.C. § 1412 [a][14])**
It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications.

15. **Performance Goals and Indicators (20 U.S.C. § 1412 [a][15])**
It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE.

16. **Participation in Assessments (20 U.S.C. § 1412 [a][16])**
It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective IEPs.

17. **Supplementation of State, Local, and Federal Funds (20 U.S.C. § 1412 [a][17])**
It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds.

18. **Maintenance of Effort (20 U.S.C. § 1412 [a][18])**
It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations.

19. **Public Participation (20 U.S.C. § 1412 [a][19])**
It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

20. **Suspension and Expulsion (20 U.S.C. § 1412 [a][22])**
The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised.

21. **Access to Instructional Materials (20 U.S.C. § 1412 [a][23])**
It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard.

22. **Overidentification and Disproportionality (20 U.S.C. § 1412 [a][24])**
It shall be the policy of this LEA to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities.

23. **Prohibition on Mandatory Medicine (20 U.S.C. § 1412 [a][25])**
It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services.

Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services –SPP200

Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the administrator of the SELPAs, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. **Coordination of the SELPA and the implementation of the local plan:**

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support the coordination and implementation of the local plan through their support to regionalized programs and member LEAs, as requested. LEA program specialists support the coordination of the SELPA and the implementation of the local plan through collaboration amongst member LEAs, including the support and operation of regionalized Provider Programs.

Role of the RLA/AU: The AU receives and maintains accountability for fiscal and accounting records in accordance with federal and state requirements and submitting reports to appropriate authorities, as well as distributes funds to member districts in accordance with the ESGV SELPA allocation plan, at the direction of the SELPA office.

Role of the Administrator of the SELPA: The SELPA Administrator will ensure that the local plan is implemented and will make recommendations to the Superintendents' Council when revisions to the local plan are needed. The SELPA Administrator will also facilitate the development and approval of SELPA policies and procedures necessary to implement the local plan.

The SELPA Administrator is responsible in working with the member LEAs and other agencies to ensure a full continuum of placement and services options are available to students within the SELPA. The SELPA Administrator is responsible for ensuring the direction of the AU in the allocation of funds consistent with the approved allocation plan.

Role of the Individual LEAs: LEAs ensure a full continuum of services are available in order to provide a free and appropriate public education to all students with disabilities for whom they are responsible. LEAs will support the continuum of services that exist within the SELPA through their support of Provider Programs. The individual LEAs, through their Superintendent's participation on the Superintendents' Council, will approve any policies and procedures needed to implement the local plan. LEAs are responsible for the recruitment, appointment, and active participation of LEA representatives on the Community Advisory Committee.

2. Coordinated system of identification and assessment:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s)
work under the direction of the SELPA Administrator to support a coordinated system of identification and assessment, including students enrolled in private schools. LEA program specialists work collaboratively with the SELPA and member districts to support the coordination of identification and assessment.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA Administrator ensures each LEA conducts child find activities. The SELPA Administrator supports child find activities at a regional and county level, including facilitation of public notices. The SELPA will provide technical support to LEAs and guidance to parents, as needed. The SELPA will also participate in child find activities established by the LEAs and ensure appropriate interagency agreements are in place to support activities.

Role of the Individual LEAs: Each LEA is responsible for identifying and assessing all students for whom they are responsible for through a coordinated system of child find and related activities. Districts operating Provider Programs in the SELPA will support the coordination of identification and assessment collaboratively with the District of Residence for all students enrolled in the District. LEAs are responsible for ensuring that all assessments are conducted by qualified staff, using valid and reliable instruments and assessment practices.

3. Coordinated system of procedural safeguards:

Description:
Direct Instructional support provided by the program specialists: Program specialists support a coordinated system of procedural safeguards/parent rights, including offering to review procedural safeguards and providing information to parents/guardians as needed. The SELPA program specialist(s) work under direction of the SELPA administrator and may provide alternative dispute resolution through contact with parents/guardians. The SELPA programs specialist(s) provide parents/guardians with a copy of their procedural safeguards and upon request will review all procedural safeguards with parents/guardians.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA provides alternate dispute resolution support as requested by member districts and through contact initiated by parents. The SELPA Administrator assists parents, upon request, with filing complaints with the Office of Administrative Hearings and/or the California Department of Education when requested. The SELPA Administrator will provide parents/guardians with a copy of their procedural safeguards and upon request will review all procedural safeguards with parents/guardians. The SELPA ensures updated copies of procedural safeguards are available and offered to parents in all member districts and will maintain a copy on the SELPA website.

Role of the Individual LEAs: The LEAs provide procedural safeguards to parents/guardians consistent with the education code, assist parents with understanding their procedural safeguards, and ensures that procedural safeguards are implemented consistently. The LEAs assist parents, upon request, with filing complaints with the Office of Administrative Hearings when requested.

4. Coordinated system of staff development and parent and guardian education:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support staff development, as well as parent and guardian education. Program specialists, including LEA program specialists, may provide direct training and support the dissemination and implementation of evidenced-based practices.

Role of the RLA/AU: Upon request of the SELPA, the Administrative Unit (AU) will procure contracts for professional development and other staff and parent trainings.

Role of the Administrator of the SELPA: On an annual basis, input is collected from the Special Education Directors from member LEAs to determine the staff development needs that the SELPA is requested to provide. On an annual basis, the Community Advisory Committee will provide input on the parent and guardian education needs. The SELPA will provide needed training and supports as requested, or determined appropriate, for each LEA.
The SELPA Administrator will regularly provide information from the state level regarding initiatives, resources, and supports available to the SELPA and member LEAs.

Role of the Individual LEAs: LEAs will determine their staff development and parent/guardian education, based on their local needs. They may seek technical assistance or input from the SELPA. Whenever possible, LEAs will extend appropriate staff development and parent/guardian training opportunities to member districts within the SELPA. LEAs operating regionalized Provider Programs will ensure program staff receive appropriate professional development.

5. **Coordinated system of curriculum development and alignment with the core curriculum:**

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support a coordinated system of curriculum development and alignment with the core curriculum. Program specialists may provide direct training, attend state and regional professional development opportunities, and support the implementation of curriculum across the SELPA, as requested. Program specialists working within Provider Programs support the coordination of curriculum development and alignment with the core curriculum.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA Administrator will provide technical assistance and staff development, as requested or determined appropriate, including the dissemination of evidence-based practices and curricular resources and strategies.

Role of the Individual LEAs: LEAs will determine their needs for curriculum development and alignment with the core curriculum, based on their local needs. Districts operating provider programs are responsible for ensuring curriculum development and alignment with the core curriculum.

6. **Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:**

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support LEAs in activities related to performance, compliance, and accountability. LEA program specialists work collaboratively with the SELPA to address performance, compliance, and accountability issues.

Role of the RLA/AU: The AU will receive and maintain accountability for fiscal and accounting records in accordance with federal and state requirements and will submit reports to appropriate authorities, including support of the submission of SELPA fiscal accountability reports (e.g., Maintenance of Effort).

Role of the Administrator of the SELPA:
The SELPA Administrator is actively involved in compliance and performance of member LEAs within the SELPA. will:

1. Review Annual Performance Reports, California School Dashboard, Local Control Accountability Plans, and other data sources with LEA administrators.
2. Provide technical assistance and support/consultation to member LEAs with Annual Performance Reports, California School Dashboard, Local Control Accountability Plans, and other data sources.
3. Review Annual Budget Plan with Superintendents' Council, CAC and other interested parents, community or educational groups.

4. Review Annual Service Plan by Superintendents' Council, CAC and other interested parents, community, or educational groups.

5. Review of the funding Allocation Plan by the Superintendents to ensure appropriate distribution of funds.

Role of the Individual LEAs. Individual LEAs review and monitor Annual Performance Reports, the California School Dashboard, and other data sources to ensure students with disabilities receive a free and appropriate public education. Individual LEAs also engage in monitoring activities as required by the CDE, including the Compliance Improvement Monitoring plans with the support of the SELPA as requested. LEAs will review and address performance, compliance, and accountability issues in a timely manner.

7. Coordinated system of data collection and management:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) and operational staff work under the direction of the SELPA Administrator to support a coordinated system of data collection and management. LEA program specialists work collaboratively with the SELPA to ensure a coordinated system of data collection and management.

Role of the RLA/AU: Upon request of the SELPA, the Administrative Unit (AU) will secure contracts and support the SELPA's technology and software to ensure a coordinated system of data collection and management.

Role of the Administrator of the SELPA: The SELPA will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission and any other required reports of each member LEA, as required by the California Department of Education. The SELPA will provide technical assistance and training to LEAs as requested and/or deemed necessary by the SELPA. The SELPA establishes and maintains the Special Education Data System (i.e. SEIS) for all LEA members to access and use for reporting purposes.

Role of the Individual LEAs: The LEAs are responsible for data entry, quality and integrity. The LEAs will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission and any other required reports, as required by the California Department of Education. LEAs members are required to use the Special Education Data System (i.e. SEIS) established by the SELPA.

8. Coordination of interagency agreements:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support the coordination of interagency agreements. LEA program specialists, including those solely in Provider Programs, will work collaboratively with the SELPA to support the coordination of interagency agreements.

Role of the RLA/AU: The AU is responsible for executing interagency agreements at the direction of the SELPA. Such agreements may be required to be approved by the AU's governing board in the interest of the member districts of the SELPA.

Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will serve on committees as interagency agreements are being reviewed, revised, or developed. The SELPA Administrator will ensure that interagency agreements are in place as required by California Education Code and provide technical assistance and dispute resolution as needed. Interagency agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed with the following agencies:

1. California Children's Services.
2. San Gabriel - Pomona Regional Center.
3. SELPA Agreement (formally referred to as the "Administrative Unit (AU) Agreement") - All participating LEAs.

Other interagency agreements will be developed as needed. Copies of these documents can be requested through the SELPA office. All interagency agreements entered into by the SELPA shall be incorporated into this local plan as though fully set forth herein.

Role of the Individual LEAs: Through their Superintendent's participation in the Superintendents' Council and/or at the direction of the SELPA, LEAs will approve and implement interagency agreements as appropriate.

9. Coordination of services to medical facilities:

Description:
Direct Instructional support provided by the program specialist: The SELPA program specialist(s) work under the direction of the SELPA Administrator to support LEAs in ensuring students have a full educational opportunity when residing in medical facilities. LEA program specialists work collaboratively with the SELPA and other member districts to ensure a full educational opportunity for students residing in medical facilities.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA will facilitate the coordination of Special Education and Related Services by the designated LEAs.

Role of the Individual LEAs: Individuals with exceptional needs who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes are the educational responsibility of the local educational agency in which the hospital or facility is located.

10. Coordination of service to licensed children's institutions and foster family homes:

Description:
Direct Instructional support provided by the program specialist: The SELPA program specialist(s) and LEA program specialists work collaboratively to ensure students have a full educational opportunity regardless of the district of special education accountability.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA will facilitate the coordination of these services by the designated LEAs.

Role of the individual LEAs: Special education services for students with disabilities residing in foster family homes or licensed children's institutions shall be the responsibility of the district in which the foster family home or the licensed children's institution is located, unless based on education code there is another district of special education accountability which would be responsible.

11. Preparation and transmission of required special education local plan area reports:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support the transmission of required SELPA reports. LEA program specialists will work collaboratively with the SELPA to support the completion of required reports.

Role of the RLA/AU: The AU is responsible, in conjunction with and under the direction of the SELPA, for completion of required accountability and fiscal reports on behalf of the SELPA.

Role of the Administrator of the SELPA: The SELPA Administrator will ensure timely transmission of required reports and provide technical assistance to LEAs in completing those reports.

Role of the individual LEAs: Individual LEAs will submit required data and work collaboratively in order for the SELPA to submit timely reports.

12. Fiscal and logistical support of the CAC:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s)

work under the direction of the SELPA Administrator to provide support to the CAC. LEA program specialists will work collaboratively with the SELPA and CAC to support CAC activities, including but not limited to: parent training, disability awareness, special events, community outreaches, and presentations at CAC meetings.

Role of the RLA/AU: The AU maintains accountability for fiscal and accounting records, including the CAC allotted budget, in accordance with federal and state requirements,

Role of the Administrator of the SELPA: The SELPA Administrator will provide fiscal and logistical support to CAC meetings, events, and trainings as appropriate. The SELPA will monitor the status of the CAC Budget and make annual recommendations to the Superintendents' Council as appropriate. The SELPA Administrator will support

identified parent training topics through securing presenters in collaboration with the CAC. The SELPA Administrator will directly support CAC outreaches, expositions, and legislative advocacy activities.

Role of the individual LEAs: The LEAs, through their Superintendent's participation on the Superintendents' Council, will ensure the SELPA has sufficient resources to provide fiscal and logistical support for the CAC. LEA Directors shall facilitate communication between their CAC representative and their LEA and support CAC events and trainings as requested and appropriate. LEAs are responsible for the recruitment, appointment, and active participation of LEA representatives on the Community Advisory Committee.

13. Coordination of transportation services for individuals with exceptional needs:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s)
work under the direction of the SELPA Administrator to support a coordinated system transportation services for students with disabilities. LEA program specialists work collaboratively with the SELPA and member LEAs to ensure a coordinated system of transportation services.

Role of the RLA/AU: At the direction of the SELPA Superintendents' Council, the AU will publish a Request for Bids (RFB), secure transportation contracts, and/or extend or amend existing contracts as directed.

Role of the Administrator of the SELPA: The SELPA Administrator supervises the SELPA Transportation Department to ensure effective transportation services and fiscal oversight of the transportation contract. The SELPA office provides regular communication to the member LEAs for their share of the transportation contract and resolves service and safety issues in a timely manner.

Role of the individual LEAs: Each member LEA is responsible for providing transportation for their students with disabilities as determined by their IEP teams. LEAs choosing to access SELPA transportation services are responsible for providing transportation data and working collaboratively with the SELPA office to ensure safe and effective service for all students.
Districts operating Provider Programs are responsible for the coordination of transportation services for all students from member LEAs in the program, unless otherwise directed by the District of Residence.

14. Coordination of career and vocational education and transition services:

Description:
Direct Instructional support provided by the program specialist: SELPA program specialist(s) work under the direction of the SELPA Administrator, support staff development, program development, and evidenced-based practices related to career and vocational/transition services. LEA program specialists work collaboratively to ensure coordination of career/vocational education and transition services.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA Administrator will provide technical assistance and staff development as needed. The SELPA Administrator will ensure appropriate interagency agreements are in place and facilitate connection to agencies, as appropriate, including technical assistance with state and federal grants that support career and vocational education and transition services (e.g., vocational/work experience grants).

Role of the individual LEAs: Each LEA will provide appropriate career and vocational education and transition services as required under state and federal law, including providing required elements of state and federal grants as appropriate. LEAs will also coordinate with local agencies (e.g., Regional Center and Department of Rehabilitation).

15. Assurance of full educational opportunity:

Description:
Direct Instructional support provided by the program specialists: SELPA program specialist(s) work under the direction of the SELPA Administrator to support full educational opportunity, including a full continuum of placement and service options. LEA program specialists support full educational opportunity through the support of the Provider Programs and ensuring a full continuum of placement and services options is available for all students residing within the SELPA boundaries.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: Through approval of the Annual Services Plan, the SELPA Administrator will ensure that the full continuum of services is provided, including the coordination of the SELPA's Provider Programs. The SELPA will assist with Inter-SELPA Transfers, as needed. Additionally, professional development and technical assistance is available upon request or as determined to be needed by the SELPA to LEAs and/or nonpublic schools.

Role of the individual LEAs: Each LEA, through the Superintendent's participation on the Superintendents' Council, will determine the regional programs needed to meet the needs of the students with disabilities within the SELPA. Additionally, each LEA is responsible for providing a full continuum of services. LEAs operating Provider Programs supporting the SELPA's full continuum of placement and service options.

16. Fiscal administration and the allocation of state and federal funds pursuant to EC Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Description:
Direct Instructional support provided by the program specialist: N/A.

Role of the RLA/AU: The AU and SELPA will work collaboratively on the reporting and accounting of special education funding and distributes funds to districts based on the SELPA allocation model.

Role of the Administrator of the SELPA: The SELPA Administrator will facilitate the distribution of funds in accordance with the funding allocation plan approved by the Superintendents' Council. The SELPA Administrator will also facilitate the Annual Budget Plan.

Role of the individual LEAs: Each LEA, through the Superintendent's participation on the Superintendents' Council, determine and approve the allocation of funds to the member LEAs and the Annual Budget Plan. The LEAs will also submit required fiscal reports as required by state and federal laws.

17. **Direct instructional program support that may be provided by program specialists in accordance with EC Section 56836.01:**

Description:
Direct Instructional support provided by the program specialist: Under the direction of the SELPA Administrator, direct instructional program support that may be provided by SELPA program specialist(s) shall include, but are not limited to:

- Conduct observations consult with and assist special and general education staff, administrators, and parents regarding appropriate placement and services for students.
- Participate in program development, including the development and support of regionalized programs.
- Coordinate curricular resources and take leadership in ensuring the use of appropriate instructional methods, strategies, interventions and resources.
- Facilitate the development and implementation of staff development and parent education activities.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA administrator supervises and evaluates designated SELPA program specialist(s) and provides training and guidance to the program specialist(s) as needed

Role of the individual LEAs: LEAs, including LEA program specialists, are responsible to provide direct instructional support to programs in order to ensure students have access to a full continuum of Special Education and Related Services.

Local Plan Section B Governance and Administration: Special Education Local Plan Area Services SPP300

1. Programs for Early Childhood / Part C Early Intervention Special Education

Designated districts provide Early Start services on a regional basis. Those designated districts are Azusa USD and Covina-Valley USD. These districts serve all solely low incidence (visual impairments, hearing impairments, and orthopedic impairments) identified infants with funding through federal resources and funding from the district of residence.

Additionally, some infants residing in the SELPA may be *"dually served"* with Regional Center, and neighboring SELPAs/LEAs with different funding models and Memorandum of Understandings (MOUs) with Regional Center than the MOU with the ESGV SELPA. The Regional Center remains payer of last resort for those children who are "dually served."

Necessary Early Start services are provided in the natural environment, to include home, group and community settings. School districts are responsible for needed transportation to special education and related services noted on the IFSP. For solely low incidence children, the designated school district provides service coordination, special education and related services.

The ESGV SELPA is committed to providing all of the procedural safeguards to families of infants and toddlers with disabilities as mandated by state and federal law. Parent rights are given to all families upon initial IFSP meeting.

For children with an intake at the Regional Center prior to 2 years, 10 months old, the school districts in the ESGV SELPA are committed to working with the Regional Center to assure the completion of an initial evaluation and an IEP by the child's third birthday.

Referrals for students ages 3, 4, and 5 who are not in kindergarten are made to the child's school district of residence. Referrals for assessment may be received from parents, pediatricians, social workers or other community members. Parents will receive either an Assessment Plan or Prior Written Notice to Parent of Action within 15 days of the referral. If an Assessment Plan is signed by the parent/guardian, the assessment will be completed within 60 days of receipt by the district.

Preschool special education services are provided to students with IEPs in a variety of ways according to district procedures. Some districts offer individual and small group instruction in special education class settings. Trans-disciplinary teams share their expertise, working with parents, in addressing the needs of children. Districts may collaborate with other districts within the SELPA, in neighboring SELPAs, or the county office of education to offer special education preschool classes. Some 3, 4 and 5 year olds with disabilities are enrolled in state preschool programs or Head Start as part of their IEP and receive special education and related services to support progress in that setting. The IEP team may determine that some special education eligible 3, 4, and 5 year olds do not require individual and small group instruction to address their special education needs. These children may receive speech/language services and any other necessary related services in community settings or at the local school site. Transportation will be provided if necessary for the child to access special education services.

All children who received special education preschool services will be reevaluated by qualified personnel before entering kindergarten to determine whether or not they are a child with a disability requiring ongoing special education services

See *Memorandum of Understanding between ESGV SELPA and San Gabriel Pomona Regional Center* in the *Exhibits* section related to services for children aged birth to three years. For a listing of programs for early childhood special education programs and services for children aged three through five years of age, see the *Annual Service Plan.* The documents referenced in this paragraph are incorporated by such reference in their entirety.

2. Public Addressing the Governing Body

Members of the public, including parents or guardians of students with disabilities, may address questions or concerns to the governing boards of each LEA, the Superintendents' Council, the LEA Special Education Director, the SELPA Administrator, and/or the CAC.

3. Dispute Resolution

In the event of a disagreement between LEAs, LEAs and the AU, LEAs and/or the AU and the SELPA regarding the distribution of funding, responsibility for service provision and any other governance activities specified in the local plan, the dispute resolution process approved by the Superintendents' Council will be followed. This procedure is intended to resolve disagreements in a mutually satisfactory manner and at the lowest level possible in the governance structure outlined in the Local Plan without undermining local authority.

4. Utilization of General Education Resources

Each LEA shall ensure that a pupil is referred for special educational instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized. Such resources may include, but not be limited to, response to intervention models, student study/success teams, multi-tiered systems of support (MTSS), early literacy programs, remedial programs, and other general education interventions..

5. **Nonpublic School Placements**

Each LEA that contracts with a nonpublic, nonsectarian school shall evaluate the placement of its pupil(s) in such schools on at least an annual basis as part of the annual IEP review. The LEA representative shall also review the master contract, the individual services agreement, and the IEP to ensure that all services agreed upon and specified in the IEP are provided.

Each LEA shall ensure the evaluation, by qualified personnel, of the educational progress of each pupil placed in a nonpublic, nonsectarian school, including all state assessments required.

Each LEA shall, at least annually, consider whether or not the needs of the pupil continue to be best met at the nonpublic, nonsectarian school and whether changes to the individualized education program of the pupil are necessary, including whether the pupil may be transitioned to a public school setting.

6. **A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in EC 56026(c)(4)) who has been incarcerated in a county jail and remains eligible for special education services:**

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (EC Section 56040) It is the responsibility of the District of Residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (EC Section 56041)

The LEAs of the SELPA shall:

1. Seek out eligible adults residing within its boundaries.
2. Review and revise IEPs as necessary, including conducting annual reviews.
3. Determine whether the qualified individual wishes to receive FAPE and if so ensure FAPE is provided with consent.

The following special education requirements do not apply to eligible individuals who are convicted as adults under State law and incarcerated in adult prisons:

- Eligible individuals are exempt from
    - State and LEA-wide assessment programs.
    - Transition Planning and transition services.
    - IEP team may modify the individual's IEP or placement notwithstanding the least restrictive environment requirement if there is a security or compelling penological interest that cannot otherwise be accommodated.

Special Education Local Plan Area (SELPA) Local Plan

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

LOCAL PLAN

Section D: Annual Budget Plan

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

2023–24 Local Plan Submission

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

Local Plan Section D: Annual Budget Plan

Projected special education budget funding, revenues, and expenditures by LEAs are specified in **Attachments II–V.** This includes supplemental aids and services provided to meet the needs of students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) who are placed in regular education classrooms and environments, and those who have been identified with low incidence disabilities who also receive special education services.

IMPORTANT: Adjustments to any year's apportionment must be received by the California Department of Education (CDE) from the SELPA prior to the end of the first fiscal year (FY) following the FY to be adjusted. The CDE will consider and adjust only the information and computational factors originally established during an eligible FY, if the CDE's review determines that they are correct. California *Education Code* (*EC*) Section 56048

Pursuant to *EC* Section 56195.1(2)(b)(3), each Local Plan must include the designation of an administrative entity to perform functions such as the receipt and distribution of funds. Any participating local educational agency (LEA) may perform these services. The administrative entity for a multiple LEA SELPA or an LEA that joined with a county office of education (COE) to form a SELPA, is typically identified as a responsible local agency or administrative unit. Whereas, the administrative entity for single LEA SELPA is identified as a responsible individual. Information related to the administrative entity must be included in Local Plan Section A: Contacts and Certifications.

Section D: Annual Budget Plan

SELPA East San Gabriel Valley SELPA

Fiscal Year 2023–24

TABLE 1

Special Education Projected Revenue Reporting (Items D-1 to D-3)

D-1. Special Education Revenue by Source

Using the fields below, identify the special education projected revenue by funding source. The total projected revenue and the percent of total funding by source is automatically calculated.

Funding Revenue Source	Amount	Percentage of Total Funding
Assembly Bill (AB) 602 State Aid	78,536,122	74.40%
AB 602 Property Taxes	5,128,792	4.86%
Federal IDEA Part B	21,604,426	20.47%
Federal IDEA Part C	284,328	0.27%
State Infant/Toddler	0	0.00%
State Mental Health	0	0.00%
Federal Mental Health	0	0.00%
Other Projected Revenue	0	0.00%
Total Projected Revenue:	105,553,668	**100.00%**

D-2. "Other Revenue" Source Identification

Identify all revenue identified in the "Other Revenue" category above, by revenue source, that is received by the SELPA specifically for the purpose of special education, including any property taxes allocated to the SELPA pursuant to *EC* Section 2572. *EC* Section 56205(b)(1)(B)

N/A

D-3. Attachment II: Distribution of Projected Special Education Revenue

Using the form template provided in **Attachment II**, complete a distribution of revenue to all LEAs participating in the SELPA by funding source.

Section D: Annual Budget Plan

SELPA East San Gabriel Valley SELPA

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TABLE 2

Total Projected Budget Expenditures by Object Code (Items D-4 to D-6)

D-4. Total Projected Budget by Object Code

Using the fields below, identify the special education expenditures by object code. The total expenditures and the percent of total expenditures by object code is automatically calculated.

Object Code	Amount	Percentage of Total Expenditures
Object Code 1000—Certificated Salaries	97,106,154	37.07%
Object Code 2000—Classified Salaries	44,326,799	16.92%
Object Code 3000—Employee Benefits	59,655,711	22.77%
Object Code 4000—Supplies	7,108,839	2.71%
Object Code 5000—Services and Operations	49,727,096	18.98%
Object Code 6000—Capital Outlay	46,184	0.02%
Object Code 7000—Other Outgo and Financing	3,971,285	1.52%
Total Projected Expenditures:	261,942,068	100.00%

D-5. Attachment III: Projected Local Educational Agency Expenditures by Object Code

Using the templates provided in **Attachment III**, complete a distribution of projected expenditures by LEAs participating in the SELPA by object code.

D-6. Code 7000—Other Outgo and Financing

Include a description for the expenditures identified under object code 7000:

These are indirect cost charged to programs using each LEAs CDE-approved indirect cost rates.

Section D: Annual Budget Plan

SELPA East San Gabriel Valley SELPA

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TABLE 3

Federal, State, and Local Revenue Summary (Items D-7 to D-8)

D-7. Federal Categorical, State Categorical, and Local Unrestricted Funding

Using the fields below, enter the projected funding by revenue jurisdiction. The "Total Revenue From All Sources" and the "Percentage of Total Funding fields are automatically calculated.

Revenue Source	Amount	Percentage of Total Funding
Projected State Special Education Revenue	83,664,914	31.94%
Projected Federal Revenue	21,888,754	8.36%
Local Contribution	156,388,400	59.70%
Total Revenue from all Sources:	261,942,068	100.00%

D-8. Attachment IV: Projected Revenue by Federal, State, and Local Funding Source by Local Educational Agency

Using the CDE-approved template provided in **Attachment IV**, provide a complete distribution of revenues to all LEAs participating in the SELPA by federal and state funding source.

D-9. Special Education Local Plan Area Allocation Plan

a. Describe the SELPA's allocation plan, including the process or procedure for allocating special education apportionments, including funds allocated to the RLA/AU/responsible person pursuant to *EC* Section 56205(b)(1)(A).

Most of the components of the AB 602 revenue are allocated based on ADA (80% of revenue) and Special Ed pupil count (20% of revenue). A portion of Out of Home Care is allocated based on actual expenses, to reimburse member LEAs for students residing in foster homes and Licensed Children's Institute. A portion of the Low Incidence revenue is used to reimburse member LEAS for purchases of equipment & materials. The remaining revenue is allocated based on Low Incidence pupil count. Regionalized operations and services are provided by the AU as well as other member LEAs. Apportionments for SELPA office operations are retained at the AU while a portion of the apportionments are transferred to the member LEAs who have assumed responsibilities to provide regionalized services under the local plan.

IDEA federal grants are allocated based on prior year's Special Ed pupil counts consistent with each grant's method of allocation to the grantees. A portion of the Local Assistance Entitlement is set aside at the SELPA level to provide consultation services to private schools within the SELPA's

geographic boundaries. The Part C Early Education funding is allocated to the two districts serving the infants within the SELPA.

b. ☒ YES ☐ NO

If the allocation plan specifies that funds will be apportioned to the RLA/AU/AE, or to the SELPA administrator (for single LEA SELPAs), the administrator of the SELPA, upon receipt, distributes the funds in accordance with the method adopted pursuant to *EC* Section 56195.7(i). This allocation plan was approved according to the SELPA's local policymaking process and is consistent with SELPA's summarized policy statement identified in Local Plan Section B: Governance and Administration item B-4. If the response is "NO," then either Section D should be edited, or Section B must be amended according to the SELPA's adopted policy making process, and resubmitted to the COE and CDE for approval.

SELPA East San Gabriel Valley SELPA

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TABLE 4

Special Education Local Plan Area Expenditures (Items D-10 to D-11)

D-10. Regionalized Operations Budget

Using the fields below, identify the total operating expenditures projected for the SELPA, exclusively. Expenditure line items are according SACS object codes. Include the projected amount budgeted for the SELPA's exclusive use. The "Percent of Total" expenses is automatically calculated. NOTE: Table 4 does not include district LEA, charter LEA, or COE LEA expenditures, there is no Attachment to be completed for Table 4.

Accounting Categories and Codes	Amount	Percentage of Total
Object Code 1000—Certificated Salaries	180,529	12.65%
Object Code 2000—Classified Salaries	178,214	12.49%
Object Code 3000—Employee Benefits	155,459	10.89%
Object Code 4000—Supplies	21,800	1.53%
Object Code 5000—Services and Operations	271,544	19.03%
Object Code 6000—Capital Outlay		0.00%
Object Code 7000—Other Outgo and Financing	619,464	43.41%
Total Projected Operating Expenditures:	1,427,010	100.00%

D-11. Object Code 7000 --Other Outgo and Financing Description

Include a description of the expenditures identified under "Object Code 7000—Other Outgo and Financing" by SACS codes. See Local Plan Guidelines for examples of possible entries.

Expenditures under object code 7000 are transfers to member LEAs for program related costs, including salary & benefits for SELPA program staff.

Section D: Annual Budget Plan

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TABLE 5

Supplemental Aids and Services and Students with Low Incidence Disabilities (D-12 to D-15)

The standardized account code structure (SACS), goal 5760 is defined as "Special Education, Ages 5–22." Students with a low incidence (LI) disability are classified severely disabled. The LEA may elect to have locally defined goals to separate low-incidence disabilities from other severe disabilities to identify these costs locally.

D-12. Defined Goals for Students with LI Disabilities

Does the SELPA, including all LEAs participating in the SELPA, use locally defined goals to separate low-incidence disabilities from other severe disabilities?

☐ YES ■ NO

If "No," describe how the SELPA identifies expenditures for low-incidence disabilities as required by *EC* Section 56205(b)(1)(D)?

When the SACS goal code was changed to consolidate the Severely Disabled with Nonseverely Disabled into one goal, LEAs were not required, although may use locally defined goals to separate costs related to low incidence disabilities from other severe disabilities. With the coding change, some LEAs no longer track costs between severe and nonsevere disabilities. In addition, LEAs do not code low incidence disabilities to a specific Goal. As such, for the purpose of the Annual Budget Plan, the Total Projected Expenditures for Students with LI Disabilities is limited to the anticipated revenue restricted for low incidence eligible pupils and is not reflective of all expenditures related to this disability group. This is true for the Total Projected Expenditures for SAS as well.

D-13. Total Projected Expenditures for Supplemental Aids and Services in the Regular Classroom and for Students with LI Disabilities

Enter the projected expenditures budgeted for Supplemental Aids and Services (SAS) disabilities in the regular education classroom. | 1,526,163

D-14. Total Projected Expenditures for Students with LI Disabilities

Enter the total projected expenditures budgeted for students with LI disabilities. | 1,683,000

D-15. Attachment V: Projected Expenditures by LEA for SAS Provided to Students with Exceptional Needs in the Regular Classroom and Students with LI Disabilities

Using the current CDE-approved template provided for Attachment V, enter the SELPA's projected funding allocations to each LEA for the provision of SAS to students with exceptional needs placed in the regular classroom setting and for those who are identified with LI disabilities. Information included in this table must be consistent with revenues identified in Section D, Table 5.

Special Education Local Plan Area (SELPA) Local Plan

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LOCAL PLAN

Attachments

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

2023–24 Local Plan Submission

INTENTIONALLY

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Attachment I

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Attachment I—Local Educational Agency Listing

Participating Local Educational Agency Identification

Enter the California Department of Education (CDE) issued county/district/school code (CDS) and the full name for each local educational agency (LEA) participating in the Local Plan. The LEA names will automatically populate the remaining attachments. Pursuant to California *Education Code* (*EC*) sections 56205(a)(12)(D)(iii) and 56195.1(b) and (c). SELPAs with one or more LEAs, or those who join with the county office of education (COE) to submit a Local Plan to the CDE for consideration of approval must include copies of joint powers agreements or contractual agreements, as appropriate.

In the table below, enter the CDE issued CDS code and the official name as listed in the California School Directory https://www.cde.ca.gov/SchoolDirectory/ for each COE, District, Joint Powers Authority (JPA), and SELPA participating in the Local Plan and receiving a special education funding allocation for services and programs provided to students with disabilities.

To Add or Delete Rows:

To add or delete table rows, select the "plus" or "minus" buttons bellow. Actions taken here will be automatically repeated for each of the tables in Attachments II through VI. Users must manually enter LEA information in Attachment VII.

LEA Membership Changes:

If an LEA was previously reported to the CDE in fiscal year 2021–22 or 2022–23 and there is a change in SELPA membership, **DO NOT DELETE** the entry. Instead, under the "LEA Status" column, select the drop-down menu and choose the applicable status option for the LEA membership change.

SELPA County/District/School Codes

- If a SELPA does not have a CDS code, then the associated fields should be left blank. NOTE: If a CDS code section begins with a "0," the zero will not appear in the user's entry.
- If a SELPA does not have a complete CDS code, then leave the associated district and school code blank.
- If a SELPA is not a charter LEA, then leave the associated charter code blank.

Attachment I

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxxx	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Special Eduction Director First Name	Special Education Director Last Name	Phone (xxx) xxx-xxxx	Email	LEA Status
	1	19	64279			Azusa Unified School District	Erin	Kremer	(626) 858-6184	ekremer@azusa.org	**Previously Reported**
	2	19	64287			Baldwin Park Unified School District	Sarah	Ammon	(626) 856-4370	saammon263@bpusd.net	**Previously Reported**
	3	19	65295			Bassett Unified School District	Gretchen	Carrera	(626) 931-3089	gretchen.carrera@bassettusd.org	**Previously Reported**
	4	19	64329			Bonita Unified School District	Danielle	Walker	(909) 971-8330	Walker@bonita.k12.ca.us	**Previously Reported**
	5	19	64378			Charter Oak Unified School District	Jonathan	Raymond	(626) 966-8331	jraymond@cousd.net	**Previously Reported**
	6	19	64394			Claremont Unified School District	Jessica	Houpt	(909) 398-0609	jhoupt@cusd.claremont.edu	**Previously Reported**
	7	19	64436			Covina-Valley Unified School District	Rene	Valdes	(626) 974-7000	rvaldes@c-vusd.org	**Previously Reported**
	8	19	64576			Glendora Unified School District	Brian	Murray	(626) 963-1611	bmurray@glendora.k12.ca.us	**Previously Reported**
	9	19	73460			Walnut Valley Unified School District	Emiko	Chapman	(909) 595-1264	echapman@wvusd.org	**Previously Reported**
	10	19	65094			West Covina Unified School District	Lori	Williams	(626) 939-4600	lori.williams@wcusd.org	**Previously Reported**
	11	19	65094	6023527	142	San Jose Charter Academy	Luisa	Vela	(626) 856-1693	luisa.vela@sjcharter.com	**Previously Reported**
	12	19	64287	1996479	402	Opportunities for Learning-Baldwin Park	Waneka	Cabrera	(562) 381-5126	wcabrera@skyrocket-ed.com	**Previously Reported**

Attachment I

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxxx	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Special Eduction Director First Name	Special Education Director Last Name	Phone (xxx) xxx-xxxx	Email	LEA Status
	13	36	67876	120568	1132	Options for Youth - San Bernardino	Waneka	Cabrera	(562) 381-5126	wcabrera@skyrocket-ed.com	**Previously Reported**
	14	19	73452	120600	1135	iQ Academy California - Los Angeles	Breauna	Wall	(805) 581-0202	bwall@caliva.org	**Previously Reported**
	15	19	65094	112706	838	California Virtual Academy @ Los Angeles	Breauna	Wall	(805) 581-0202	bwall@caliva.org	**Previously Reported**

Attachment II

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Each SELPA must adhere to requirements for developing and reporting special education budget revenue and expenditures. The following excerpt is taken from California School Accounting Manual (CSAM): Procedure 755 Special Education on page 755-1 and included to assist the SELPA with completing Section D: Annual Budget Plan information for each LEA participating in the SELPA's Local Plan.

Special education budgets are complex and are of great interest to the public, both locally and statewide. *EC* Section 56205(b)(1) requires that a special education budget shall identify particular elements. Identification of the following elements is facilitated by the standardized account code structure (SACS):

1. Apportionment received by the LEA in accordance with the allocation plan adopted by the SELPA. (The apportionment is tracked in SACS in the resource field in combination with the revenue code in the object field.)
2. Administrative costs of the plan. (These costs are tracked in the function field.)
3. Costs of special education services to pupils with severe disabilities and low-incidence disabilities. (This population is identified by the goal field.)
4. Costs of special education services to pupils with nonsevere disabilities. (This population is identified by the goal field.)
5. Costs of supplemental aids and services provided to meet the individual needs of pupils placed in regular education classrooms and environments. (Costs of these aids and services are tracked in the function field.)
6. Costs of regionalized operations and services and direct instructional support by program specialists in accordance with Part 30, Chapter 7.2, Article 6, of the California *EC*, Program Specialists and Administration of Regionalized Operations and Services. (These costs are tracked in the goal field for regionalized operations and in the function field for instructional services.)
7. Use of property taxes allocated to the SELPA pursuant to *EC* Section 2572. (Property taxes allocated to the SELPA are tracked in the resource field and identified by a revenue code in the object field.)

Attachment II

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Attachment II—Projected Special Education Revenue by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education revenue funding sources allowed by the Individuals with Disabilities Education Act (IDEA). Information included in this table must be consistent with revenues identified in Section D, Table 1. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 1.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Assembly Bill (AB) 602 State Aid	AB 602 Property Tax	Federal IDEA Part C	Federal IDEA Part B	State Infant/ Toddler	State Mental Health	Federal Mental Health	Other Revenue	Subtotal
1	Azusa Unified School District	5,946,480	389,450	113,731	1,941,451	0	0	0	0	8,391,112
2	Baldwin Park Unified School District	9,407,729	627,356	0	3,501,773	0	0	0	0	13,536,858
3	Bassett Unified School District	2,513,800	166,352	0	810,129	0	0	0	0	3,490,281
4	Bonita Unified School District	8,961,226	547,033	0	2,064,105	0	0	0	0	11,572,364
5	Charter Oak Unified School District	3,861,542	253,583	0	1,249,571	0	0	0	0	5,364,696
6	Claremont Unified School District	5,540,815	365,695	0	1,575,881	0	0	0	0	7,482,391
7	Covina-Valley Unified School District	9,998,920	646,720	170,597	3,014,002	0	0	0	0	13,830,239
8	Glendora Unified School District	5,793,897	387,100	0	1,822,945	0	0	0	0	8,003,942

Attachment II

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Assembly Bill (AB) 602 State Aid	AB 602 Property Tax	Federal IDEA Part C	Federal IDEA Part B	State Infant/ Toddler	State Mental Health	Federal Mental Health	Other Revenue	Subtotal
9	Walnut Valley Unified School District	11,146,226	726,861	0	1,947,209	0	0	0	0	13,820,296
10	West Covina Unified School District	6,990,612	458,265	0	1,929,314	0	0	0	0	9,378,191
11	San Jose Charter Academy	1,017,758	67,923	0	200,340	0	0	0	0	1,286,021
12	Opportunities for Learning-Baldwin Park	623,854	42,360	0	0	0	0	0	0	666,214
13	Options for Youth - San Bernardino	946,623	63,882	0	0	0	0	0	0	1,010,505
14	iQ Academy California - Los Angeles	1,103,989	74,370	0	323,317	0	0	0	0	1,501,676
15	California Virtual Academy @ Los Angeles	4,682,650	311,843	0	1,224,389	0	0	0	0	6,218,882
	Totals:	78,536,121	5,128,793	284,328	21,604,426	0	0	0	0	105,553,668

Attachment III

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Attachment III—Projected Expenditures by Object Code by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education expenditures by LEA and object code as allowed by the IDEA. Information included in this table must be consistent with expenditures identified in Section D, Tables 2 . NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 2.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies	5000 Services and Operations	6000 Capital Outlay	7000 Other Outgo and Financing	Subtotal
1	Azusa Unified School District	9,635,642	3,465,701	5,124,406	750,250	5,891,203	6,390	247,905	25,121,497
2	Baldwin Park Unified School District	16,474,037	5,872,158	10,988,716	1,017,492	5,115,226	0	89,567	39,557,196
3	Bassett Unified School District	2,956,273	1,179,215	1,577,978	895,210	766,504	0	615,053	7,990,233
4	Bonita Unified School District	10,242,471	4,856,106	5,957,363	814,994	4,539,879	3,794	1,329,670	27,744,277
5	Charter Oak Unified School District	5,597,576	2,635,630	3,109,755	291,429	3,106,095	0	108,730	14,849,215
6	Claremont Unified School District	8,830,445	4,802,456	5,759,593	534,476	6,732,808	30,000	7,022	26,696,800
7	Covina-Valley Unified School District	13,805,804	6,489,860	8,712,251	396,734	5,850,903	0	59,198	35,314,750
8	Glendora Unified School District	6,065,860	4,000,363	3,415,968	356,267	3,582,835	0	125,286	17,546,579
9	Walnut Valley Unified School District	8,753,776	3,977,961	5,937,679	1,682,027	5,303,019	6,000	413,291	26,073,753

Attachment III

SELPA: East San Gabriel Valley SELPA

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List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies	5000 Services and Operations	6000 Capital Outlay	7000 Other Outgo and Financing	Subtotal
10	West Covina Unified School District	10,192,558	6,129,281	7,715,061	213,929	1,896,540	0	975,563	27,122,932
11	San Jose Charter Academy	657,533	343,068	337,888	18,017	380,577	0	0	1,737,083
12	Opportunities for Learning-Baldwin Park	140,228	0	20,623	288	505,075	0	0	666,214
13	Options for Youth - San Bernardino	404,497	134,491	78,156	101	638,773	0	0	1,256,018
14	iQ Academy California - Los Angeles	850,420	91,106	200,181	10,194	890,012	0	0	2,041,913
15	California Virtual Academy @ Los Angeles	2,499,034	349,403	720,093	127,431	4,527,647	0	0	8,223,608
	Totals:	97,106,154	44,326,799	59,655,711	7,108,839	49,727,096	46,184	3,971,285	261,942,068

Attachment IV

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Attachment IV—Projected Revenue by Federal, State, and Local Funding Source by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education revenue received by each funding source. Information provided must be consistent with revenues identified in Section D, Table 3. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 3.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Federal Revenue	Percent of Total Federal Revenue	State Revenue	Percent of Total State Revenue	Local Revenue	Total Federal and State Funding
1	Azusa Unified School District	2,055,182	9.39%	6,335,930	7.57%	16,730,385	8,391,112
2	Baldwin Park Unified School District	3,501,773	16.00%	10,035,085	11.99%	26,020,338	13,536,858
3	Bassett Unified School District	810,129	3.70%	2,680,152	3.20%	4,499,952	3,490,281
4	Bonita Unified School District	2,064,105	9.43%	9,508,259	11.36%	16,171,913	11,572,364
5	Charter Oak Unified School District	1,249,571	5.71%	4,115,125	4.92%	9,484,519	5,364,696
6	Claremont Unified School District	1,575,881	7.20%	5,906,510	7.06%	19,214,409	7,482,391
7	Covina-Valley Unified School District	3,184,599	14.55%	10,645,640	12.72%	21,484,511	13,830,239
8	Glendora Unified School District	1,822,945	8.33%	6,180,997	7.39%	9,542,637	8,003,942
9	Walnut Valley Unified School District	1,947,209	8.90%	11,873,087	14.19%	12,253,457	13,820,296

Attachment IV

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Federal Revenue	Percent of Total Federal Revenue	State Revenue	Percent of Total State Revenue	Local Revenue	Total Federal and State Funding
10	West Covina Unified School District	1,929,314	8.81%	7,448,877	8.90%	17,744,741	9,378,191
11	San Jose Charter Academy	200,340	0.92%	1,085,681	1.30%	451,062	1,286,021
12	Opportunities for Learning-Baldwin Park	0	0.00%	666,214	0.80%	0	666,214
13	Options for Youth - San Bernardino		0.00%	1,010,505	1.21%	245,513	1,010,505
14	iQ Academy California - Los Angeles	323,317	1.48%	1,178,359	1.41%	540,237	1,501,676
15	California Virtual Academy @ Los Angeles	1,224,389	5.59%	4,994,493	5.97%	2,004,726	6,218,882
	Totals:	21,888,754	100.00%	83,664,914	100.00%	156,388,400	105,553,668

Attachment V

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Attachment V—Projected Expenditures by Local Educational Agency for Supplemental Aids and Services in the Regular Classroom for Students with Disabilities and Those Identified with Low Incidence Disabilities

Enter the revenue allocated to each LEA for supplemental aids and services (SAS) for those students with disabilities placed in the regular classroom setting and those who are identified with low incidence (LI) disabilities. Information included in this table must be consistent with revenues identified in Section D, Table 5. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 5.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Total Projected Expenditures by LEA SAS in the Regular Classroom	Total Projected Expenditures by LEA for LI
1	Azusa Unified School District	143,004	210,846
2	Baldwin Park Unified School District	456,509	168,325
3	Bassett Unified School District	5,445	63,847
4	Bonita Unified School District	0	139,303
5	Charter Oak Unified School District	19,656	81,260
6	Claremont Unified School District	23,000	132,684
7	Covina-Valley Unified School District	596,958	399,174
8	Glendora Unified School District	93,000	92,869
9	Walnut Valley Unified School District	188,591	136,401

Attachment V

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Total Projected Expenditures by LEA SAS in the Regular Classroom	Total Projected Expenditures by LEA for LI
10	West Covina Unified School District	0	136,401
11	San Jose Charter Academy	0	17,413
12	Opportunities for Learning-Baldwin Park	0	0
13	Options for Youth - San Bernardino	0	5,804
14	iQ Academy California - Los Angeles	0	8,706
15	California Virtual Academy @ Los Angeles	0	89,967
	Totals:	1,526,163	1,683,000

Attachment VII

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

Attachment VII—Special Education Local Plan Area Membership Transfers and Mergers (to and from the SELPA)

Educational programs and services already in operation may not be transferred to another LEA unless all provisions of *EC* Section 56207 have been met by the SELPA as demonstrated by the completion and submission of Attachment VII. The effective date of the transfer must not be prior to the July 1 of the second fiscal year after the date the sending or receiving SELPA informed the other agency and the governing body of multiple LEA SELPAs or the responsible individual of single LEA SELPAs notified the other agency, unless both the sending and receiving SELPA unanimously agree the transfer date will take effect on the July 1 of the first fiscal year following the notification date.

LEA Name	Add or Delete Row	LEA Status	Impacted SELPA Name	Impacted District, Charter, or School Name	Initiating SELPA Notification Date	SELPA Governing Board Notification Date	COE Notification Date	CDE Notification Date	Agreed Upon Effective Fiscal Year
Azusa Unified School District		N/A							
Baldwin Park Unified School District		N/A							
Bassett Unified School District		N/A							
Bonita Unified School District		N/A							
Charter Oak Unified School District		N/A							
Claremont Unified School District		N/A							
Covina-Valley Unified School District		N/A							
Glendora Unified School District		N/A							

Attachment VII

SELPA: East San Gabriel Valley SELPA

Fiscal Year: 2023–24

LEA Name	Add or Delete Row	LEA Status	Impacted SELPA Name	Impacted District, Charter, or School Name	Initiating SELPA Notification Date	SELPA Governing Board Notification Date	COE Notification Date	CDE Notification Date	Agreed Upon Effective Fiscal Year
Walnut Valley Unified School District		N/A							
West Covina Unified School District		N/A							
San Jose Charter Academy		N/A							
Opportunities for Learning-Baldwin Park		N/A							
Options for Youth - San Bernardino		N/A							
iQ Academy California - Los Angeles		N/A							
California Virtual Academy @ Los Angeles		N/A							

Special Education Local Plan Area (SELPA) Local Plan

SELPA | East San Gabriel Valley SELPA | Fiscal Year | 2023–24

LOCAL PLAN

Section E: Annual Service Plan

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

2023–24 Local Plan Annual Submission

SELPA: East San Gabriel Valley SELPA Fiscal Year: 2023–24

Local Plan Section E: Annual Service Plan

California *Education Code (EC)* sections 56205(b)(2) and (d); 56001; and 56195.9

The Local Plan Section E: Annual Service Plan must be adopted at a public hearing held by the SELPA. Notice of this hearing shall be posted in each school in the SELPA at least 15 days before the hearing. Local Plan Section E: Annual Service Plan may be revised during any fiscal year according to the SELPA's process as established and specified in Section B: Governance and Administration portion of the Local Plan consistent with *EC* sections 56001(f) and 56195.9. Local Plan Section E: Annual Service Plan must include a description of services to be provided by each local educational agency (LEA), including the nature of the services and the physical location where the services are provided (Attachment VI), regardless of whether the LEA is participating in the Local Plan.

Services Included in the Local Plan Section E: Annual Service Plan

All entities and individuals providing related services shall meet the qualifications found in Title 34 of the *Code of Federal Regulations* (34 *CFR*) Section 300.156(b), Title 5 of the *California Code of Regulations* (5 *CCR*) 3001(r) and the applicable portions 3051 et. seq.; and shall be either employees of an LEA or county office of education (COE), employed under contract pursuant to *EC* sections 56365-56366, or employees, vendors or contractors of the State Departments of Health Care Services or State Hospitals, or any designated local public health or mental health agency. Services provided by individual LEAs and school sites are to be included in **Attachment VI**.

Include a description each service provided. If a service is not currently provided, please explain why it is not provided and how the SELPA will ensure students with disabilities will have access to the service should a need arise.

☒ 330–Specialized Academic Instruction/ Specially Designed Instruction

Provide a detailed description of the services to be provided under this code.

Adapting, as appropriate, to the needs of the child with a disability the content, methodology, or delivery of instruction to ensure access of the child to the general curriculum, so that he or she can meet the educational standards within the jurisdiction of the public agency that apply to all children.

SELPA: East San Gabriel Valley SELPA

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☑ 210–Family Training, Counseling, Home Visits (Ages 0-2 only)

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This service includes: services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development.

☐ 220–Medical (Ages 0-2 only)

☑ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Service is not currently delivered based on IFSP need. If needed, service will be provided.

☐ 230–Nutrition (Ages 0-2 only)

☑ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Service is not currently delivered based on IFSP need. If needed, service will be provided.

☑ 240–Service Coordination (Ages 0-2 only)

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This service includes the coordination of special education and related services.

☑ 250–Special Instruction (Ages 0-2 only)

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Special instruction includes: the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's Individual Family Service Plan (IFSP); providing families with information, skills, and support related to enhancing the skill development of the child; and working with the child to enhance

the child's development.

☐ 260–Special Education Aide (Ages 0-2 only) ■ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Service is not currently delivered based on IFSP need. If needed, service will be provided.

☐ 270–Respite Care (Ages 0-2 only) ■ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Service is not currently delivered based on IFSP need. If needed, service will be provided. ESGV SELPA operates a program for solely low incidence infants only. The regional center, as our partner, provides respite care for families.

■ 340–Intensive Individual Instruction

Provide a detailed description of the services to be provided under this code.

Individualized Education Program (IEP) Team determination that student requires additional support for all or part of the day to meet his or her IEP goals.

■ 350–Individual and Small Group Instruction

Provide a detailed description of the services to be provided under this code.

Instruction delivered one-to-one or in a small group as specified in an IEP enabling the individual(s) to participate effectively in the total school program.

■ 415–Speech and Language ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the sole assessed disability); abnormal voice quality,

pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic, or cultural factors are not included. Services include: specialized instruction and services, monitoring, reviewing, and consultation. Services may be direct or indirect including the use of a speech consultant.

☑ 425–Adapted Physical Education ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Direct physical education services provided by an adapted physical education specialist to pupils who have needs that cannot be adequately satisfied in other physical education programs as indicated by assessment and evaluation of motor skills performance and other areas of need. It may include individually designed developmental activities, games, sports and rhythms, for strength development and fitness, suited to the capabilities, limitations, and interests of individual students with disabilities who may not safely, successfully or meaningfully engage in unrestricted participation in the vigorous activities of the general or modified physical education program.

☑ 435–Health and Nursing: Specialized Physical Health Care ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Health care services means those health services prescribed by the child's licensed physician and/or surgeon, requiring medically related training of the individual who performs the services and which are necessary during the school day to enable the child to attend school (CCR §3051.12(b)(1)(A)). Specialized physical health care services include but are not limited to suctioning, oxygen administration, catheterization, nebulizer treatments, insulin administration and glucose testing.

☑ 436–Health and Nursing: Other ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This includes services that are provided to individuals with exceptional needs by a qualified individual pursuant to an IEP when a student has health problems which require nursing intervention beyond basic school health services. Services include managing the health problem, consulting with staff, group and individual counseling, making appropriate referrals, and maintaining communication with agencies and health care providers. These services do not include any physician-supervised or specialized health care service. IEP-required health and nursing services are expected to supplement the regular health services program.

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☑ 445–Assistive Technology ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized training or technical support for the incorporation of assistive devices, adapted computer technology, or specialized media with the educational programs to improve access for students. The term includes a functional analysis of the student's needs for assistive technology; selecting, designing, fitting, customizing, or repairing appropriate devices; coordinating services with assistive technology devices; training or technical assistance for students with a disability, the student's family, individuals providing education or rehabilitation services, and employers.

☑ 450–Occupational Therapy ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Includes services to improve student's educational performance, postural stability, self-help abilities, sensory processing and organization, environmental adaptation and use of assistive devices, motor planning and coordination, visual perception and integration, social and play abilities, and fine motor abilities. Both direct and indirect services may be provided within the classroom, other educational settings or the home; in a group or on an individual basis; and may include therapeutic techniques to develop abilities; adaptations to the student's environment or curriculum; and consultation and collaboration with other staff and parents. Services are provided, pursuant to an Individualized Education Program (IEP), by a qualified occupational therapist registered with the American Occupational Therapy Certification Board.

☑ 460–Physical Therapy ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services are provided, pursuant to an Individualized Education Program (IEP), by a registered physical therapist, or physical therapist assistant, when assessment shows a discrepancy between gross motor performance and other educational skills. Physical therapy includes, but is not limited to, motor control and coordination, posture and balance, self-help, functional mobility, accessibility and use of assistive devices. Services may be provided within the classroom, other educational settings or in the home; and may occur in groups or individually. These services may include adaptations to the student's environment and curriculum, selected therapeutic techniques and activities, and consultation and collaborative interventions with staff and parents.

☑ 510–Individual Counseling

Provide a detailed description of the services to be provided under this code.

One-to-one counseling, provided by a qualified individual pursuant to an IEP. Counseling may focus on aspects, such as educational, career, personal; or be with parents or staff members on learning problems or guidance programs for students. Individual counseling is expected to supplement the regular guidance and counseling program.

☑ 515–Counseling and Guidance ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Counseling in a group setting, provided by a qualified individual pursuant to an IEP. Group counseling is typically social skills development, but may focus on aspects, such as educational, career, personal; or be with parents or staff members on learning problems or guidance programs for students. IEP-required group counseling is expected to supplement the regular guidance and counseling program. Guidance services include interpersonal, intrapersonal or family interventions, performed in an individual or group setting by a qualified individual pursuant to an IEP. Specific programs include social skills development, self-esteem building, parent training, and assistance to special education students supervised by staff credentialed to serve special education students. These services are expected to supplement the regular guidance and counseling program.

☑ 520–Parent Counseling ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Individual or group counseling provided by a qualified individual pursuant to an Individualized Education Program (IEP) to assist the parent(s) of special education students in better understanding and meeting their child's needs; may include parenting skills or other pertinent issues. IEP-required parent counseling is expected to supplement the regular guidance and counseling program.

☑ 525–Social Worker ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Services provided pursuant to an Individualized Education Program (IEP) by a qualified individual, includes, but are not limited to, preparing a social or developmental history of a

child with a disability; group and individual counseling with the child and family; working with those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program.

☑ 530–Psychological ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services, provided by a credentialed or licensed psychologist pursuant to an Individualized Education Program (IEP), include interpreting assessment results to parents and staff in implementing the IEP; obtaining and interpreting information about child behavior and conditions related to learning; planning programs of individual and group counseling and guidance services for children and parents. These services may include consulting with other staff in planning school programs to meet the special needs of children as indicated in the IEP. (CFR Part 300 §300.24). IEP-required psychological services are expected to supplement the regular guidance and counseling program.

☑ 535–Behavior Intervention ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

A systematic implementation of procedures designed to promote lasting, positive changes in the student's behavior resulting in greater access to a variety of community settings, social contacts, public events, and placement in the least restrictive environment.

☐ 540–Day Treatment

☑ 545–Residential Treatment

Provide a detailed description of the services to be provided under this code.

A 24-hour out-of-home placement that provides intensive therapeutic services to support the educational program.

☑ 610–Specialized Service for Low Incidence Disabilities ☐ *Service is Not Currently Provided*

SELPA: East San Gabriel Valley SELPA

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Provide a detailed description of the services to be provided under this code.

Low incidence services are defined as those provided to the student population of orthopedically impaired (OI), visually impaired (VI), deaf, hard of hearing (HH), or deaf-blind (DB). Typically, services are provided in education settings by an itinerant teacher or the itinerant teacher/specialist. Consultation is provided to the teacher, staff and parents as needed. These services must be clearly written in the student's Individualized Education Program (IEP), including frequency and duration of the services to the student.

☑ 710–Specialized Deaf and Hard of Hearing ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include speech therapy, speech reading, auditory training and/or instruction in the student's mode of communication. Rehabilitative and educational services; adapting curricula, methods, and the learning environment; and special consultation to students, parents, teachers, and other school personnel may also be included.

☑ 715–Interpreter ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Sign language interpretation of spoken language to individuals, whose communication is normally sign language, by a qualified sign language interpreter. This includes conveying information through the sign system of the student or consumer and tutoring students regarding class content through the sign system of the student.

☑ 720–Audiological ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include measurements of acuity, monitoring amplification, and frequency modulation system use. Consultation services with teachers, parents or speech pathologists must be identified in the Individualized Education Program (IEP) as to reason, frequency and duration of contact; infrequent contact is considered assistance and would not be included.

☑ 725–Specialized Vision ☐ *Service is Not Currently Provided*

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Provide a detailed description of the services to be provided under this code.

This is a broad category of services provided to students with visual impairments. It includes assessment of functional vision; curriculum modifications necessary to meet the student's educational needs, including Braille, large type, and aural media; instruction in areas of need; concept development and academic skills; communication skills (including alternative modes of reading and writing); social, emotional, career, vocational, and independent living skills. It may include coordination of other personnel providing services to the students (such as transcribers, readers, counselors, orientation and mobility specialists, career/vocational staff, and others) and collaboration with the student's classroom teacher.

☑ 730–Orientation and Mobility ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Students with identified visual impairments are trained in body awareness and to understand how to move. Students are trained to develop skills to enable them to travel safely and independently around the school and in the community. It may include consultation services to parents regarding their children requiring such services according to an Individualized Education Program (IEP).

☑ 735–Braille Transcription ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any transcription services to convert materials from print to Braille. It may include textbooks, tests, worksheets, or anything necessary for instruction. The transcriber should be qualified in English Braille as well as Nemeth Code (mathematics) and be certified by appropriate agency.

☑ 740–Specialized Orthopedic ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Specially designed instruction related to the unique needs of students with orthopedic disabilities, including specialized materials and equipment.

☑ 745–Reading ☐ *Service is Not Currently Provided*

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Fiscal Year: 2023–24

Provide a detailed description of the services to be provided under this code.

Any specialized assistance provided for students who are print-impaired, whether the impairment is the result of a visual disability, other physical disability, or reading disability. This may include but is not limited to, readers provided for examinations, textbooks, and other course related reading assignments and may also include recorded materials.

☑ 750–Note Taking ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized assistance given to the student for the purpose of taking notes when the student is unable to do so independently. This may include, but is not limited to, copies of notes taken by another student, transcription of tape-recorded information from a class, or aide designated to take notes. This does not include instruction in the process of learning how to take notes.

☑ 755–Transcription ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any transcription service to convert materials from print to a mode of communication suitable for the student. This may also include dictation services as it may pertain to textbooks, tests, worksheets, or anything necessary for instruction.

☑ 760–Recreation Service, Including Therapeutic Recreation ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Therapeutic recreation and specialized instructional programs designed to assist pupils to become as independent as possible in leisure activities, and when possible and appropriate, facilitate the pupil's integration into general recreation programs.

☑ 820–College Awareness ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

The result of acts that promote and increase student learning about higher education opportunities, information and options that are available including, but not limited to, career planning, course prerequisites, admission eligibility and financial aid.

☑ 830–Vocational Assessment, Counseling, Guidance, and Career Assessment ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment and may include provision for work experience, job coaching, development and/or placement, and situational assessment. This includes career counseling to assist student in assessing his/her aptitudes, abilities, and interests in order to make realistic career decisions.

☑ 840–Career Awareness ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Transition services include a provision in paragraph (1)(c)(vi), self-advocacy, career planning, and career guidance. There is a need for coordination between this provision and the Perkins Act to ensure that students with disabilities in middle schools will be able to access vocational education funds.

☑ 850–Work Experience Education ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.

☑ 855–Job Coaching ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

A service that provides assistance and guidance to an employee who may be experiencing difficulty with one or more aspects of the daily job tasks and functions. The service is provided by a job coach who is highly successful, skilled, and trained on the job who can determine how the employee that is experiencing difficulty learns best and formulate a training plan to improve job performance.

☑ 860–Mentoring ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Mentoring is a sustained coaching relationship between a student and teacher through ongoing involvement. The mentor offers support, guidance, encouragement and assistance as the learner encounters challenges with respect to a particular area such as acquisition of job skills. Mentoring can be either formal, as in planned, structured instruction, or informal that occurs naturally through friendship, counseling, and collegiality in a casual, unplanned way.

☐ 865–Agency Linkages (referral and placement)

☒ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Service is not currently delivered based on IFSP need. If needed, service will be provided.

☒ 870–Travel and Mobility Training

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Orientation and mobility services: (i) Means services provided to blind or visually impaired children by qualified personnel to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community.

☒ 890–Other Transition Services

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services may include program coordination, case management and meetings, and crafting linkages between schools and between schools and postsecondary agencies.

☒ 900–Other Related Service

Pursuant to Title 5 of the *California Code of Regulations* (5 *CCR*) 3051.24, "other related services" not identified in sections 5 *CCR* sections 3051.1 through 3051.23 must be provided only by staff who possess a license to perform the service issued by an entity within the Department of Consumer Affairs or another state licensing office; or by staff who hold an credential issued by the California Commission on Teacher Credentialing authorizing the service. If code 900 is used, include the information below. Users may select the "+" and "-" buttons to add or delete responses.

SELPA: East San Gabriel Valley SELPA

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Description of the "Other Related Service"

These services may include program coordination, case management and meetings, and crafting linkages between schools and between schools and postsecondary agencies.

Qualifications of the Provider Delivering "Other Related Service"

CDE approved Non-public Agency.

Description of the "Other Related Service"

Consultation and supervision for behavioral needs, provide behavior supervision/ training/BCBA consultation.

Qualifications of the Provider Delivering "Other Related Service"

Board Certified Behavioral Analyst

Description of the "Other Related Service"

Consultation/collaboration services between special education and general education instructors, consultation services provided by education specialists to general education teacher and/or special education teacher.

Qualifications of the Provider Delivering "Other Related Service"

Credentialed Education Specialist.

Description of the "Other Related Service"

Supplementary aides/services, additional aide support for behavior academics and/ or health related needs.

Qualifications of the Provider Delivering "Other Related Service"

Instructional assistant under supervision of credentialed education specialist.

Attachment VI—Specialized Academic Instruction (SAI)/Specially Designed Instruction (SDI) and Related Services

Enter all special education Services provided by the SELPA's LEA membership and location (site) where they are provided. If code 900 is selected, the specific special education service must be defined in Local Plan Section E: Annual Service Plan. Licensing, certification, and provider qualifications for each identified service must be in accordance with law (see the Local Plan Guidance Document for more information). Attachment VI must be included with each Local Plan Section E: Annual Service Plan submission to the California Department of Education (CDE)

DATE: 1/5/2023

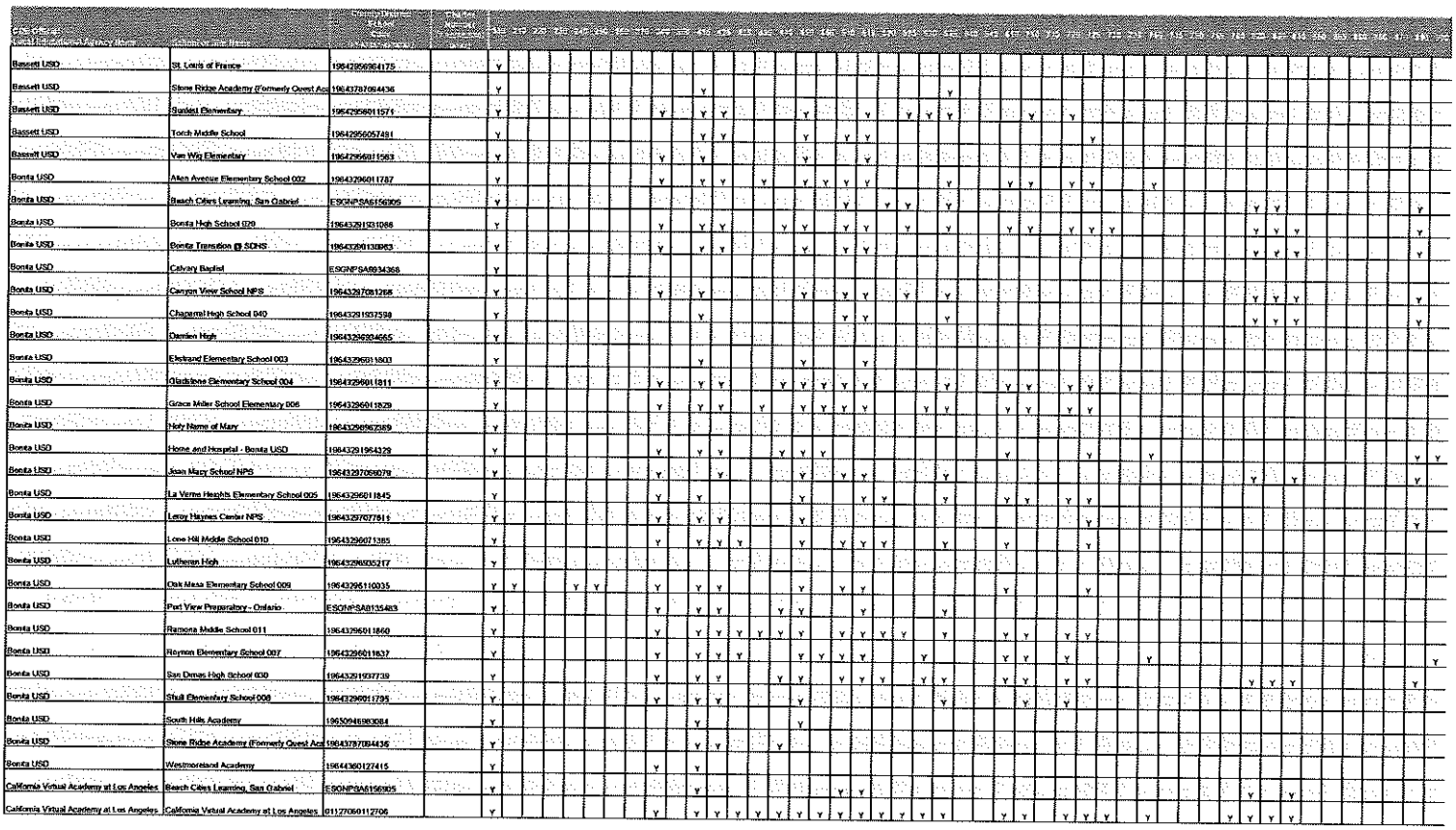
FISCAL YEAR: 2023-24

SELPA NAME: East San Gabriel Valley SELPA

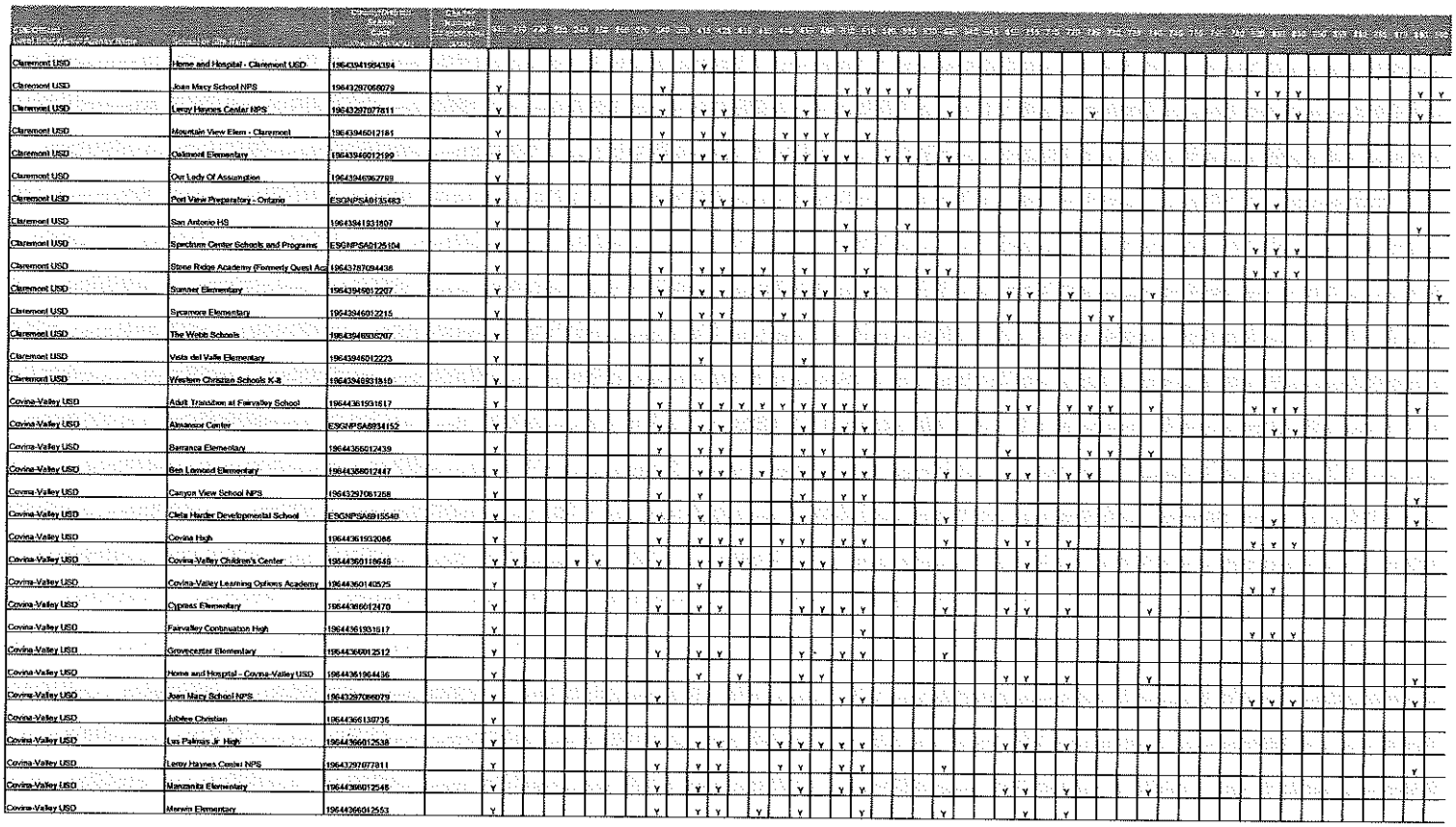
For each LEA school/site name identified in "Column A," place an "x" in the corresponding instructional and/or reh

CDE Official [illegible]	[illegible]	[illegible]	[illegible]	330	210	220	230	240	250	260	270	340	350	415	425	435	436	445	450	460	510	515	520	525	530	535	540	545	610	710	715	720	725	730	735	740	745	750	755	760	820	830	840	850	855	860	865	870	890	900
Azusa USD	Almansor Center	ESGNPSA6934152		Y										Y							Y	Y																				Y								Y	
Azusa USD	Azusa High	19642791930528		Y								Y		Y	Y			Y	Y		Y	Y				Y			Y	Y		Y	Y	Y	Y	Y	Y	Y			Y	Y	Y						Y	
Azusa USD	Canyon View School NPS	19643297081268		Y								Y		Y	Y			Y	Y		Y	Y				Y															Y		Y						Y	Y
Azusa USD	Center Middle School	19642796011225		Y										Y				Y	Y			Y							Y	Y		Y	Y															Y	
Azusa USD	Dalton Elementary	19642796011274		Y								Y		Y				Y	Y			Y								Y		Y																	
Azusa USD	Ellington Elementary	19642796011217		Y								Y		Y	Y	Y	Y		Y	Y		Y							Y				Y			Y														
Azusa USD	Foothill Middle School	19642796011258		Y								Y		Y	Y			Y	Y			Y				Y			Y	Y		Y				Y														
Azusa USD	Gladstone High	19642791933449		Y								Y		Y	Y			Y			Y	Y			Y	Y			Y	Y		Y	Y	Y		Y					Y	Y	Y	Y					Y	
Azusa USD	Hodge Elementary	19642796011340		Y								Y		Y	Y			Y	Y		Y	Y				Y			Y	Y		Y	Y																
Azusa USD	Home and Hospital - Azusa USD	19642791964279		Y										Y				Y	Y	Y	Y				Y	Y			Y	Y		Y	Y	Y		Y					Y		Y						Y	
Azusa USD	Joan Macy School NPS	19643297069079		Y										Y					Y		Y	Y				Y															Y		Y						Y	
Azusa USD	Lee Elementary	19642796011233		Y								Y		Y	Y		Y		Y	Y		Y							Y	Y		Y				Y														
Azusa USD	Leroy Haynes Center NPS	19643297077811		Y								Y		Y	Y			Y	Y			Y				Y															Y	Y	Y						Y	
Azusa USD	Longfellow Elementary	19642796011282		Y								Y		Y					Y	Y																													
Azusa USD	Magnolia Elementary	19642796011290		Y										Y					Y			Y																											
Azusa USD	Magnolia Transition	19642796011290		Y								Y		Y	Y			Y		Y		Y							Y	Y		Y	Y			Y					Y	Y	Y						Y	
Azusa USD	Murray Elementary	19642796011241		Y								Y		Y	Y		Y		Y	Y						Y			Y	Y		Y				Y														
Azusa USD	New Haven Youth & Family Services	ESGNPSA7072713		Y								Y		Y							Y	Y	Y					Y														Y						Y	
Azusa USD	Paramount Elementary	19642796011316		Y								Y		Y	Y				Y	Y		Y								Y		Y																	
Azusa USD	Powell Elementary	19642796011357		Y										Y	Y				Y	Y		Y								Y		Y																	
Azusa USD	Sierra High	19642791931765		Y										Y				Y				Y								Y		Y									Y	Y	Y							
Azusa USD	Slauson Middle School	19642796011324		Y										Y					Y			Y								Y		Y										Y								
Azusa USD	Spectrum Center Schools and Programs	ESGNPSA0125104		Y										Y					Y		Y	Y																				Y							Y	
Azusa USD	St. Louise De Marillac Elementary	19643786964183		Y																																													
Azusa USD	Stone Ridge Academy (Formerly Quest Aca	19643787094436		Y								Y		Y	Y				Y		Y	Y			Y	Y			Y				Y	Y															Y	
Azusa USD	Valleydale Elementary	19642796011332		Y								Y		Y	Y			Y	Y	Y	Y	Y							Y	Y		Y	Y	Y	Y	Y			Y											
Azusa USD	Villa Esperanza	ESGNPSA6936199		Y								Y		Y	Y			Y	Y							Y																						Y	
Baldwin Park USD	Almansor Center	ESGNPSA6934152		Y								Y		Y					Y		Y	Y																											

Baldwin Park USD	Baldwin Park High School	19642871930601		Y										Y	Y			Y	Y		Y	Y	Y	Y	Y	Y							Y								Y	Y	Y						Y	Y
Baldwin Park USD	Baldwin Park USD Adult Transition	19642871936384		Y								Y		Y	Y			Y	Y	Y		Y				Y			Y	Y		Y	Y	Y		Y					Y		Y							
Baldwin Park USD	BP STEM Academy	19642876011456		Y								Y		Y	Y			Y	Y		Y	Y				Y							Y																	
Baldwin Park USD	Bursch Elementary	19642876011373		Y										Y					Y			Y							Y		Y	Y																		
Baldwin Park USD	Canyon View School NPS	19643297081268		Y								Y		Y					Y		Y	Y				Y															Y		Y						Y	
Baldwin Park USD	Central Elementary	19642876011381		Y										Y				Y	Y	Y						Y																								
Baldwin Park USD	Charles D. Jones Middle	19642876011399		Y								Y		Y				Y	Y		Y	Y				Y							Y																	
Baldwin Park USD	CINNAMON HILLS, St George, UT	ESGNPSA6130991		Y										Y								Y	Y		Y			Y													Y		Y							
Baldwin Park USD	De Anza Elementary	19642876011407		Y								Y		Y	Y				Y	Y		Y				Y			Y				Y			Y														Y
Baldwin Park USD	Foster Elementary	19642876011423		Y				Y	Y			Y		Y	Y				Y	Y		Y				Y			Y				Y			Y														
Baldwin Park USD	Geddes Elementary	19642876011431		Y					Y			Y		Y					Y	Y		Y				Y							Y	Y																
Baldwin Park USD	Home and Hospital - Baldwin Park USD	19642871964287		Y								Y		Y	Y				Y	Y						Y																								Y
Baldwin Park USD	Kenmore Elementary	19642876011449		Y								Y		Y				Y	Y			Y		Y		Y																								
Baldwin Park USD	Leroy Haynes Center NPS	19643297077811		Y								Y		Y					Y		Y	Y																			Y		Y						Y	
Baldwin Park USD	Margaret Heath Elementary	19642876011464		Y								Y		Y				Y	Y	Y		Y				Y																								
Baldwin Park USD	North Park High School	19642871936384		Y										Y					Y		Y	Y				Y															Y	Y	Y						Y	
Baldwin Park USD	Oak Grove Institute	ESGNPSA9014291		Y										Y							Y	Y	Y					Y																						
Baldwin Park USD	Olive Middle	19642876011472		Y								Y		Y	Y				Y	Y	Y	Y		Y		Y			Y							Y														
Baldwin Park USD	Pleasant View Elementary	19642876011480		Y										Y		Y			Y	Y		Y								Y		Y																		
Baldwin Park USD	Provo Canyon School, Provo UT	ESGNPSA6131169		Y										Y							Y	Y	Y			Y		Y													Y		Y							
Baldwin Park USD	Sierra Vista High School	19642871938166		Y								Y		Y	Y			Y	Y	Y	Y	Y				Y			Y	Y		Y	Y	Y		Y					Y	Y	Y	Y	Y				Y	
Baldwin Park USD	Sierra Vista Middle/Baldwin Park	19642876096135		Y								Y		Y					Y		Y	Y	Y			Y				Y		Y	Y																	
Baldwin Park USD	St. John the Baptist	19642876963995		Y																																														
Baldwin Park USD	Stone Ridge Academy (Formerly Quest Aca	19643787094436		Y																		Y																			Y		Y						Y	
Baldwin Park USD	Tracy Elementary	19642876011498		Y										Y	Y				Y	Y		Y				Y																								
Baldwin Park USD	Vineland Elementary	19642876011506		Y								Y		Y	Y	Y	Y	Y	Y	Y		Y				Y			Y				Y	Y																
Baldwin Park USD	Walnut Elementary/Baldwin Park USD	19642876011514		Y								Y		Y					Y	Y		Y											Y																	
Bassett USD	Bassett High Sch	19642951930700		Y								Y		Y	Y		Y		Y		Y	Y		Y	Y					Y		Y									Y	Y	Y			Y			Y	Y
Bassett USD	Bishop Amat Memorial High	19642956934265		Y																																														
Bassett USD	Don Julian Elementary	19642956011530		Y										Y					Y			Y			Y																									
Bassett USD	Edgewood Academy	19642956057463		Y								Y		Y	Y				Y	Y	Y	Y								Y		Y																		
Bassett USD	ERWIN/PRE-SCHOOL	19642956011569		Y										Y					Y	Y										Y		Y																		
Bassett USD	Home and Hospital - Bassett USD	19642951964295		Y										Y	Y				Y	Y	Y																												Y	
Bassett USD	Nueva Vista Continuation	19642951936491		Y										Y							Y	Y		Y																	Y	Y	Y						Y	



California Virtual Academy at Los Angeles	ECE 4 Autism	ESGNPSA0133082		Y								Y		Y					Y							Y																								
California Virtual Academy at Los Angeles	Leroy Haynes Center NPS	19643297077811		Y								Y		Y	Y				Y																														Y	
California Virtual Academy at Los Angeles	Passageway School	ESGNPSA6203939		Y										Y					Y							Y																								
California Virtual Academy at Los Angeles	Spectrum Center - Rossier Park School	ESGNPSA6926471		Y										Y							Y																													
California Virtual Academy at Los Angeles	Summit View	ESGNPSA7093487		Y										Y											Y																Y		Y							
California Virtual Academy at Los Angeles	Village Glen	ESGNPSA7102015		Y										Y								Y																			Y		Y						Y	
California Virtual Academy at Los Angeles	Westmoreland Academy	19644360127415		Y								Y		Y					Y		Y																													
Charter Oak USD	Arrow High (Continuation)	19643781930312		Y																	Y																					Y								
Charter Oak USD	Badillo Elementary	19643786012041		Y								Y		Y	Y			Y	Y		Y					Y				Y		Y																		
Charter Oak USD	Bridges Community Day	19643781995927		Y																	Y																					Y								
Charter Oak USD	Canyon View School NPS	19643297081268		Y								Y		Y							Y	Y																			Y		Y						Y	
Charter Oak USD	Cedargrove Elementary	19643786012066		Y										Y	Y			Y	Y	Y		Y								Y			Y																	
Charter Oak USD	Charter Oak High	19643781831666		Y								Y		Y	Y		Y	Y	Y		Y	Y			Y	Y			Y	Y		Y	Y			Y					Y	Y	Y			Y			Y	
Charter Oak USD	Glen Oak Elementary	19643786012090		Y								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y				Y		Y																		
Charter Oak USD	Home and Hospital - Charter Oak	19643781964378		Y										Y					Y		Y	Y																			Y	Y	Y							
Charter Oak USD	Home Schooling/Private School Affidavit	ESGNPSAAAAAAAA												Y																																				
Charter Oak USD	Joan Macy School NPS	19643297066079		Y																		Y																												
Charter Oak USD	Lava Heights Academy	ESGNPSA0136358		Y																	Y	Y						Y																						
Charter Oak USD	Leroy Haynes Center NPS	19643297077811		Y								Y		Y	Y				Y	Y		Y				Y																							Y	
Charter Oak USD	Oak Knoll Alternative	19643781995885												Y																												Y								Y
Charter Oak USD	Port View Preparatory - Tustin	ESGNPSA0129429		Y										Y					Y																															
Charter Oak USD	Royal Oak Middle	19643786012116		Y								Y		Y	Y			Y	Y		Y	Y	Y		Y	Y							Y																	Y
Charter Oak USD	St. Louise De Marillac Elementary	19643786964183		Y																																														
Charter Oak USD	Stone Ridge Academy (Formerly Quest Aca	19643787094436		Y													Y		Y		Y	Y																				Y								
Charter Oak USD	Washington Elementary Glendora	19643786012132		Y										Y				Y	Y			Y								Y			Y																	
Charter Oak USD	Willow Elementary	19643786012140		Y								Y		Y	Y			Y	Y	Y	Y	Y				Y																								
Claremont USD	California State Preschool Program	19643946012173												Y																																				
Claremont USD	Chaparral Elementary	19643946012157		Y								Y	Y	Y	Y			Y	Y		Y		Y	Y	Y	Y			Y				Y	Y																
Claremont USD	Claremont High School	19643941931823		Y								Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y		Y	Y	Y		Y					Y	Y	Y						Y	
Claremont USD	Condit Elementary	19643946012165		Y								Y		Y	Y				Y			Y			Y	Y				Y		Y																		
Claremont USD	Danbury Elementary	19643946012173		Y								Y		Y	Y	Y	Y	Y	Y	Y									Y	Y		Y	Y	Y		Y														
Claremont USD	El Roble Junior High	19643946057541		Y								Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y					Y	Y		Y	Y	Y																
Claremont USD	Foothill Country Day School	19643946967939		Y																																														
Claremont USD	Frostig School	ESGNPSA6982219		Y										Y					Y																															



Covina-Valley USD	Mesa Elementary	19644366012561		Y								Y		Y	Y			Y	Y			Y							Y	Y		Y	Y																	
Covina-Valley USD	Northview High	19644361936418		Y										Y				Y			Y	Y				Y				Y		Y									Y	Y	Y						Y	
Covina-Valley USD	Rowland Elementary	19644366012587		Y								Y		Y	Y				Y	Y	Y																													
Covina-Valley USD	Sacred Heart Elementary	19644366963201		Y																																														
Covina-Valley USD	Sierra Vista Jr. High/Covina Valley USD	19644366012595		Y								Y		Y	Y	Y			Y	Y	Y	Y							Y	Y	Y	Y	Y	Y								Y								
Covina-Valley USD	South Hills High	19644361938372		Y								Y		Y							Y	Y									Y	Y									Y	Y	Y							
Covina-Valley USD	St. Dorothy Elementary	19645766963714		Y																																														
Covina-Valley USD	St. Louise De Marillac Elementary	19643766964183		Y																																														
Covina-Valley USD	Stone Ridge Academy (Formerly Quest Aca	19643787094436		Y								Y		Y	Y				Y			Y				Y																							Y	
Covina-Valley USD	Traweek Jr. High	19644366012611		Y										Y	Y				Y		Y	Y		Y					Y				Y	Y							Y		Y							
Covina-Valley USD	Villa Esperanza	ESGNPSA6936199		Y								Y		Y				Y	Y	Y						Y			Y							Y														
Covina-Valley USD	Westmoreland Academy	19644360127415		Y								Y		Y																												Y							Y	
Covina-Valley USD	Workman El	19644366012645		Y								Y		Y	Y				Y		Y	Y								Y		Y																		
Glendora USD	Beach Cities Learning, San Gabriel	ESGNPSA6156905		Y															Y		Y	Y																												
Glendora USD	Cullen Elementary	19645766013866		Y								Y		Y	Y			Y	Y	Y		Y				Y			Y				Y			Y														
Glendora USD	Diamond Ranch Academy	ESGNPSA0133843		Y															Y		Y	Y						Y													Y	Y	Y							
Glendora USD	Glendora High School	19645761933597		Y								Y		Y	Y			Y	Y		Y	Y				Y			Y	Y		Y	Y								Y	Y	Y						Y	
Glendora USD	Glendora Transition	19645761933597		Y								Y		Y	Y				Y							Y																Y	Y						Y	
Glendora USD	Goddard Middle School	19645766057731		Y								Y		Y	Y			Y	Y		Y	Y				Y				Y		Y																		
Glendora USD	Home and Hospital - Glendora USD	19645761964576		Y										Y		Y	Y		Y	Y					Y				Y							Y				Y	Y	Y	Y							
Glendora USD	Home Schooling/Private School Affidavit	ESGNPSAAAAAAAA												Y					Y																															
Glendora USD	La Fetra Elementary	19645766013882		Y								Y		Y	Y				Y			Y				Y				Y		Y																		Y
Glendora USD	Leroy Haynes Center NPS	19643297077811		Y								Y		Y	Y			Y	Y	Y		Y																			Y	Y	Y						Y	
Glendora USD	Logan River Academy	ESGNPSA6131163		Y																	Y	Y						Y													Y		Y							
Glendora USD	Oak Grove Institute	ESGNPSA6014291		Y																	Y	Y				Y																Y	Y							
Glendora USD	Port View Preparatory - Ontario	ESGNPSA0135483		Y								Y		Y					Y							Y																Y	Y							
Glendora USD	Sandburg Middle School	19645766001329		Y								Y		Y	Y			Y	Y			Y				Y			Y	Y		Y	Y	Y																
Glendora USD	Sellers Elementary	19645766013908		Y								Y		Y	Y				Y	Y	Y	Y				Y				Y		Y	Y																	
Glendora USD	Spectrum Center Schools and Programs	ESGNPSA0125104		Y								Y		Y					Y		Y																					Y	Y						Y	
Glendora USD	St. Dorothy Elementary	19645766963714		Y																																														
Glendora USD	Stanton Elementary	19645766013916		Y								Y		Y	Y	Y	Y	Y	Y	Y	Y	Y							Y	Y		Y				Y														
Glendora USD	Sutherland Elementary	19645766013924		Y								Y		Y	Y				Y	Y	Y	Y			Y	Y			Y	Y		Y	Y			Y														
Glendora USD	Westmoreland Academy	19644360127415		Y								Y		Y					Y		Y																					Y	Y							
Glendora USD	Whitcomb	19645761939677		Y															Y		Y	Y								Y		Y									Y	Y	Y							

Local Educational Agency Name	School or Site Name	County District School Code	Charter Number	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Glendora USD	Williams Pre-School	19645760131060		Y								Y		Y	Y				Y	Y						Y				Y		Y																	
iQ Academy California-Los Angeles	Almansor Center	ESGNPSA6934152		Y																	Y	Y																												
iQ Academy California-Los Angeles	ECE 4 Autism	ESGNPSA0133062		Y								Y									Y					Y																								
iQ Academy California-Los Angeles	HELP Group - Bridgeport	ESGNPSA6205355		Y											Y					Y																																
iQ Academy California-Los Angeles	Help Group Sunrise	ESGNPSA7102239		Y								Y		Y																																				
iQ Academy California-Los Angeles	iQ Academy	01206000120600		Y								Y		Y	Y				Y	Y	Y	Y	Y		Y	Y				Y		Y				Y				Y	Y		Y							
iQ Academy California-Los Angeles	Village Glen	ESGNPSA7102015		Y											Y							Y																			Y	Y	Y							
iQ Academy California-Los Angeles	Vista School	ESGNPSA7092703		Y								Y		Y					Y			Y				Y																Y		Y							
iQ Academy California-Los Angeles	Westview School of Art and Technology	ESGNPSA6152406		Y																	Y		Y																												
Opportunities for Learning I	Opportunities for Learning I	19964791996479		Y											Y	Y			Y	Y		Y	Y	Y		Y					Y		Y										Y	Y	Y						Y	
Options for Youth - San Bernardino Charter	Options for Youth - San Bernardino	01205680120568		Y											Y							Y	Y		Y						Y		Y											Y	Y	Y							
San Jose Charter Academy	Frostig School	ESGNPSA6982719		Y											Y							Y																												
San Jose Charter Academy	Joan Macy School NPS	19643297066078		Y								Y		Y							Y					Y																								
San Jose Charter Academy	San Jose Charter Academy (SJ)	60235276023527		Y								Y		Y	Y				Y		Y	Y	Y		Y	Y			Y	Y		Y	Y	Y																Y
Walnut Valley USD	Almansor Center	ESGNPSA6934152		Y								Y		Y								Y				Y																								
Walnut Valley USD	Beach Cities Learning, San Gabriel	ESGNPSA6156905		Y																	Y	Y																								Y	
Walnut Valley USD	Canyon View School NPS	19643297081268		Y								Y									Y	Y			Y																							Y	
Walnut Valley USD	Castle Rock Elementary	19734606023352		Y								Y		Y	Y			Y	Y	Y		Y				Y			Y				Y	Y																
Walnut Valley USD	Chaparral Middle School	19734606096358		Y								Y		Y	Y				Y	Y	Y	Y	Y		Y	Y			Y																						
Walnut Valley USD	Collegewood Elementary	19734606023360		Y								Y		Y	Y				Y	Y		Y				Y			Y							Y															
Walnut Valley USD	Cyrus J. Morris Elementary	19734606095467		Y											Y	Y				Y		Y	Y				Y				Y		Y																			
Walnut Valley USD	Diamond Bar High School	19734601932862		Y								Y		Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y			Y	Y		Y	Y			Y					Y	Y	Y						Y	
Walnut Valley USD	Diamond Ranch Academy	ESGNPSA0133843		Y																	Y	Y			Y			Y													Y		Y							
Walnut Valley USD	Discovery Ranch for Girls	ESGNPSA0132696		Y																	Y	Y	Y		Y			Y																					Y	
Walnut Valley USD	Evergreen Elementary	19734606023378		Y								Y		Y	Y			Y	Y	Y	Y	Y				Y				Y		Y																	
Walnut Valley USD	Leroy Haynes Center NPS	19643297077811		Y								Y		Y	Y																																			Y	
Walnut Valley USD	Maple Hill Elementary	19734606100309		Y								Y		Y	Y				Y			Y																												
Walnut Valley USD	Oxbow Academy	ESGNPSA0136333		Y																	Y				Y																	Y		Y							
Walnut Valley USD	Port View Preparatory - Ontario	ESGNPSA0135483		Y								Y		Y					Y						Y																Y								
Walnut Valley USD	Quail Summit Elementary	19734606106918		Y								Y		Y	Y				Y			Y			Y																									
Walnut Valley USD	Ron Hockwalt Academies	19734601937747		Y								Y		Y	Y	Y			Y	Y	Y	Y	Y		Y	Y																Y	Y	Y						Y	
Walnut Valley USD	South Pointe Middle School	19734606108344		Y											Y	Y			Y	Y		Y	Y	Y		Y				Y	Y		Y	Y	Y																
Walnut Valley USD	Spectrum Center Schools and Programs	ESGNPSA0125104		Y								Y		Y							Y	Y																									Y	
Walnut Valley USD	Suzanne Middle School	19734606023386		Y								Y		Y	Y				Y		Y	Y	Y		Y	Y			Y	Y		Y	Y																		

Walnut Valley USD	Vejar Elementary	19734606023394		Y								Y		Y	Y	Y			Y		Y	Y			Y	Y																								
Walnut Valley USD	Walnut Elementary/Walnut Valley USD	19734606023402		Y								Y		Y	Y				Y	Y	Y	Y				Y			Y	Y		Y				Y														
Walnut Valley USD	Walnut High School	19734601939149		Y								Y		Y	Y			Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y				Y					Y	Y	Y						Y	
Walnut Valley USD	Westhoff Elementary	19734606108336		Y								Y		Y	Y				Y		Y	Y								Y		Y																		
West Covina USD	Beacon Day School	ESGNPSA6130520		Y								Y		Y					Y																														Y	
West Covina USD	Benchmark Behavioral Health	ESGNPSA0133447		Y										Y				Y	Y		Y	Y	Y		Y			Y																						
West Covina USD	California School	19650946023410		Y								Y		Y	Y	Y		Y	Y		Y	Y	Y		Y	Y			Y							Y														
West Covina USD	Calvary Baptist	ESGNPSA6934368		Y																																														
West Covina USD	Cameron School	19650946023428		Y								Y		Y	Y			Y	Y	Y	Y	Y			Y	Y			Y	Y		Y	Y			Y														
West Covina USD	Coronado Alternate School	19650941938513		Y								Y		Y	Y			Y	Y		Y	Y	Y		Y	Y			Y				Y	Y							Y	Y	Y					Y		
West Covina USD	Edgewood High School	19650940122432		Y								Y		Y	Y			Y	Y	Y	Y	Y	Y		Y	Y			Y				Y	Y		Y					Y	Y	Y						Y	
West Covina USD	Edgewood Middle School	19650946107296		Y								Y		Y	Y			Y	Y	Y	Y	Y	Y		Y	Y			Y							Y														
West Covina USD	Hollencrest Middle School	19650946023477		Y								Y		Y	Y				Y		Y	Y	Y		Y	Y			Y	Y		Y	Y	Y																Y
West Covina USD	Joan Macy School NPS	19643297066079		Y										Y							Y																				Y		Y						Y	
West Covina USD	Leroy Haynes Center NPS	19643297077811		Y								Y		Y	Y			Y	Y		Y	Y	Y		Y	Y			Y				Y								Y	Y	Y						Y	
West Covina USD	Merced School	19650946023485		Y										Y	Y				Y		Y	Y			Y					Y		Y																		
West Covina USD	Merlinda School	19650946023493		Y								Y		Y	Y				Y	Y	Y	Y	Y		Y	Y			Y							Y														
West Covina USD	Monte Vista School	19650946023501		Y								Y		Y				Y	Y		Y	Y			Y	Y																								
West Covina USD	Mt. SAC Early College Academy at West C	19650940137042		Y																	Y				Y																Y	Y	Y							
West Covina USD	Orangewood School	19650946023519		Y										Y					Y		Y	Y	Y		Y	Y				Y		Y																		
West Covina USD	SEAS Coronado	19650941938513		Y																	Y	Y			Y	Y															Y	Y								
West Covina USD	SEAS Edgewood High School	19650940122432		Y																	Y	Y	Y		Y	Y															Y		Y							
West Covina USD	SEAS Edgewood Middle School	19650946107296		Y										Y							Y	Y			Y	Y																								
West Covina USD	SEAS Monte Vista	19650946023501		Y																	Y	Y	Y		Y	Y																								
West Covina USD	St. Christopher Parish School	19650946983623		Y																																														
West Covina USD	Transition @ Coronado	19650941938513		Y										Y							Y																					Y	Y					Y		
West Covina USD	Vine School	19650946023535		Y								Y		Y	Y			Y	Y	Y	Y	Y			Y	Y				Y		Y																		Y
West Covina USD	Walnut Grove Intermediate	19650940116566		Y										Y	Y						Y	Y			Y	Y				Y		Y																		
West Covina USD	Wescove School	19650946023543		Y								Y		Y	Y				Y	Y		Y				Y			Y	Y		Y				Y														
West Covina USD	West Covina High School	19650941939537		Y								Y		Y	Y			Y	Y		Y	Y	Y		Y	Y			Y	Y		Y	Y								Y	Y	Y					Y	Y	

APPROVED

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

BOARD REPORT #09

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: Consolidated Application

PROPOSAL: It is proposed that the Governing Board of California Virtual Academy at Los Angeles approve the application for federal categorical funds through the Consolidated Application, 2023-24 Application for Funding.

BACKGROUND: By submitting the Consolidated Application (Con App) to the California Department of Education, California Virtual Academy at Los Angeles declares the intent to apply for multiple, formula-driven, categorical program funds. The submission also assures the California State Board of Education that the Local Education Agency (LEA) will adhere to the legal assurances associated with the programs.

The LEA is applying for funds from the following programs:

1. Title I, Part A (Basic Grant) ESSA Sec 1111
2. Title II, Part A (Supporting Effective Instruction) ESSA Sec 2104
3. Title IV, Part A (Student Support) ESSA Sec 1112(b)

The LEA annually submits a school plan and proposed expenditures, to the Board for approval, outlining how the entitlement will fund the personnel, activities, and programs that the stakeholders have determined will support improved student achievement.

BUDGET IMPLICATIONS: Upon approval, entitlements will be spent in accordance with the plan.

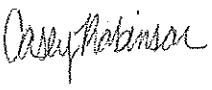
RECOMMENDATIONS: It is recommended the Governing Board approve the Consolidated Application, Application for Funding.

RESPECTFULLY SUBMITTED
April Warren
Head of School

PREPARED BY:
Krista Mount
Director of Categorical Programs

PRESENTED BY:
Krista Mount
Director of Categorical Programs

Ayes: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:**  **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X					X
John Bodenschatz	X				X	
Stephanie Hansen-Sturm	X					
Dezi Waterhouse	X					

2023–24 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp.

CDE Program Contact:

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

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	April Warren
Authorized Representative's Signature	
Authorized Representative's Title	Head of School
Authorized Representative's Signature Date	08/01/2023

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2023–24 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	April Warren
Authorized Representative's Title	Head of School
Authorized Representative's Signature Date	08/01/2023
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

Warning
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2023–24 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/08/2023
Authorized Representative's Full Name	Krista Mount
Authorized Representative's Title	Director of Categorical Programs

Warning

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2023–24 Application for Funding

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

Local Governing Board Approval

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

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

District English Learner Advisory Committee Review

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

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes

Application for Categorical Programs

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

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

Warning
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TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

APPROVED

BOARD REPORT #03

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: 2023-2024 Employment Agreements and Terminations

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

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

New Hires:

Last Name	First Name	Title	FTE
Chamberlin	Alicia	Education Specialist, HS	1.0
Melchor	Thomas	Education Specialist, HS	1.0
Moes	Ethan	Education Specialist, HS	1.0
Lin	Stephanie	Education Specialist, HS	1.0
James	Sunni	Education Specialist, K5	1.0
Chitty	Casey	Education Specialist, MS	1.0
Foster	Liana	Education Specialist, MS	1.0
Camacho	Amber	Education Specialist, MS	1.0
Diaz	Roland	Program Specialist	0.0
Drake	Karen	Roving Substitute	0.0
West	Michelle	Roving Substitute	0.0
Clear	Theresa	Roving Substitute	0.0
Mendoza	Veronica	Roving Substitute	0.0
Sears	Jessica	Roving Substitute	0.0
Otis	Constance	Roving Substitute	0.0
Watson	Bernardette	School Psychologist	1.0
Castro Carvajal	Paola	School Psychologist	1.0
Lam	Michelle	Speech and Language Pathologist	1.0
Moreno Velasco	Mari Evelin	Teacher, Elementary	1.0
Ladao	Irina	Teacher, Elementary	1.0
Beck	Charlene	Teacher, Elementary	1.0
Babamoto	Claire	Teacher, Elementary	1.0
Hamill	Molly	Teacher, Elementary	1.0
Hall	Jenny	Teacher, Elementary	1.0
Ball	Lisa	Teacher, Elementary	1.0
Voralik	Julie	Teacher, Elementary	1.0
Laughon	Paige	Teacher, Elementary	1.0
Decoque	Courtney	Teacher, Elementary	1.0

Razo	Rudy	Teacher, Elementary, Substitute	0.0
Camargo	Denice	Teacher, Elementary, Transitional Kindergarten	1.0
Magallon	Elise	Teacher, High School	1.0
Jimenez	Brianda	Teacher, High School	1.0
Leiva	Carmen	Teacher, High School	1.0
Urban	Olivia	Teacher, High School	1.0
Parisi	Paul	Teacher, High School Career Technical Education	1.0
Martin	Karen	Teacher, High School Career Technical Education	1.0
Warrior	Christoper	Teacher, High School Career Technical Education	1.0
Munoz	Lynn	Teacher, High School, Substitute	0.0
Anglin	Mark	Teacher, Middle School	1.0
Kawasaki	Janelle	Teacher, Middle School	1.0
Mollman	Anne	Teacher, Middle School	1.0

Terminations/Resignations:

Last Name	First Name	Title	FTE
1) Kuhn	Patricia	Education Specialist, K5	
2) Bell	William	Education Specialist, K5	
3) Loera	David	Education Specialist, K5	
4) Tonkin	Christina	Education Specialist, MS	
5) Antunez	Maryann	Roving Substitute	0.0
6) Benitez	Jessica	Roving Substitute	0.0
7) Cammon	Michelle	Roving Substitute	0.0
8) Garcia	Viviana	Roving Substitute	0.0
9) Marin Gamboa	Elizabeth	Roving Substitute	0.0
10) Skora	Rachel	Roving Substitute	0.0
11) Lake	Tabari	Roving Substitute	0.0
12) Martinez	Alba	Roving Substitute	0.0
13) Mendoza	Veronica	Roving Substitute	0.0
14) Bojarski	Rebecca	Teacher, Elementary	1.0
15) Cabral	Danielle	Teacher, Elementary	1.0
16) Burkett	Kelsey	Teacher, Elementary	1.0
17) Quezada	Alexandra	Teacher, Elementary	1.0
18) Palacio	Jake	Teacher, Elementary	1.0
19) Erskine	Alysia	Teacher, Elementary	1.0
20) Rountree	Lisa Marie	Teacher, Elementary, Substitute	0.0
21) Daniel	Sonia	Teacher, High School	1.0
22) Heer-Garcia	Madeline	Teacher, High School	1.0
23) Gano	Jason	Teacher, High School	1.0
24) Doty	David	Teacher, High School	1.0
25) Killian	Alice	Teacher, High School	1.0
26) Chow	Andrea	Teacher, High School	1.0
27) Wolf	Ryan	Teacher, High School	1.0

28) Hidar	Susan	Teacher, High School Career Technical Education	1.0
29) Shubin	Luke	Teacher, High School Career Technical Education	1.0
30) Manning	BigKat	Teacher, High School Career Technical Education	1.0
31) Oller	Sophia	Teacher, High School, Substitute	0.0
32) Hobbs	Danielle	Teacher, Middle School	1.0
33) Manea	Mike	Teacher, Middle School	1.0
34) Tagge	Tammy	Teacher, Middle School	1.0
35) London	Jessica	Teacher, Middle School	1.0
36) Evans	Anasa	Teacher, Middle School	1.0

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

RECOMMENDATIONS:
It is recommended the Governing Board:

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

RESPECTFULLY SUBMITTED:
April Warren
Head of School

PREPARED BY:

Casey Robinson
Human Resources Administrator

PRESENTED BY:

Casey Robinson
Human Resources Administrator

Ayes: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X					
John Bodenschatz	X					
Stephanie Hansen-Sturm	X				X	
Dezi Waterhouse	X					X

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

BOARD REPORT # 04

APPROVED

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: Employee Handbook Update

PROPOSAL: It is proposed that the Governing Board of the California Virtual Academy at Los Angeles approve the updated Employee Handbook for publication and distribution to all CAVA employees.

BACKGROUND: The Employee Handbook is an important means to communicate company policy and expectation. These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. The handbook is distributed to employees via email.

BUDGET IMPLICATIONS: None

RECOMMENDATIONS:

It is recommended the Governing Board:

1. Review and approve the Employee Handbook.

RESPECTFULLY SUBMITTED:
April Warren
Head of School

PREPARED BY:

Casey Robinson
Human Resources Administrator

PRESENTED BY:

Casey Robinson
Human Resources Administrator

Ayes: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X				X	
John Bodenschatz	X					
Stephanie Hansen-Sturm	X					X
Dezi Waterhouse	X					

Below are the titles that have changed between the old handbook and the new version.
CAVA has added the following new policies or made the following changes to existing policies.

- New - Remote Work/Telecommuting
- New - Email and Signature Blocks
- New - Virtual Teaching Protocol
- New - SharePoint
- Bereavement Leave - Updated to meet new State requirements
- Holiday – Added Juneteenth (June 19th)

Insperity POLICY NAME (old)	Handbook Policy Name (New)
CONTINUATION OF BENEFITS	Covered in FMLA Policy
AT-WILL EMPLOYMENT	About This Handbook/Disclaimer
CHANGE IN POLICY	About This Handbook/Disclaimer
ACCOMMODATION OF DISABILITIES	Reasonable Accommodations & Interactive Dialogue
ROMANTIC RELATIONSHIPS	Hiring Relatives/Employee Relationships
EMPLOYMENT VERIFICATIONS	Insperity Online Services
INSPERITY ONLINE SERVICES	INSPERITY ONLINE SERVICES
JURY DUTY AND WITNESS LEAVE	Jury Duty
LACTATION ACCOMMODATION	Lactation Breaks
MILITARY LEAVE OF ABSENCE	Military Leave
ANTI-HARASSMENT	Non-Harassment
OVERTIME FOR NONEXEMPT EMPLOYEES	Overtime
WIRELESS COMMUNICATION DEVICE USE GUIDELINES	Personal and Company-Provided Portable Communication Devices
PERSONAL LEAVE OF ABSENCE	Personal Leave
ABSENTEEISM AND TARDINESS	Punctuality & Attendance
EXEMPT EMPLOYEE REDUCTION OF SALARY	Safe Harbor Policy for Exempt Employees
TOBACCO-FREE WORKPLACE	Smoking
INTERNET CODE OF CONDUCT	Use of Communications and Computer Systems
WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE	Workers' Compensation
HOURS OF OPERATION	Working Hours and Schedule
GUIDELINES FOR APPROPRIATE CONDUCT	Workplace Conduct
VIOLENCE IN THE WORKPLACE	Workplace Violence
WEAPONS	Workplace Violence
PERSONNEL FILES	Your Employment Records
ERROR IN PAY	Your Paycheck
PAY PRACTICES	Your Paycheck

California Virtual Academies Employee Handbook



September 01, 2023

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with California Virtual Academies. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. California Virtual Academies adheres to the policy of employment at will, which permits the School or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No School representative other than Head of School may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate School documents. These School documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general School guidelines. The School may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Head of School.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This employee handbook is designed to be a resource for all California Virtual Academies employees and contains the employment policies and practices in effect at the time of publication. This employee handbook should be read in conjunction with applicable Board Policies and Collective Bargaining Agreements ("CBA"). Should any provision of this handbook contradict a provision of an applicable CBA at California Virtual Academies, the applicable CBA shall be controlling.

This handbook supersedes all prior handbooks.

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Section 1 - WELCOME

1.1 WELCOME TO CALIFORNIA VIRTUAL ACADEMIES!

It is our pleasure to welcome you to California Virtual Academies (or CAVA as we like to say!). We are an energetic and creative group dedicated to maintaining high standards of excellence, quality, and professionalism. We value each one of our employees and hope that you find your work here rewarding and satisfying. We look forward to the opportunity of working together to create a more successful organization.

Introduction to the School

While the California Virtual Academies are public schools, they are unique in that they are virtual. Thus, for a good part of the time, we will work together remotely. One of the challenges of working together remotely is trust; and trust comes from the sharing of critical information, good and regular communications, the setting of clear expectations, and then living up to our mutual commitments. This handbook has been compiled in the spirit of that first step toward building new friends and a community of trust.

If you have any questions or concerns throughout the school year, please contact California Virtual Academies Offices in Simi Valley and we will direct your call to the appropriate member of our Administration team. California Virtual Academies office contact information is as follows:

California Virtual Academies

50 Moreland Road

Simi Valley, California 93065

cava.k12.com

Telephone: (805) 581-0202

Main Fax: (805) 581-0330

Enrollment Fax: (805) 581-6102

Human Resources Fax: (805) 581-5617

Special Education Fax: (805) 581-8824

CAVA INTRANET

You can find important information about this school and your employment posted on CAVA intranet, located at https://k12inc.sharepoint.com/sites/WR/CMS/Central_Office. We expect all employees to read the information on this site as often as reasonably necessary to stay informed. Because this site is one way of communicating with employees, we do not allow anyone but managers and school officials to post information here.

SCHOOL MISSION

The core philosophy of California Virtual Academies is that all young people can achieve academic excellence if they are provided rigorous instruction, high standards, informed guidance, and individual attention. Although we use the computer as a learning tool, we believe that education is primarily a human endeavor that relies on caring individuals, involved parents, and committed teachers.

HISTORY

The California Virtual Academies are a network of public charter schools. It began in the summer of 2002 as a group of parents and administrators with just a vision. Only a few weeks later, the first Virtual Academy in the State of California shipped its' first round of computers and curriculum to students and families, with great anticipation of a successful school year.

Each of our schools is a public charter school that is funded by state tax dollars. Each of our schools has a Board of Directors comprised of parents and community members who are passionate about providing additional educational opportunities to the students of California. The Board of Directors for each of the California Virtual Academies has entered into a management contract with K12 Inc., a Virginia-based education curriculum.

Our school office is located in Simi Valley, California and the majority of our administrative team works from this office. Besides our school office, we do not have any other physical sites in the state. Members of the California Virtual Academies faculty work from their home and live within driving distance of the students in their class-thus enabling them to build a local school community in their area.

Section 2 - GOVERNING PRINCIPLES OF EMPLOYMENT

2.1. INTRODUCTION TO HANDBOOK

For employees who are commencing employment with California Virtual Academies ("California Virtual Academies" or "the School"), on behalf of California Virtual Academies, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

We extend our personal best wishes for success and happiness here at California Virtual Academies. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

California Virtual Academies and Insperity are in a co-employment work relationship. This means that California Virtual Academies handles the day-to-day operations related to its core business. Insperity handles the administrative responsibilities, such as payroll processing and benefits, and supports the company with human resource issues.

You should have already signed an Employment Agreement outlining your employment relationship with Insperity. Contact your supervisor or an Insperity payroll or human resource specialist if you have any questions.

We hope that your experience with us will be challenging, enjoyable and rewarding. Again, welcome!

NOTICE TO EMPLOYEES

This employee handbook is designed to be a resource for all employees and contains the employment policies and practices in effect at the time of publication. The statements contained in the Handbook are guidelines for employees concerning some of the California Virtual Academies policies and benefits and are not intended to create any contractual obligations or to alter the nature of employment. This employee handbook should be read in conjunction with applicable Board Policies and Collective Bargaining Agreements ("CBA"). Should any provision of this handbook contradict a provision of an applicable CBA at California Virtual Academies, the applicable CBA shall be controlling.

Supervisors do not have the authority to change the policies in this handbook on their own. If you are uncertain about any policy or procedure, contact your supervisor for clarification.

2.2. ANTI-BULLYING

California Virtual Academies and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of abusive conduct. Abusive conduct, or "bullying," is conduct of an employer or employee in the workplace, whether physical or remote, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.

It includes unwelcome or unacceptable behavior including repeated infliction of verbal abuse, such as derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance and may be directed at an individual or a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident if it is especially severe and egregious. It is usually carried out by an individual but can also be an aspect of group behavior. Some examples of bullying behavior are:

- Excessive supervision;
- Belittling or disregarding opinions or suggestions;
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Unfairly blaming for mistakes;
- Trivializing of work and achievements;
- Abusive and offensive language;
- Insults;
- Teasing;

- Public humiliation in any form;
- Spreading rumor and innuendo;
- Unreasonable criticism;
- Isolating people from normal work interaction;
- Deliberate exclusion;
- Practical jokes;
- Name calling;
- Threats of physical harm or other type of retribution

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intent of the alleged bully is irrelevant, and will not be given consideration when disciplining an employee. It is the effect of the behavior upon the individual which is important.

We encourage all employees to report any instance of bullying behavior. Reported or suspected occurrences of bullying will be promptly and thoroughly investigated. Following an investigation, CAVA and Insperity will promptly take any necessary and appropriate disciplinary action.

California Virtual Academies and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of bullying complaints.

To report workplace bullying, discussing the problem with your immediate supervisor or human resources department is encouraged as a first step. If your problem is not resolved after discussing with your supervisor or human resources department, you are encouraged to request a meeting with an Insperity human resource specialist. In an effort to resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

Additionally, California Virtual Academies provides its employees with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. Any employee who feels harassed or discriminated against should follow the complaint procedure as described in the Anti-Harassment policy.

2-3 ANTI-HARASSMENT

California Virtual Academies and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, California Virtual Academies and Insperity will promptly take any necessary and appropriate disciplinary action.

California Virtual Academies and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

The term "harassment" includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit term or condition of employment;
2. Employment decisions are based on an employee's submission to or rejection of such conduct; or
3. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

California Virtual Academies and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware their conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or Head of School and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, California Virtual Academies and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. California Virtual Academies and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, California Virtual Academies and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for ensuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insperity may discipline any managers or supervisors who fail to follow this policy, which discipline may include termination.

Read the DFEH-185 Brochure:

https://portal.insperity.com/cs/nsp/Document/Forms_Policy/Client_Pol_Ack/the_facts_about_sexual_harassment__ca_/142841S EG_12_2017.pdf. The California Department of Fair Employment and Housing and/or the U.S. Equal Employment Opportunity Commission may also investigate and process complaints of harassment and discrimination.

2-4. BACKGROUND CHECKS

California Virtual Academies will conduct a background check upon employment. Continued employment is dependent upon consent to and the results of the background check. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students, taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during their employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Head of Schools.

2-5. CERTIFICATED STAFF

In order to be employed at a public school in the state of California, the credential holder must keep the credential (s) they hold for their specific assignment current, and ensure that it is renewed, cleared, or extended prior to the expiration date listed on the credential.

If the credential holder allows their credential, which is specifically required for their assignment, to expire, they will immediately be placed on an unpaid leave of absence and not be allowed to return to their assignment until the credential has been renewed, cleared, or extended. California Virtual Academies may approve up to 30 days maximum for this leave of absence. After 30 days, employment would be terminated if the required credential is not yet current. Employees would be eligible to re-apply on EdJoin once their credential is current. It is the sole responsibility of the credential holder to keep their credential current and take all necessary steps to ensure it is renewed, cleared, or extended prior to the expiration date listed on the credential.

2-6. CHILD ABUSE AND NEGLECT REPORTING

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in their professional capacity or within the scope of employment whom they know or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

California Virtual Academies will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided for employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars ($1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

2-7. DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To help ensure a safe, healthy and productive work environment for our employees and others, to protect School property, and to ensure efficient operations, California Virtual Academies has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the School.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on School premises, while on School business (whether or not on School premises) or while representing the School, is strictly prohibited. Employees and other individuals who work for the School also are prohibited from reporting to work or working while they are using or under

the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The School maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any School employee, including themselves. As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment. Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation and education programs. Employee Assistance Program (EAP) contact information can be found in the Insperity portal under the benefits tab. This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state or local agency drug testing regulations related to a particular industry.

2.8. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

California Virtual Academies is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

The School will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; needs as a victim of domestic violence, sex offenses, or stalking; needs related to pregnancy, childbirth, or related medical conditions; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the School's business operations. Any applicant or employee who needs an accommodation to perform the essential functions of the job should contact the Head of Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The School will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The School will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of the School's decision within a reasonable period. The School treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Head of Human Resources. The School will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Head of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

2-9. IMMIGRATION LAW COMPLIANCE

California Virtual Academies and Insperity are committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes identity and authorization to work.

Your employment may be terminated if at any time you cannot comply with laws requiring you to verify your right to work in the United States.

2-10. REASONABLE ACCOMMODATIONS & INTERACTIVE DIALOGUE

California Virtual Academies is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom California Virtual Academies has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Human Resource Department. Accommodation requests can be made in writing using a form which can be obtained from Human Resource Department. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact Human Resource Department.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, California Virtual Academies will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, California Virtual Academies may initiate an interactive dialogue under certain circumstances, such as when California Virtual Academies has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event California Virtual Academies initiates an interactive dialogue with an employee, it should not be construed as California Virtual Academies belief an individual requires an accommodation but will serve as an invitation for the employee to share with California Virtual Academies any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, California Virtual Academies will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how California Virtual Academies may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, California Virtual Academies will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. California Virtual Academies is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, California Virtual Academies reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

California Virtual Academies will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

California Virtual Academies will not allow any form of retaliation against employees who have requested an accommodation, for whom California Virtual Academies has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact Human Resource Department.

2-11. RESIDENCE

All certificated employees must live in California and reside permanently in California in order to be employed by the School. Teachers are not permitted to work outside of California unless they are attending a training, meeting, or conference assigned by their supervisor. If you need to travel out of state, you must submit a Time Off Request to your supervisor for the dates you will be away from your home office. Failure to properly disclose working outside of California may result in disciplinary action up to and including termination.

2-12. TUBERCULOSIS TESTING

All employees must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) or negative TB test results within the last 4 years. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the school and the cost of the exam will be borne by the applicant.

Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with school students.

2-13. WORKPLACE VIOLENCE

California Virtual Academies is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to School and personal property.

California Virtual Academies does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, California Virtual Academies specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, California Virtual Academies does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in School policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any School employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto School premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede the School's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the School determines, after an appropriate good faith investigation, that someone has violated this policy, the School will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the School to be aware of any potential danger in its offices. Indeed, the School wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 3 - HIRING AND ONBOARDING

3-1. RECRUITMENT

We understand that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill needed positions in our School. Our recruitment methods include referrals from California Virtual Academies families and teachers and advertising on applicable educational job boards. Although these methods have served us well in the past, we know that the marketplace is ever changing and finding high quality people is an evolving process. We encourage our employees to share with us their ideas and suggestions as to what more we can do to find and acquire talented and motivated individuals.

We conduct all recruiting in a fair and non-discriminatory manner. Staff who are responsible for recruiting and interviewing potential employees shall seek the best person available for the position. In addition to looking outside the School for new hires, we also look internally. California Virtual Academies emails job postings to employees as applicable. If you see a posting for a job that interests you and feel that you meet the qualifications, we encourage you to apply for the position.

3-2. REFER A NEW HIRE

Our employees know our needs and School culture and are often best situated to recommend employees to fill open positions within California Virtual Academies. We have often found that some of our best recruits have resulted from referrals from our current employees. We encourage you to continue recommending candidates who have the potential to represent a great fit within the School.

California Virtual Academies is an equal-opportunity employer and hires individuals solely upon the basis of their qualifications for the job for which they have applied. Every effort is made to hire employees for positions which make the best use of their abilities and in which they will be able to achieve personal satisfaction. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the company, and, unless otherwise provided in writing, employment shall be at will, so that either party may terminate the relationship at any time with and without notice for any lawful reason.

All referrals must be submitted to Human Resources. Referrals will be kept confidential until the recruiting effort has been completed.

3-3. NEW HIRE TRAINING

Upon accepting your position, you will receive communication from California Virtual Academies and Insperity regarding important information with your new hire paperwork, benefits information, and self-paced new employee orientation. You will need to create your own account in the Insperity on-line Employee Service Center and complete the new employee self-paced orientation. You will receive detailed instructions as part of your new hire training.

During this new hire training session, you will receive important information about our policies and procedures. When your employment begins, you will be contacted by Human Resources, who will explain our benefits and payroll procedures and assist you in completing your employment paperwork. You will also meet with your supervisor to review your job goals and performance requirements. During the orientation period, the administration team and your partner teachers will give you feedback on your performance and will be available to answer questions you might have.

Employees are eligible for benefits as of their commencement date.

Section 4 - OPERATIONAL POLICIES

4-1. COMPLAINT RESOLUTION PROCEDURE

California Virtual Academies is committed to providing a comfortable and productive work environment for employees. It is important that your concerns are resolved in a timely manner in an atmosphere of open communication and mutual respect. You are encouraged to follow the process below for bringing concerns to management for resolution. Employees will not be penalized for following this procedure.

First, discuss the problem with your supervisor. If you do not believe a discussion with your supervisor is appropriate, request a meeting with an Insperity human resource specialist. In an effort to resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

Additionally, the Anti-Harassment Policy in this handbook outlines procedures for employees to report complaints of harassment and discrimination.

4-2. EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all California Virtual Academies employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis.

In addition to the above classifications, employees are categorized as either **"exempt"** or **"non-exempt"** for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

4-3. JOB POSTINGS

California Virtual Academies is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The School reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously. For more specific information about the program, please contact the Human Resources Department.

4.4 MANDATORY DEDUCTIONS FROM PAYCHECK

California Virtual Academies is required by law to make certain deductions from your paycheck each time one is prepared. Among these are federal, state and local income taxes, and your contribution to Social Security and Medicare (FICA).

The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form. If you wish to modify your W-4, complete a new W-4 form obtained from Insperity Premier^{TM} at http://portal.insperity.com, under Forms and Policies. Check your pay stub to ensure that it reflects the proper amount of withholdings and deductions.

California Virtual Academies will also make deductions from your pay for other voluntary deductions you have authorized, such as your contribution to any group health insurance premiums or retirement plan contributions.

California Virtual Academies may make other mandatory deductions from your paycheck, such as court-ordered garnishments. If you have a question about these or any deductions, you should speak to your Insperity payroll specialist.

The Company will also make deductions from your pay for other voluntary deductions you have authorized, such as your contribution to any group health insurance premiums or retirement plan contributions.

Participants in the STRS/PERS programs will have deductions taken from their paycheck per state law.

4.5 OVERTIME

Like most successful companies, California Virtual Academies experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. It is our policy that no overtime can be worked without the advance approval of your supervisor. Failure to obtain approval in advance of working the overtime is a violation of company policy and you may be subject to disciplinary action.

Non-exempt employees generally will be paid overtime at the rate of time and one-half (1.5) times their regular hourly wage for all hours worked in excess of eight (8) hours in one (1) day or 40 hours in one (1) week, or for the first eight (8) hours on the seventh (7^{th}) day in the same workweek.

Non-exempt employees generally will be paid double-time for hours worked in excess of 12 in any workday or in excess of eight (8) on the seventh (7^{th}) day of the workweek.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday. Employees may work overtime only with management authorization.

Employees are not to work "off the clock" and are required to ensure that all time worked is properly recorded. If you are given directions to perform work "off the clock," you should promptly notify your supervisor. If your supervisor has given you directions to work "off the clock" and/or has told you not to properly record all hours worked, notify your human resource department. You will not be penalized in any way for making such a complaint.

4.6 PERFORMANCE REVIEW

Depending on the employee's position and classification, California Virtual Academies endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management. For employees subject to an applicable CBA, performance reviews and changes to compensation shall be governed by the CBA.

In addition to these formal performance evaluations, the School encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Employee performance and conduct are expected to contribute toward the achievement of the School's goals and objectives. The purpose of documentation of employee performance and professional conduct is to:

- Improve employee performance through effective communication while honoring the Collective Bargaining Agreements (CBA)
- Provide clarity to both the employee and the District on facts surrounding a situation in question
- Take necessary steps to deal with deficient employee performance and/or conduct

A positive performance review does not guarantee either an increase in compensation or continued employment. Raises, if given, may be based on a number of factors, such as the company's performance and profitability, department or group performance, and individual performance.

4-7. RECORD RETENTION

California Virtual Academies acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the School and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Human Resources Department to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the School that may have an impact on record retention protocols.

4-8. REMOTE WORK/TELECOMMUTING

California Virtual Academies allows employees to work remotely when their job duties and work performance are determined to be eligible for remote work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the School at any time and at the discretion of the School. Employees also may discontinue the arrangement but may not be guaranteed office space at the School's location.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the School or employee without notice, cause, or liability.

Hours of Work

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers. Employees are expected to be available and ready to work in a distraction-free location during normally scheduled working hours.

Remote work is not a substitute for childcare or other dependent care. The employee shall make or maintain childcare arrangements to permit concentration on work assignments during working hours.

Nonexempt employees must accurately record all hours worked pursuant to the School's timekeeping system and take rest and meal breaks as if in the School's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their manager or supervisor.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any School-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the School.

Duties

Employees are expected to follow all existing School policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the School remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing School policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Virtual Meetings (other than the classroom)

While distractions are often unavoidable, try to keep them to a minimum.

- No music or television in the background during meetings.
- Avoid having someone else seen on camera behind you.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host
- Smoking or vaping is not permitted during a video conference.
- Be on time and avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on School premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The School assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of the School's security requirements. If the School provides equipment for home use, employees agree to provide a secure location for School-owned equipment and will not use, or allow others to use, such equipment for purposes other than School business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the School. The School will bear the expense of removal of any such equipment, linkages, and installations provided by the School upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the School from any damage or liability incurred in the installing or removal of the equipment provided by the School.

Return of School Property

All equipment, records, and materials provided by the School will remain School property. Employees agree to return School equipment, records, and materials upon request. All School equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the School will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to the School's policies prohibiting the nonbusiness use or dissemination of the School's confidential business information. Employees will take all appropriate steps to safeguard the School's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the School's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records,

technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact their supervisor.

4-9. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is School policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and to report all errors. If the employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

Exempt salaried employees receive a salary which is intended to compensate for all hours worked for the School. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time-to-time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under state law, salary is subject to certain deductions. For example, the employee's salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability, if the available paid sick leave has been exhausted;
- intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, if other available paid leave has been exhausted;
- to offset amounts received as payment for jury and witness fees or military pay;
- during the first or last week of employment in the event the employee works less than a full week; and
- any work week in which the employee performs no work for the School.

Salary also may be reduced for certain types of deductions, such as the employee portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan.

In any workweek in which the employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- partial-day absences for personal reasons, sickness or disability;
- absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled workday;
- absences for jury duty, attendance as a witness or military leave in any week in which the employee has performed any work; and
- any other deductions prohibited by state or federal law.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to their supervisor. If the supervisor is unavailable or if employees believe it would be inappropriate to contact that person (or if they have not received a prompt and fully acceptable reply), they should immediately contact Human Resources or any other supervisor in the School with whom the employee feels comfortable. If employees are unsure of whom to contact if they have not received a satisfactory response within five (5) business days after reporting the incident, they should immediately contact the Head of Human Resources, California Virtual Academies 50 Moreland Road Simi Valley, California 93065 , (805) 581-0202.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee who violates this policy. In addition, the School will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

4-10. SALARY ADVANCES

California Virtual Academies does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

4-11. TIMEKEEPING PROCEDURES

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, as prescribed by management. All employees are required to accurately complete and submit their timesheet reflecting all hours worked, including required meal and rest periods.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. Any discrepancies between time shown on a time record and actual hours worked, including overtime, should be resolved with your supervisor before submitting your hours to payroll.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

You may not work "off the clock" and if you are asked to do so, you should immediately report this to management.

4-12. TRAVEL TIME FOR NON-EXEMPT EMPLOYEES

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees will also be paid for any time spent performing job duties during otherwise non-compensable travel time. However, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate. To the extent that applicable state law provides greater benefits, state law applies.

4.13 VIRTUAL TEACHING PROTOCOL

Virtual Teaching Protocol While on Camera:

1. Teachers are expected to dress professionally and maintain a neat and appropriate appearance while on camera. This includes adhering to the school's dress code policy.
2. Teachers should establish a dedicated workspace that is free from distractions and conducive to teaching. The background should be appropriate and devoid of personal or sensitive materials.
3. Teachers are expected to attend online sessions punctually and be prepared to start the lesson at the scheduled time.
4. Teachers should keep their camera on throughout the session unless there are exceptional circumstances. Maintaining a visible presence helps facilitate engagement and connection with students.
5. Teachers will enforce the same classroom management policies online as they would in a physical classroom. Establish clear expectations for student behavior and address any disruptive or inappropriate conduct promptly.
6. Teachers will use appropriate and professional language during virtual sessions.
7. Teachers should not use personal devices, such as cell phones or tablets, for non-instructional purposes while on camera.
8. Teachers should respect the privacy of students and refrain from sharing any personal or identifiable information about students during virtual sessions. Student work or contributions should not be shared without consent.
9. Teachers will actively engage in professional development opportunities related to virtual teaching and technology-enhanced instruction. This helps ensure proficiency in using online platforms and tools effectively.
10. Classrooms with students present are to be supervised at all times.In the event of an emergency, contact an administrator to join the session or remove students from the session and lock the room; contact an administrator immediately.
11. To maintain a professional and focused learning environment, teachers should refrain from having other members of the family or household on camera during instructional sessions, including children, unless there is an academic reason, such as hosting a guest speaker that has been approved by the administration.

It is important for schools and teachers to establish clear virtual teaching policies to ensure professionalism, engagement, and effective learning experiences for students in the online setting. Remote work is not a substitute for childcare or other dependent care. The employee shall make or maintain childcare arrangements to permit concentration on work assignments during working hours.

4.14 WORKING HOURS AND SCHEDULE

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point California Virtual Academies may need to change individual work schedules on either a short-term or long-term basis.

Normal operating hours for California Virtual Academy are from 8:00 am to 4:30 pm, Monday through Friday. Certificated staff normally work from 8:30 am - 4:00 pm, Monday through Friday.These hours may vary depending upon your position and work requirements. If applicable, your supervisor will provide directions for lunch and rest breaks in order to facilitate the smooth flow of business and to maintain an adequate number of staff. Give your supervisor as much advance notice as possible for any schedule changes.

Rest Breaks

Non-exempt employees who work three-and-one-half (3-1/2) or more hours per day are authorized and permitted one (1) 10-minute rest break for every four (4) hours or major fraction thereof worked. For purposes of this policy, "major fraction" means any time greater than two (2) hours. For example, if employees work more than six (6) hours, but no more than 10 hours in a workday, they are authorized and permitted to take two (2) 10-minute rest breaks: one (1) during the first half of a shift and a second rest break during the second half of the shift. If employees work more than 10 hours but no more than 14 hours in a day, they are authorized and permitted to take three (3) 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period of four (4) hours or major fraction thereof as is practical. Employees do not need to obtain their supervisor's approval or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt

employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with another rest break or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the work day to arrive late or leave early. Each rest break must be a separate break, meeting the requirements described above. If any work is performed during a rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

California Virtual Academies also provides cool-down rest and recovery periods as needed to prevent heat illness for employees that perform work outdoors as required under applicable state law.

Meal Periods

Employees who work more than five (5) hours in a workday are provided an unpaid, off-duty meal period of at least 30 minutes. Employees are responsible for scheduling their own meal periods, but they should confirm them with their supervisor. Meal periods must begin no later than the end of the fifth hour of work. For example, the employee who begins working at 8:00 a.m. must begin the meal period no later than 12:59 p.m. When scheduling a meal period, employees should try to anticipate work flow and deadlines.

Employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30-minute meal period. Employees entitled to a second meal period should schedule their second meal period so it begins no later than before the end of their tenth hour of work, meaning the meal period should begin after working no more than nine (9) hours, 59 minutes.

During meal periods, employees are relieved of all duty and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal period.

Those employees who use a time clock must clock out for their meal periods. These employees are expected to clock back in and promptly return to work at the end of any meal period. Those employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Unless otherwise directed by a supervisor in writing, employees do not need to obtain a supervisor's approval or notify a supervisor when taking a meal period. Employees are to immediately notify Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Meal Period Waiver

If no more than six (6) hours of work will complete the day's work, employees may voluntarily waive the meal period in writing. Employees should see their supervisor to obtain this waiver form. If the employee works no more than twelve (12) hours, the employee can waive the second meal period, but only if the first meal period was received and not waived in any manner. Any waiver of the second meal period must be in writing and submitted before the second meal period. Employees should see their supervisor to obtain this waiver form. Employees who work more than 12 hours may not waive, and should take, their second unpaid, off-duty and uninterrupted 30-minute meal period.

No Working During Rest Breaks and Meal Periods

Employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside the work area, such as in a break room. Employees may leave the premises during rest breaks and meal periods. Employees should not visit or socialize with employees who are working while they are taking a rest break or meal period. Employees, including those in a sensitive position like security or information technology, are not expected to remain "on call" or available to respond to messages, monitor radios, telephones, email or other devices during meal periods and rest breaks.

Employees are required to immediately notify Human Resources if they believe they are being pressured or coerced by any manager, supervisor or other employee to not take any portion of a provided rest break or meal period.

For employees subject to an applicable CBA, work schedules shall be governed by the CBA.

4-15. YOUR EMPLOYMENT RECORDS

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Head of Human Resources of any changes. Employees also should inform the Head of Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your Insperity payroll specialist or you may update your file through the Insperity Premier™ at http://portal.insperity.com. Assistance may also be provided through the Insperity Contact Center at 866-715-3552, 7:00 a.m. to 7:00 p.m CT Monday-Friday.

4-16. YOUR PAYCHECK

Employees will be paid semi-monthly on the 10th and 25th of the month for all the time worked during the past pay period. For overtime calculations and salary administration, the fixed 7-day "workweek" is the period beginning at 12:01 a.m., Monday and ending at midnight, Sunday. California Virtual Academies does not grant employees pay advances. For paydays falling on a weekend or holiday, you will be paid the prior business day.

Payroll stubs itemize deductions made from gross earnings. By law, California Virtual Academies is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Employee's Supervisor or Human Resource immediately so the School can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check. The person designated to pick up your check will be asked to produce satisfactory identification; otherwise, your check will not be released.

Participants in the STRS/PERS programs will have deductions taken from their paycheck per state law.

The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify your W-4 deductions, log into your Insperity PremierTM account at http://portal.insperity.com, and edit your W-4 details. Check your pay stub to ensure that it reflects the proper number of withholdings and deductions.

If your employment ends, you will be paid your final wages in accordance with applicable state law. If you resign with at least 72 hours' notice, you will be paid on the date of separation for all wages and any accrued unused vacation at the date of separation. If you resign with less than 72 hours' notice, you will be paid for all wages and accrued unused vacation no later than 72 hours after notice is given. If your employment is terminated, you will be paid on the date of termination for all wages and any accrued unused vacation on the date of termination.

Section 5 - BENEFITS

5.1. BENEFITS OVERVIEW

In addition to good working conditions and competitive pay, it is California Virtual Academies policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs California Virtual Academies provides employees and their families. Of course, the information presented here is intended to serve only as guidelines. Eligible employees will receive pertinent materials upon beginning employment with the School.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Insperity Contact Center at 1-866-715-3552, 7:00 a.m. – 7:00 p.m. CT, Monday through Friday. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, California Virtual Academies (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the School intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Insperity Contact Center at 1-866-715-3552, 7:00 a.m. – 7:00 p.m. CT, Monday through Friday.

Coverage under the Insperity Group Health Plan ends at midnight on the date of termination.

For employees subject to an applicable CBA, benefits offerings shall be governed by the CBA.

5.2. BEREAVEMENT LEAVE

Employees who have been employed for at least 30 days may take bereavement leave of up to five (5) days upon the death of a family member. For the purposes of this policy, a family member includes a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

Bereavement leave need not be consecutive for non-unit members but must be completed within three (3) months of the family member's death.

- Up to five (5) paid days off work for the death of a spouse, domestic partner, civil union relationship, child, parent, sibling or comparable step-relation.
- Up to three (3) paid and two (2) unpaid days off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law.
- One (1) paid day off work for the death of a relative who is not a member of your immediate family.

Bereavement leave will be paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime. When requesting time off for Bereavement Leave please enter the relationship of the deceased into the comments section.

Bereavement Leave for Unit Members per the CBA:

10.5.1 Up to five (5) consecutive days in the event of death of a spouse, domestic partner, child, parent, sibling, or comparable step-relation, grandchild, grandparent, mother or father-in-law, or son or daughter-in-law.

Employees, if requested by the School, within 30 days of the first day's leave must provide documentation of the death of the family member. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The School will maintain the confidentiality of any employee requesting leave under this policy including documentation provided to the School related to a request for leave. Employees wishing to utilize bereavement leave should contact Human Resource Department. Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.

5-3. CONTINUATION OF BENEFITS

All active, full-time employees covered by the Insperity Group Health Plan or the Insperity Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact the Insperity Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact Insperity Retirement Services at 888-401-5273.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

5-4. EMPLOYEE ASSISTANCE PROGRAM

We care about our employees' health and well-being and recognize that employees may be faced with personal challenges. The Employee Assistance Program (EAP) provides confidential support, counseling, as well as customized resources and referrals to help employees and their immediate families with work-life services, health information lines, and legal and financial services referrals. All contact between an employee and the EAP is confidential and designed to safeguard the participant's privacy rights. The EAP's telephone number is 1-866-402-0003.

The company reserves the right to amend, suspend, or terminate any of the benefits plans it sponsors at any time.

5-5. HOLIDAYS

Full-time employees will be paid for the following holidays:

New Year's Day	January 1st
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September

Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th

Full-time employees are eligible for paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week. When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate and an additional payment of straight-time for the actual time they work that day.

If a paid holiday falls on a Saturday, the preceding Friday will normally be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday will normally be observed as the holiday. To receive holiday pay, a nonexempt employee must work the regularly scheduled workday before and after the holiday, unless the onsite manager approves an exception in writing. A paid holiday does not count as a day worked in calculating overtime for the week.

In addition, the education team will observe a winter and spring break each academic year. These breaks will be announced at the start of the school year. The school office remains open during these breaks.

5.6. INSPERITY ONLINE SERVICES

Visit Insperity online to access training, secure personal information and work tools. Go to http://portal.insperity.com and click CREATE ACCOUNT. Follow the steps below to log in and begin using Insperity Premier™:

Step 1: Enter your last name and date of birth

Step 2: Enter one of the following to identify yourself:

- Your Social Security Number
- Your Individual Taxpayer Identification
- Your Insperity ID (this can be found on your paystub)

Step 3: Enter a username and password of your choice. Then follow the remaining prompts to create the account.

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important you do not share your username and password with others.

Contact Insperity's Contact Center toll-free at 866-715-3552, Monday through Friday from 7:00 a.m. to 7:00 p.m., CST for questions about Insperity Premier™ and your Insperity benefits.

Employment Verifications

Requests for employment verifications, for current or former employees, should be directed to Insperity's Contact Center at 866-715-3552, option 5. Insperity will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

5.7. INSURANCE PROGRAMS

Full-time employees may participate in California Virtual Academies insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Insperity Contact Center at 1-866-715-3552, 7:00 a.m. – 7:00 p.m. CT, Monday through Friday with any further questions.

5-8. JURY DUTY

California Virtual Academies realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service to their supervisor.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid up to 5 days for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the School during such week.

5-9. LACTATION BREAKS

California Virtual Academies supports the legal right and necessity of employees who choose to express milk in the workplace. This policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for as long as they desire to express breast milk.

The School will provide a reasonable amount of break time for employees who wish to express breast milk for their infant child each time the employee has a need to express milk, in accordance with applicable local, state, and federal law. If possible, the break time must run concurrently with rest and meal periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods.

The School will provide breastfeeding employees with space, in close proximity to their work area, that is shielded from view and free from intrusion from co-workers and the public. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Restrooms are prohibited from being used for lactation purposes.

Employees who need a lactation accommodation should submit a request for possible accommodation to the Employee's Supervisor. Upon receiving an accommodation request, the School will respond to the employee within five (5) business days. The School and the employee shall engage in an interactive process to determine the appropriate accommodations.

California law expressly prohibits discrimination or retaliation against lactating employees for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

Employees have the right to file a complaint with the Labor Commissioner for any violation of the rights underlying this policy. California Virtual Academy and Insperity will not permit or condone any acts of retaliation against anyone who requests a lactation in the workplace accommodation.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy. Employees can consult their Human Resource Department with questions regarding this policy.

5-10. LONG-TERM DISABILITY BENEFITS

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between California Virtual Academies and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

5.11. PAID SICK

Eligibility

Pursuant to the Healthy Workplaces, Healthy Families Act, the School provides paid sick leave to employees who, on or after July 1, 2015 work for California Virtual Academies in California for 30 or more days within a year. For employees who work in California who are eligible for sick time under the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance.

Employees begin to accrue sick time upon hire and are eligible to use the time immediately at time of employment. Sick time accrues at the rate of .0385 per hour worked, and unused sick time will carry over into the following year. There is no limit to the amount of time that may be accrued; however you may use only up to 48 hours in a year for locations except San Francisco Employees who work in the City of San Francisco may use sick time provided it has been accrued and does not result in a negative balance.

Employees classified as exempt may take sick time in 2-hour increments. Nonexempt employees should record their absences in exact time increments to the quarter hour, (e.g., 1.5 hours, 6 hours, 2.75 hours).

Suspected abuse of sick leave may lead to disciplinary action. Indications of possible abuse include, but are not limited to, repeated usage of sick leave to extend regularly scheduled days off, including weekends, holidays (before or after a holiday), excessive absenteeism on Mondays and Fridays, and usage of sick leave on days previously requested and denied as vacation. If you are absent for more than three consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider. Please familiarize yourself with the Absenteeism and Tardiness Policy for the proper procedures to follow when an absence has or will occur.

Usage

Paid sick leave may be used for the following reasons:

- For diagnosis, care, or treatment of an existing health condition of or preventive care for, the employee or the employee's family member; or
- For the employee who is a victim of domestic violence, sexual assault, or stalking:

    1. to obtain or attempt to obtain a temporary restraining order, restraining order, or other injunctive relief;
    2. to help ensure the health, safety, or welfare of the victim or the victim's child;
    3. to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
    4. to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
    5. to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
    6. to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

For purposes of this policy, family member means a child (including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; registered domestic partner; parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child); grandparent; grandchild; a sibling; or a designated person. Employees are limited to selecting one (1) designated person per 12-month period for paid sick days.

Unless the employee advises the Employee's Supervisor otherwise, the School will assume employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice and Documentation

Notice to the Employee's Supervisor may be given orally or in writing. If the need for paid sick leave is foreseeable, the

employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

Payment

Eligible employees will receive payment for paid sick leave at the same wage as the employee normally earns during regular work hours, unless otherwise required by applicable law, by the next regular payroll period after the leave was taken. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Accrued but unused paid sick leave under this policy will not be paid at separation. Unused sick hours will be reinstated if re-employed by School within one year of separation. While sick time is paid through Insperity, sick time is solely a School policy.

Enforcement & Retaliation

Retaliation or discrimination against the employee who requests paid sick days or uses paid sick days or both is prohibited and employees may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against any employee.

If employees have any questions regarding this policy, they should contact Human Resources Department.

5-12. PAID FAMILY LEAVE BENEFITS

Employees may be eligible to receive benefits through the California Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD), when they take leave to:

- care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law or registered domestic partner, with a serious health condition;
- bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption; or
- participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child or parent in the Armed Forces of the United States.

These benefits are financed solely through employee contributions to the PFL program. That program is solely responsible for determining if the employee is eligible for such benefits.

If employees need to take time off work for any of the reasons set forth above, they must advise California Virtual Academies, and they will be given information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local EDD Office for further information. Employees should maintain regular contact with the School during the time off work so the School may monitor the employee's return-to-work status. In addition, the employee should contact the School when ready to return to work so the School may determine what positions, if any, are open.

When the employee applies for PFL benefits, the Human Resources Department will determine if the employee has any accrued but unused vacation and personal days available. If the employee has accrued but unused time available, then the employee will be required to use up to two (2) weeks of such time before becoming eligible for PFL benefits.

Employees taking time off work for any of the reasons set forth above are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws.

Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave/California Family Rights Act Leave, if applicable. Please see the "Family and Medical Leave/California Family Rights Act" policies in this handbook for eligibility requirements, if applicable.

5.13 SAN FRANCISCO PAID PARENTAL LEAVE BENEFITS

In accordance with the San Francisco Paid Parental Leave Ordinance, California Virtual Academies provides partial wage replacement benefits (Supplemental Compensation) to eligible employees who are on an approved leave of absence to bond with a new child through birth, adoption or foster care placement. Eligible employees may receive up to eight (8) weeks of Supplemental Compensation in a 12-month period.

Eligible Employees

To be eligible to receive benefits under this policy, employees must meet **all** of the following criteria:

1. be absent from work due to an approved leave of absence for the purpose of bonding with a new child during the first year after birth of the child or placement of the child with the employee through foster care or adoption;
2. have worked at least 180 calendar days for the School before beginning any parental leave;
3. perform at least eight (8) hours of work per week for the School within the geographic boundaries of the City and County of San Francisco;
4. perform at least 40% of their total weekly hours within the geographic boundaries of the City and County of San Francisco;
5. be receiving wage replacement benefits from the State of California's Paid Family Leave (PFL) program for the purpose of bonding with a new child;
6. agree to allow the School to deduct up to two (2) weeks of accrued vacation from the employee's leave bank to offset the cost of any Supplemental Compensation benefits; and
7. comply with the procedures for requesting Supplemental Compensation benefits described below.

Employees who do not meet all of the above criteria are not eligible to receive Supplemental Compensation under this policy, but may still be eligible for benefits in accordance with the State of California PFL program.

Supplemental Compensation Benefit

The weekly Supplemental Compensation benefit is calculated based on the employee's wages and will be calculated in accordance with the San Francisco Paid Parental Leave Ordinance. Unless otherwise provided by law, the employee's weekly Supplement Compensation benefit will be equal to the difference between the weekly benefit received by the employee from the State of California PFL program and the weekly wage associated with that PFL benefit amount. Supplemental Compensation is only available during the period the employee is eligible for and is receiving weekly PFL benefits for the purpose of bonding with a new child. Employees can receive up to eight (8) weeks of Supplemental Compensation benefits.

Procedure for Receiving Supplemental Compensation

In order to receive Supplemental Compensation, employees must comply with the following procedures:

1. send an email to Human Resource Department stating they understand and agree that up to two (2) weeks of vacation will be deducted from their leave bank to offset the costs in providing Supplemental Compensation;
2. provide the School with a copy of the employee's Notice of Computation of California Paid Family Leave Benefits (Notice) from California's Employment Development Department (EDD) and provide EDD with permission to share the employee's California PFL weekly benefit amount with the School;
3. complete and sign the San Francisco Paid Parental Leave Employee Form (PPL Form) (available from Human Resource Department). The Notice and PPL Form must be submitted within a reasonable time following the Covered Employee's receipt of the Notice from EDD;
4. notify the School in writing upon the employee's receipt of the first payment from EDD; and
5. submit a copy of the Notice of Payment from EDD to confirm the Covered Employee's receipt of PFL benefits.

Employees who do not fully comply with this procedure may be denied Supplemental Compensation benefits, or receipt of these benefits may be delayed. If the employee completes the above procedures for receiving Supplemental Compensation prior to or during the period in which the employee is also receiving PFL benefits, the School will make a good faith effort to make the first Supplemental Compensation benefit payment on the payday associated with the next full pay period following the employee's satisfaction of the above procedures. If the employee completes the above procedures after the period in which the employee received PFL benefits has been completed, the employee will receive the total Supplemental Compensation no

later than 30 days after satisfaction of the above procedures.

Employees may be required to reimburse the School for any Supplemental Compensation benefits provided under this policy if they:

- do not return to work from a leave of absence during which they received Supplemental Compensation benefits, or
- voluntarily resign from employment within 90 days of the end of any leave during which they received Supplemental Compensation benefits.

Employees with questions regarding this benefit can contact Human Resource Department.

5-14. RETIREMENT PLAN

As part of our commitment to our employees and their well-being, all full-time eligible employees participate in the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS), whichever applies. Employees will receive pertinent materials upon beginning employment with the School.

5-15. STATUTORY SHORT-TERM DISABILITY BENEFITS

California Virtual Academies also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

5-16. WORKERS' COMPENSATION INSURANCE

On-the-job injuries are covered by California Virtual Academies Workers' Compensation Insurance Policy, which is provided at no cost to employees. If injured on the job, no matter how slightly, employees should report the incident immediately to their supervisor. Failure to follow School procedures may affect one's ability to receive Workers' Compensation benefits.

Any leave of absence due to a workplace injury runs concurrently with all other School leaves of absence. Reinstatement from leave is guaranteed only if required by law. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Questions regarding workers' compensation insurance coverage should be directed to your supervisor or the Insperity Workers' Compensation Department at 800-242-8893, ext. 4244.

5-17. VACATION FOR FULL-TIME CLASSIFIED EMPLOYEES

California Virtual Academies appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. California Virtual Academies fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

You will begin to accrue vacation as of your hire date and are eligible to use accrued time upon the 90th day of employment. This policy is intended to comply with California's Healthy Workplaces, Health Families Act of 2014.

In an academic year (August 1 - July 31), employees will be granted vacation according to the following schedule:

Length of Service	Accrual Rate for each day worked	Maximum Annual Accrual	Maximum Annual Cap
Date of Hire -	.5 days per pay period	12 days	20 days

*Exempt employees will accrue based on a 40-hour workweek

In the event that available vacation is not used by the end of the calendar year you may carry unused time forward to the next academic year. However, there is a maximum accrual ("cap"). If the total amount of unused vacation reaches this "cap," further

vacation accrual will stop. When you use vacation and bring the accrual balance below the "cap," vacation accrual will begin again.

The maximum vacation entitlement for part-time employees is pro-rated based on hours worked.

Vacations should be taken during the year accrued, unless otherwise required by law. Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, the School reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. However, a more junior employee who already has an approved for a vacation date will not be bumped by a more senior employee.

Employees classified as exempt may take vacation in 4-hour increments. Nonexempt employees should record their absences in exact time increments to the quarter hour, (e.g., 1.5 hours, 6 hours, and 2.75 hours). Pay for vacation days will be paid on the regular pay cycle. Vacation is not considered hours worked when calculating overtime hours.

If a planned vacation has to be canceled due to the needs of California Virtual Academies and you are unable to reschedule the vacation within the year, California Virtual Academies reserves the option of paying you in lieu of taking the canceled vacation or to allow rescheduling of that vacation. While vacation is paid through Insperity, vacation is solely a California Virtual Academies policy.

Accrued, unused vacation is paid out upon separation, computed at the hourly or salary rate of pay in effect upon separation. If you separate employment and you have taken a vacation prior to actual accrual, you agree to repay the company any such amounts.

Employees are required to use all accrued but unused vacation up to a maximum of 2 weeks of accrued vacation prior to collecting benefits under the California Family Temporary Disability Insurance Act. Employees will not earn vacation hours while on any type of leave.

S-18. VOTING LEAVE

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, employees may take off sufficient working time to vote. This time should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. Employees will be allowed a maximum of two (2) hours of voting leave on Election Day without loss of pay. Where possible, supervisors should be notified of the need for leave at least three (3) working days prior to the Election Day.

Section 6 - LEAVES OF ABSENCE

6-1. BONE MARROW DONATION LEAVE

The employee who has been employed for at least 90 days may request a leave of absence for up to five (5) business days in any one-year period to undergo a medical procedure to donate bone marrow. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. The employee must use any accrued vacation time, sick leave or paid time off for this leave, but the use of vacation accrual, sick leave or paid time off does not extend the term of this leave. If accrued vacation, sick leave or paid time off is not available, the time off for such procedure shall be paid, but the paid time off shall not exceed five (5) days. Bone marrow donation leave will not be designated as FMLA or CFRA leave time. Employees will receive health benefits for the duration of their Bone Marrow Donation Leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave.

6-2. CIVIL AIR PATROL LEAVE

California Virtual Academies provides up to 10 days per calendar year of unpaid leave time to eligible employees to serve as a member of the Civil Air Patrol on the request of the state or its political subdivisions. To be eligible, you must have completed 90 days of employment. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance, unless you are called for emergency service.

6-3. EMERGENCY RESPONDER LEAVE

Employees who are volunteer firefighters, reserve peace officers or emergency rescue personnel are permitted unpaid time off, not to exceed 14 days per calendar year, for the purpose of engaging in fire, law enforcement or emergency rescue training.

Employees who become a member of a volunteer provider must notify California Virtual Academies in writing within 30 days that they are a volunteer firefighter, emergency medical technician, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the Company of the change in status.

Employees who are going to be late or absent from work due to an emergency that involves their service as a volunteer firefighter, emergency medical technician, first responder or ambulance driver, must make every effort to notify the Company that they may be late or absent from work due to the emergency. If prior notification is not possible, the employee must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service explaining why prior notification was not possible. Following being late or absent from work due to responding to an emergency, employees must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service certifying that they were responding to an emergency and indicating the date and time of the response to the emergency.

6-4. FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Additionally, employees who are CFRA-eligible have certain rights to take both a pregnancy disability leave (PDL) and CFRA leave for the birth of a child.

This policy provides employees with information concerning FMLA/CFRA entitlements and obligations they may have during such leaves and also explains differences between FMLA, CFRA, and PDL. Where more than one (1) of the laws applies, leave taken may be counted under more than one law at the same time to the extent permitted by the applicable law(s). For example, where leave for a pregnancy disability is also FMLA-qualifying, the leave will count against both FMLA and PDL entitlements. However, PDL is separate from and does not count against employees' CFRA leave entitlement. (Please consult the Pregnancy Disability Leave policy for more information on PDL.) This policy will be interpreted to comply with the law(s) that apply to a particular leave.

If employees have any questions concerning FMLA/CFRA leave, they should contact Human Resources.

I. Eligibility

The FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration. To be an "eligible employee," the employee must: 1) have been employed by the School for at least 12 months (which need not be consecutive) and 2) have worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

*Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements for FMLA/CFRA Leave

A. Basic FMLA/CFRA Leave Entitlement

The FMLA/CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined by a rolling 12-month period measured backward from the date the employee uses their FMLA leave. In some instances, leave may be counted under the FMLA but not CFRA or CFRA but not the FMLA. Leave may be taken for any one (1), or for a combination, of the following reasons:

1. Disability due to pregnancy, childbirth, or related medical condition (counts only toward FMLA leave and PDL leave entitlements);

2. Bonding and/or caring for a newborn child (counts toward FMLA and CFRA leave entitlements);

3. For placement with the employee of a child for adoption or foster care and to care for the newly placed child (counts toward FMLA and CFRA leave entitlements);

4. To care for the employee's spouse, child, or parent with a serious health condition (counts toward FMLA and CFRA leave entitlements);

5. To care for the employee's registered domestic partner, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition (counts towards CFRA entitlements only, except when grandparent, grandchild, or sibling meets FMLA definition of parent or child);

6. For the employee's own serious health condition (excluding pregnancy), that makes the employee unable to perform (1) one or more of the essential functions of their job (counts toward FMLA and CFRA leave entitlements); and/or

7. Because of any qualifying exigency arising out of the fact that the employee's spouse, registered domestic partner, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty status) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country (counts toward FMLA/CFRA leave entitlements, except that leave taken for a registered domestic partner counts towards CFRA leave entitlement only).

Leave to care for child after birth or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement.

Under the FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a medical care facility, hospice, or residential health care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities.

Under the CFRA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care or any period of incapacity, or continuing treatment by a health care provider. The CFRA defines "inpatient care" broadly and includes a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with inpatient care, or any period of incapacity. A person will be considered an "inpatient" when they are formally admitted to a health care facility with the expectation that they will remain at least overnight and occupy a bed, even if the person is ultimately discharged or transferred to another facility and does not actually remain overnight. The CFRA defines "incapacity" as the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment or the recovery that it requires.

Under the CFRA, a "designated person" means any individual related by blood or whose relationship with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee

requests the leave. California Virtual Academies may limit an employee to one designated person every 12-month period for family care and medical leave.

Under the FMLA and CFRA, subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment or incapacity due to pregnancy (FMLA only) or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

A leave of absence in connection with a workers' compensation injury/illness or for which the employee receives disability or State of California Paid Family Leave benefits shall run concurrently with FMLA/CFRA leave.

B. Additional Military Family Leave Entitlement (FMLA Only)

In addition to the basic FMLA/CFRA leave entitlement described above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember is available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five-(5-) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definition of a serious illness or injury for current Armed Forces members and covered Veterans are distinct from the definition of "serious health condition" applicable to leave to care for a family member or the employee's own illness or injury.

C. Intermittent Leave and Reduced Leave Schedules

FMLA/CFRA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA/CFRA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember (FMLA only). Intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if they do not receive treatment by a health care provider. Intermittent leave can also be taken for any qualifying exigency.

Employees also are eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-(2-)week increments, but the School permits two (2) occasions where the leave may be for less than two (2) weeks.

D. Health Insurance Benefits Schedules

During FMLA/CFRA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work.

E. No Work While on Leave

The taking of another job while on FMLA/CFRA leave or any other approved leave of absence is prohibited except as authorized by the School or permitted by applicable law.

F. Restoration of Employment and Benefits

At the end of FMLA/CFRA leave, employees generally have a right to return to the same or equivalent positions they held before the FMLA/CFRA leave. There is an exception for certain "key employees" under the FMLA that applies to leave for a seriously ill or injured covered servicemember (the CFRA does not have an exception for "key employees"). The School will provide notice if employees qualify as "key employees" if it intends to deny reinstatement and any applicable rights in such instances.

Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

G. Notice of Eligibility for, and Designation of, FMLA/CFRA Leave

Employees requesting FMLA/CFRA leave are entitled to receive written notice from the School telling them whether they are eligible for FMLA/CFRA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA/CFRA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the School's designation of leave as FMLA/CFRA-qualifying or non-qualifying, if not FMLA/CFRA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The School will respond to a leave request within five (5) business days. Once given, approval shall be deemed retroactive to the date of the first day of the leave. The School may designate FMLA/CFRA leave retroactively with appropriate notice provided that doing so does not cause harm or injury to employees. In other cases, the School and employees can mutually agree that leave is retroactively designated as FMLA/CFRA leave.

H. Employee Obligations for FMLA/CFRA Leaves

a. Provide Notice of the Need for Leave

Employees who take FMLA/CFRA leave must notify, in a timely manner, the School of their need for FMLA/CFRA leave. The following describes the content and timing of such notices.

i. Content of Notice

To trigger FMLA/CFRA leave protections, employees must inform Human Resources of the need for FMLA/CFRA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA/CFRA leave specifically or explaining the reasons for leave so as to allow the School to determine that the leave is FMLA/CFRA-qualifying. For example, employees might explain that:

1. A medical condition renders them unable to perform the functions of their job;

2. They are pregnant;

3. They or a covered family member have been hospitalized overnight;

4. They or a covered family member are under the continuing care of a health care provider;

5. The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status; or

6. If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA/CFRA leave under this policy. Employees must respond to the School's lawful questions to determine if absences are potentially FMLA/CFRA-qualifying.

If employees fail to explain the reasons for FMLA/CFRA leave, the leave may be denied. When employees seek leave due to FMLA/CFRA-qualifying reasons for which the School has previously provided FMLA/CFRA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA/CFRA leave.

ii. Timing of Notice

Employees must provide 30 days' advance notice of the need to take FMLA/CFRA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must notify the School of the need for leave as soon as practicable under the circumstances. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA/CFRA notice obligations, may have FMLA/CFRA leave delayed or denied.

b. Cooperating in the Scheduling of Leave

When planning medical treatment for themselves or family members or requesting to take leave on an intermittent or reduced schedule work basis, employees must consult with the School and make a reasonable effort to schedule treatment so as not to

unduly disrupt School operations. Employees must consult with the School prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the School and the employees, subject to the approval of the applicable health care provider. To the extent permitted by applicable law, when employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for employees or family members, including a period of recovery from a serious health condition or to care for a covered servicemember, the School may temporarily transfer employees to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

c. Submit Initial Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA/CFRA leave sought, employees may be required to submit medical certifications supporting their need for FMLA/CFRA-qualifying leave. As described below, there generally are three types of FMLA/CFRA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the responsibility of employees to provide the School with timely, complete, and sufficient medical certifications. Whenever the School requests employees to provide FMLA/CFRA medical certifications, they must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite diligent, good-faith efforts. The School will inform employees if submitted medical certifications are incomplete or insufficient and provide them at least seven (7) calendar days to address deficiencies. The School will delay or deny FMLA/CFRA leave to employees who fail to address deficiencies or otherwise fail to submit requested medical certifications in a timely manner.

The School (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate a medical certification.

Whenever the School deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient FMLA/CFRA medical certifications.

i. Initial Medical Certifications

Employees requesting leave because of their own or a covered family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

If the School has reason to doubt the validity of an initial medical certification regarding the employee's own serious health condition, it may require the employee to obtain a second opinion at the School's expense. If the opinions of the initial and second health care providers differ, the School may, at its expense, require the employee to obtain a third, final and binding certification from a health care provider designated or approved jointly by the School and the employee. The School will reimburse employees for any reasonable "out of pocket" travel expenses incurred to obtain second or third medical opinions.

ii. Medical Recertifications

Depending on the circumstances and duration of FMLA/CFRA leave, the School may require employees to provide recertification of medical conditions giving rise to the need for leave. The School will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. In cases of leave that qualifies under CFRA, recertification will be requested only when the original certification has expired and additional leave is requested.

iii. Return-to-Work Release

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions must provide the School with a release to return to work from their healthcare provider stating they are able to resume work. Employees taking intermittent leave may be required to provide a return-to-work release for such absences up to once every 30 days if reasonable safety concerns exist regarding their ability to perform their duties. The School may delay and/or deny job restoration until employees provide return-to-work releases.

d. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the School may require them to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service and, 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying

exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness as allowed by the FMLA only, the School may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the School may request that the certification submitted set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

e. Reporting Changes to Anticipated Return Date

If the anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the School with reasonable notice (i.e., within two (2) business days) of their changed circumstances and new return-to-work date. If employees give the School unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the School's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

f. Substitute Paid Leave for Unpaid FMLA Leave

Employees are required to substitute accrued paid time while taking an unpaid FMLA/CFRA leave as follows:

- If employees request FMLA/PDL leave because of disability due to pregnancy, childbirth, or related medical conditions (excluding absences for which they are receiving short-term disability benefits), they must first substitute any accrued paid sick leave for unpaid family/medical leave. Employees may make a written request to substitute accrued, unused vacation, or other paid time off benefits for unpaid FMLA/PDL leave once their sick time is exhausted.
- If employees request FMLA/CFRA leave because of their own serious health condition (excluding absences for which they are receiving workers' compensation or short-term disability benefits), they must first substitute any accrued paid vacation, sick, or other paid time off for unpaid family/medical leave.
- If employees request FMLA/CFRA leave to care for a covered family member with a serious health condition (excluding absences for which they are receiving Paid Family Leave benefits), they must first substitute any accrued paid vacation or other paid time off for unpaid family/medical leave. Once vacation or other paid time off is exhausted, upon their request, they can substitute paid sick leave for unpaid FMLA/CFRA leave to care for a covered family member with a serious health condition.
- If employees request FMLA/CFRA leave to bond with a newborn or newly placed child (excluding absences for which they are receiving Paid Family Leave benefits), they must first substitute any accrued paid vacation or other paid time off for unpaid leave.

For purposes of this substitution requirement, leave is not "unpaid" during any time for which the employee is receiving compensation from the State of California under its State Disability Insurance or Paid Family Leave programs or when receiving compensation from worker's compensation. Employees will not be required to use accrued paid leave hours during any time off under this policy for which they are receiving compensation under these programs. However, where applicable and permitted by law, they will be required to use paid leave accruals during any waiting periods applicable to these programs, and upon written request, the School will allow them to use accrued paid time off to supplement any paid workers' compensation, disability, or Paid Family Leave benefits.

The substitution of paid time off for unpaid family/medical leave time does not extend the length of FMLA/CFRA leaves and the paid time off runs concurrently with the FMLA/CFRA entitlement.

g. Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA/CFRA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. If paid leave is substituted for unpaid family/medical leave, the School will deduct employees' shares of the health plan premium as a regular payroll deduction. If FMLA/CFRA leave is unpaid, employees must pay their portion of the premium through a "pay-as-you-go" method. The School's obligation to maintain health care coverage ceases if the premium payment is more than 30 days late. If the payment is more than 15 days late, the School will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

If employees do not return to work for at least 30 calendar days after the end of the leave period (unless they cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the School for the cost of the premiums the School paid for maintaining coverage during their unpaid FMLA/CFRA leave.

I. Coordination of FMLA Leave with Other Leave Policies

The FMLA and CFRA do not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA/CFRA leave is either not available or exhausted, please consult the School's other leave policies in this Handbook or contact Human Resources.

QUESTIONS AND/OR COMPLAINTS ABOUT FMLA/CFRA LEAVE

If employees have questions regarding this policy, they should contact Human Resources. The School is committed to complying with the FMLA and CFRA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and CFRA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The School will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

6-5. MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that California Virtual Academies can maintain proper coverage while employees are away.

The employee may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week.

6-6. TIME OFF FOR MILITARY SPOUSES

If the employee works, on average, at least 20 hours per week and their spouse is a qualified member of the United States Armed Forces, the National Guard or the Reserves, the employee is eligible to take leave for a period of up to 10 days while their spouse is home during a qualified leave period. When the employee is also eligible for military family member exigency leave, leave under this policy shall also count toward the employee's leave entitlement under the Family and Medical Leave Act (FMLA), where the time off meets the definition of FMLA military exigency leave.

Required Notice to Employer

Within two (2) business days of receiving official notice that the employee's spouse will be on leave the employee must provide notice to the School of their intent to take military spouse leave.

Required Documentation

The employee must submit written documentation to the School certifying that during the requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

Leave is Unpaid

Leave granted under this policy is unpaid.

Definitions

For the purposes of this policy, the following definitions apply:

"Qualified Member" means any of the following:

- a member of the United States Armed Forces who is deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
- a member of the National Guard who is deployed during a period of military conflict; or
- a member of the Reserves who is deployed during a period of military conflict.

"Period of Military Conflict" means any of the following:

- a period of war declared by the U.S. Congress; or
- a period of deployment for which members of the Reserves are ordered to active duty.

"Qualified Leave Period" means the period during which the qualified member is on leave from deployment during a period of military conflict.

6.7. SAN FRANCISCO MILITARY LEAVE PAY PROTECTION BENEFITS

In accordance with San Francisco's Military Leave Pay Protection Act, the School provides supplemental compensation to eligible employees who are on an approved military leave of absence. Eligible employees may receive up to 30 days of supplemental compensation in a calendar year under this policy.

Eligible Employees. To be eligible to receive supplemental compensation under this policy, an employee must:

- Work within the geographic boundaries of San Francisco;
- Be a member of the reserve corps of the United States Armed Forces, National Guard, or other uniformed service organization of the United States; and
- Be on approved leave for military duty.

Amount of Supplemental Compensation. An eligible employee shall receive supplemental compensation in an amount equal to the difference between the employee's gross military pay and the amount of gross pay the employee would have received from the School had the employee worked their regular work schedule in San Francisco. Overtime hours (unless regularly scheduled) and hours scheduled to work outside of San Francisco do not count toward the employee's gross pay calculation. Supplemental compensation is paid in daily increments. Eligible employees may receive up to 30 days of supplemental compensation in a calendar year.

For employees who do not work a regular work schedule, supplemental compensation shall be determined by looking at the semi-monthly immediately preceding the employee's leave, not including any pay periods during which the employee was on unpaid or partially paid leave. The School will endeavor to provide the employee with the supplemental compensation no later than the payday for the payroll period when the employee's military leave began.

Benefits. Eligible employees will continue to receive all benefits as if they had worked their regular schedule during any period of time during which they receive supplemental compensation.

Documentation. Employees may be requested to provide their written military orders or a wage statement verifying the military gross pay they received or will receive to ensure accurate payment of supplemental compensation.

Repayment by Employee. Employees receiving supplemental compensation under this policy who can return to their position after completion of military leave but fail to return within 60 days of release from duty shall be required to repay any supplemental compensation received.

Coordination with Other Policies. Any supplemental compensation paid under this policy will be coordinated with and offset by amounts required to be paid under any other law or policy so that employees on military leave do not receive more in total pay then they would have received if they had worked their regular work schedule.

Employees with questions about this policy can contact the Head of Human Resources.

6-8. ORGAN DONATION LEAVE

Employees who have been employed for at least 90 days may request a paid leave of absence for up to 30 business days in any one-year period to undergo a medical procedure to donate an organ. Employees can request an additional 30 days of unpaid leave in any one-year period for this same purpose. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. The one-year period is measured from the start of the leave.

For an initial request for organ donation leave, the employee must use up to two weeks of accrued vacation, sick leave or paid time off for this leave, but the use of vacation accrual, sick leave or paid time off does not extend the term of the leave. If accrued vacation, sick leave or paid time off is not available, the time off for such procedure shall be paid however the paid time off shall not exceed 30 days. Organ donation leave will not be designated as FMLA or CFRA leave time. Employees will receive health benefits for the duration of their organ donation leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave. Absences due to organ donation leave do not count as a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation and paid time off or seniority.

6-9. LITERACY ASSISTANCE

California Virtual Academies is committed to providing assistance to employees who require time off to participate in an adult education program for literacy assistance. If employees need time off to attend such a program, they should inform their direct supervisor or the Human Resources Department. The School will attempt to make reasonable accommodations by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the School. The School will attempt to safeguard the privacy of employees' enrollment in an adult education program.

6-10. PREGNANCY DISABILITY LEAVE

If employees are disabled by pregnancy, childbirth or related medical conditions, they are eligible to take a pregnancy disability leave (PDL). If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for employees to take intermittent leave or work a reduced schedule, the School may require them to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months per pregnancy. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four (4) calendar months (one-third of a year or 17 1/3 weeks), following the commencement date of taking a pregnancy disability leave. For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis.

The PDL does not need to be taken in one continuous period of time but can be taken on an intermittent basis pursuant to the law.

Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression, loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by PDL.

To receive reasonable accommodation, obtain a transfer or take a PDL, employees must provide sufficient notice so the School can make appropriate plans. Thirty days' advance notice is required if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Employees are required to obtain a certification from their health care provider of the need for pregnancy disability leave or the medical advisability of an accommodation or for a transfer. The certification is sufficient if it contains: (1) a description of the requested reasonable accommodation or transfer; (2) a statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and (3) the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains: (1) a statement that the employee needs to take pregnancy disability leave because of disability due to pregnancy, childbirth or a related medical condition; (2) the date on which the employee became disabled because of pregnancy; and (3) the estimated duration of the leave.

Upon request, the employee will be provided with a medical certification form that the employee can take to their healthcare provider.

As a condition of returning from pregnancy disability leave or transfer, the School requires the employee to obtain a release from a health care provider stating ability to resume the original job duties with or without reasonable accommodation.

PDL is unpaid. At the employee's option, the employee can use any accrued vacation time or other accrued paid time off as part of the PDL before taking the remainder of leave on an unpaid basis. California Virtual Academies requires, however, that the employee use any available sick time during the PDL. The substitution of any paid leave will not extend the duration of the PDL. Employees who participate in the School's group health insurance plan will continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Benefit continuation under PDL is distinct from benefit continuation for employees who also take birth bonding leave under the California Family Rights Act. Employees should make arrangements for payment of their share of the insurance premiums.

California Virtual Academies encourages employees to contact the California Employment Development Department regarding eligibility for state disability insurance for the unpaid portion of the leave.

If employees do not return to work on the originally scheduled return date, nor request in advance an extension of the agreed upon leave with appropriate medical documentation, they may be deemed to have voluntarily terminated their employment with the School. Failure to notify the School of their ability to return to work when it occurs or continued absence from work because the leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of employment with the School, unless employees are entitled to Family and Medical Leave or entitled to further leave pursuant to applicable law.

Upon return from a covered PDL, the employee, in most instances, will be reinstated to the same position.

Taking a PDL may affect some benefits and the employee's seniority date. The employee may request more information regarding eligibility for PDL and the impact of the leave on seniority and benefits.

Any request for leave after the disability has ended will be treated as a request for family care leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA), if the employee is eligible for that type of leave. PDL runs concurrently with FMLA (but not CFRA). Employees should refer to the FMLA policy. Employees who are not eligible for leave under the CFRA or FMLA will have a request for additional leave treated as a request for disability accommodation.

6.14. PERSONAL LEAVE

If employees are ineligible for any other School leave of absence, California Virtual Academies, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for FMLA and CFRA, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. A personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the School in a timely manner, subject to the terms of the plan documents. For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the School will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the School will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any School-provided Short-Term Disability Leave of Absence.

6-12. REHABILITATION LEAVE

California Virtual Academies is committed to providing assistance to our employees to overcome substance abuse problems. The School will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include time off without pay or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the School. Employees may also use accumulated sick days, if applicable, for this purpose.

Employees should notify Human Resources if they need such accommodation. The School will take reasonable steps to safeguard privacy with respect to enrollment in an alcohol or drug rehabilitation program.

6-13. SCHOOL RELATED ACTIVITIES TIME OFF

Employees that work at a location with 25 or more employees are provided unpaid time off up to 40 hours in one (1) calendar year if they are parents (including individuals acting in the capacity of a parent under the law), guardians, stepparents, foster parents or grandparents with custody of a child attending, or of age to attend, a licensed child care provider or kindergarten through Grade 12. The unpaid leave must be used for the following child-related activities:

1. to find, enroll or reenroll the child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider of the child.
2. to address a child care provider or school emergency, meaning that the child cannot remain in school or with a child care provider due to one of the following:

    - the school or child care provider has requested that the child be picked up or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
    - behavioral or discipline problems;
    - closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
    - a natural disaster, including, but not limited to, fire, earthquake or flood.

The amount of time off for reason #1 cannot exceed eight (8) hours in any calendar month of the year. Prior to taking leave for reason #1 above, the employee must provide reasonable notice of the planned absence (min 5 school days) to their Supervisor. The employee must give notice to their Supervisor when taking leave for reason #2 above.

If more than one parent of a child is employed at the same worksite, leave for the reasons above apply, at any one time, only to the parent who first gives notice, such that another parent may take a planned absence simultaneously as to that same child for the reasons above, but only if the parent obtains approval from their Supervisor for the requested time off.

Employees may be required to provide documentation of their participation in these activities. Parents, guardians or grandparents with custody of schoolchildren who have been suspended also are allowed to take unpaid time off to appear at the school pursuant to the school's request. Employees may use accrued paid time off for purposes of the leave taken under this policy.

If you are a nonexempt employee taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

6-14. WITNESS LEAVE

Employees called to serve as an expert witness in a judicial proceeding on behalf of the State will be granted leave with pay. Employees summoned to appear in court as an expert witness, but not on behalf of the State may use available vacation and personal time to cover the period of absence.

Employees subpoenaed for witness duty must notify their supervisor as soon as possible.

6.15. TIME OFF FOR CRIME VICTIMS

Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. "Immediate family member" is defined as spouse, registered domestic partner, child, child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

Employees must give their supervisor a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to California Virtual Academies of the need for time off is not feasible. When advance notice is not feasible, the employee must provide the School with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office or the victim/witness office that is advocating on behalf of the victim.

Employees may elect to use accrued paid vacation time, paid sick leave time or other paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

6.16. LEAVE FOR VICTIMS OF CRIME/ABUSE (INCLUDING DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING)

Employees who are victims of a crime or abuse, including domestic violence, sexual assault or stalking, may take unpaid leave for up to 12 weeks for the following reasons:

- to seek medical attention for injuries caused by crime or abuse;
- to obtain services from a domestic violence shelter, program, rape crisis center or victim services organization or agency as a result of the crime or abuse;
- to obtain psychological counseling or mental health services related to an experience of crime or abuse; or
- to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Employees are covered as victims and entitled to leave under this policy if they are:

- a victim of stalking, domestic violence or sexual assault;
- a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or
- a person whose immediate family member is deceased as the direct result of a crime.

California Virtual Academies may require proof of the employee's participation in these activities. Whenever possible, employees must provide their supervisor reasonable notice before taking any time off under this policy.

Employees may substitute any accrued vacation, sick or other time off for the leave under this policy. Leave under this policy does not extend the time allowable under the "Family and Medical Leave" policy in this handbook.

No employees will be subject to discrimination or retaliation because of their status as a victim of a crime or abuse, including crime or abuse related to domestic violence, sexual assault or stalking. Victims of a crime or abuse, including crime or abuse related to domestic violence, sexual assault or stalking, may request other accommodations in the workplace such as implementation of safety measures.

6.17. TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS & EMERGENCY RESCUE PERSONNEL

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel are permitted unpaid time off, not to exceed 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training.

Employees are also permitted unpaid time off from work to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel.

If the employees request time off under the policy, they must notify their direct supervisor immediately after the need for the leave becomes known.

Section 7 - GENERAL STANDARDS OF CONDUCT

7.1. BUSINESS EXPENSE REIMBURSEMENT

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Head of School along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

Employees shall submit an expense report as per the guidelines below for all consumable items:

- Employees must submit expense reports for all expenses to the Head of School or designee for approval.
- The report must be accompanied by itemized receipts for all charges. In the case of mileage, a map showing the mileage for the trip must be submitted.
- Expenses should be submitted for reimbursement within 30 days of occurrence.
- Any denied expense, whether necessary or discretionary, may be appealed to the Head of Schools or his/her designee.

Any falsification of expense reports will be grounds for discipline, up to and including termination from employment. Employees are expected to make a diligent effort to limit expenses to economical options, recognizing the importance of good stewardship of taxpayer dollars. Questions regarding this policy or extenuating circumstances should be directed to your supervisor or to Human Resources.

Common Reasonable and Necessary Expenditures for Consumable Items:

The following are common expenditures that are routinely reimbursed pursuant to applicable law:

Office Expenses – Consumable Items:

Office-related expenses must be necessary to complete job duties and be directly incurred as a result of such duties. These expenses may include the following:

Classroom Supplies, materials, student incentives, etc. Items must be solely for the use of an employee in their required duties

Postage to mail items to students or School offices as required by school policies. Postage for any other reason must be pre-approved

Live Scan: Reimbursed for actual cost

Phone and Internet Expenses

Reimbursed up to a maximum dollar amount that can be found in the Business Expense Reimbursement Policy located in Sharepoint.

1. Phone expenses are limited to the employee's share of plan cost, taxes, and access.
2. Insurance plans, phone/equipment installment plans, overage fees and/or additional paid services associated with the phone line generally are not reimbursable expenses.

- Example: a phone plan is shared between 3 lines. The cost of the plan is $60; each line pays an individual access fee, taxes are $12. The reimbursable amount is 1/3 of the plan cost ($20), 1/3 of the taxes ($4), and the access fee associated with the employee's line.

Travel:

Only expenses incurred on behalf of the School are eligible to be reimbursed. Economical and responsible use of school funds has priority over personal convenience or preference. Examples of acceptable travel may include, but are not limited to:

- Professional Development or In-person meetings assigned by the school
- Assessment of students
- In-person instruction of students
- School-sponsored events such as graduation, culmination and outings

Examples of unacceptable travel-related charges include, but are not limited to:

- Charges for personal goods and services incurred during travel
- Entertainment-related charges incurred during travel
- Travel not related to school business

Mileage:

- Reimbursed for actual miles driven using a personal vehicle for business travel; reimbursed at the IRS rate on the date of travel.
- Mileage is calculated from the employee's home office to the approved location based on the most direct route.

Meals:

- Reimbursed at actual cost incurred up to a set dollar limit, when traveling more than 100 miles* (one-way) from the home office or when travel requires an overnight stay. See the Business Expense Reimbursement Policy for details.
- Alcoholic beverages are not reimbursable.

Hotel:

- Prior approval is required.
- Reimbursed at actual cost.
- Where practical, rooms should cost no more than $150 per night. Higher limits will be considered should local prevalent room rates require a higher amount.
- Must travel more than 100 miles* (one-way) from home-office for consideration.

Flight:

- Requires pre-approval.
- Reimbursed when travel from home office to school-required meeting is such that driving is impractical.
- Flights may be secured by the Head of Schools or designee if requested.

If an employee believes that they have incurred or will need to incur travel expenses falling outside of the limits as prescribed by this policy, he or she should discuss the matter with the Head of Schools or other designee.

Non-reimbursable Expenses:

The following items are generally not considered reimbursable. This is not an exhaustive list. As with all other expenses, should an employee believe that incurring any of the following expenses would be reasonable and necessary in carrying out their jobs, they should speak with the Head of Schools of or other designee.

- Airline headsets
- Airline, auto or hotel memberships
- ATM fees
- Barbers and hairdressers
- Childcare

- Clothing
- Delinquent credit card fees
- Fines incurred while traveling for school business
- Gum, candy, cigarettes
- Health club dues
- Hotel mini-bar
- In room movies
- Mileage incurred for personal reasons
- Magazines, books, newspapers for personal use
- Personal entertainment (including, but not limited to, sporting events or movies)
- Personal toiletries
- Pet care
- Travel, flight or luggage insurance
- Travel upgrades

* There are some instances in which mileage may be less than 100 miles, but time of travel is excessive (2 hours). In these cases, staff should work with the Head of Schools or designee to have additional travel expenses approved.

7.2 CAMERA PHONES/RECORDING DEVICES

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on California Virtual Academies property or while performing work for the School.

The use of tape recorders, Dictaphones, or other types of voice recording devices anywhere on School property, including to record conversations or activities of other employees or management, or while performing work for the School, is also strictly prohibited, unless the device was provided to you by the School and is used solely for legitimate business purposes.

7.3 COMMUNICATIONS AND COMPUTER SYSTEMS

California Virtual Academies communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other School policy. This includes voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the California Virtual Academies systems.

California Virtual Academies may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the School deems it appropriate to do so. The reasons for which the School may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that School operations continue appropriately during the employee's absence.

Further, California Virtual Academies may review Internet usage to ensure that such use with School property, or communications sent via the Internet with School property, are appropriate. The reasons for which the School may review employees' use of the Internet with School property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that School operations continue appropriately during the employee's absence.

The School may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The School's policies prohibiting harassment, in their entirety, apply to the use of School's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the School's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

California Virtual Academies intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the company. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company, up to and including immediate termination or legal action by the copyright owner.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

7-4. CONFIDENTIAL COMPANY INFORMATION

During the course of work, employees may become aware of confidential information about California Virtual Academies business, including but not limited to information regarding School finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the School's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to California Virtual Academies competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the School may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

This policy seeks to protect the Company's confidential business information. This policy does not intend to restrict any statutory right for employees to discuss their wages, hours, and other terms and conditions of employment for their mutual aid or protection.

7-5. CONFLICT OF INTEREST AND BUSINESS ETHICS

It is California Virtual Academies policy that all employees avoid any conflict between their personal interests and those of the School. The purpose of this policy is to ensure that the School's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the School.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the School, by any employee who is in a position to directly or indirectly influence either the School's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the School;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the School or which competes with the School; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the School.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the School.

7.6. CUSTOMER RELATIONS

One of our highest priorities is to help any customer or potential customer with outstanding service. In order to realize our commitment to excellent customer service, we expect you to:

- Provide courteous service in a prompt and efficient manner.
- Establish and maintain positive relationships with customers by gaining their trust and respect through professional, honest interaction.
- Handle complaints quickly and professionally; never argue with a customer. If you are unable to resolve the complaint to the customer's satisfaction, review the situation with your supervisor.
- Communicate with customers in a professional manner, whether in person, over the phone or via e-mail.

Always conduct yourself with professionalism and respect for others. Your conduct is a direct reflection on yourself and the organization.

7.7. EMAIL AND SIGNATURE BLOCKS

Email Etiquette

- Use a clear, professional subject line
- Keep emails brief and concise
- Avoid all caps, exclamation points, and slang
- Do not overuse bold, underline, and italics
- Respond appropriately and timely (within 24 hours)
- Proofread every email you send
- Check your email multiple times a day
- Reply All - limit replies to those who need to know the information

If you don't have an answer to a question within 24 hours, then you'll want to respond within the appropriate window of time, indicating that you're looking into it and will get back with an answer.

?It's important to present your email signature in a professional and unified manner, just as you would with your traditional printed business card. Employees will not include additional information, visuals (i.e., headshots, quotes, or memes), or custom fonts and colors in the signature block.

What to Include in Your Email Signature:

Logo, First and Last Name (bold), Position/Title, Company Address, Office Phone Number, E-mail address

Font: Calibri Size: 11 Color: Black



CALIFORNIA VIRTUAL ACADEMIES™

POWERED BY K12

Mike Cannon
Teacher

50 Moreland Road
Simi Valley, CA 93065
office: 626.626.0000

mcannon@caliva.org

7-8. EMPLOYEE DRESS AND PERSONAL APPEARANCE

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

Some individuals may have sensitivity or allergic reactions to perfumes, colognes, powders and lotions. If you use these items, use them in moderation and with consideration for those around you.

The School will consider reasonable accommodation to appearance standards for medical and/or religious reasons. Contact your supervisor if you have a request for accommodation in this area.

7-9. ERGONOMICS

The School is subject to California Occupational Safety and Health Administration (Cal/OSHA) ergonomic standards for minimizing workplace Repetitive Motion Injuries (RMIs). The School will take all steps to reduce exposure to ergonomic hazards by means of engineering controls, administrative controls and employee training. This School encourages safe and proper work procedures and requires that all employees follow safety instructions and guidelines.

The School believes that reducing ergonomic risk is a key factor in maintaining an environment of personal safety and well-being and is essential to our business. We are committed to providing appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact your manager.

7-10. FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the School's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the School is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

When your employment ends, you are required to return all School property in clean and satisfactory condition. This includes but is not limited to all student records, curriculum, manuals and guides, documents, phones, computers, equipment, keys, and tools. We reserve the right to take any lawful action to recover and protect our property.

7-11. GIFTS AND FAVORS

Employees should not solicit or accept a promise of future employment based on any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job.

You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under $100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance.

7.12. HEALTH AND SAFETY

The health and safety of employees and others on School property are of critical concern to California Virtual Academies. The School intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the School's premises, or in a product, facility, piece of equipment, process or business practice for which the School is responsible should be brought to the attention of management immediately.

Periodically, the School may issue rules and guidelines governing workplace safety and health. The School may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor or Human Resources as soon as possible, regardless of the severity of the injury or accident.

7.13. HIRING RELATIVES/EMPLOYEE RELATIONSHIPS

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, California Virtual Academies may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the School. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The School generally will attempt to identify other available positions, but if no alternate position is available, the School retains the right to decide which employee will remain with the School.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

7.14. INSPECTIONS

California Virtual Academies reserves the right to require employees while on School property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on School or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the School or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

7.15. OPERATION OF VEHICLES

All employees authorized to drive School owned or leased vehicles or personal vehicles in conducting School business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on School property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Employees who use their own cars for school business shall be paid per mile allowance to cover the cost of gasoline, oil, depreciation, and insurance. Expenditures for parking and tolls may be claimed in addition to the mileage allowance. Claims for

reimbursement must be approved by their Supervisor before they are submitted for payment.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Employees are expected to follow all state and local laws. In the event of an automobile accident, employees are expected to cooperate fully with the authorities. However, employees should make no voluntary statement other than in reply to questions from investigation officers. In the event of an automobile accident, employees are to take photos of the accident and forward them as soon as possible to Human Resources. School-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on School business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

7.16. OUTSIDE EMPLOYMENT

If it is determined that an employee's outside work conflicts or interferes with performance, safety or the ability to meet the requirements of the School as they are modified from time to time, the employee may be asked to terminate outside employment if he desires to remain with the School.

Outside employment that constitutes a conflict of interest is prohibited. Full-time teachers are not permitted to have outside employment during school hours. Employees also may not receive any income or material gain from individuals outside the School for materials produced or services rendered while performing their jobs with the School.

7.17. PERSONAL AND COMPANY-PROVIDED PORTABLE COMMUNICATION DEVICES

California Virtual Academies may provide portable communication devices (PCDs), including cell phones and personal digital assistants, that should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the School's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a School-provided or personal device, employees must comply with applicable School guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a School issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, School information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of School information. This is the only way currently possible to ensure that all School information is removed from the device at the time of termination. The removal of School information is crucial to ensure compliance with the School's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a School-issued device, the School's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on School business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions. Texting and e-mailing while driving is prohibited in all circumstances.

7.18. PERSONAL VISITS AND TELEPHONE CALLS

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and should only be made or received after working time, or during lunch or break time. No charged calls, other than company business calls, are to be made from company telephones. If it is absolutely necessary that you make a personal charged call from work, you must bill it to your personal credit card, home number or use your personal cell phone. Telephone records are subject to periodic review by management.

If you need to leave the worksite to conduct personal business, you must first obtain permission from your immediate supervisor. This will allow us to make modifications to the work schedule if necessary and will keep us aware of your availability during the day. Personal visits from friends and family members to the worksite are discouraged.

7.19. PREVENTION OF SEXUAL MISCONDUCT AND ABUSE

Information

The 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 Academies is committed to providing students with a safe and supportive learning environment and 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. 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 mandated 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 reasonably interpreted as constituting sexual harassment;
- Exposing students to sexualized content via pictures, videos, the 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 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 make this information available to the School upon request as communications with the student on behalf of the School are 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 the 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.

7.20. PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTION POLICY

California Virtual Academies recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a student from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a student to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;

6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff. Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent's point of view. The objective of the following list of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, they must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

a. Giving gifts to an individual student that are of a personal and intimate nature.
b. Kissing of any kind.
c. Any type of unnecessary physical contact with a student in a private situation.
d. Intentionally being alone with a student away from school.
e. Making or participating in sexually inappropriate comments.
f. Sexual jokes.
g. Seeking emotional involvement with a student for your benefit.
h. Listening to or telling stories that are sexually oriented.
i. Discussing inappropriate personal problems or intimate issues with a student in an attempt to gain their support and understanding.
j. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

a. Giving students a ride to/from school or school activities.
b. Being alone in a room with a student at school with the door closed.
c. Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

a. Remarks about the physical attributes or development of anyone.
b. Excessive attention towards a particular student.
c. Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

a. Getting parents' written consent for any after-school activity.
b. Obtaining formal approval to take students off school property for activities such as field trips or competitions.
c. Emails, texts, phone and instant messages to students must be very professional and relate to school activities or classes (Communication should be limited to school technology).
d. Keeping the door open when alone with a student.
e. Keeping reasonable space between you and your students.
f. Stopping and correcting students if they cross your own personal boundaries.
g. Keeping parents informed when a significant issue develops about a student.
h. Keeping after-class discussions with a student professional and brief.
i. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
j. Involving your supervisor if conflict arises with the student.
k. Informing the Head of Schools about situations that have the potential to become more severe.
l. Making detailed notes about an incident that could evolve into a more serious situation later.
m. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
n. Asking another staff member to be present if you will be alone with any type of special needs student.
o. Asking another staff member to be present when you must be alone with a student after regular school hours.
p. Giving students praise and recognition without touching them.
q. Pats on the back, high fives and handshakes are acceptable.
r. Keeping your professional conduct a high priority.
s. Asking yourself if your actions are worth your job and career.

7.24 PUBLICITY/STATEMENTS TO THE MEDIA

All media inquiries regarding the position of the School as to any issues must be referred to Head of School. Only Head of School is authorized to make or approve public statements on behalf of the School. No employees, unless specifically designated by Head of School, are authorized to make those statements on behalf of School. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the School must first obtain approval from Head of School.

7-22. PUNCTUALITY AND ATTENDANCE

Employees are hired to perform important functions at California Virtual Academies. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider, unless state or local law provides otherwise, before you will be permitted to return to work. Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the School.

7-23. REFERENCES

California Virtual Academies will respond to reference requests through Insperity's Contact Center at 866-715-3552, option 5 Department. The School will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to Insperity's Contact Center at 866-715-3552, option 5 Department.

Only Insperity's Contact Center at 866-715-3552, option 5 Department may provide references.

7-24. SHAREPOINT

Important notices and items of general interest are continually posted on California Virtual Academies SharePoint site. Employees should make it a practice to review frequently. This will assist employees in keeping up with what is current at California Virtual Academies.

7-25. SOLICITATION AND DISTRIBUTION

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for California Virtual Academies. Solicitation of any kind by non-employees on School premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the School is prohibited at all times. Distribution of literature by non-employees on School premises is prohibited at all times.

7-26. SOCIAL MEDIA

California Virtual Academies respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect School interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with School equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

All employees are expected to follow these guidelines when using social media:

- Maintain the confidentiality of trade secrets and private, proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not make any reference to the clients, partners or customers without their express written consent.
- You are not authorized to represent the School in online communications unless assigned as part of your responsibilities or given express permission in writing by an officer.
- Do not post things such as, discriminatory remarks, harassment and threats of violence, bullying, retaliation or similar inappropriate or unlawful conduct. The school's Equal Employment and Anti-Harassment policies apply to all social media communication.
- Do not use School's email addresses to register on social networks, blogs or other online tools utilized for personal use. The school requires all employees who participate in such activities to comply with all school guidelines and policies, including, but not limited to the Anti-Harassment policy.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the School and also expresses either a political opinion or an opinion regarding the School's actions that could pose an actual or potential conflict of interest with the School, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the School's position. This is necessary to preserve the School's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. School policies apply equally to employee social media usage.

California Virtual Academies encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

Nothing in this policy or in any other company guideline and/or policy is intended to prohibit any employee from receiving communication or engaging in activities that are protected by law. Examples include, but are not limited to, communications between employees related to wages, hours and other terms and conditions of employment.

7.27. SMOKING

Smoking, including the use of e-cigarettes, is prohibited on School premises and in all School vehicles.

7.28. WEAPONS

California Virtual Academies strives to provide a safe and secure workplace for employees, clients, customers and visitors. The School has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For purposes of this policy, company property includes, but is not limited to, all facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, California Virtual Academies reserves the right to request inspections of any employee and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of

violating this policy, you should immediately report this information to their onsite supervisor.

7.29 WORKPLACE CONDUCT

California Virtual Academies endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, at the School's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing company property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of the Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of the Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on school property.
11. Willful or careless destruction or damage to School assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of the company Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of California Virtual Academies policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and California Virtual Academies reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The School will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, California Virtual Academies will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline may include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the company may terminate the employee's employment.

Depending on the specific circumstances, the company may suspend or terminate an employee without prior discipline, or without following a particular order of discipline. The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

7.30. SEPARATION - IF YOU MUST LEAVE US

Should any employees decide to leave the School, we ask that they provide a Supervisor with at least 2 weeks advance notice of departure.

Thoughtfulness will be appreciated. All School, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the School's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the School (through payroll deduction, if lawful) for any lost or damaged School property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

7.31. EXIT INTERVIEWS

Employees who resign are requested to participate in an exit interview with management, if possible. During the exit interview, you can provide insights into areas for improvement for the company and your specific position.

7.32. A FEW CLOSING WORDS

This handbook is intended to give employees a broad summary of things they should know about California Virtual Academies. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, California Virtual Academies, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the School or its personnel policies and practices.

For employees covered by a Collective Bargaining Agreement (CBA), in areas where the Handbook and CBA conflict, the CBA governs.

HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of California Virtual Academies's Employee Handbook ("Handbook"). I understand this handbook contains information regarding the Company's rules and benefits which affect me as an employee.

I understand the Handbook is not a written employment contract for any specific term. My employment with Insperity is at-will. My employment with the Company is at-will unless an authorized employment agreement with California Virtual Academies provides otherwise.

I further understand that only Company authorized and designated Leadership personnel has any authority to change my at-will status or enter into any agreement guaranteeing employment with the Company for any specific period of time. I also understand that if any agreement is made, it will not be authorized and enforceable unless it is in writing and signed by both parties.

I also understand that an agreement made by designated Company Leadership personnel of California Virtual Academies is not binding on Insperity unless it is agreed to in writing by either the president or senior vice president of Insperity.

I understand, if requested by California Virtual Academies, I must repay the company any vacation/PTO used but not accrued at the time my employment ends, and I hereby authorize the company to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization form to facilitate such deductions.

I understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the onsite supervisor.

I further understand the Company reserves the right to modify the policies and benefits in the Handbook at any time without notice.

My signature below acknowledges that I have received the Handbook and understand it is my responsibility to read and comply with all policies contained in this Handbook, including state specific addendums (if any), and any revisions made to it.

Employee Signature: _____

Date: _____

Print Name: _____

Insperity Employee ID Number: _____

Please sign and return one acknowledgment to your supervisor and retain the other for your records. A copy of this signed acknowledgment should be sent to Insperity.

APPROVED

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

BOARD REPORT #08

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: Uniform Complaint Procedures Updates

PROPOSAL: It is proposed that the Governing Board of California Virtual Academy at Los Angeles approve the Uniform Complaint Procedures Updates.

BACKGROUND: A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs. The UCP covers alleged violations by local educational agencies that receive direct or indirect funding from the State to provide specific school programs, activities, or related services. A Williams Complaint, another type of UCP complaint, regards instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment.

Education Code Section 35186(e)(2) updated the language of the Williams requirements for teacher misassignment from, "A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% of English learner pupil in the class." To, "A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learner pupils in the class."

BUDGET IMPLICATIONS: There are no budget implications.

RECOMMENDATIONS: It is recommended that the Governing Board approve the Uniform Complaint Procedures Updates.

RESPECTFULLY SUBMITTED
April Warren
Head of School

PREPARED BY:
Krista Mount
Director of Categorical Programs

PRESENTED BY:
Krista Mount
Director of Categorical Programs

Ayes: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:**_____ **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X					
John Bodenschatz	X				X	
Stephanie Hansen-Sturm	X					X
Dezi Waterhouse	X					

CALIFORNIA VIRTUAL ACADEMIES™ POWERED BY K12

50 Moreland Road
Simi Valley, CA 93065
Phone (805) 581-0202

Uniform Complaint Procedures (UCP)
Policies and Procedures 2023–24

Adopted by our Governing Board (here and after "the board") in September 2023.

This document contains rules and instructions about the filing, investigation, and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by California Virtual Academies of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email), or electronically generated. Some complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

California Virtual Academies developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under *Education Code (EC)* sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived

characteristics, in any program or activity conducted by an educational institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The programs and activities subject to the UCP in which California Virtual Academies operates are:

- Accommodations for Pregnant and Parenting Pupils
- Career technical and technical education and career technical and technical training programs
- Compensatory Education
- Consolidated categorical aid programs
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under *Education Code (EC)* sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education

- Physical Education Instructional Minutes
- Pupil Fees
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to our UCP complaint procedures set forth in this document:

(a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

(b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.

(c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

The Responsibilities of California Virtual Academies

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, bullying, or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

The UCP Annual Notice

We disseminate on an annual basis the UCP Annual Notice which is a written notice of our approved UCP complaint procedures to all our students, employees, parents or guardians of its students, advisory committee members, appropriate private school officials or representatives, and other interested parties.

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;
- a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the *Health and Safety Code (HSC)* a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency (LEA) notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations (5 CCR)* apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Uniform Complaint Procedures (UCP) Policies and Procedures 2023–24

Filing UCP Complaints

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Krista Mount
Director of Categorical Programs
California Virtual Academy
50 Moreland Road
Simi Valley, CA 93065
(805) 581-0202
kmount@caliva.org

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

Investigating UCP Complaints

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by California Virtual Academies to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or

bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

UCP Complaint Resolution

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:
  - for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
  - for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,
  - With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.
- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
- the procedures to be followed for initiating an appeal to the CDE.

UCP Complaint Appeal Process

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA (charter school) Investigation Report that was issued in response to a properly filed complaint. A signature may be handwritten, typed (including in an email), or electronically generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. To request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- California Virtual Academies failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

All complaints and responses are public records.

Legal References

20 *United States Code (20 U.S.C.)* Section 6301 et seq.

34 *Code of Federal Regulations (34 CFR)* Sections 106.8, 34 CFR 299.10–13

California *Education Code* (*EC*) Sections 200, 201, 210.1, 210.3, 220, 221.1, 222, 234.1, 260, 3031, 8200–8498, 8235.5, 8235–8239.1, 8261, 8482–8484.65, 8500–8538, 17002(d), 17592.72, 33126(b)(5)(A), 33126(b)(5)(B), 33315, 35161, 35186, 46015, 48645.7, 48853, 48853.5, 48987, 49010–49013, 49069.5, 49531, 49556, 51210, 51222, 51223, 51225.1-3, 51228.1–51228.3, 52059, 52075, 52300-52462, 52334.7, 52355, 52451, 52460–52462, 52500-52617, 54440–54445, 54445, 56100(a), 56100(j), 60010, 64001, 65000.

California *Government Code (GC)* Sections 11135, 11136

California *Penal Code (PC)* Section 422.55

California *Code of Regulations Title 5 (5 CCR)* Sections 4600–4640, 4690–4694

CALIFORNIA VIRTUAL ACADEMIES™ POWERED BY K12

50 Moreland Road
Simi Valley, CA 93065
Phone (805) 581-0202

Uniform Complaint Procedures (UCP) Annual Notice 2023-2024

California Virtual Academy schools annually notify our students, employees, parents or guardians of its students, the advisory committees, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils

- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of California Virtual Academy

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Krista Mount
Director of Categorical Programs
California Virtual Academy
50 Moreland Road
Simi Valley, CA 93065
(805) 581-0202
kmount@caliva.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate at California Virtual Academy.

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Williams Complaint Policies and Procedures 2023–24

Adopted by our Governing Board (here and after "the board") in September 2023.

This document contains rules and instructions about the filing, investigation, and resolution of a Williams complaint regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

Californa Virtual Academies adopted the Uniform Complaint Procedures (UCP) process in accordance with Chapter 5.1 (commencing with Section 4680) of the *California Code of Regulations*, Title 5, to resolve Williams complaints. This document presents information about how we process complaints concerning Williams Settlement issues. A UCP complaint is a written and signed statement by a complainant alleging a violation of state laws or regulations. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of state laws or regulations, regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Responsibility of California Virtual Academies

Californa Virtual Academies is required to have local policies and procedures that enable Williams Complaints to be handled through our UCP process, to post a classroom notice informing parents, guardians, pupils, and teachers of their rights to file a Williams complaint on the charter school's website, and to provide a complaint form for Williams complaints regarding alleged deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

If a response is requested by the complainant, the response will go to the mailing address of the complainant indicated on the complaint.

If *Education Code* Section 48985 is applicable and 15 percent or more of the pupils in grades K–12 enrolled in our charter school speak a language other than English, the Williams Complaint Classroom Notice and the Williams Complaint Form shall be written in English and in the primary language of the complainant. The complaint response, if requested, and the final report shall be written in English and the primary language in which the complaint was filed.

A Williams Complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but will not exceed 10 working days, to the appropriate charter school official for resolution.

The principal or the designee of the charter school, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.

The principal, or, where applicable, the head of schools or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.

The principal, or where applicable, the head of schools or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing if the complainant identifies himself or herself and requests a response.

The principal makes this report; the principal shall also report the same information in the same timeframe to the head of schools or his or her designee.

The charter school shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school.

The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school.

The report shall include the number of complaints by the general subject area with the number of resolved and unresolved complaints.

The complaints and responses shall be available as public records.

The Williams Complaint Classroom Notice

We make sure that the Williams Complaint Classroom Notice is posted on the school website and includes:

- The parents, guardians, pupils, and teachers,
- a statement proclaiming sufficient textbooks and instructional materials,
- a statement that school facilities must be clean, safe, and maintained in good repair,
- a statement that there should be no teacher vacancies or misassignments, and
- the location at which to obtain a form to file a complaint in case of a shortage.

The Williams Complaint Form

We make sure that the Williams Complaint form is available for parents, guardians, pupils, and teachers to use. The charter school is virtual and currently has no school sites for students.

The Williams Complaint form shall include:

- A section to indicate if a response is requested,
- a section for contact information including mailing address if a response is requested.
- a statement that a pupil, including an English Learner, does not have standards - aligned textbooks or instructional materials or state adopted or charter school adopted textbooks or other required instructional materials to use in class.
- a statement that a pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- a statement that textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.

- a statement that a pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- a statement that a condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the charter school determines appropriate.
- a statement that a school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.
- a statement that the school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.
- a statement that a semester begins and a teacher vacancy exists. (A position to which a single designated certificate employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one - semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester).
- a statement that a teacher who lacks credentials or training to teach English Learners is assigned to teach a class with one or more English Learners pupils in the class.
- a statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- a section to identify the location of the school in which the alleged violation took place,
- a section to identify the course or grade level, if applicable,
- a section where the complainant describes the specific nature of the complaint in detail,
- a statement that the complainant may include as much text as the complainant feels is necessary, and
- a statement identifying the place to file the complaint that includes the office and address of the principal or his/her designee of the school in which the alleged violation took place.

Filing a Williams Complaint with the California Virtual Academies

A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises.

A Williams complaint may be filed anonymously.

The complainant need not use the Williams Complaint form to file a complaint.

How to Appeal a Williams Complaint

A complainant who is not satisfied with the resolution of the principal or the head of schools or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the governing board of the school at a regularly scheduled meeting of the governing board.

A complainant who is then not satisfied with the resolution proffered by the principal, or the head of schools or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction at the California Department of Education (CDE) within 15 days of receiving the report.

Conditions that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or the head of schools or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements of 5 *CCR* Section 4632.

A complainant may appeal the Decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the Decision.

The complainant shall specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law is misapplied.

The appeal shall be accompanied by:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

Legal References

EC sections 1240, 17592.72, 35186, 48985, 60640.

California *Code of Regulations* (*CCR*), Title 5 sections 4680–4687.

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Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

2023–24

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credentials to teach the class, including the certification required to teach English learners if present.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office or downloaded from the school's website.

   You may also download a copy of the Sample Williams Complaint Form in English and in other languages from the California Department of Education website.

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Williams Complaints Form

California *Education Code (EC)* Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Is a response requested – yes or no?

Name:

Mailing Address:

Email Address:

Phone Number:

Issue of complaint:

Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been always stocked with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

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Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins, and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem:

Location of problem:

School name:

Address:

Course or Grade Level and Teacher Name:

Describe the complaint in detail. You may attach additional pages if necessary to fully describe the situation.

File this complaint with the following:

Krista Mount
Director of Categorical Programs
California Virtual Academies
50 Moreland Road
Simi Valley, CA 93065

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school official for resolution.

APPROVED

TO: CALIFORNIA VIRTUAL ACADEMY AT LOS ANGELES GOVERNING BOARD

BOARD REPORT #11

VIA: CALIFORNIA VIRTUAL ACADEMY STAFF
September 14, 2023

SUBJECT: Store Gift Card Controls and Procedures

PROPOSAL: It is proposed that the Governing Board of California Virtual Academy at Los Angeles approve the Store Gift Card Controls and Procedures.

BACKGROUND: Purchasing supplies, including clothing, shoes, and hygiene items for students experiencing homelessness is allowable under the McKinney-Vento Homeless Assistance Act. The gift card issued must be used to purchase items necessary for students to fully participate in school. The controls and procedures will ensure the items purchased are appropriate and reduce the likelihood of fraud, waste, or abuse.

BUDGET IMPLICATIONS: There are no budget implications.

RECOMMENDATIONS: It is recommended that the Governing Board approve the Store Gift Card Controls and Procedures.

RESPECTFULLY SUBMITTED
April Warren
Head of School

PREPARED BY:
Krista Mount
Director of Categorical Programs

PRESENTED BY:
Krista Mount
Director of Categorical Programs

Ayes: 4 No: 0 Abstain: 0

Approved: _Yes___ **Witnessed:** Casey Robinson **Date:** _9/14/2023_____

Name	Aye	No	Abstain	Absent	Moved	Second
Frank Wilson	X					
John Bodenschatz	X					X
Stephanie Hansen-Sturm	X				X	
Dezi Waterhouse	X					

CALIFORNIA VIRTUAL ACADEMIES™ POWERED BY K12

Board Policy
September 2023

Store Gift Card Controls and Procedures
Education for Homeless Children and Youth

Allowability

Purchasing supplies, including clothing, shoes, and hygiene items for students experiencing homelessness is allowable under the McKinney-Vento Homeless Assistance Act. Local education agencies (LEA) are encouraged to purchase items or supplies students require to fully participate in school. Providing gift cards to a student or a parent/guardian to purchase allowable items or supplies is also acceptable. These are not considered to be gifts, which are not allowed to be purchased through Federal grants. If an LEA chooses to purchase gift cards for these expenses, the following guidelines must be followed.

General Guidelines

The local education agency (LEA) must ensure allowable items are purchased for the intended purpose and for student use. The LEA must complete the Gift Card Agreement with the family to ensure they know the allowable purchases with the card. LEA must follow up to ensure the procedures are met. The Head of School's approval is required before purchasing the store gift card.

When possible, the following gift cards will be provided to families.

Walmart Charitable All in Basket (No Alcohol/Tobacco/Lottery/Firearms)
Walmart Clothing Only (Including underwear, outerwear, and shoes)
Winco (No alcohol or tobacco)
Speedway (Fuel Only)

Accounting Procedure

The local education agency (LEA) must complete the Gift Card Agreement and receive a signature from the family experiencing homelessness to receive the gift card. This agreement should include a detailed receipt of purchased items.

The LEA shall maintain the Gift Card Agreement records that include the date gift cards were issued, recipients of the gift cards, the amount on the gift cards, and vendor of the card (i.e., Target, Walmart, etc.). The LEA must retain a copy of the Gift Card Agreement for a minimum of seven (7) years.

If the family misuses the gift card, additional gift cards will not be provided.

Security of Store Cards

Store gift cards will be kept under lock and key (in a lockbox always housed in a locked office) to ensure proper physical security and to protect from theft and loss. Access to the cards and keys to the locked area will be maintained by the Director of Administrative Operations and will be limited to the individual(s) responsible for the safekeeping of the gift cards (designee). The homeless liaison and Director of Administrative Operations will be responsible for ensuring that all procedures for the store card's security, dispensing, and tracking are followed.

Cards will be a maximum amount of $50.

Cards will be mailed to the Simi Valley office.
Once received, the cards will be processed by the designee. The designee will complete the following cells on the MKV Gift Card Tracking spreadsheet.

- Date GC (gift card) Purchased
- School That Purchased GC
- GC Vendor
- GC Amount
- GC Serial Number

Documentation and Gift Card Disbursement Log Instructions:
Cards are to be mailed directly to families or staff members.

The McKinney Vento & Foster Support Specialists will determine the need for families and complete a request for a gift card by completing the following cells on the MKV Gift Card Tracking spreadsheet.

- Student SID
- Student First Name
- Student Last Name
- Student School
- Caregiver GC Mailed To
- Address GC Mailed To

The McKinney Vento & Foster Support Specialists request will be approved by the Homeless Liaison.

Cards will be physically mailed to the families by the office designee. When mailing to families, the designee will complete the following cells on the MKV Gift Card Tracking spreadsheet.

- Date GC Mailed
- Person who Mailed GC

The designee will verify that the GC Serial Number on the gift card matches the spreadsheet.

Routine Reconciliation
A reconciliation of cards will be conducted whenever gift cards are purchased or at least quarterly. This reconciliation will consist of verifying that the number of cards purchased minus the number of cards disbursed agrees with the number of cards on hand.

Gift Card Agreement
A family must complete the Gift Card Agreement form when receiving any type of store gift card. The McKinney Vento & Foster Support Specialist will go over the agreement with the family. The Specialist informs the family of the authorized items that can be purchased, as well as the consequences of purchasing unauthorized items. The Specialist also indicates that the store or prepaid debit cards are intended for the students specifically, not the whole family.

A family can only purchase what the store gift card was issued for. After the family makes the purchase, they must submit the receipt to the McKinney Vento & Foster Support Specialist.

CALIFORNIA VIRTUAL ACADEMIES™ POWERED BY K12

Board Policy
September 2023

Gift Card Agreement

Based on the information you provided, it has been determined that your family is eligible to receive assistance in the form of a store gift card.

Gift cards must be used to purchase the following items.

Essential Clothing	Essential Food	Miscellaneous
Pants, shirts, skirts, dresses	Milk, egg, cheese, yogurt	School supplies
Underwear, socks	Fruits, vegetables, juice	Shampoo, conditioner
Shoes, snow boots	Bread, tortillas, starches	Deodorant
Jackets	Meats	Soap, toothpaste, toothbrush
PE clothes	Prepared meals	Other hygiene supplies

Gift cards may ***not*** be used to purchase the following items.

- Alcohol
- Lottery tickets
- Tobacco products
- Candy, sweets
- Non-essential items

Student Information:
Student Name
Student SID
School
Caregiver Name
Address the Card will be mailed to

Card(s) Received:
Merchant Name
Amount

Parents/Caregiver/Guardian/Unaccompanied Youth Information and Consent:
I agree to return the itemized receipt(s) to the McKinney Vento & Foster Support Specialist within a week of using the gift card. I understand that this help is to provide assistance so that my child/ren may attend school and be prepared to learn.

Please note that you will not be eligible to receive additional cards if the card is misused. Gift cards cannot be replaced if lost or stolen. No prohibited products are to be purchased.

What essential items do you plan to purchase with this gift card?

Parent Name	Parent Signature	Date

Name & Contact
McKinney Vento & Foster Support Specialist