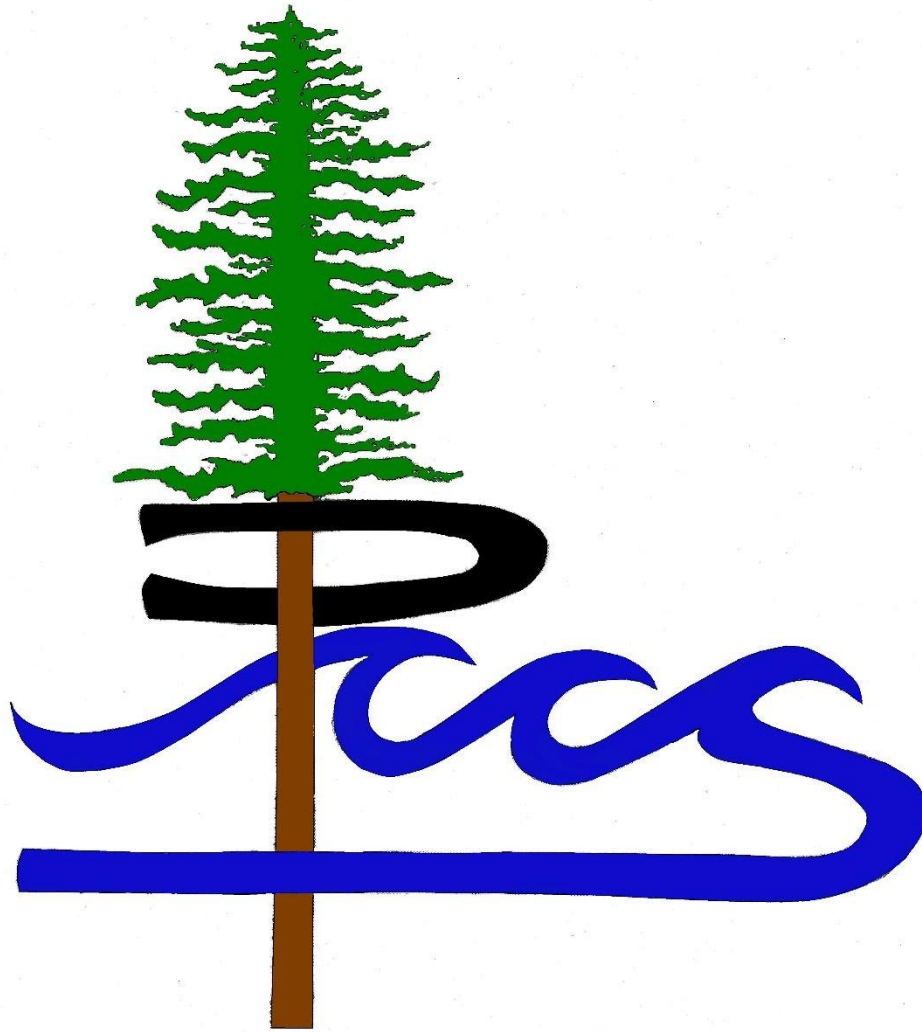


## Annual Report

2022 - 2023



[www.pacificcharterschool.org](http://www.pacificcharterschool.org)

PO Box 984 · Point Arena, CA · 95468

K-8: 10 Lake Street, Point Arena CA · 707-882-4131 · [K8@pacificcharterschool.org](mailto:K8@pacificcharterschool.org)

High School: 200 Lake Street, Point Arena CA · 707-882-2298 ·

[highschool@pacificcharterschool.org](mailto:highschool@pacificcharterschool.org)



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*Date Submitted: October 20, 2023*  
*Submitted by: Jennifer Ketring, Executive Director*

## OVERVIEW

**Pacific Community Charter School (PCCS)** offers instruction at two sites in Point Arena—one for K-8 and a second for high school.

<b>Charter Number</b>	192
<b>Charter Granting Agency</b>	Arena Union Elementary School District, Mendocino County
<b>Charter Approved<sup>1</sup></b>	March 25, 1999
<b>Charter Renewal Approved</b>	April 22, 2004
<b>Charter Renewal Approved</b>	May 21, 2009
<b>Charter Renewal Approved</b>	April 19, 2014
<b>Charter Renewal Approved</b>	March 6, 2019

### **Mission Statement**

The mission of the Pacific School is to provide a rigorous interdisciplinary curriculum which prepares students to enter higher education and occupations in their communities with an understanding of their geographic and historical roots and the goals toward which they can grow as adults. The guiding principle of the School is that the best preparation for life includes an education that is challenging to all students and respectful of individuals: an environment of friendship, self-reliance, honesty, initiative, courage and creativity in which everyone belongs.

### **Vision Statement**

Pacific Community Charter School provides a challenging curriculum that integrates core academic skills with art and real-world experiences. Our school values lifelong learning, compassion, and the involvement of families and community.

### **K-8 Information**

Director: Todd Orenick  
Location: 10 Lake Street, Point Arena  
Phone: (707) 882-4131 FAX: (707) 882-4132  
E-mail: k8@pacificcharterschool.org

### **High School Information**

Director: Michele Taylor-Jones  
Location: 200 Lake Street, Point Arena  
Phone: (707) 882-2298 FAX: (707) 882-4132  
E-mail: highschool@pacificcharterschool.org

### **K-12 Management Team**

Jennifer Ketring, Executive Director  
Todd Orenick, K-8 Director  
Michele Taylor-Jones, High School Director  
Frank Freedman, Interim High School Director

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<sup>1</sup> Charter renewal every 5 years. [According to AB 130](#), and effective July 1, 2021, the next charter renewal time period will be extended by 2 years. This means the next renewal period will be spring 2026.

## Governance Council 2022-23

Sienna Lampi, Chairperson (resigned Fall 2022)

Jill Hunter, Chairperson

Kyle Robinson, Treasurer

Jessica Price

Casie Smith

Cassie Henderson

Anabel Wigton

Ellen Kibbe (filled Sienna Lampi's vacancy)

## ITEM A: ANALYSIS OF CHARTER GOALS

*Item A: Analysis of whether goals included in the approved charter are being met; review of state and federal assessment data and reports.*

Following are key goals identified in our Local Control Accountability Plan (LCAP) and highlighted deliverables from the school year addressing those goals:

**Develop, support and facilitate engaging and creative programs that align with the school's mission and integrate fundamental academic skills with meaningful real-world experiences.**

- K-8 Deliverables:
  - K-3 Outdoor Days at Windy Hollow Farm and at various local locations
  - Weekly Visits to Coast Community Library
  - 4<sup>th</sup>-8<sup>th</sup> Grade Humanities completed project-based assignments in history where students have a choice of how to share what they learned
  - Curriculum tied field studies
  - One to one Chromebook devices available to all students grades 1-8
  - Recognition of Indigenous People's Day with a day off and school visits from local indigenous educators and storytellers
  - Participation in Young Author's Fair with Poetry Lessons with local Poet Blake More and school wide Poetry Slam
  - Participation in Gualala Arts Center Arts in the School annual exhibition
  - Ocean themed All School Performance with songs, Reader's Theater, stop motion animation, and student written plays to demonstrate student learning
- High School Deliverables:
  - The refined requirements of the High School Community Leadership & Service and Passages program put in place in 20.21 continue to be implemented.
  - Field studies and class volunteer opportunities were integrated into CLS/Passages during the regular schedule throughout the year. Activities were also integrated into our Latin American Arts class offered this year. Two schoolwide field studies spanning three days also took place. Specific activities included:

- San Francisco Multicultural Field Study (Fall Semester)
- Northern California Spring Field Study (Spring Semester)
- Day of the Dead celebration (Fall Semester)
- Rocky Intertidal Field Trip (Spring Semester)
- Gualala Arts Show (Spring Semester)
- Meals on Wheels volunteer (Spring Semester)
- Coastal Clean Up (Fall Semester)
- Mendocino College University Day (Fall Semester)
- BLM Planting Day (Fall Semester)
- Hometown Holidays Fundraiser (Fall Semester)
- Passages Exhibition (Spring Semester)
- Normal course offerings at the high school also emphasized interdisciplinary themes.

**Cultivate environmental literacy by integrating outdoor learning and field studies with classroom-based academics that address Next Generation Science Standards.**

- K-8 Deliverables:
  - K-3 weekly/biweekly garden education at Windy Hollow Farm including soil studies, planting, nature walks, and observations. Activities to integrate Next Generation Science Standards (NGSS)
  - 4-8 Students Protecting the Coast (6week Field Studies) including tide pooling, studying local ecosystems (redwood forest, kelp forest) nature journaling
  - School wide participation in California Coastal Clean-up Day
  - Field Studies w/ Mendocino Coast Audubon Society for birdwatching
  - Use of Pine Grove for Outdoor learning
  - Native Plant restoration
  - All-School Field study to Monterey Bay Aquarium and Ano Nuevo State Park
  - K-8 Field Study to Fortunate Farm
  - Middle school Kayak Trips on Gualala River and Monterey Bay
  - Environmental literacy professional development day with K-8 staff. Included experiential learning opportunity for staff followed by environmental literacy workshop with MCOE staff.
- High School Deliverables:
  - Outdoor classroom spaces utilized for our Agriculture class at the High School,
  - Students participate in volunteer activities related to environmental research and protection,
  - Guest speakers participating in field work to discuss environmentally related topics with students.
  - Specific events included:
    - Coastal Clean Up (Fall, California Coastal Commission)
    - BLM Planting Day (Fall, Bureau of Land Management)
    - Rocky Intertidal Field Study (Spring, NOAA)
    - Visit to Avenue of the Giants (Spring Field Study)

- Speaker (Peter Winch, The Greater Farallon's National Marine Sanctuary)
- Speaker (Elise Allen, U.S. Fish & Wildlife, UC Berkeley graduate, Point Arena HS graduate)
- Speaker (Claire Nasr, California Sea Grant Fellow, Farallon Islands National Wildlife Refuge, Humboldt State graduate)
- Speaker (Billy Arana, Arena Cove Stewards, Point Arena High School graduate)
- Agriculture Plant Sale, school community garden, flowers & vegetables
- 2023 Senior Class Graduation at a local establishment, St. Orres in the meadow

**Support whole-student growth with individual and group-based programs that address social and emotional well-being, personal responsibility and health, and community engagement.**

- K-8 Deliverables:
  - Partnered with Acorn Partners in Education to host Waves and Whales Trail Run on the Point Arena-Stornetta Public Lands as a fundraiser for PCCS and ACORN
  - Implementing whole school restorative justice program utilizing support through Action Network and individual student check-ins
  - SEL book club with parents, administrators and teachers
  - Daily morning meetings with games and SEL activities
  - Sexual Education Classes each year facilitated by Action Network
  - PBIS based schoolwide behavior norms: Safe, Responsible, Respectful and Kind. Implemented reward system with tickets and monthly incentives
  - Middle School participation/investment in technical support and maintaining computer zone
  - Leadership classes focused on career/college education and personal goals
  - Walk-A-Thon with family participation to promote physical activity and wellness
  - Middle school students participated in Harm Reduction training with Mendonoma Health Alliance
  - Middle School students learned CPR, First Aide and Narcan Administration with CLSD educator
  - 5-8<sup>th</sup> grade students participated in Health/Sex Ed classes with Action Network
  - Hearing, vision and dental screening with K-3<sup>rd</sup> grade students provided by MCOE nurse and RCMS
  - Full participation in Universal Meals Program with healthy breakfast and lunch served 5 days a week
- High School Deliverables:
  - Passages: In their annual Passage project work, several students explored social issues. Among the topics were: lucid dreaming, indigenous women

abduction, art as a way to explore poverty, sports and wellbeing, women's health, animal training, pillow making to support senior centers.

- Coursework: Topics in our English and Spanish classes focused on social awareness through course readings and focus on current events involving difficult issues such as racism and poverty.
- Action Network: Our contract with Action Network provided the following activities and classes: Health Education, Wellness Checks, Student Climate Survey & Follow-Ups.
- Spring Field Study: A visit to the Mendocino Ropes Course, which required students to face fears in getting through the course, work collaboratively, and encourage one another.
- CLS: In the CLS class, students volunteered to set up for the Meals on Wheels senior lunch, which was every Tuesday during Spring Semester.
- CLS Invited Speaker: In the CLS class, Juan Dominguez of the Burn the Wagon podcast talked with the CLS class about his life experiences growing up in the area and attended Point Arena HS, and how he overcame many struggles in his life to be where he is now. He currently runs the Burn the Wagon podcast, which explores social awareness and overcoming personal struggles.
- Staff training in SEL and Restorative Practices: A workshop was attended by our CLS/Passages teacher (Rowland) and the SEL Book Club organized by the Charter School and supported by a grant from MCOE. Weekly student CLS class mood meter check-ins. SEL vocabulary frontload.

**Create and maintain safe learning environments, both physically and socially, that are designed to inspire and engage students, staff and families.**

- K-8 Deliverables:
  - SEL Book Club, adopting schoolwide SEL program
  - Air Filters in each Classroom
  - Replace toilets/faucets in both bathrooms
  - Replace windows in 2-3 classroom and Humanities classroom
  - Hand sanitizer and masks available
  - Tree removal after Winter Storms
  - Weekly deep cleaning services
  - Implemented evacuation and shelter in place strategies
  - Maintain radio contact with district office and participate in weekly radio checks
  - Participate in HERO school safety training with Arena District
  - Replace Skylights in Art Room
  - Repair/replace south side of the roof after sustaining storm damage
  - Freshly Painted 2-3 classroom
  - Replace door to humanities classroom with double hinged door
  - Redesign front yard/sitting area after sustaining storm damage
- High School Deliverables:

- An external storage unit was added at the high school, which will help reduce clutter in the classroom and optimize space usage.
- The district experienced three instances where school was canceled due to power outages (Fall Semester, tree fall near K-8, January weather, March weather). Overall, the school was effective in efficiently contacting PAHS and AUES for being sure when the school day was called off and students caught school buses home. With PCCS, parents were contacted reasonably efficiently to pick up students or make other arrangements.
- Implemented a One Call system so that communications can be sent via text message, complementing our existing Jupiter notifications by email.
- Work is ongoing with the district to optimize emergency response procedures. This was a topic addressed during staff professional development in November. PCCS has also been included in the intradistrict intercom system to be used for notification across Point Arena schools during emergencies and other important events.
- Continued collaboration with the district and architect regarding the building replacement for room 100. Storage unit will help to provide extra storage space. Internet and electricity to be considered before new space can be created.

**Integrate updated curriculum that effectively addresses standards, reflects a multi-cultural approach to learning, supports students’ success in pursuing higher educational goals, and meets different learning modalities.**

- K-8 Deliverables:
  - My Math Curriculum K-5
  - Claim, Evidence, Analysis structured writing program for 4<sup>th</sup>-8<sup>th</sup> grade students
  - Follow Next Generation Science Standards K-8
  - Utilized NWEA assessments to track student growth
  - 3<sup>rd</sup>-8<sup>th</sup> grade students participated in state required CAASSP assessments
  - 4<sup>th</sup>-5<sup>th</sup> grade students participated in Steelhead in the classroom program with fish release at Warm Springs Hatchery
- High School Deliverables:
  - Supported college, career and trade school readiness through visits to college campuses and fairs: San Francisco State (San Francisco Multicultural Field Study), Cal Poly Humboldt (Northern California Spring Field Study), Mendocino College University Day (Fall Semester), Mendocino College Career Fair (Spring Semester, during Northern California Field Study).
  - Supported graduating seniors with career choice and college education pathways. Assisted students with college applications, FAFSA financial aid applications and both formal one-on-one meetings and informal day-to-day conversation.
  - During CLS, a guest speaker (Elise Allen, Environmental Science grad UC Berkeley, PAHS graduate) spoke with students about her pathway



from PAHS through UC Berkeley through currently working with NOAA on salmon restoration.

- Supported English Learner families with bilingual services. Provided translation of documents and information for Spanish speaking families. Offered individual virtual and in-person meetings as well as home visits. This allowed for effective communication and engagement with Spanish speaking families.
- Initial and Summative certification gained. ELPAC Testing & Coordination. ELD class instruction offered at PAHS campus (one period daily). Supported ELPAC testing on-site. Reclassified Fluent English Proficient (RFEP) status gained by English Learner(EL) student. Reclassification discussion with parents and RFEP monitoring plan in place for 2023/2024 school year. LEA and CALPADS reporting for the upcoming academic year.
- Native American involvement, Integrating Multicultural Programs. Participated in the Indigenous Peoples' Day event at PAHS. Was in regular communication with Ann Sanchez to support our indigenous student population and participated in all Native American Education Advisory Council (NAEAC) activities. Juan Dominguez, a guest speaker during our CLS class and from the local indigenous community, also shared his experience growing up and overcoming challenges with the students.
- Strong focus on Latin American art and culture through Spanish and Latin American Art classes. During Fall Semester this culminated in the Day of the Dead celebration at the Point Arena Lighthouse. During Spring Semester this culminated in student work being displayed at the Gualala Arts show.
- Multicultural themes were central to our Cultural Geography class. Black history month was a focus of the English class during the month of February.

Links for supporting reports and the High School course offerings are included in the Appendix: Item A Attachments.

## ITEM B: GC POLICIES & DECISIONS

*Item B: Summary of major decisions made and/or policies established by the Governance Council (GC).*

Following is a list of significant decisions/policies made by the GC during the school year:

- Approved applying for Title II & Title IV Federal Funds
- Approved expenditure for purchasing a second school van
- Adopted a School Wellness Policy
- Approved entering into a contract with MD Electric Solar for installing a solar power system as part of the PG&E solar incentive program

- Entered into a 2-year contract with Delta Management Solutions (DMS) for back-office support services
- Created an Enrollment Committee and approved annual enrollment caps
- Approved K8 hardscaping project expenditures
- Approved the Mendocino College Dual Enrollment Partnership
- Adopted a policy for TK Early Childhood Education Requirements
- Revised and approved an addendum to the Independent Study Policy
- Reviewed the Universal Meals Program Audit
- Reviewed and approved required reports/documents, including the LCAP update, SARC, 23.24 budget, COVID Protocols, and EPA Report

## ITEM C: FAMILY PARTICIPATION

*Item C: Family participation in governance and operation of the school.*

Family participation continues to be an integrated component of the Pacific School. Each family agrees to contribute 40 hours/school year or 60 hours/school year if more than one student is enrolled. Participation takes many shapes, including sitting on the Governance Council preparing meals at K-8, volunteering in the classroom, participating in field studies, organizing fundraising efforts, and so many more tasks suited to a family's skills and time.

Following are highlights of family participation:

- **Governance Council**
  - Seven volunteers continued to serve on the Governance Council.
- **Family participation hours**
  - 92 % of K8 families participated in school activities. 2099 volunteer hours were logged at the K8 site.
  - 85% of High School families (17 of 20) participated in school activities. 622 volunteer hours were logged.
  - Total of 2,721 family volunteer hours logged
- **Family Forums/Family Participation Events**
  - K8 Back to School Family Forum
  - High School Fall Family Forum
  - K8 Family Teacher Conferences
  - All School Winter Family Forum
  - High School Winter Student Led Conferences
  - K-12 Gualala Art Center School Art Show Opening
  - K8 Science Fair
  - High School Spring Family Forum
  - All School Pasta Dinner Fundraiser
  - K8Poetry Slam
  - K8 Walk-A-Thon
  - K8 Monterey Bay Field Study
  - All School Waves & Whales Trail Run

- High School Spring Exhibition
- K8 School Performance
- K8 School Beach Day
- K8 School BBQ
- K-12 SEL Book Club
- 8<sup>th</sup> Grade Promotion Ceremony
- High School Graduation

## ITEM D: SCHOOL SURVEYS

*Item D: Summary data from school satisfaction surveys.*

A variety of surveys were conducted throughout the year. These include:

- **CA Healthy Schools Survey**
  - Offered to students in grades 4-12 and families.
  - Student survey reports
    - Elementary: [https://drive.google.com/file/d/19pEn3N4UILslhezpfaB1Dww4u5f57SNf/view?usp=share\\_link](https://drive.google.com/file/d/19pEn3N4UILslhezpfaB1Dww4u5f57SNf/view?usp=share_link)
    - Middle School: [https://drive.google.com/file/d/1913kAEwvnZN403DuSejm180tAa\\_ds1XZ/view?usp=share\\_link](https://drive.google.com/file/d/1913kAEwvnZN403DuSejm180tAa_ds1XZ/view?usp=share_link)
    - High School: [https://drive.google.com/file/d/19njRxmKst-QwW8125nJ8qOEIvBpG-azR/view?usp=share\\_link](https://drive.google.com/file/d/19njRxmKst-QwW8125nJ8qOEIvBpG-azR/view?usp=share_link)
  - Family survey report: [https://drive.google.com/file/d/1A-VfogDYnXnhn5THlaYCLw6SiT7XSZjc/view?usp=share\\_link](https://drive.google.com/file/d/1A-VfogDYnXnhn5THlaYCLw6SiT7XSZjc/view?usp=share_link)
- **High School Restorative Practices & School Climate Survey**
  - Conducted in partnership with Action Network during winter quarter. Results shared with students during two school climate forums in the spring quarter.
- **High School Looking Forward Survey**
  - Shared at the Passages Exhibition and with students in class. Used to determine priorities for 23.24 school year.
- **K8 Universal Meals Student Survey**
  - Completed at end of school year to assist with meal planning for upcoming school year

## ITEM E: STAFF QUALIFICATIONS

*Item E: Data regarding number of staff, their qualifications and verification of credentials.*

### 2022-23 Teacher Credential Report

Teacher Name	Credential	Expiration Date
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Todd Orenick	State of California Multiple Teaching Credential Document #210109694	1/1/2027
Elizabeth Hillscan	Sort Term Staff permit Document #230091404	7/1/2023
Isabel Kuniholm	State of California Multiple Teaching Credential Document #21017148	7/1/2026
Kyle Foreman	State of California Multiple Subject Teaching Credential Document # 210264718	2/1/2028
Nathan Ramser	Provisional Internship Permit Document# 230089207 Assignment: 2-3 Grade Multisubject Teacher	2/1/2024
Michele Taylor-Jones	State of California Single Subject Teaching Credential Document #190129003	5/1/2024
Beverly Battaglia	State of California Single Subject Teaching Credential Document #180018354	10/1/2023
Maria Elena Biaggi	Single Subject Teaching Credential Document #220264718	2/1/2028
Charlene Rowland	State of California Career Technical Education Teaching Document #210252575	2/1/2027
Frank Freedman	Emergency 30-Day Substitute Teaching Permit Document #230067703	2/1/2024

**Pacific Community Charter School Statement of Facts Roster**

<b>Name</b>	<b>TB Test Completed</b>	<b>Fingerprinting Completed</b>
Patricia Sarra	11/5/2019	9/3/2009
Nathan Ramser	8/14/2018	8/23/2018
Todd Orenick	11/5/2019	8/26/2004
Isabel Kuniholm	6/20/2017	8/1/2017
Elizabeth Hillscan	6/23/2022	8/12/2007
Leah Reaves	11/5/2019	1/2/2007
Kalahan Stoker	TBD	2/23/2023
Kyle Foreman	TBD	8/11/2022
Nathan Ramser	8/14/2018	8/23/2018
Miles O'Rourke	TBD	4/12/2022
Michele Taylor-Jones	TBD	7/1/2020
Beverly Battaglia	8/7/2018	8/29/2018

Maria Elena Biaggi	TBD	9/16/2022
Charlene Rowland	TBD	10/14/2021
Frank Freedman	TBD	09/8/2022

## ITEM F: HEALTH/SAFETY PROCEDURES

*Item F: Summary of major changes to health/safety procedures.*

We continued to monitor and respond to COVID-19 cases and possible exposures according to state and local health agency directives.

- Monitored and followed state and local COVID protocols. Updated PCCS COVID protocols as necessary.
- Key staff were trained in doing on-site COVID testing and reporting.
- Personal protective equipment was available at both sites, including hand sanitizer at every entrance and masks available in classrooms and offices.

Additional health and safety procedures included:

- Acquisition at both sites of Motorola two-way radios connected to the district network (The district network comprises the district office, AUES, PAHS South Coast Continuation School and PCCS).
- Fall Professional Development was focused on school safety procedures in case of an emergency.
- Teacher and administration participation in HERO School Safety Training with District.
- Emergency evacuation plans were executed during the severe winter storms. Everyone was kept safe. K8 students evacuated to the Point Arena Community Center.

## ITEM G: FACILITY HEALTH & SAFETY

*Item G: Report on suitability of the facility in terms of health and safety.*

PCCS facilities comply with state building codes, federal Americans with Disabilities Act (ADA) access requirements, and other applicable fire, health and structural safety requirements. The school keeps the Certificate of Occupancy, an Annual Food Facility Permit to Operate, and other records on file. The Pacific School is exempt from the Field Act.

Facility upgrades to address health and safety during the school year included:

- First aid kits w/Epi Pens, and AED available in K-8 office.
- Satellite Phone and First Aid Kits available for off-site Field Studies and Outdoor Learning.
- Plans underway for replacing High School room 100. New room will include ADA restroom, two exits, ADA ramps and improved HVAC system.

- K8 repairs were completed after winter storm damage. Trees fell on/through the roof and front and side fences.

## ITEM H: EDUCATIONAL FACILITIES

*Item H: Report on suitability of the facility in terms of educational utility.*

The K-8 site is a converted residence at #10 Lake St. in Point Arena. It has four classrooms, two of which are approximately 430 sq. ft., one is approximately 550 sq. ft. and one is approximately 950 sq. ft. The site also houses a commercial kitchen and office space. The backyard is a small but usable playground, with a play structure, basketball hoop, tether ball, area for soccer and outdoor classroom space. A natural area, referred to as the Pine Grove, is situated in the back of the K-8 lot and is available for nature-based instruction. Students from the Kindergarten through 8th grades may walk to an offsite location for PE. These locations may include, but are not limited to, the Point Arena High School football field or gymnasium, the AUES field, or the City Park.

The High School Site is located on the Point Arena High School campus, #200 Lake St. It includes a portable classroom which was no longer usable by South Coast High School students and a portable classroom which was purchased by the Pacific School and placed adjacent to the existing classroom. This location is provided by Point Arena High School and the Arena Schools District. Each classroom is approximately 960 sq. ft. The second portable also contains an office and restrooms. Pacific High School classes also have access to the PAHS gym and campus restrooms. There is an outdoor classroom space located behind the classroom buildings.

## ITEM I: REQUESTED DOCUMENTATION & FINANCES

*Item I: Review copies of all requested documentation (e.g. budget reports, financial projections, leases, insurance, etc.).*

Extra funding was secured with the following grant awards:

- Charter School Facilities Grant. Matching grant of up to \$350,000 for replacing High School room 100.
- California Community Schools Partnership Program. 2-year planning grant of \$119,000 beginning 23.24 school year. Focus on fostering a strong school culture and community. Build community partnerships. Facilitate integration and adoption of SEL program across K-12 grades.
- Mendocino County Office of Education SEL Collaboration. 2-year partnership focusing on SEL integration. \$10,000 for each year of the grant beginning 22.23 school year. Year 1 deliverables focused on building adult SEL with staff and family members.
- College & Career Access Pathways Grant. 4-year grant for \$100,000 beginning 23.24 school year. Supports dual enrollment for High School students. Provides funding for staff stipends, salaries, curriculum and college field studies.

- Middle College & Early College Grant. 4-year grant for \$250,000 beginning 23.24 school year. Supports dual enrollment for High School students. Provides funding for staff stipends, salaries, curriculum and college field studies.
- Community Foundation of Mendocino County. \$7500 towards the purchase of a school van.
- Career Technical Education Incentive Grant. \$22,000 to support the Natural Resources & Agriculture CTE Pathway at the high school.

Additional reports and documents are included in the Appendix: Item I Attachments.

## ITEM J: ADMISSIONS

*Item J: Overview of admissions practices, including number of students actually enrolled and waiting lists.*

Open enrollment is announced through various local outlets, including in the Independent Coast Observer, online and directly to currently enrolled families. Enrollment forms must be completed for returning and new students. Priority is given to currently enrolled families and open seats are provided on a first-come first-served basis until enrollment caps are met.

Enrollment for the 2022-23 School Year:

- **K8 Program**
  - 50 students enrolled as of August 2022
  - 52 students enrolled as of June 2023
  - 59 students projected enrollment for the 2023-24 school year
  - Enrollment changes throughout the year:
    - 2 students transferred to another local school
    - 0 students transferred to another school and subsequently returned
    - 1 student transferred from another local school
    - 1 student moved out of the area
    - 3 new students moved to the area and enrolled
    - 3 new Kindergarten students enrolled midyear
- **High School Program**
  - 20 students enrolled as of August 2022
  - 17 students enrolled as of June 2023
  - 15 students projected enrollment for the 2023-24 school year.
  - Enrollment changes throughout the year:
    - 2 students transferred to another local school.
    - 0 students transferred to another school and subsequently returned.
    - 1 student transferred from another local school.
    - 2 students moved out of the area.
    - 0 new students moved to the area and enrolled.

## ITEM K: EXPULSIONS & SUSPENSIONS

*Item K: Report on expulsions and suspensions from the prior year.*

### **K-8 Program**

- 1 student was suspended during the School Year for a total of 4 days. 0 students were expelled.

### **High School Program**

- 0 students were suspended from PCCHS during the School Year for a total of 0 days. 0 students were expelled.

Restorative practices were integrated into discipline procedures.

## ITEM L: DISPUTE RESOLUTIONS

*Item L: Review of any internal/external dispute resolutions during the year.*

### **K-8 Program**

- Action Network worked with small groups of students to support peer mediation, and conflict resolution.
- Facilitated Restorative Family Chats to support conflicts between students and integrate the families into the process.

### **High School Program**

- Internal dispute resolution with a student consistently inattentive, unable to participate in class activities, and at times disruptive. Site Director and Executive Director met with parent and student, where we were told of mental health challenges student is facing. Discussed effect of student's behavior on day-to-day activities, pathways to graduation, and attempted to connect student with Action Network (she is already seeing Counsellor at PAHS). Presented student and parent with an Agreement Letter outlining expectations.
- Filed two reports with Child Protective Services for a student chronically absent and parent exhibiting unstable behavior.



## APPENDIX

The following attachments are referenced throughout the report and organized according to section/item.

### ITEM A ATTACHMENTS

#### HIGH SCHOOL COURSE OFFERINGS: 2022-23 SCHOOL YEAR

Course	Credit	College Prep (UC a-g approved)	AP
Spanish 1	10	*	
Spanish 2/3	10	*	
AP U.S. History	10	*	*
English: Multicultural Themes and Questions	10	*	
Cultural Geography	10	*	
Agriculture	10		
Latin American Art	10	*	
Odysseyware Online Courses	10	*	
Algebra 1	10	*	
Environmental Science (Apex)	10	*	
Physical Education	10		
Community Leadership & Service	5		
Passages (Individualized Project-Based Student Designed Courses)	10		

#### HIGH SCHOOL GENERAL COURSE LIST

Course	Credit	College Prep (UC a-g approved)	AP
Studio Art 1	10	*	
Studio Art 2	10	*	
AP Art: 2-D Design	10	*	*
AP Art: Drawing	10	*	*
AP Language and Composition	10	*	*
AP Literature and Composition	10	*	*
English: Multicultural Themes and Questions	10	*	
English: American Literature and Composition	10	*	
English: British Literature and Composition	10	*	
English: World Literature and Composition	10	*	
Creative Writing	10		
AP US History	10	*	*
US History and Geography	10	*	

World History, Cultures, and Geography	10	*	
Civics and Economics	10	*	
World Geography & Cultures	10	*	
AP Human Geography	10	*	*
Physical Education	10		
Spanish 1	10	*	
Odysseyware Online Courses	10	*	
Apex Algebra	10	*	
Apex Biology	10	*	
Community Leadership & Service	5		
Passages (Individualized Project-Based Student Designed Courses)	40		

## REPORTS

- Local Control & Accountability Plan (LCAP) [https://drive.google.com/file/d/1WdY7hnqLQtxcdthK2OAbU\\_myIJJZ8EIcE/view](https://drive.google.com/file/d/1WdY7hnqLQtxcdthK2OAbU_myIJJZ8EIcE/view)
- School Accountability Report Card (SARC) <https://drive.google.com/file/d/1IGOxu5MrNm5Sx8TSwwmDrkjOQmLxPgKj/view>
- WASC Mid-Cycle Progress Report (June 2022) <https://drive.google.com/file/d/1-fhqi3pdKDifnF2DMNYMK-r8YYldVGSw/view?usp=sharing>

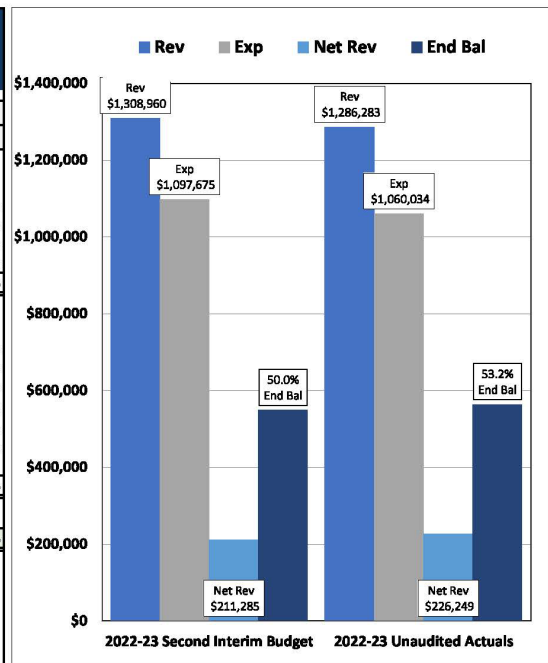
ITEM I ATTACHMENTS

**BUDGET REPORT: UNAUDITED ACTUALS**

Link to full Unaudited Actuals Report: [https://drive.google.com/file/d/18eTyyNY19na4Dj-rEcjiYjdsY9Bh3d9U/view?usp=share\\_link](https://drive.google.com/file/d/18eTyyNY19na4Dj-rEcjiYjdsY9Bh3d9U/view?usp=share_link)

**Pacific Community Charter School  
2022-23 Unaudited Actuals  
BUDGET SUMMARY**

	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change	% YTD vs SIB
<b>Projected Enrollment:</b>	<b>71</b>	<b>70</b>	<b>(1)</b>	
<b>Projected P-2 ADA:</b>	<b>63.90</b>	<b>58.82</b>	<b>(5.08)</b>	
<b>Revenues:</b>				
General Purpose Entitlement	\$ 707,238	\$ 699,520	\$ (7,718)	99%
Federal Revenue	211,015	102,357	(108,658)	49%
Other State Revenue	324,439	386,555	62,116	119%
Other Local Revenue	66,268	97,851	31,583	148%
<b>TTL Revenues</b>	<b>\$ 1,308,960</b>	<b>\$ 1,286,283</b>	<b>\$ (22,677)</b>	<b>98%</b>
<b>Expenditures:</b>				
Certificated Salaries	\$ 407,921	\$ 437,223	\$ 29,302	107%
Non-Certificated Salaries	235,932	194,520	(41,412)	82%
Benefits	85,134	83,898	(1,236)	99%
Books/Supplies/Materials	50,000	70,993	20,993	142%
Services/Operations	285,542	244,949	(50,593)	83%
Capital Outlay	23,146	28,451	5,305	123%
Other Outgo	-	-	-	
<b>TTL Expenditures</b>	<b>\$ 1,097,675</b>	<b>\$ 1,060,034</b>	<b>\$ (37,641)</b>	<b>97%</b>
<b>Net Revenues</b>	<b>\$ 211,285</b>	<b>\$ 226,249</b>	<b>\$ 14,964</b>	<b>107%</b>
<b>Beginning Balance July 1</b>	<b>\$ 337,504</b>	<b>\$ 337,504</b>		
<b>Ending Balance June 30</b>	<b>\$ 548,789</b>	<b>\$ 563,753</b>		
<b>Ending Balance as % of Exp:</b>	<b>50.0%</b>	<b>53.2%</b>		



# MULTI-YEAR PROJECTIONS

**Pacific Community Charter School  
2022-23 July Budget  
MULTI-YEAR PROJECTION DETAIL**

Description	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Projected Enrollment:</b>	<b>68</b>	<b>70</b>	<b>72</b>	<b>74</b>	<b>75</b>
<b>Projected P-2 ADA:</b>	<b>61.86</b>	<b>63.71</b>	<b>65.47</b>	<b>67.25</b>	<b>68.14</b>
<b>REVENUES</b>					
<b>General Purpose Entitlement</b>					
8011 General Purpose Block Grant	20,600	67,614	90,923	122,078	152,386
8012 Education Protection Account	12,372	12,742	13,095	13,451	13,628
8096 Funding in Lieu of Property Taxes	667,319	687,247	706,305	725,483	735,072
<b>TTL General Purpose Entitlement</b>	<b>700,291</b>	<b>767,603</b>	<b>810,323</b>	<b>861,012</b>	<b>901,086</b>
<b>Federal Revenue</b>					
8220 School Nutrition Program - Federal	15,216	15,597	15,987	16,386	16,796
8290 Other Federal Revenue	203,950	47,099	48,276	49,483	50,720
<b>TTL Federal Revenue</b>	<b>219,166</b>	<b>62,695</b>	<b>64,263</b>	<b>65,869</b>	<b>67,516</b>
<b>Other State Revenue</b>					
8520 School Nutrition Program - State	12,450	12,761	13,080	13,407	13,742
8550 Mandated Cost Reimbursements	1,717	1,846	1,955	2,066	2,084
8560 State Lottery Revenue	14,661	15,099	15,516	15,938	16,149
8590 Other State Revenue	137,441	83,436	85,522	87,660	89,851
<b>TTL Other State Revenue</b>	<b>166,269</b>	<b>113,142</b>	<b>116,074</b>	<b>119,071</b>	<b>121,827</b>
<b>Other Local Revenue</b>					
8660 Interest Income	3,000	3,075	3,152	3,231	3,311
8699 Other Revenue	25,268	25,900	26,547	27,211	27,891
<b>TTL Other Local Revenue</b>	<b>28,268</b>	<b>28,975</b>	<b>29,699</b>	<b>30,442</b>	<b>31,203</b>
<b>TTL REVENUES</b>	<b>1,113,994</b>	<b>972,415</b>	<b>1,020,359</b>	<b>1,076,394</b>	<b>1,121,632</b>
<b>EXPENDITURES</b>					
<b>1000 - Certificated Salaries</b>					
1100 Teacher Compensation	306,711	298,832	307,797	317,031	326,542
1130 Substitute Teacher Compensation	15,500	15,965	16,444	16,937	17,445
<b>TTL Certificated Salaries</b>	<b>322,211</b>	<b>314,797</b>	<b>324,241</b>	<b>333,968</b>	<b>343,988</b>
<b>2000 - Non - Certificated Salaries</b>					
2100 Instructional Aides	99,436	97,939	100,877	103,904	107,021
2200 Pupil Support Administration	20,900	21,527	22,173	22,838	23,523
2300 Classified Administrators	171,195	176,331	181,621	187,069	192,681
<b>TTL Non - Certificated Salaries</b>	<b>291,531</b>	<b>295,797</b>	<b>304,671</b>	<b>313,811</b>	<b>323,225</b>
<b>3000 - Employee Benefits</b>					
3301 OASDI/Medicare	46,951	41,470	42,714	43,995	45,315
3401 Health Care Certificated	25,000	25,750	26,523	27,318	28,138
3501 Unemployment Insurance	6,000	6,180	6,365	6,556	6,753
3601 Workers' Comp Certificated	10,555	10,872	11,198	11,534	11,880
3901 Other Benefits Cert	7,500	7,725	7,957	8,195	8,441
<b>TTL Employee Benefits</b>	<b>96,006</b>	<b>91,996</b>	<b>94,756</b>	<b>97,599</b>	<b>100,527</b>
<b>4000 - Books/Supplies/Materials</b>					
4100 Textbooks & Core Curriculum	5,000	5,129	5,242	5,367	5,494
4310 Materials & Supplies	18,000	18,464	18,871	19,320	19,780
4320 Office Supplies	10,000	10,258	10,484	10,733	10,989
4400 Non - Capitalized Equipment	2,000	2,052	2,097	2,147	2,198
4700 School Nutrition Program	15,000	15,387	15,726	16,100	16,483
<b>TTL Books/Supplies/Materials</b>	<b>50,000</b>	<b>51,290</b>	<b>52,418</b>	<b>53,666</b>	<b>54,943</b>
<b>5000 - Services &amp; Operations</b>					
5100 Grant Services	100,241	15,800	16,148	16,532	16,925

**Pacific Community Charter School  
2022-23 July Budget  
MULTI-YEAR PROJECTION DETAIL**

Description	2022-23	2023-24	2024-25	2025-26	2026-27
5200 Travel & Conferences	2,075	2,129	2,175	2,227	2,280
5300 Dues & Memberships	6,000	6,155	6,290	6,440	6,593
5400 Insurance	32,495	33,333	34,067	34,877	35,708
5510 Utilities (General)	16,000	16,413	16,774	17,173	17,582
5520 Janitorial Services	15,500	15,900	16,250	16,636	17,032
5610 Facility Rents & Leases	2,000	2,052	2,097	2,147	2,198
5620 Equipment Leases	5,100	5,232	5,347	5,474	5,604
5630 Maintenance & Repair	9,500	9,745	9,959	10,197	10,439
5800 Professional Services - Non - instructional	4,100	4,206	4,298	4,401	4,505
5810 Legal	1,000	1,026	1,048	1,073	1,099
5820 Audit & CPA	10,400	10,668	10,903	11,163	11,428
5825 DMS Business Services	41,600	42,673	43,612	44,650	45,713
5835 Field Trips - Bus Transportations	2,850	2,924	2,988	3,059	3,132
5840 Advertising & Recruitment	1,000	1,026	1,048	1,073	1,099
5850 Oversight Fees	6,461	6,628	6,774	6,935	7,100
5860 Service Fees	2,000	2,052	2,097	2,147	2,198
5870 Livescan Fingerprinting	550	564	577	590	604
5880 Instructional Vendors & Consultants	5,000	5,129	5,242	5,367	5,494
5890 Misc Other Outside Services	1,100	1,128	1,153	1,181	1,209
5910 Telephone	10,000	10,258	10,484	10,733	10,989
5920 Internet	106	109	111	114	116
5930 Postage	1,000	1,026	1,048	1,073	1,099
<b>TTL Services &amp; Operations</b>	<b>276,078</b>	<b>196,174</b>	<b>200,489</b>	<b>205,261</b>	<b>210,146</b>
<b>6000 - Capital Outlay</b>					
6900 Depreciation	23,146	23,146	23,146	23,146	23,146
<b>TTL Capital Outlay</b>	<b>23,146</b>	<b>23,146</b>	<b>23,146</b>	<b>23,146</b>	<b>23,146</b>
<b>7000 - Other Outgo</b>					
TTL Other Outgo	-	-	-	-	-
<b>TTL EXPENDITURES</b>	<b>1,058,972</b>	<b>973,201</b>	<b>999,722</b>	<b>1,027,452</b>	<b>1,055,975</b>
<b>Revenues less Expenditures</b>	<b>55,022</b>	<b>(785)</b>	<b>20,637</b>	<b>48,943</b>	<b>65,657</b>
<b>Beginning Fund Balance</b>	<b>186,940</b>	<b>241,962</b>	<b>241,176</b>	<b>261,813</b>	<b>310,756</b>
<b>Net Revenues</b>	<b>55,022</b>	<b>(785)</b>	<b>20,637</b>	<b>48,943</b>	<b>65,657</b>
<b>ENDING BALANCE</b>	<b>241,962</b>	<b>241,176</b>	<b>261,813</b>	<b>310,756</b>	<b>376,412</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>22.8%</b>	<b>24.8%</b>	<b>26.2%</b>	<b>30.2%</b>	<b>35.6%</b>





# CharterSAFE

A C I S	<p><b><u>Educator's Legal Liability</u></b>  <b>Deductible:</b> \$2,500 per occurrence</p> <p>Special Education Program Legal Expense Coverage - Reimbursement Sublimit  <b>Deductible:</b> \$7,500 per occurrence</p>	<p><b>\$5,000,000 per occurrence and member aggregate</b></p> <p>\$50,000 per occurrence/aggregate Reimbursement Sublimit  <b>\$5,000,000 CharterSAFE Members' Combined Annual Aggregate</b></p>
A I	<p><b><u>Childhood Sexual Assault Liability*</u></b>  <b>Deductible:</b> \$0 if school completes training requirement          \$100,000 if school did not complete training requirement  <b>Retroactive Date:</b> 07/01/2021</p>	<p><b>\$5,000,000 per claim and member aggregate</b></p>
<p><b>Training Mandate:</b> Childhood Sexual Assault Prevention Training by CharterSAFE is available under the CharterSAFE Learning Center and is <b>REQUIRED</b> to be completed by 90% or more of staff within ninety (90) days of coverage renewal. New employees are required to complete the training within six (6) weeks of employment.</p>		
A C I S	<p><b><u>Law Enforcement Activities Liability</u></b></p>	<p><b>\$5,000,000 per occurrence and member aggregate</b></p>
A C I S	<p><b><u>Automobile</u></b>          Includes Autos scheduled with CharterSAFE, non-owned autos and hired autos</p> <p><b>Auto Liability</b>          Uninsured/Underinsured Sublimit          Automobile Medical Payment Sublimit</p> <p><b>Auto Physical Damage</b>  <b>Deductible:</b> \$500 per occurrence for Hired auto Physical Damage</p>	<p><b>\$5,000,000 per occurrence and member aggregate</b>          \$1,000,000 per occurrence sublimit</p> <p>\$10,000 per person sublimit          \$50,000 per occurrence sublimit</p> <p><b>\$2,000,000 per occurrence and member aggregate</b></p>
Z	<p><b><u>Excess Liability - SELF</u></b>  <b>Coverage Provided by:</b> Schools Excess Liability Fund (SELF)</p> <p><b>Coverage:</b> SELF is a separate entity from CharterSAFE and carries a separate Memorandum of Coverage with separate terms, conditions, and exclusions. You can access SELF's information at <a href="http://www.selfjpa.org">www.selfjpa.org</a>.</p>	<p><b>\$50,000,000 per occurrence/claim and member aggregate</b> as outlined by the SELF Memorandum of Coverage. This coverage is excess of the \$5M limits above to total a limit of \$55M.</p>
<p><b>Crime</b></p>		
A K	<p><b><u>Crime</u></b>          Monies and Securities, Computer &amp; Funds Transfer Fraud, Forgery or Alteration, and Employee Dishonesty  <b>Deductible:</b> \$2,500 per occurrence</p>	<p><b>\$1,000,000 per occurrence and member aggregate</b></p>

# CharterSAFE

Property		
A, B, E, G, H, J, L, M, O, P, T, X, Y	<p><b>Property</b></p> <p><b>Valuation:</b> Replacement Cost</p> <p>Total Insured Value: (Building Value + Content Value + EDP)</p> <p><b>Deductible:</b> \$1,000 per occurrence***</p> <p>Building (including tenant improvements and betterments)</p> <p>Personal Property - Contents &amp; Electronic Data Processing</p> <p>Builder's Risk - Separately scheduled with CharterSAFE as applicable</p> <p>Boiler and Machinery / Equipment Breakdown</p> <p>Business Interruption - \$10,000,000 per occurrence</p> <p>Extra Expense - \$10,000,000 per occurrence</p> <p><b>***Causes of Loss</b></p> <p>Water Damage Deductible: \$2,500 per occurrence</p> <p>Wildfire Deductible: \$10,000 per occurrence</p>	<p>As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence</p> <p>See "Exposures &amp; Locations" section</p>

Student & Volunteer Accident		
A, R	<p><b>Student Accident and Volunteer Accident</b></p> <p><b>Deductible:</b> \$500 per incident for losses arising out of participation in <i>High Risk Activities</i>**</p> <p>Student Accident</p> <p>Volunteer Accident</p>	<p>\$50,000 per injury/accident</p> <p>\$25,000 per injury/accident</p>



# CharterSAFE

Additional Program Coverages		
A N	<b><u>Pollution Liability and First Party Remediation</u></b> Deductible: \$10,000 per occurrence	\$1,000,000 per pollution condition \$5,000,000 CharterSAFE Members' Combined Annual Aggregate
A Q	<b><u>Terrorism</u></b> Terrorism Liability*  Terrorism Property Deductible: \$1,000 per occurrence  Total insured Value (Building Value + Content Value + EDP)	\$5,000,000 per occurrence and CharterSAFE Members' Combined Annual Aggregate  As scheduled with CharterSAFE subject to the maximum limit of \$20,000,000 per occurrence. See "Exposures & Locations" section
A F	<b><u>Cyber Liability*</u></b> Deductible: \$10,000 per claim  Ransom Extortion Sublimit	\$1,000,000 per claim and aggregate \$5,000,000 CharterSAFE Members' Combined Annual Aggregate  Qualification Level 3: \$50,000 sublimit
A Q	<b><u>Deadly Weapons Protection</u></b> Deductible: \$10,000 per event  Medical expenses, accidental death and dismemberment, crisis management, counselling services, and funeral expenses sublimits apply, as outlined in the policy.	\$500,000 per deadly weapon event \$2,500,000 CharterSAFE Members' Combined Annual Aggregate

Workers' Compensation		
A I V	<b><u>Workers' Compensation</u></b> Workers' Compensation Workers' Compensation rate: \$1.284 per \$100 of payroll  Employer's Liability	Statutory  \$5,000,000 per accident \$5,000,000 per disease per employee \$5,000,000 per disease policy limit

\* Claims-Made coverage. Coverage applies only to claims made against the Named Member during the Period of Coverage and Reported within sixty (60) days after policy expiration.

\*\* A list of High Risk Activities is available at [www.chartersafe.org](http://www.chartersafe.org) or you may contact Karen Bianchini ([kbianchini@chartersafe.org](mailto:kbianchini@chartersafe.org) / 916-880-3460) from CharterSAFE's Risk Management Team.

The Evidence of Coverage Bound is issued as a matter of information only to Named Members for their internal use and confers no rights upon any viewer of this Evidence of Coverage Bound other than those provided for in the Memorandum of Coverage and/or applicable policies. This Evidence of Coverage Bound does not amend, extend, or alter the coverage described within the Memorandum of Coverage and/or applicable policies and may only be copied, printed, used, and viewed by the Named Member. Any other use, duplication, or distribution of this Evidence of Coverage Bound without the prior written consent of CharterSAFE is prohibited.

# CharterSAFE

## EXPOSURES & LOCATIONS

### Vehicles

Vehicle Type	Make	Model	Year	VIN
Van	Honda	Odyssey	2010	5FNRL3H73AB069253

### Students / Employees / Payroll

Location Address(es)	Students	Employees	Payroll
Pacific Community Charter School 10 Lake Street Point Arena, CA 95468	78	15	\$443,931.00
Pacific Community Charter School 200 Lake Street Point Arena, CA 95468	25	4	\$0.00
<b>Total:</b>	<b>103</b>	<b>19</b>	<b>\$443,931.00</b>

### Property Values

Location Address(es)	Building Value	Content Value	Electronic Data Processing (EDP)	Total Insured Value (TIV)
Pacific Community Charter School 10 Lake Street Point Arena, CA 95468	\$501,900.00	\$52,500.00	\$52,500.00	\$606,900.00
Pacific Community Charter School 200 Lake Street Point Arena, CA 95468	\$233,100.00	\$29,925.00	\$29,925.00	\$292,950.00
<b>Total:</b>	<b>\$735,000.00</b>	<b>\$82,425.00</b>	<b>\$82,425.00</b>	<b>\$899,850.00</b>