

**AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS**

**Insight at San Diego  
December 12, 2025  
12:45 P.M.**

**Primary Location:**

**Zoom Meeting:** <https://zoom.us/j/6274679928>

**Conference call:** (720) 707-2699

**Meeting ID:** 627 467 9928

**Alternate Locations:**

**3375 Camino del Rio South Suite 130, San Diego, CA 9210  
957 Red Granite Rd, Chula Vista, CA 91913**

ORIGINAL

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

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

1. Agendas are available to all audience members at the door to the meeting or by requesting the agenda from the School Office (805-581-0202). You may also email [carobinson@caliva.org](mailto:carobinson@caliva.org).
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 School Office (805-581-0202) or emailing [carobinson@caliva.org](mailto:carobinson@caliva.org) 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. In the event a member of the public speaks to the Board in a language other than English, their allowed public comment time will be doubled to allow time for translation of their comments.
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.
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.

*Insight at San Diego does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, gender, physical or mental disability, ancestry or marital status, in any of its policies, procedures or 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 to participate in Board meetings are invited to contact Insight at San Diego office at (805)581-0202.*

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at 12:53 P.M.

**B. ROLL CALL**

	Present	Absent
Mr. Jack Creedon (President)	_____	_X_
Dr. Ruben Garcia (Secretary)	_X_	_____
Dr. Shelly Hess (Treasurer)	_X_	_____

**C. FLAG SALUTE**

- Lola led (student)

**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.

- Marla Cooper acknowledged stress regarding the new systems but wanted to urge everyone to focus on what a great team we have to get us through it.

**B. For Information: Director's Report**

This is a presentation of information which has occurred since the previous Board meeting.

- Enrollment is currently 221; 10 in 9<sup>th</sup>, 55 in 10<sup>th</sup>, 72 in 11<sup>th</sup>, and 84 in 12<sup>th</sup>
- Internal ongoing attendance is at 90%
- 27 graduated out of our 34 potential graduates for T1
- Pass rate is currently at 76.5% for T1
- 51 new enrollees for T2
- Mid-year internal schoolwide assessments: 65.2% completed both and 77.8% completed one
- Admin team in-person data dig in January

**C. For Information: Board/Staff Discussions**

Board and staff discuss items of mutual interest.

- Dashboard/State Testing  
Morgan shared summary of results

- D. Approval of Previous Board Meeting Minutes  
- Minutes from 9/10/25 meeting  
Moved: Ruben  
2<sup>nd</sup>: Shelly

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**

Fiscal Year 2024-25 Audit Certification  
- VJ from GHJ shared summary.

BDRPT 01

APPROVED

Fiscal Year 2025-26 First Interim Budget Update  
- No questions asked.

BDRPT 02

APPROVED

Ratification of Disbursements  
- No questions asked.

BDRPT 03

APPROVED

Human Resources Executive Search Services Agreement  
- No questions asked.

BDRPT 13

APPROVED

**B. PERSONNEL**

None

**C. INSTRUCTION AND CURRICULUM**

Establishment of State-Defined Alternate Diploma Pathway  
- No questions asked.

BDRPT 05

APPROVED

2026-2027 School Calendar  
- No questions asked.

BDRPT 06

APPROVED

Independent Study Policy  
- No questions asked.

BDRPT 07

APPROVED

Comprehensive School Safety Plan  
- No questions asked.

BDRPT 12

APPROVED

**D. PUPIL SERVICES**

None

**V. ITEMS SCHEDULED FOR INFORMATION**

None

**VI. ADJOURNMENT**

The meeting was adjourned at 1:30 P.M.

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT # 01**

**VIA: INSIGHT STAFF**

December 12, 2025

**APPROVED**

**SUBJECT:** Fiscal Year 2024-25 Audit Certification

**PROPOSAL:**

It is proposed that the Governing Board of Insight at San Diego approve the attached audit certification.

**BACKGROUND:**

Each board member was provided a copy of the fiscal year 2024-25 annual audit conducted by Green Hasson and Janks LLP for their review. The result of the audit was fair, and the independent auditors have issued their unmodified opinion on the school's financial statements. The financial statements present fairly, in all material aspects, the financial position of the Organization as of June 30, 2025.

Green Hasson and Janks LLP has identified a state compliance finding related to Insight at San Diego' nonclassroom-based determination of funding request submitted to CDE in February 2024. The School inadvertently overstated payments made to K12, Inc. in the Supplemental Information section of the funding determination form (FDF); the details of which are further discussed in the attached audited financial statements. The attached certification verifies for the public record that the Board has received the audit report.

**BUDGET IMPLICATIONS:**

There are no budget implications.

**RECOMMENDATIONS:**

It is recommended that the Governing Board approve the certification as presented.

**RESPECTFULLY SUBMITTED**

Kimberly Odom

Head of School

**PREPARED BY:**

Kimberly Odom  
Head of School

Francis "Paco" Burke  
Chief Business Official

**PRESENTED BY:**

Kimberly Odom  
Head of School

Francis "Paco" Burke  
Chief Business Official

Ayes: 2

No: 0

Abstain: 0

Approved: Yes      Witnessed: *Casey Robinson*      Date: 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess	X					X

**SCHOOL NAME: Insight at San Diego**

In accordance with Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before December 15 and

THEREBY, as written verification of said review, the Governing Board reviewed and accepted on December 12, 2025, the Annual Financial Report as of June 30, 2025.

\_\_\_\_\_  
(Signature) Head of School

\_\_\_\_\_  
12/12/25  
Date

**PRELIMINARY DRAFT**

**December 1, 2025**

TO BE RETURNED TO GREEN HANSON &  
JANKS LLP AND NOT TO BE REPRODUCED  
IN ANY FORM WITHOUT PERMISSION

To the Board of Directors  
Insight @ San Diego

We have audited the financial statements of Insight @ San Diego (the School) as of and for the year ended June 30, 2025, and have issued our report thereon dated December 12, 2025. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated April 19, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of the School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding other matters noted during our audit in the state compliance report dated December 12, 2025.

**Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

**Significant Risks Identified**

The following are presumed significant risks under auditing standards generally accepted in the United States of America: (1) the risk of improper revenue recognition which for the School arises primarily in the area of misallocation of costs to cost reimbursement contracts, and (2) the risk of management override of controls. We designed our audit procedures to address these presumed significant risks.

## **Qualitative Aspects of the School's Significant Accounting Practices**

### **Significant Accounting Policies**

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the School is included in Note 2 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during June 30, 2025. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Significant Accounting Estimates and Related Disclosures**

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

### **Financial Statement Disclosures**

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the School's financial statements relate to functional allocation of expenses, related party transactions and state compliance report.

### **Significant Unusual Transactions**

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. There were no significant unusual transactions identified.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. The attached schedule, **Proposed Adjusting Journal Entries**, summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. No such misstatements were identified.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the School's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

**Circumstances that Affect the Form and Content of the Auditor's Report**

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. No modifications were made to the form and content of the auditor's report.

**Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter dated December 12, 2025.

**Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings or Issues**

In the normal course of our professional association with the School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating conditions affecting the School, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the School's auditors.

This report is intended solely for the information and use of the Boards of Directors and management of the School and is not intended to be and should not be used by anyone other than these specified parties.

GREEN HASSON & JANKS LLP

December 12, 2025  
Los Angeles, California

PRELIMINARY DRAFT  
December 1, 2025

Client: *Insight @ San Diego*  
 Period Ending: *June 30, 2025*  
 Workpaper: *Proposed Adjusting Journal Entries*

Account	Description	Debit	Credit
<b>Proposed Journal Entries JE # 1001</b>			
To adjust SELPA revenues to account for EDCOE Admin Fees.			
56321	Program Fees - Accounting	7,275.00	
47001-280	SPED		7,275.00
<b>Total</b>		<u><u>7,275.00</u></u>	<u><u>7,275.00</u></u>
<b>Proposed Journal Entries JE # 1002</b>			
To reclass overspent balances from receivables as they won't be collectible.			
31003	Retained Earnings	17,053.00	
11850	Program Receivables		17,053.00
<b>Total</b>		<u><u>17,053.00</u></u>	<u><u>17,053.00</u></u>
<b>Proposed Journal Entries JE # 1003</b>			
To reclass ESSER funds from Deferred Revenue to AR.			
23001	Deferred Revenue	10,068.00	
11850	Program Receivables		10,068.00
<b>Total</b>		<u><u>10,068.00</u></u>	<u><u>10,068.00</u></u>
<b>Proposed Journal Entries JE # 1004</b>			
To recognize prior year revenues to net assets from due to government.			
23700	Due to Government	25,871.00	
31003	Retained Earnings		25,871.00
<b>Total</b>		<u><u>25,871.00</u></u>	<u><u>25,871.00</u></u>

**PRELIMINARY DRAFT**

**December 1, 2025**

TO BE RETURNED TO GREEN HANSON &  
JANKS LLP AND NOT TO BE REPRODUCED  
IN ANY FORM WITHOUT PERMISSION

**INSIGHT @ SAN DIEGO**

(A Non-Profit Organization)

FINANCIAL REPORTS

YEAR ENDED JUNE 30, 2025

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

PRELIMINARY DRAFT  
December 1, 2025

**FINANCIAL REPORTS**  
**YEAR ENDED JUNE 30, 2025**

**CONTENTS**

Financial Statements ..... Section A

Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an  
Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards* ..... Section B

Independent Auditor’s Report on State Compliance  
and on Internal Control Over Compliance..... Section C

## **SECTION A**

### Financial Statements

PRELIMINARY DRAFT  
December 1, 2025

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2025

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

PRELIMINARY DRAFT  
December 1, 2025

**FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**CONTENTS**

	<b>Page</b>
Independent Auditor’s Report.....	1
Statement of Financial Position .....	4
Statement of Activities .....	5
Statement of Functional Expenses .....	6
Statement of Cash Flows .....	7
Notes to Financial Statements .....	8
Supplementary Information .....	17
Schedule of Average Daily Attendance.....	18
Schedule of Instructional Time .....	19
Reconciliation of Annual Financial and Budget Report With Audited Financial Statements .....	20
Other Information.....	21
Charter School Organization Structure.....	22

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Insight @ San Diego

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the financial statements of Insight @ San Diego (A Non-Profit Organization) (the School), which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Other Matters - Supplementary**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of average daily attendance, instructional time and reconciliation of annual financial and budget report with audited financial statements are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and *Government Auditing Standards*. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

#### **Other Information**

Management is responsible for the other information. The other information comprises the charter school organization structure but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2025, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

GREEN HASSON & JANKS LLP

December 12, 2025  
Los Angeles, California

STATEMENT OF FINANCIAL POSITION  
June 30, 2025

<b>ASSETS</b>	Without Donor Restrictions	With Donor Restrictions	Total
Cash	\$ 1,064,787	\$ 206,720	\$ 1,271,507
Due from Federal, State and Local Governments	343,526	-	343,526
Prepaid Expenses and Other Assets	22,441	-	22,441
<b>TOTAL ASSETS</b>	<b>\$ 1,430,754</b>	<b>\$ 206,720</b>	<b>\$ 1,637,474</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>LIABILITIES:</b>			
Accounts Payable and Accrued Expenses	\$ 90,979	\$ -	\$ 90,979
Deferred Revenue	295,872	-	295,872
Due to Federal, State and Local Governments	26,055	-	26,055
Due to K12 California LLC	1,125,178	-	1,125,178
<b>TOTAL LIABILITIES</b>	<b>1,538,084</b>	<b>-</b>	<b>1,538,084</b>
<b>NET ASSETS:</b>			
Without Donor Restrictions	(107,330)	-	(107,330)
With Donor Restrictions	-	206,720	206,720
<b>TOTAL NET ASSETS</b>	<b>(107,330)</b>	<b>206,720</b>	<b>99,390</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 1,430,754</b>	<b>\$ 206,720</b>	<b>\$ 1,637,474</b>

The Accompanying Notes are an Integral Part of These Financial Statements

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

PRELIMINARY DRAFT  
December 1, 2025

**STATEMENT OF ACTIVITIES**  
Year Ended June 30, 2025

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT:</b>			
Revenues from Governmental Agencies:			
State	\$ 3,685,168	\$ 206,720	\$ 3,891,888
Federal	265,566	-	265,566
Other Revenues	16,827	-	16,827
Release from Purpose Restriction	83,787	(83,787)	-
<b>TOTAL REVENUE AND SUPPORT</b>	<b>4,051,348</b>	<b>122,933</b>	<b>4,174,281</b>
<b>EXPENSES:</b>			
Program Services	3,494,808	-	3,494,808
Administrative Support Services	686,033	-	686,033
<b>TOTAL EXPENSES</b>	<b>4,180,841</b>	<b>-</b>	<b>4,180,841</b>
<b>CHANGE IN NET ASSETS</b>	<b>(129,493)</b>	<b>122,933</b>	<b>(6,560)</b>
Net Assets - Beginning of Year	22,163	83,787	105,950
<b>NET ASSETS - END OF YEAR</b>	<b>\$ (107,330)</b>	<b>\$ 206,720</b>	<b>\$ 99,390</b>

The Accompanying Notes are an Integral Part of These Financial Statements

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

PRELIMINARY DRAFT  
December 1, 2025

**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended June 30, 2025

	General Program Services	Special Education & Mental Health Program Services	Supplemental Program Services	Title I & II Program Services	Comprehensive Support and Improvement Program Services	Total Program Services	Administrative Support Services	Total
Communication	\$ -	\$ 569	\$ -	\$ -	\$ -	\$ 569	\$ 6,702	\$ 7,271
Instructional Materials and Technology	918,434	2,419	34,769	1,493	2,398	959,513	-	959,513
Insurance	10,774	-	-	-	-	10,774	567	11,341
Leased Equipment	211,568	-	-	-	-	211,568	917	212,485
Office Expense	10,635	81	332	2,912	-	13,960	6,822	20,782
Oversight Fees to District	-	-	-	-	-	-	34,239	34,239
Personnel - Certificated	1,165,728	564,627	231,901	1,392	106,390	2,070,038	-	2,070,038
Personnel - Classified	31,522	9,019	66,417	11,926	22,205	141,089	41,687	182,776
Professional Fees	12	64,133	-	-	-	64,145	51,040	115,185
Support Services Fees	-	-	-	-	-	-	540,653	540,653
Travel and Conference	-	552	3,295	18,597	708	23,152	3,406	26,558
<b>TOTAL FUNCTIONAL EXPENSES</b>	\$ 2,348,673	\$ 641,400	\$ 336,714	\$ 36,320	\$ 131,701	\$ 3,494,808	\$ 686,033	\$ 4,180,841

The Accompanying Notes are an Integral Part of These Financial Statements

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

PRELIMINARY DRAFT  
December 1, 2025

**STATEMENT OF CASH FLOWS**  
Year Ended June 30, 2025

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Change in Net Assets	\$ (6,560)
Adjustments to Reconcile Change in Net Assets to Net Cash Used In Operating Activities:	
Increase in:	
Due from Federal, State and Local Governments	(188,753)
Prepaid Expenses and Other Assets	(9,749)
Increase (Decrease) in:	
Accounts Payable and Accrued Expenses	25,731
Deferred Revenue	(211,867)
Due to Federal, State and Local Governments	(92,207)
Due to K12 California LLC	<u>154,840</u>
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<u>(328,565)</u>
<b>NET DECREASE IN CASH</b>	(328,565)
Cash - Beginning of Year	<u>1,600,072</u>
<b>CASH - END OF YEAR</b>	<u>\$ 1,271,507</u>

The Accompanying Notes are an Integral Part of These Financial Statements

**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2025

**NOTE 1 - ORGANIZATION**

Insight @ San Diego (the School) is a non-profit public benefit corporation, which is part of Insight Schools (Insight). The School was founded in 2016 and operates a charter school which was founded in September 2011 by California Virtual Academy @ San Diego (CAVA @ San Diego) under the name, California Virtual Academy @ Santa Ysabel. The School is a virtual public charter school that offers nonclassroom-based classes to students. Insight programs blend innovative new instructional technology with a traditional curriculum for students all across California. The School has chosen K12 California LLC (K12) as its sole curriculum provider. K12 provides support services as well as technology services to the School. The School is funded principally through the State of California public education monies received through the California Department of Education (CDE) and its chartering district, the Spencer Valley School District (the District) in San Diego County. The School received majority of its funding from a uniform base grant through the Local Control Funding Formula (LCFF).

In addition to this base grant, the School receives Supplemental grants through LCFF, which is based on the number of targeted pupils that are classified as English learners, socio-economically disadvantaged pupils, and foster youth (unduplicated pupils). The School uses Supplemental grants to help improve or increase services principally directed towards, and effective in meeting, the School's goals for unduplicated pupils.

The School receives other state and federal funds to provide additional programs and services to students based on certain demographics.

- Special Education funds to help ensure a free appropriate public education for eligible students with disabilities, as well as special education and related services for those students.
- Mental Health funds to deliver educational related mental health services to students with individualized education programs (IEPs), including out-of-home residential services students with development disorders and emotional and behavioral challenges.
- Title I, Part A funds to support effective, evidence-based educational strategies that close the achievement gap and enable the students to meet the state's challenging academic standards.
- Title II, Part A funds to increase the academic achievement of all students by improving teacher and principal quality through professional development and other activities, as well as providing socio-economically disadvantaged students greater access to effective teachers, principals, and other school leaders.
- Comprehensive Support and Improvement funds to assist eligible schools improve either a) low high school graduation rates, or b) one or more of the following state dashboard indicators -1) Academic, 2) Graduation Rate, 3) Suspension Rate, 4) Chronic Absenteeism, or 5) College/Career Readiness.

**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2025

**NOTE 1 - ORGANIZATION** (continued)

- The American Rescue Plan Act of 2022 (ARP Act) Elementary and Secondary School Emergency Relief (ESSER III) funds to be used for the same set of services covered under ESSER I and II and add activities such as developing strategies and implementing public health protocols, including, to the greatest extent practicable, policies in line with guidance from the Center for Disease Control for the reopening and operation of school facilities to maintain the health and safety of students, educators, and other staff.
- Educator Effectiveness funds to provide professional learning for teachers, administrators, paraprofessionals, and classified staff in order to promote educator equity, quality, and effectiveness.
- Learning Recovery Emergency Block Grant funds to support academic learning recovery, and staff and pupil social and emotional well-being.

The District has granted the charter to the school through June 30, 2028, subject to amendment and renewal. The School's principal office is located in Simi Valley, California.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) BASIS OF PRESENTATION**

The accompanying financial statements have been prepared on the accrual basis of accounting.

**(b) NET ASSETS**

Net assets, revenues, gains, and losses are presented based on the existence or absence of donor-imposed restrictions. Accordingly, all net assets and changes therein are classified and reported as follows:

- **Net Assets Without Donor Restrictions:** Net assets available for use in general operations and not subject to donor-imposed restrictions.
- **Net Assets With Donor Restrictions:** Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that the resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The School released \$83,787 of net assets with donor restrictions related to LCFF Supplemental and Concentration Grants, with a remaining balance of \$206,720 as of June 30, 2025.

NOTES TO FINANCIAL STATEMENTS  
June 30, 2025

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

**(c) CASH**

The School maintains its cash in bank accounts which, at times, may exceed federally insured limits. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk.

As of June 30, 2025, the District holds \$664,329 of the School's cash in a bank checking account. The School has rights to such cash balances and may request to draw down on the balances at any time.

**(d) MANAGEMENT'S USE OF ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

**(e) DUE FROM (TO) FEDERAL, STATE AND LOCAL GOVERNMENTS**

Due from (to) federal, state and local governments are recorded based on amounts to be primarily awarded from the California Department of Education which are, in turn, based on the average daily attendance (ADA) of students. The amounts to be awarded are subject to change based on the availability of funds from the State of California. As a result, differences may occur when accruals are estimated because the exact amounts are not available at the time of the accrual. Any changes are recorded in the period that they are estimable.

The carrying value of due from federal, state and local governments, net of the allowance for doubtful accounts, represents their estimated net realizable value. The allowance for doubtful accounts is estimated based on historical collection trends, the age of outstanding amounts due from federal, state and local governments and existing economic conditions. If events or changes in circumstances indicate that specific due from federal, state and local government balances may be impaired, further consideration is given to the collectability of those balances and the allowance is adjusted accordingly. Past due balances are written off when internal collection efforts have been unsuccessful in collecting the amount due. As of June 30, 2025, the School has not established any allowance for doubtful accounts.

Due to federal, state and local governments represent amounts to be returned to the funding agency.

**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2025

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

**(f) INCOME TAXES**

The School is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701(d). There is no unrelated taxable income and, accordingly, no provision for income taxes has been recorded.

In accordance with the Financial Accounting Standards Board's Accounting Standards Codification Topic No. 740, Uncertainty in Income Taxes, the School recognizes the impact of tax positions in the financial statements if that position is more likely than not to be sustained on audit, based on the technical merits of the position. During the year ended June 30, 2025, the School performed an evaluation of uncertain tax positions and did not note any matters that would require recognition in the financial statements or which might have an effect on its tax-exempt status.

**(g) REVENUE RECOGNITION**

The School recognizes revenue when cash, other assets or an unconditional promise to give are received. The School reports unconditional promises as restricted support if they are received with donor stipulations that limit the use of the donated assets. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return, are not recognized until the conditions on which they depend have been met.

Revenue from government contracts and grants may be conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Such grants are generally considered nonreciprocal transactions restricted by the awarding agencies for certain purposes.

Amounts received are recognized as revenue when the School has satisfied the specific performance requirements, if any, or incurred expenditures in compliance with specific contract or grant provisions, if applicable. The School has elected to adopt a policy whereby donor-restricted grants, whose restrictions are met in the same reporting period, are recognized as revenue without donor restrictions. Amounts received prior to incurring qualifying expenditures or fulfilling the specific performance obligations are reported as deferred revenue in the statement of financial position.

**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2025

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

**(h) FUNCTIONAL ALLOCATION OF EXPENSES**

Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited by a method that best measures the relative degree of benefit.

**(i) SUBSEQUENT EVENTS**

The School evaluated events and transactions occurring subsequent to the statement of financial position date of June 30, 2025, for items that should potentially be recognized or disclosed in these financial statements. The evaluation was conducted through December 12, 2025, the date these financial statements were available to be issued. No such material events or transactions were noted to have occurred.

**NOTE 3 - COMMITMENTS AND CONTINGENCIES**

**(a) CONTRACTS**

The School's grants and contracts are subject to inspection and audit by the appropriate governmental funding agency. The purpose is to determine whether program funds were used in accordance with their respective guidelines and regulations. The potential exists for disallowance of previously funded program costs.

**(b) LEGAL PROCEEDINGS**

In the ordinary course of conducting its business, the School becomes involved in various claims or proceedings. Some of these proceedings may result in judgments being assessed against the School which, from time to time, may have an impact on changes in net assets. The School does not believe that these proceedings, individually or in the aggregate, are material to the accompanying financial statements.

NOTES TO FINANCIAL STATEMENTS  
June 30, 2025

**NOTE 4 - EMPLOYEE BENEFIT PLAN**

**Multiple-employer Defined Benefit Pension Plan**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. The risks of participating in this multiple-employer defined benefit pension plan are different from single-employer plans because: (a) assets contributed to the multiple-employer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature, and (c) if the School chooses to stop participating in the multiple-employer plan, it may be required to pay a withdrawal liability to the plan. The School has no plans to withdraw from this multiple-employer plan.

**State Teachers' Retirement System (STRS)**

**Plan Description**

Certificated employees are members of the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by the STRS. The School contributes to the STRS and the plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2024, total STRS plan net assets were \$341 billion, the total actuarial present value of accumulated plan benefits was \$482 billion, contributions from all employers totaled \$8.6 billion, and the plan was 77% funded. The School did not contribute more than 5% of the total contributions to the plan. Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826 and [www.calstrs.com](http://www.calstrs.com).

**Funding Policy**

The School reports all applicable information to STRS through the District. Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.205% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The School is required to contribute 19.10% of annual payroll for active plan members for STRS during the year ended June 30, 2025.

The School's contributions to STRS for each of the last three years were as follows:

	STRS Required Contribution	STRS Percent Contributed
<b>Year Ending June 30</b>		
2023	\$ 155,575	100%
2024	160,173	100%
2025	251,526	100%

NOTES TO FINANCIAL STATEMENTS  
June 30, 2025

**NOTE 5 - RELATED PARTY TRANSACTIONS**

- (a) The District charges an amount equal to actual costs of supervisorial oversight by the District not to exceed 1% of the School's LCFF revenues, unless the School is able to obtain substantially rent-free facilities from the District, in which case the District can increase charges up to 3% of the School's revenues. During the year ended June 30, 2025, the District did not provide rent-free facilities to the School, and therefore charged the School 1% for supervisory oversight, administrative and other services, in accordance with the amended memorandum of understanding agreement (MOU) between the School and the District. The total expense incurred for such supervisory oversight, administrative and other services for the year ended June 30, 2025 was \$34,239.
- (b) The School engages in transactions with the other public charter schools including CAVA, Insight and iQ schools. Common expenses such as office expenses and utilities are shared among the CAVA, Insight and iQ schools. The School also shares in teacher expenses for teachers who perform services among multiple schools among the CAVA, Insight and iQ schools. All inter-school receivables and liabilities have been assumed by K12. The net liability as of June 30, 2025 included in Due to K12 California LLC totaled \$99,689.
- (c) K12 charges the School 13% of all revenues received from charter school state funding for support services and 7% for technology services. The total expense incurred for these transactions for the year ended June 30, 2025 totaled \$831,774. K12 also provides curriculum and instructional materials to the School. These transactions amounted to \$613,876 for the year ended June 30, 2025.

In addition, K12 charges monthly fees for office expenses and the lease of instructional computers for students. These instructional computer lease expenses are under a month-to-month arrangements and totaled \$211,568 for the year ended June 30, 2025.

Total fees for office and lease expenses for the year ended June 30, 2025 were \$217,252.

**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2025

**NOTE 5 - RELATED PARTY TRANSACTIONS** (continued)

(c) (continued)

Under the service agreement between K12 and the School, K12 has committed to provide credits (K12 Invoice Credits) to be applied to K12 invoices up to an amount necessary to assure the School does not end the fiscal year with a negative net asset position. K12 and the School have established a fee structure that does not bind the parties together beyond an ordinary customer-vendor relationship by agreeing that all K12 Invoice Credits accumulated through 2016 per the Settlement Agreement and Final Judgement with the State of California, acting through the California Department of Justice, be expunged at the end of every year, and that no K12 Invoice Credits shall be permanently carried over between fiscal years. In the event the School receives, in a subsequent fiscal year, revenue attributable to a fiscal year in which K12 has already forgiven K12 Invoice Credits, such subsequently received funds may be used to compensate K12 for fees incurred under this agreement in such earlier fiscal year. The service agreement also covers various definitions, levels of authority, approvals, and various fiscal responsibilities between K12 and the School. The term of the service agreement between the two parties expires on June 30, 2029.

There were no K12 Invoice Credits provided by K12 during the fiscal year ended June 30, 2025. Total charges from K12 relating to the above noted expenses amounted to \$1,662,902 during the fiscal year ended June 30, 2025.

There was \$1,125,178 due to K12 at June 30, 2025.

**NOTE 6 - EMPLOYEE UNION CONTRACT**

Effective July 1, 2017, the School, along with all other schools within the Insight Schools network, entered into a collective bargaining agreement with California Virtual Educators United (CVEU) to allow all eligible certificated employees of Insight Schools to participate in CVEU's Union, which provides for specified benefits including (but not limited to) specific pay rates and benefits. All Union dues are deducted by the School from participating employees' payroll and remitted to CVEU, subject to the payment terms specified in the collective bargaining agreement. All certificated employees are allocated to each Insight school based on their proportion of student headcount relative to all Insight schools. Since headcount totals, and the resulting certificated employees' payroll and benefits allocations can vary each month, the percentage of the School's labor force covered by the collective bargaining agreement is presented in an aggregate level for all schools within the Insight Schools network. Approximately 65% of the Insight Schools network's labor force is covered by the collective bargaining agreement, which expires on June 30, 2027.

NOTES TO FINANCIAL STATEMENTS  
June 30, 2025

**NOTE 7 - LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES**

The total financial assets held by the School at June 30, 2025 and the amounts of those financial assets that could be made available for general expenditures within one year of the date of the statement of financial position are summarized in the following table:

Financial Assets at June 30, 2025	
Cash	\$ 1,064,787
Due from Federal, State and Local Governments	<u>343,526</u>
<b>FINANCIAL ASSETS AVAILABLE TO MEET GENERAL EXPENDITURES WITHIN ONE YEAR</b>	<b><u>\$ 1,408,313</u></b>

The School regularly monitors liquidity required to meet its operating needs and other contractual commitments while also striving to maximize the investment of its available funds. As part of the School's liquidity management, the School structures its financial assets to be available and liquid as its general expenditures, liabilities and other obligations become due. Additionally as noted in Note 5(c), under the service agreement between K12 and the School, K12 has committed to provide K12 Invoice Credits to be applied to K12 invoices up to the amount necessary to assure the School does not end a fiscal year with a negative net asset position.

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2025

SCHEDULE OF AVERAGE DAILY ATTENDANCE  
(NONCLASSROOM-BASED)  
Year Ended June 30, 2025

	Second Period Report	Annual Report
Grades 9 through 12	241.96	248.25
<b>TOTAL</b>	<u>241.96</u>	<u>248.25</u>

There was no ADA generated through classroom-based instruction as the charter school is nonclassroom-based.

See Independent Auditor's Report

SCHEDULE OF INSTRUCTIONAL TIME  
(NONCLASSROOM-BASED)  
Year Ended June 30, 2025

	Instructional Days - Traditional Calendar	Status
Grade 9	180 days	In Compliance
Grade 10	180 days	In Compliance
Grade 11	180 days	In Compliance
Grade 12	180 days	In Compliance

There was no instructional time through classroom-based instruction as the charter school is in nonclassroom-based.

**INSIGHT @ SAN DIEGO**

(A Non-Profit Organization)

PRELIMINARY DRAFT

December 1, 2025

RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT  
WITH AUDITED FINANCIAL STATEMENTS  
Year Ended June 30, 2025

June 30, 2025 Annual Financial and Budget Report Fund Balances (Net Assets)	\$ 105,950
Adjustments and Reclassifications:	
Increasing (Decreasing) the Fund Balances (Net Assets)	
Due from Federal, State and Local Government	\$ (39,251)
Deferred Outflows of Resources	(105,950)
Accounts Payable and Accrued Expenses	1,291,359
Deferred Revenue	(27,540)
Due to K12 California LLC	<u>(1,125,178)</u>
Net Adjustments and Reclassifications	<u>(6,560)</u>
June 30, 2025 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 99,390</u>

See Independent Auditor's Report

**INSIGHT @ SAN DIEGO**  
(A Non-Profit Organization)

OTHER INFORMATION

YEAR ENDED JUNE 30, 2025

CHARTER SCHOOL ORGANIZATION STRUCTURE  
June 30, 2025

a. Date and Granting Authority  
of Charter School: September 1, 2011; Spencer Valley School District

b. Members of the Governing Board:

Name	Title	Board Term	Term Expiration
Shelly Hess	Educator - Treasurer	2 Years	02/17/2027
Jack Creedon	Parent - President	2 Years	02/17/2027
Ruben Garcia	Secretary	2 Years	02/17/2027

c. Superintendent (District): Kelly Baas  
Asst Superintendent (District): Kathleen McKenzie, Assistant  
Superintendent of Business/Operations  
Administrator: Kimberly Odom, Head of School  
Chief Business Official: Francis Burke, Chief Business Official

d. Charter School Name: Insight @ San Diego  
Charter School Number: 1371

See Independent Auditor's Report

## **SECTION B**

Report on Internal Control over Financial  
Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed  
in Accordance with *Government Auditing Standards*

**REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Insight @ San Diego

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Insight @ San Diego (A Non-Profit Organization) (the School), which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 12, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

GREEN HASSON & JANKS LLP

December 12, 2025  
Los Angeles, California

## **SECTION C**

Independent Auditor's Report on State Compliance  
And on Internal Control Over Compliance

**INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE  
AND ON INTERNAL CONTROL OVER COMPLIANCE**

To the Board of Directors  
Insight @ San Diego

**Report on Compliance**

**Opinion**

We have audited Insight @ San Diego's (the School) compliance with the requirements specified in the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* applicable to the School's state program requirements identified below for the year ended June 30, 2025.

In our opinion, the School complied, in all material respects, with the laws and regulations of the state programs noted in the table below for the year ended June 30, 2025.

**Basis for Opinion**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's state programs.

**Auditor's Responsibilities for the Audit Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, will always detect a material misstatement when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the state programs as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School’s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School’s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control over compliance. Accordingly, we express no such opinion; and
- Select and test transactions and records to determine the School’s compliance with the state laws and regulations applicable to the following items:

2024-25 K12 Audit Guide Procedures	Procedures Performed*
<b>School Districts, County Offices of Education, and Charter Schools:</b>	
T. Proposition 28 Arts and Music in Schools	Yes
U. After/Before School Education and Safety Program	Not Applicable
V. Proper Expenditure of Education Protection Account Funds	Yes
W. Unduplicated Local Control Funding Formula Pupil Counts	Yes
X. Local Control and Accountability Plan	Yes
Y. Independent Study-Course Based	Not Applicable
Z. Immunizations	Not Applicable
AZ. Educator Effectiveness	Yes
BZ. Expanded Learning Opportunities Grant	Not Applicable
CZ. Career Technical Education Incentive Grant	Not Applicable
DZ. Expanded Learning Opportunities Program	Not Applicable
EZ. Transitional Kindergarten	Not Applicable
FZ. Kindergarten Continuance	Not Applicable
<b>Charter Schools:</b>	
AA. Attendance	Yes
BB. Mode of Instruction	Not Applicable
CC. Nonclassroom-Based Instruction/Independent Study	Yes
DD. Determination of Funding for Nonclassroom-Based Instruction	Yes
EE. Annual Instructional Minutes - Classroom Based	Not Applicable
FF. Charter School Facility Grant Program	Not Applicable

\*“Not Applicable” is used in the table above to indicate that the School either did not receive program funding or did not otherwise operate the program during the fiscal year.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identify during the audit.

**Other Matters**

The results of our auditing procedures disclosed instances of noncompliance, which are described in the accompanying Schedule of Findings and Questioned Costs as Item 2025-1. Our opinion is not modified with respect to this matter.

*Government Auditing Standards* requires the auditor to perform limited procedures on the School's response to the noncompliance findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

**Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

GREEN HASSON & JANKS LLP

December 12, 2025  
Los Angeles, California

SCHEDULES OF FINDINGS AND QUESTIONED COSTS  
June 30, 2025

**SECTION I - SCHEDULE OF AUDITOR'S FINDINGS**

Current year audit findings identified below have been coded as follows:

<u>Five Digit Code</u>	<u>Finding Type</u>
30000	Internal Control
40000	State Compliance

- **2025 - 1: Complete Reporting on Nonclassroom-Based Determination of Funding**

**Finding Code: 30000, 40000**

**Criteria:** A charter school that has an approved charter may receive funding for nonclassroom-based instruction only if a determination for funding is made pursuant to Section 47634.2 by the State Board of Education. [*Education Code Section 47612.5(d)(1)*]

**Condition:** During the audit, we noted the information provided on Entity and Contract Information [*5 CCR Section 11963.3(b)(3)*] under supplemental information of the nonclassroom-based determination of funding was incorrect. We did not note any exceptions in other sections.

**Effect:** To determine the potential impact, we requested management to prepare an updated nonclassroom-based determination of funding. Management then re-examined the supporting documents to identify any missing information and determined \$296,828 in payments to K12 Management Inc. had been overstated in the original submission. We performed further audit procedures to verify the amount identified by management was accurate and concluded it was determined accurately.

**SCHEDULES OF FINDINGS AND QUESTIONED COSTS**  
June 30, 2025

**SECTION I - SCHEDULE OF AUDITOR'S FINDINGS (continued)**

- **2025 - 1: Complete Reporting on Nonclassroom-Based Determination of Funding (continued)**

**As Originally Submitted**

**Supplemental Information - 5 CCR Section 11963.3(b)(3)**

Provide information regarding entity and contract information for the first entity that received or will receive \$50,000 or more or 10% or more of total expenditures:

Name of Entity	Amount	Purpose/Explanation	Based on Specific Services Rendered (Yes or No)?
K12 Management Inc.	\$ 917,510	Online Curriculum, Materials, Technology Support Fees, Student Computers, Student Testing Fees, Student Assessment Fees, Administrative Office Lease	Yes

**As Corrected**

**Supplemental Information - 5 CCR Section 11963.3(b)(3)**

Provide information regarding entity and contract information for the first entity that received or will receive \$50,000 or more or 10% or more of total expenditures:

Name of Entity	Amount	Purpose/Explanation	Based on Specific Services Rendered (Yes or No)?
K12 Management Inc.	\$ 620,682	Online Curriculum, Materials, Technology Support Fees, Student Computers, Student Testing Fees, Student Assessment Fees, Administrative Office Lease	Yes

SCHEDULES OF FINDINGS AND QUESTIONED COSTS  
June 30, 2025

**SECTION I - SCHEDULE OF AUDITOR'S FINDINGS** (continued)

- **2025 - 1: Complete Reporting on Nonclassroom-Based Determination of Funding** (continued)

**Cause:** The School inadvertently input an incorrect payment amount made to its vendor, which was not identified in the review process.

**Recommendation:** We recommend that management review their internal review process in order to ensure that information reflected in the nonclassroom-based determination of funding forms in relation to payments to entities are accurately reflected.

**Management's Response:** The School is required to submit its nonclassroom-based determination of funding form using the CDE's PDF template. In order to ensure the School correctly and accurately reports payments in Entity and Contract Information [*5 CCR Section 11963.3(b)(3)*] in future nonclassroom-based determination of funding forms, management will strengthen their internal review process.

**SECTION II - SCHEDULE OF PRIOR AUDIT FINDINGS**

There were no prior year audit findings.

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #02**

**VIA: INSIGHT STAFF**

December 12, 2025

**APPROVED**

**SUBJECT:** Fiscal Year 2025-26 First Interim Budget Update

**PROPOSAL:**

It is proposed that the Governing Board of Insight at San Diego approve the “First Interim Budget Update.”

**BACKGROUND:**

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

The adopted budget for the 2025-26 fiscal year was based on anticipated P2 ADA of 291 students. The current P2 ADA estimate for Insight at San Diego has increased to 199 students, which is expected to generate \$3,626,773 in funding. The current budget anticipates a deficit of \$847,945, which K12 Inc. has agreed, under the terms of the Educational, Products, and Services Agreement, to issue invoice credits, to be applied to K12 Invoices, so that Insight at San Diego’s revenues meet all expenses with no deficit. The current budget also includes a \$99,390 carry forward fund balance from a previous fiscal year, which Insight at San Diego will retain and carry forward into future fiscal years

**BUDGET IMPLICATIONS:**

The forecasted revenue is \$3,626,773. The school anticipates an ending fund balance of \$99,390 for the 2025-26 school year.

**RECOMMENDATIONS:**

It is recommended that the Governing Board:

1. Approve the First Interim Budget Update for the 2025-26 school year on behalf of Insight at San Diego.
2. Authorize the Head of School to make budget adjustments periodically to include unanticipated revenue or unexpected costs that may arise.

**RESPECTFULLY SUBMITTED**

Kimberly Odom  
Head of School

**PREPARED BY:**

Kimberly Odom                      Francis "Paco" Burke  
Head of School                      Chief Business Official

**PRESENTED BY:**

Kimberly Odom                      Francis "Paco" Burke  
Head of School                      Chief Business Official

Ayes: 2                                      No: 0                                      Abstain: 0

Approved:   Yes        Witnessed:   *Casey Robinson*        Date:   12/12/2025  

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					X
Shelly Hess	X				X	

# **Insight at San Diego**

**Board Presentation**

**Fiscal Year 2025-26**

**First Interim Budget**



Insight Schools of California

**COUGARS**  
BE THE REASON



# Insight at San Diego

## Summary of Changes from Fiscal Year 2025-26 Adopted Budget

Category	Current	Incr (Decr)	Reason
ADA	199	(91)	-31.5% increase compared to Fiscal Year 2025-26 Adopted Budget
LCFF Revenue	\$ 2,895,828	\$ (1,329,768)	Decrease primarily due to decrease in estimated P2 ADA
Restricted Revenue	\$ 719,083	\$ (84,669)	Decrease primarily due to enrollment driven decrease in SpEd funding, and a decrease in planned CSI and Title expenditures
Expenses	\$ 3,626,773	\$ (1,416,564)	Primarily due to enrollment driven decreases in budgeted certificated and classified personnel, decrease in student materials and services, and an estimated decrease in SpEd contracted services

## Fiscal Year 2025-26 First Interim Budget Highlights

SB740	67.93%	Certificated salaries and benefits, as a percent of revenue, is 27.9% higher than required
	96.85%	Instruction and instruction-related services, as a percent of revenue, is 16.9% higher than required
K12 Invoice Credits	\$ (847,945)	Amount of credits issued by K12 for Fiscal Year 2025-26, which guarantee the school does not end the year with a deficit



# Insight at San Diego

## Fiscal Year 2025-26 First Interim Budget Comparison

Description	Object Code	2025-26 Adopted Budget	2025-26 First Interim Budget	vs. Adopted Budget Increase (Decrease)	% Change
<b>P2 ADA</b>		291	199	(91)	-31.48% <sup>a</sup>
<b>A. REVENUES</b>					
1. LCFF/Revenue Limit Sources	8010-8099	\$ 4,225,596	\$ 2,895,828	\$ (1,329,768)	-31.47% <sup>b</sup>
2. Federal Revenues	8100-8299	367,112	342,667	(24,445)	-6.66% <sup>c</sup>
3. Other State Revenues	8300-8599	436,641	376,416	(60,224)	-13.79% <sup>d</sup>
4. Other Local Revenues	8600-8799	13,989	11,862	(2,127)	-15.21% <sup>e</sup>
5. TOTAL REVENUES		\$ 5,043,337	\$ 3,626,773	\$ (1,416,564)	-28.09%
<b>B. EXPENDITURES</b>					
1. Certificated Salaries	1000-1999	\$ 2,150,333	\$ 1,638,756	\$ (511,577)	-23.79% <sup>f</sup>
2. Non-certificated Salaries	2000-2999	269,456	194,207	(75,250)	-27.93% <sup>g</sup>
3. Employee Benefits	3000-3999	809,074	650,723	(158,351)	-19.57% <sup>h</sup>
4. Books and Supplies	4000-4999	778,513	441,230	(337,283)	-43.32% <sup>i</sup>
5. Services and Other Operating Expenditures	5000-5999	1,026,522	695,102	(331,420)	-32.29% <sup>j</sup>
6. Capital Outlay	6000-6999	9,439	6,755	(2,684)	-28.43% <sup>k</sup>
7. Other Outgo	7100-7499	-	-	-	
8. TOTAL EXPENDITURES		\$ 5,043,337	\$ 3,626,773	\$ (1,416,564)	-28.09%
<b>C. EXCESS (DEFICIENCY) OF REVENUE OVER EXPEND. BEFORE OTHER FINANCING SOURCES</b>		-	-	-	
<b>D. OTHER FINANCING SOURCES/USES</b>		-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b>		-	-	-	

### EXPLANATION OF VARIANCES:

- a -31.5% increase compared to Fiscal Year 2025-26 Adopted Budget
- b Decrease primarily due to decrease in estimated P2 ADA
- c Primarily due to a decrease in Planned CSI and Title expenditures
- d Primarily due to an enrollment driven decrease in SPED funding, partially offset by an increase in estimated Lottery funding
- e Estimated decrease in interest income
- f Primarily due to enrollment driven decrease in certificated personnel hiring placeholders
- g Primarily due to enrollment driven decrease in classified personnel hiring placeholders
- h Primarily due to enrollment driven decrease in certificated and classified personnel hiring placeholders
- i Primarily due to an enrollment driven decrease in student materials and services
- j Primarily due to a decrease in estimated SPED contracted services expenditures
- k Due to estimated decrease in asset purchases - employee computers and technology



# Insight at San Diego

## Fiscal Year 2025-26 First Interim Budget

Senate Bill 740 Instructional Cost		
	Object Code	Total
<b>Certificated Salaries and Benefits</b>		
Certificated Teacher Salaries	1100	\$ 1,510,474
Cert. Supervisors' and Admin. Salaries	1300	\$ 100,477
Additional Certificated Personnel Pay	1900	\$ 27,805
Certificated Employee Benefits	3000-3999	\$ 561,992
Special Ed. - Certificated Contract Services (Certificated Portion - 80%)	5100	\$ 254,760
<b>Certificated Staff Cost</b>		<b>\$ 2,455,509</b>
Non-Certificated Support Salaries	2200	\$ 194,207
Non-Certificated Employee Benefits	3000-3999	\$ 88,731
Approved Textbooks and Core Curricula Materials	4100	\$ 406,609
Materials and Supplies	4300	\$ 34,621
Non-Capitalized Equipment (Teacher Computers)	4400	\$ -
Special Ed. - Certificated Contract Services (Non-certificated portion - 20%)	5100	\$ 28,307
Travel and Conferences	5200	\$ 56,318
Inst. Computers/Printers/Leasing	5600	\$ 195,549
Contract - Student Instructional Technology (7%)	5800	\$ -
Other Instructional and Operating Expenditures	5800	\$ 1,242
ISP Services/Telephone	5900	\$ 40,078
<b>Instruction &amp; Instruction-Related Costs</b>		<b>\$ 1,045,660</b>
<b>Total Instructional Cost</b>		<b>\$ 3,501,168</b>

	Expenditures	Federal & State Revenues	% Spent (Expenditures / Revenues)
<b>SB 740 Requirement</b>			
A. Certificated Teachers' Salaries and Benefits	\$ 2,455,509	\$ 3,614,911	67.93%
B. Total Instructional Costs	\$ 3,501,168	\$ 3,614,911	96.85%
C. PTR (Pupil-Teacher Ratio)	<b>12.44 : 1</b>		

**Note:**

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

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

**K12 Invoice Credit Methodology**

In the school's agreement with K12, Inc., K12, Inc. issues invoice credits, to be applied to K12 invoices, within the school year so that the school's revenues meets all operating expenses with no deficit. As a result, the audited financials for fiscal year 2025-26 will show a balanced budget.

	Original Invoice	Invoice Credits	Revised Invoice
K12 Charges			
Support Services Fees (13%)	\$ 469,938	\$ (469,938)	-
Technology Fees (7%)	\$ 223,998	\$ (223,998)	-
OLS - Curriculum & Development	\$ 518,761	\$ (154,009)	\$ 364,752
Instruction Materials	\$ 23,997	\$ -	\$ 23,997
Inst. Computers/Printers/Leasing	\$ 188,883	\$ -	\$ 188,883
<b>Total Net K12, Inc.-Related Expenditures</b>	<b>\$ 1,425,577</b>	<b>\$ (847,945)</b>	<b>\$ 577,632</b>

CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2025-26 FIRST INTERIM

Charter School Name: Insight @ San Diego  
(continued) \_\_\_\_\_  
CDS #: 37684030125401  
Charter Approving Entity: Spencer Valley Elementary School  
County: San Diego  
Charter #: 1371  
Fiscal Year: 2025-26

---

To the entity that approved the charter school:  
( ) 2025-26 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: December 12, 2025  
Charter School Official  
(Original signature required)  
Print Name: Kimberly Odom Title: Head of School

---

To the County Superintendent of Schools:  
( ) 2025-26 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

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

---

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

For Approving Entity:

Kelly Baas  
Name  
Superintendent  
Title  
760-765-0336  
Phone  
kelly@svesd.net  
E-mail

For Charter School:

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

---

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

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

\_\_\_\_\_  
Date

**CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2025-26 FIRST INTERIM - SUMMARY**

Charter School Name: Insight @ San Diego  
 (continued)  
 CDS #: 37684030125401  
 Charter Approving Entity: Spencer Valley Elementary School  
 County: San Diego  
 Charter #: 1371  
 Fiscal Year: 2025-26

Description	Object Code	2025-26 Adopted Budget (X)	2025-26 First Interim (Z)	Adopted Budget vs. First Interim Increase (Decrease)	
				\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>					
1. LCFF/Revenue Limit Sources	8010-8099	4,225,596	2,895,828	-1,329,768	-31.47%
2. Federal Revenues	8100-8299	367,112	342,667	-24,445	-6.66%
3. Other State Revenues	8300-8599	436,641	376,416	-60,224	-13.79%
4. Other Local Revenues	8600-8799	13,989	11,862	-2,127	-15.21%
5. TOTAL REVENUES		5,043,337	3,626,773	-1,416,564	-28.09%
<b>B. EXPENDITURES</b>					
1. Certificated Salaries	1000-1999	2,150,333	1,638,756	-511,577	-23.79%
2. Non-certificated Salaries	2000-2999	269,456	194,207	-75,250	-27.93%
3. Employee Benefits	3000-3999	809,074	650,723	-158,351	-19.57%
4. Books and Supplies	4000-4999	778,513	441,230	-337,283	-43.32%
5. Services and Other Operating Expenditures	5000-5999	1,026,522	695,102	-331,420	-32.29%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)	6000-6999	9,439	6,755	-2,684	-28.43%
7. Other Outgo	7100-7499	0	0	0	
8. TOTAL EXPENDITURES		5,043,337	3,626,773	-1,416,564	-28.09%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>					
		0	0	0	
<b>D. OTHER FINANCING SOURCES / USES</b>					
1. Other Sources	8930-8979	0	0	0	
2. Less: Other Uses	7630-7699	0	0	0	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0	0	0	
4. TOTAL OTHER FINANCING SOURCES / USES		0	0	0	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		0	0	0	
<b>F. FUND BALANCE, RESERVES</b>					
1. Beginning Fund Balance					
a. As of July 1	9791	105,950	105,950	0	0.00%
b. Adjustments to Beginning Balance	9793, 9795	0	-6,560	-6,560	New
c. Adjusted Beginning Balance		105,950	99,390		
2. Ending Fund Balance, June 30 (E + F.1.c.)		105,950	99,390		
<b>Components of Ending Fund Balance :</b>					
<b>a. Nonspendable</b>					
Revolving Cash (equals object 9130)	9711	-	-	-	
Stores (equals object 9320)	9712	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	
All Others	9719	-	-	-	
<b>b. Restricted</b>					
9740		-	-	-	
<b>c. Committed</b>					
Stabilization Arrangements	9750	-	-	-	
Other Commitments	9760	-	-	-	
<b>d. Assigned</b>					
Other Assignments	9780	-	-	-	
<b>e. Unassigned/Unappropriated</b>					
Reserve for Economic Uncertainties	9789	-	-	-	
Unassigned/Unappropriated Amount	9790	105,950	99,390	(6,560)	-6%

CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2025-26 First Interim Report - Detail

Charter School Name: Insight @ San Diego  
(continued)  
CDS #: 37684030125401  
Charter Approving Entity: Spencer Valley Elementary School  
County: San Diego  
Charter #: 1371  
Fiscal Year: 2025-26

This charter school uses the following basis of accounting:

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

Description	Object Code	2025-26 Adopted Budget			2025-26 Actuals thru 10/31			2025-26 First Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>A. REVENUES</b>										
<b>1. LCFF/Revenue Limit Sources</b>										
State Aid - Current Year	8011	3,508,874	-	3,508,874	833,302	-	833,302	2,032,109	-	2,032,109
Education Protection Account State Aid - Current Year	8012	700,677	-	700,677	301,861	-	301,861	846,134	-	846,134
Charter Schools Gen. Purpose Entitlement - State Aid	8015	-	-	-	-	-	-	-	-	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-
Tax Relief Subventions	8020-8039	-	-	-	-	-	-	-	-	-
County and District Taxes	8040-8079	-	-	-	-	-	-	-	-	-
Miscellaneous Funds	8080-8089	-	-	-	-	-	-	-	-	-
<b>LCFF/Revenue Limit Transfers:</b>										
PERS Reduction Transfer	8092	-	-	-	-	-	-	-	-	-
Charter Schools Funding in lieu of Property Taxes	8096	16,045	-	16,045	5,768	-	5,768	17,585	-	17,585
Other LCFF/Revenue Limit Transfers	8091, 8097	-	-	-	-	-	-	-	-	-
<b>Total, LCFF/Revenue Limit Sources</b>		<b>4,225,596</b>	<b>-</b>	<b>4,225,596</b>	<b>1,140,931</b>	<b>-</b>	<b>1,140,931</b>	<b>2,895,828</b>	<b>-</b>	<b>2,895,828</b>
<b>2. Federal Revenues</b>										
No Child Left Behind	8290	-	44,152	44,152	-	18,938	18,938	-	31,999	31,999
Special Education - Federal	8181, 8182	-	18,533	18,533	-	-	-	-	17,074	17,074
Child Nutrition - Federal	8220	-	-	-	-	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299	-	304,427	304,427	-	48,744	48,744	-	293,654	293,654
<b>Total, Federal Revenues</b>		<b>-</b>	<b>367,112</b>	<b>367,112</b>	<b>-</b>	<b>67,683</b>	<b>67,683</b>	<b>-</b>	<b>342,667</b>	<b>342,667</b>
<b>3. Other State Revenues</b>										
Special Education - State	StateRevSE	-	283,801	283,801	-	102,832	102,832	-	199,284	199,284
All Other State Revenues	StateRevAO	53,911	96,928	152,840	32,446	12,700	45,146	65,969	111,163	177,132
<b>Total, Other State Revenues</b>		<b>53,911</b>	<b>382,729</b>	<b>436,641</b>	<b>32,446</b>	<b>115,532</b>	<b>147,978</b>	<b>65,969</b>	<b>310,447</b>	<b>376,416</b>
<b>4. Other Local Revenues</b>										
All Other Local Revenues	LocalRevAO	13,989	-	13,989	1,694	-	1,694	11,862	-	11,862
<b>Total, Local Revenues</b>		<b>13,989</b>	<b>-</b>	<b>13,989</b>	<b>1,694</b>	<b>-</b>	<b>1,694</b>	<b>11,862</b>	<b>-</b>	<b>11,862</b>
<b>5. TOTAL REVENUES</b>		<b>4,293,496</b>	<b>749,841</b>	<b>5,043,337</b>	<b>1,175,071</b>	<b>183,214</b>	<b>1,358,285</b>	<b>2,973,659</b>	<b>653,114</b>	<b>3,626,773</b>
<b>B. EXPENDITURES</b>										
<b>1. Certificated Salaries</b>										
Certificated Teachers' Salaries	1100	1,572,121	380,891	1,953,012	373,121	73,671	446,793	1,102,338	408,136	1,510,474
Certificated Pupil Support Salaries	1200	-	-	-	-	-	-	-	-	-
Certificated Supervisors' and Administrators' Salaries	1300	96,866	72,649	169,515	19,139	14,354	33,492	57,416	43,062	100,477
Other Certificated Salaries	1900	23,671	4,134	27,805	-	-	-	22,798	5,007	27,805
<b>Total, Certificated Salaries</b>		<b>1,692,658</b>	<b>457,675</b>	<b>2,150,333</b>	<b>392,260</b>	<b>88,025</b>	<b>480,285</b>	<b>1,182,552</b>	<b>456,205</b>	<b>1,638,756</b>
<b>2. Non-certificated Salaries</b>										
Non-certificated Instructional Aides' Salaries	2100	-	-	-	-	-	-	-	-	-
Non-certificated Support Salaries	2200	163,399	106,057	269,456	22,118	16,329	38,447	111,724	82,483	194,207
Non-certificated Supervisors' and Administrators' Sal.	2300	-	-	-	-	-	-	-	-	-
Clerical and Office Salaries	2400	-	-	-	-	-	-	-	-	-
Other Non-certificated Salaries	2900	-	-	-	-	-	-	-	-	-
<b>Total, Non-certificated Salaries</b>		<b>163,399</b>	<b>106,057</b>	<b>269,456</b>	<b>22,118</b>	<b>16,329</b>	<b>38,447</b>	<b>111,724</b>	<b>82,483</b>	<b>194,207</b>
<b>3. Employee Benefits</b>										
STRS	3101-3102	323,298	87,416	410,714	74,922	16,813	91,734	225,867	87,135	313,002
PERS	3201-3202	43,807	28,434	72,241	5,930	4,378	10,308	29,953	22,114	52,067
OASDI / Medicare / Alternative	3301-3302	45,994	11,853	57,847	7,249	1,826	9,075	24,557	6,184	30,741
Health and Welfare Benefits	3401-3402	206,190	40,266	246,455	63,418	17,560	80,978	189,195	65,718	254,913
Unemployment Insurance	3501-3502	-	-	-	-	-	-	-	-	-
Workers' Compensation Insurance	3601-3602	17,583	4,234	21,818	-	-	-	-	-	-
OPEB, Allocated	3701-3702	-	-	-	-	-	-	-	-	-
OPEB, Active Employees	3751-3752	-	-	-	-	-	-	-	-	-
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-	-	-	-	-
<b>Total, Employee Benefits</b>		<b>636,872</b>	<b>172,203</b>	<b>809,074</b>	<b>151,519</b>	<b>40,577</b>	<b>192,095</b>	<b>469,572</b>	<b>181,151</b>	<b>650,723</b>
<b>4. Books and Supplies</b>										
Approved Textbooks and Core Curricula Materials	4100	734,034	7,389	741,422	113,615	957	114,573	403,211	3,398	406,609
Books and Other Reference Materials	4200	-	-	-	-	-	-	-	-	-
Materials and Supplies	4300	37,091	-	37,091	-	-	-	34,621	-	34,621
Noncapitalized Equipment	4400	-	-	-	-	-	-	-	-	-
Food	4700	-	-	-	-	-	-	-	-	-
<b>Total, Books and Supplies</b>		<b>771,124</b>	<b>7,389</b>	<b>778,513</b>	<b>113,615</b>	<b>957</b>	<b>114,573</b>	<b>437,832</b>	<b>3,398</b>	<b>441,230</b>

CHARTER SCHOOL  
BUDGET FINANCIAL REPORT - ALTERNATIVE FORM  
2025-26 First Interim Report - Detail

Charter School Name: Insight @ San Diego  
(continued)  
CDS #: 37684030125401  
Charter Approving Entity: Spencer Valley Elementary School  
County: San Diego  
Charter #: 1371  
Fiscal Year: 2025-26

This charter school uses the following basis of accounting:

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

Description	Object Code	2025-26 Adopted Budget			2025-26 Actuals thru 10/31			2025-26 First Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>5. Services and Other Operating Expenditures</b>										
Subagreements for Services	5100	52	370,671	370,723	26	17,780	17,806	418	281,649	283,067
Travel and Conferences	5200	6,625	55,847	62,472	18,372	8,409	26,781	38,635	17,683	56,318
Dues and Memberships	5300	2,600	3,602	6,202	838	5,168	6,006	1,457	8,986	10,442
Insurance	5400	12,883	-	12,883	6,667	-	6,667	12,883	-	12,883
Operations and Housekeeping Services	5500	1,573	-	1,573	249	-	249	756	-	756
Rentals, Leases, Repairs, and Noncap. Improvements	5600	269,016	-	269,016	71,260	-	71,260	195,549	-	195,549
Transfers of Direct Costs	5700	-	-	-	-	-	-	-	-	-
Professional/Consulting Services and Operating Expend.	5800	261,363	99	261,461	270,489	401	270,890	95,867	142	96,010
Communications	5900	41,103	1,088	42,191	13,327	108	13,435	39,757	321	40,078
<b>Total, Services and Other Operating Expenditures</b>		<b>595,215</b>	<b>431,307</b>	<b>1,026,522</b>	<b>381,228</b>	<b>31,865</b>	<b>413,093</b>	<b>385,321</b>	<b>309,780</b>	<b>695,102</b>
<b>6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)</b>										
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for accrual basis only)	6900	9,439	-	9,439	1,433	-	1,433	6,755	-	6,755
<b>Total, Capital Outlay</b>		<b>9,439</b>	<b>-</b>	<b>9,439</b>	<b>1,433</b>	<b>-</b>	<b>1,433</b>	<b>6,755</b>	<b>-</b>	<b>6,755</b>
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7289	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	-	-	-	-	-	-	-	-	-
Principal (for modified accrual basis only)	7439	-	-	-	-	-	-	-	-	-
<b>Total, Other Outgo</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>8. TOTAL EXPENDITURES</b>		<b>3,868,708</b>	<b>1,174,630</b>	<b>5,043,337</b>	<b>1,062,173</b>	<b>177,754</b>	<b>1,239,927</b>	<b>2,593,756</b>	<b>1,033,017</b>	<b>3,626,773</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		<b>424,789</b>	<b>[424,789]</b>	<b>-</b>	<b>112,898</b>	<b>5,460</b>	<b>118,358</b>	<b>379,903</b>	<b>[379,903]</b>	<b>0</b>
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	<b>[424,789]</b>	<b>424,789</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>[379,903]</b>	<b>379,903</b>	<b>-</b>
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>[424,789]</b>	<b>424,789</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>[379,903]</b>	<b>379,903</b>	<b>-</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>112,898</b>	<b>5,460</b>	<b>118,358</b>	<b>0</b>	<b>-</b>	<b>0</b>
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	105,950	-	105,950	105,950	-	105,950	105,950	-	105,950
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	(6,560)	-	(6,560)	(6,560)	-	(6,560)
c. Adjusted Beginning Balance		105,950	-	105,950	99,390	-	99,390	99,390	-	99,390
2. Ending Fund Balance, June 30 (E + F.1.c.)		105,950	-	105,950	212,288	5,460	217,748	99,390	-	99,390
<b>Components of Ending Fund Balance :</b>										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711	-	-	-	-	-	-	-	-	-
Stores (equals object 9320)	9712	-	-	-	-	-	-	-	-	-
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	-	-	-	-	-
All Others	9719	-	-	-	-	-	-	-	-	-
b. Restricted	9740	-	-	-	-	5,460	5,460	-	-	-
c. Committed										
Stabilization Arrangements	9750	-	-	-	-	-	-	-	-	-
Other Commitments	9760	-	-	-	-	-	-	-	-	-
d. Assigned										
Other Assignments	9780	-	-	-	-	-	-	-	-	-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	-	-	-	-	-	-	-	-	-
Unassigned/Unappropriated Amount	9790	105,950	-	105,950	212,288	-	212,288	99,390	-	99,390



# Insight at San Diego

## Fiscal Year 2025-26 First Interim Budget

Multi-Year Projection Assumptions			
Factor	FY 2025-26 (Y1)	FY 2026-27 (Y2)	FY 2027-28 (Y3)
Estimated Enrollment	223	226	228
Estimated # Unduplicated Pupils	156	159	161
Estimated P2 ADA	199	201	203
Average Daily Attendance Growth Rate <sup>1</sup>	-17.6%	1.0%	1.0%
Special Education	-17.6%	1.0%	1.0%
California Consumer Price Index (CA CPI)	3.09%	2.82%	2.72%
Statutory Cost-of-Living Allowance (COLA)	2.30%	3.02%	3.42%
Base Grant Proration Factor	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	0.00%	0.00%	0.00%
Effective Incr (Decr) Local Control Funding Formula (LCFF) Funding Rate per ADA <sup>2</sup>	2.43%	3.06%	3.35%
Estimated Certificated FTEs	20.9	21.1	21.3
% Increase (Decrease) Certificated FTEs	-25.14%	1.00%	1.00%
% Increase (Decrease) Certificated Salaries per FTE	1.81%	2.99%	2.32%
Salaries (Min Wage Schedule)	2.42%	2.96%	2.30%
CalSTRS Employer Rate (statutory)	19.10%	19.10%	19.10%
Estimated Classified FTEs	3.5	3.5	3.5
% Increase (Decrease) Classified FTEs	-19.82%	0.00%	0.00%
% Increase (Decrease) Classified Salaries per FTE	-10.11%	2.82%	2.72%
CalPERS Employer Rate (statutory)	26.81%	26.90%	27.80%
Other State Revenues: Lottery	\$ 78,188	\$ 80,392	\$ 82,579
Other State Revenues: Mandated Block Grant	\$ 11,591	\$ 11,941	\$ 12,349
Other State Revenues: A-G Completion	\$ -	\$ -	\$ -
Other State Revenues: Arts, Music, Instr Materials Block Grant	\$ 2,876	\$ -	\$ -
Other State Revenues: Educator Effectiveness	\$ 37,320	\$ -	\$ -
Other State Revenues: Learning Recovery Emergency Block Grant	\$ 47,158	\$ 48,582	\$ 50,244
Other State Revenues: Literacy Screening PD	\$ -	\$ -	\$ -
Other Federal Revenues: ESSA CSI	\$ 293,654	\$ -	\$ -

<sup>1</sup> FY 2025-26 growth rate based on FY 2024-25 P2 ADA

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

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
2025-26 First Interim**

Charter School Name: Insight @ San Diego

(continued)

CDS #: 37684030125401

Charter Approving Entity: Spencer Valley Elementary School

County: San Diego

Charter #: 1371

Fiscal Year: 2025-26

This charter school uses the following basis of accounting:

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

Description	Object Code	FY 2025-26			2026-27 Projections	2027-28 Projections
		Unrestricted	Restricted	Total		
<b>A. REVENUES</b>						
<b>1. LCFF/Revenue Limit Sources</b>						
State Aid - Current Year	8011	2,032,109	0	2,032,109	2,116,251	2,209,126
Education Protection Account State Aid - Current Year	8012	846,134	0	846,134	880,405	919,619
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0	0	0	0	0
State Aid - Prior Years	8019	0	0	0	0	0
Tax Relief Subventions	8020-8039	0	0	0	0	0
County and District Taxes	8040-8079	0	0	0	0	0
Miscellaneous Funds	8080-8089	0	0	0	0	0
LCFF/Revenue Limit Transfers:						
PERS Reduction Transfer	8092	0	0	0	0	0
Charter Schools Funding in lieu of Property Taxes	8096	17,585	0	17,585	17,585	17,585
Other LCFF/Revenue Limit Transfers	8091, 8097	0	0	0	0	0
Total, LCFF/Revenue Limit Sources		2,895,828	0	2,895,828	3,014,241	3,146,330
<b>2. Federal Revenues</b>						
No Child Left Behind	8290	0	31,939	31,939	32,840	33,733
Special Education - Federal	8181, 8182	0	17,074	17,074	17,244	17,417
Child Nutrition - Federal	8220	0	0	0	0	0
Other Federal Revenues	8110, 8260-8299	0	293,654	293,654	0	0
Total, Federal Revenues		0	342,667	342,667	50,084	51,150
<b>3. Other State Revenues</b>						
Special Education - State	StateRevSE	0	199,284	199,284	201,277	203,290
All Other State Revenues	StateRevAO	65,969	111,163	177,132	140,915	145,172
Total, Other State Revenues		65,969	310,447	376,416	342,192	348,462
<b>4. Other Local Revenues</b>						
All Other Local Revenues	LocalRevAO	11,862	0	11,862	0	0
Total, Local Revenues		11,862	0	11,862	0	0
<b>5. TOTAL REVENUES</b>		<b>2,973,659</b>	<b>653,114</b>	<b>3,626,773</b>	<b>3,406,517</b>	<b>3,545,941</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Certificated Teachers' Salaries	1100	1,102,338	408,136	1,510,474	1,571,888	1,624,725
Certificated Pupil Support Salaries	1200	0	0	0	0	0
Certificated Supervisors' and Administrators' Salaries	1300	57,416	43,062	100,477	103,311	106,121
Other Certificated Salaries	1900	22,798	5,007	27,805	28,590	29,367
Total, Certificated Salaries		1,182,552	456,205	1,638,756	1,703,788	1,760,213
<b>2. Non-certificated Salaries</b>						
Non-certificated Instructional Aides' Salaries	2100	0	0	0	0	0
Non-certificated Support Salaries	2200	111,724	82,483	194,207	199,683	205,115
Non-certificated Supervisors' and Administrators' Sal.	2300	0	0	0	0	0
Clerical and Office Salaries	2400	0	0	0	0	0
Other Non-certificated Salaries	2900	0	0	0	0	0
Total, Non-certificated Salaries		111,724	82,483	194,207	199,683	205,115
<b>3. Employee Benefits</b>						
STRS	3101-3102	225,867	87,135	313,002	325,423	336,201
PERS	3201-3202	29,953	22,114	52,067	53,715	57,022
OASDI / Medicare / Alternative	3301-3302	24,557	6,184	30,741	31,063	32,423
Health and Welfare Benefits	3401-3402	189,195	65,718	254,913	247,331	260,680
Unemployment Insurance	3501-3502	0	0	0	0	0
Workers' Compensation Insurance	3601-3602	0	0	0	0	0
OPEB, Allocated	3701-3702	0	0	0	0	0
OPEB, Active Employees	3751-3752	0	0	0	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0	0	0	0	0
Other Employee Benefits	3901-3902	0	0	0	0	0
Total, Employee Benefits		469,572	181,151	650,723	657,531	686,326

CHARTER SCHOOL  
 MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
 2025-26 First Interim

Charter School Name: Insight @ San Diego  
 (continued) \_\_\_\_\_  
 CDS #: 37684030125401  
 Charter Approving Entity: Spencer Valley Elementary School  
 County: San Diego  
 Charter #: 1371  
 Fiscal Year: 2025-26

This charter school uses the following basis of accounting:

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

Description	Object Code	FY 2025-26			2026-27	2027-28
		Unrestricted	Restricted	Total	Projections	Projections
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	403,211	3,398	406,609	97,477	124,168
Books and Other Reference Materials	4200	0	0	0	0	0
Materials and Supplies	4300	34,621	0	34,621	35,597	36,565
Noncapitalized Equipment	4400	0	0	0	0	0
Food	4700	0	0	0	0	0
<b>Total, Books and Supplies</b>		<b>437,832</b>	<b>3,398</b>	<b>441,230</b>	<b>133,074</b>	<b>160,733</b>
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	418	282,649	283,067	291,049	298,966
Travel and Conferences	5200	38,635	17,683	56,318	57,906	59,481
Dues and Memberships	5300	1,457	8,986	10,442	3,726	3,827
Insurance	5400	12,883	0	12,883	13,247	13,607
Operations and Housekeeping Services	5500	756	0	756	777	798
Rentals, Leases, Repairs, and Noncap. Improvements	5600	195,549	0	195,549	201,441	208,282
Transfers of Direct Costs	5700	0	0	0	0	0
Professional/Consulting Services and Operating Expend.	5800	95,867	142	96,010	96,142	99,130
Communications	5900	39,757	321	40,078	41,208	42,329
<b>Total, Services and Other Operating Expenditures</b>		<b>385,321</b>	<b>309,780</b>	<b>695,102</b>	<b>705,494.84</b>	<b>726,419.82</b>
<b>6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)</b>						
Land and Land Improvements	6100-6170	0	0	0	0	0
Buildings and Improvements of Buildings	6200	0	0	0	0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0	0	0	0	0
Equipment	6400	0	0	0	0	0
Equipment Replacement	6500	0	0	0	0	0
Depreciation Expense (for accrual basis only)	6900	6,755	0	6,755	6,946	7,135
<b>Total, Capital Outlay</b>		<b>6,755</b>	<b>0</b>	<b>6,755</b>	<b>6,946</b>	<b>7,135</b>
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0	0	0	0	0
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0	0	0	0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0	0	0	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0	0	0	0	0
All Other Transfers	7280-7299	0	0	0	0	0
Debt Service:						
Interest	7438	0	0	0	0	0
Principal (for modified accrual basis only)	7439	0	0	0	0	0
<b>Total, Other Outgo</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. TOTAL EXPENDITURES</b>		<b>2,593,756</b>	<b>1,033,017</b>	<b>3,626,773</b>	<b>3,406,517</b>	<b>3,545,941</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-88)</b>		<b>379,903</b>	<b>(379,903)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0	0	0		
2. Less: Other Uses	7630-7699	0	0	0		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(379,903)	379,903	0		
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		<b>(379,903)</b>	<b>379,903</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
2025-26 First Interim**

Charter School Name: Insight @ San Diego

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

CDS #: 37684030125401

Charter Approving Entity: Spencer Valley Elementary School

County: San Diego

Charter #: 1371

Fiscal Year: 2025-26

This charter school uses the following basis of accounting:

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

Description	Object Code	FY 2025-26			2026-27 Projections	2027-28 Projections
		Unrestricted	Restricted	Total		
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	105,950	0	105,950	99,390	99,390
b. Adjustments to Beginning Balance	9793, 9795	(6,560)	0	(6,560)		
c. Adjusted Beginning Balance		99,390	0	99,390	99,390	99,390
2. Ending Fund Balance, June 30 (E + F.1.c.)		99,390	0	99,390	99,390	99,390
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0	0	0	0	0
Stores (equals object 9320)	9712	0	0	0	0	0
Prepaid Expenditures (equals object 9330)	9713	0	0	0	0	0
All Others	9719	0	0	0	0	0
b. Restricted	9740	0	0	0	0	0
c. Committed						
Stabilization Arrangements	9750	0	0	0	0	0
Other Commitments	9760	0	0	0	0	0
d. Assigned						
Other Assignments	9780	0	0	0	0	0
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	0	0	0	0	0
Unassigned/Unappropriated Amount	9790	99,390	0	99,390	99,390	99,390





Insight @ San Diego (125401) - FY26 1st Interim Budget						
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
<b>General Assumptions</b>						
COLA & Augmentation	13.26%	8.22%	1.07%	2.30%	3.02%	3.42%
Base Grant Proration Factor	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Student Assumptions:						
Enrollment Count	143	158	231	223	226	228
Unduplicated Pupil Count (UPC)	95	110	166	156	159	161
Unduplicated Pupil Percentage (UPP)	67.91%	68.34%	69.74%	70.51%	70.72%	70.33%
Current Year LCFF Average Daily Attendance (ADA)	135.50	161.56	241.69	199.12	201.11	203.12
Funded LCFF ADA	135.50	161.56	241.69	199.12	201.11	203.12
LCFF ADA Funding Method	Current Year					
Current Year Necessary Small School (NSS) ADA	-	-	-	-	-	-
Funded NSS ADA	-	-	-	-	-	-
<b>LCFF Entitlement Summary</b>						
Base Grant	\$1,504,321	\$1,941,143	\$2,935,083	\$2,473,615	\$2,573,766	\$2,688,469
Grade Span Adjustment	39,160	50,407	76,374	64,314	66,969	69,873
<b>Adjusted Base Grant</b>	<b>\$1,543,481</b>	<b>\$1,991,550</b>	<b>\$3,011,457</b>	<b>\$2,537,929</b>	<b>\$2,640,735</b>	<b>\$2,758,342</b>
Supplemental Grant	209,636	272,205	420,038	357,899	373,506	387,988
Concentration Grant	-	-	-	-	-	-
<b>Total Base, Supplemental and Concentration Grant</b>	<b>\$1,753,117</b>	<b>\$2,263,755</b>	<b>\$3,431,495</b>	<b>\$2,895,828</b>	<b>\$3,014,241</b>	<b>\$3,146,330</b>
Allowance: Necessary Small School	-	-	-	-	-	-
Add-on: Targeted Instructional Improvement Block Grant	-	-	-	-	-	-
Add-on: Home-to-School Transportation	-	-	-	-	-	-
Add-on: Small School District Bus Replacement Program	-	-	-	-	-	-
Add-on: Economic Recovery Target	-	-	-	-	-	-
Add-on: Transitional Kindergarten	-	-	-	-	-	-
<b>Total Allowance and Add-On Amounts</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Total LCFF Entitlement Before Adjustments (excludes Additional State Aid)</b>	<b>\$1,753,117</b>	<b>\$2,263,755</b>	<b>\$3,431,495</b>	<b>\$2,895,828</b>	<b>\$3,014,241</b>	<b>\$3,146,330</b>
Miscellaneous Adjustments	-	-	-	-	-	-
<b>Total LCFF Entitlement (excludes Additional State Aid)</b>	<b>\$ 1,753,117</b>	<b>\$ 2,263,755</b>	<b>\$ 3,431,495</b>	<b>\$ 2,895,828</b>	<b>\$ 3,014,241</b>	<b>\$ 3,146,330</b>
LCFF Entitlement Per ADA (excludes Categorical MSA)	\$ 12,938	\$ 14,012	\$ 14,198	\$ 14,543	\$ 14,988	\$ 15,490
Additional State Aid	-	-	-	-	-	-
<b>Total LCFF Entitlement with Additional State Aid</b>	<b>1,753,117</b>	<b>2,263,755</b>	<b>3,431,495</b>	<b>2,895,828</b>	<b>3,014,241</b>	<b>3,146,330</b>
<b>LCFF Sources Summary</b>						
<b>Funding Source Summary</b>						
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$ 10,707	\$ 12,439	\$ 17,585	\$ 17,585	\$ 17,585	\$ 17,585
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$ 133,066	\$ 294,516	\$ 1,003,960	\$ 846,134	\$ 880,405	\$ 919,619
Net State Aid (excludes Additional State Aid)	\$ 1,609,344	\$ 1,956,800	\$ 2,409,950	\$ 2,032,109	\$ 2,116,251	\$ 2,209,126
Additional State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Funding Sources</b>	<b>\$ 1,753,117</b>	<b>\$ 2,263,755</b>	<b>\$ 3,431,495</b>	<b>\$ 2,895,828</b>	<b>\$ 3,014,241</b>	<b>\$ 3,146,330</b>
<b>Funding Source by Resource Object</b>						
State Aid (Resource Code 0000, Object Code 8011)	\$ 1,609,344	\$ 1,956,800	\$ 2,409,950	\$ 2,032,109	\$ 2,116,251	\$ 2,209,126
EPA, Current Year (Resource 1400, Object Code 8012) (P-2 plus Current Year Accrual)	\$ 133,066	\$ 294,516	\$ 1,003,960	\$ 846,134	\$ 880,405	\$ 919,619
EPA, Prior Year Adjustment (Resource 1400, Object Code 8019) (P-A less Prior Year Accrual)	\$ 21,030	\$ 883	\$ 607	\$ -	\$ -	\$ -
Property Taxes (Object 8021 to 8089)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% Change	-	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
In-Lieu of Property Taxes (Object Code 8096)	10,707	12,439	17,585	17,585	17,585	17,585
<b>Entitlement and Source Reconciliation</b>						
Basic Aid/Excess Tax District Status	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total LCFF Entitlement</b>	<b>\$ 1,753,117</b>	<b>\$ 2,263,755</b>	<b>\$ 3,431,495</b>	<b>\$ 2,895,828</b>	<b>\$ 3,014,241</b>	<b>\$ 3,146,330</b>
Additional State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional EPA Minimum Entitlement (excess to LCFF Entitlement)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Taxes before Minimum State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Funding Sources</b>	<b>\$ 1,753,117</b>	<b>\$ 2,263,755</b>	<b>\$ 3,431,495</b>	<b>\$ 2,895,828</b>	<b>\$ 3,014,241</b>	<b>\$ 3,146,330</b>
<b>LCAP Percentage to Increase or Improve Services Calculation</b>						
Base Grant (Excludes add-ons for TIIG & Transportation)			\$ 3,011,457	\$ 2,537,929	\$ 2,640,735	\$ 2,758,342
Supplemental and Concentration Grant funding in the LCAP year			\$ 420,038	\$ 357,899	\$ 373,506	\$ 387,988
Projected Additional 15% Concentration Grant funding in the LCAP year			\$ -	\$ -	\$ -	\$ -
Percentage to Increase or Improve Services			13.95%	14.10%	14.14%	14.07%

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT # 03**

**APPROVED**

**VIA: INSIGHT STAFF**

December 12, 2025

**SUBJECT:** The ratification of disbursements made by Insight at San Diego from August 2025 through October 2025.

**PROPOSAL:**

It is proposed that the Governing Board of Insight at San Diego ratify the disbursements made by the school from August 2025 through October 2025.

**BACKGROUND:**

On a monthly basis, Insight at San Diego has been sending the board president a payment listing of all disbursements made each month, whether by check, or electronic payment processing, on behalf of the school. The monthly listing includes each payment date, reason for payment, account coding and amount. This board report presents the disbursements from August 2025 through October 2025.

**BUDGET IMPLICATIONS:**

The total disbursements for the months of August, September, and October were \$542,036, \$199,987, and \$236,440, respectively.

**RECOMMENDATIONS:**

It is recommended that the Governing Board ratify the disbursements made by Insight at San Diego from August 2025 through October 2025.

**RESPECTFULLY SUBMITTED**

Kimberly Odom

Head of School

**PREPARED BY:**

Kimberly Odom

Head of School

Dustin Kepler

Accounts Payable Specialist

**PRESENTED BY:**

Kimberly Odom

Head of School

Francis "Paco" Burke

Chief Business Official

Ayes: 2

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Matinson* Date: 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess	X					X

**Insight School at San Diego  
Board Disbursements A/P Payment History  
August 01, 2025 - August 31, 2025**

<b>Vendor</b>	<b>Description</b>	<b>Total</b>
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	275,948.46
ADP, Inc.	Payroll Services	126,122.38
California Virtual Academy @ San Diego	Intercompany Settlement	85,886.00
California Virtual Academy @ Los Angeles	Intercompany Settlement	30,094.00
Spencer Valley Elementary School District	FY 23-24 - Oversight Q1 - Q3	18,927.99
State Board of Equalization	Sales Tax	2,000.00
Green Hasson Janks	Audit Fees & Professional Services	1,648.00
Accrediting Commission of Schools	Annual Accreditation Membership Fee 2025-2026	1,270.00
Amazon Capital Services	Staff Office Supplies	76.11
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	63.50
<b>Grand Total</b>		<b>542,036.44</b>



## Transaction Summary

### Insight at San Diego

Vendor	Amount
Summit K12 Holdings, Inc	865.99
Kajeet Inc.	210.49
Smile From The Inside, Inc.	206.92
ULINE	205.76
Barrington Staffing Services	202.48
Virtual Technologies Group	188.23
Law Offices of Young, Minney & Corr, LLP	182.13
Pitney Bowes Bank Inc Purchase Power	143.38
Bill.com	114.84
DW Educational Research, Inc	111.03
FusionPlus Inc	75.70
Express Employment Professionals	65.20
AppleOne Employment Services	60.54
Multi-Health Systems Inc.	55.39
Amazon	50.00
UPS	42.86
Riverside Insights	37.38
DataBasics, Inc.	35.53
The Back Room Inc	34.72
Southern California Edison	33.50
Supreme Facility Services, Inc.	33.21
AT&T Mobility	27.17
De Lage Landen Financial Services Inc.	26.80
Apple Inc.	20.94
Comm-Core	19.48
San Joaquin County Office of Education	18.67
Certified Languages International	16.50
VC Furniture & Facility Services	13.12
AXIS Teletherapy	12.97
Green Hasson & Janks LLP	10.40
Verizon Wireless	8.11
Pitney Bowes Global Financial Services	7.30
Red Robin	6.88
Urbane Café	6.11
Waste Management	3.72
Ontario Refrigeration	3.59
Quill Corporation	2.64
Paper Recycling & Shredding	2.18
Orkin	1.56
Dropbox	1.21
Krispy Kreme Doughnuts	1.07
Smart & Final	0.78

**Transaction Summary**  
**Insight at San Diego**

<b>Vendor</b>	<b>Amount</b>
Everon, LLC	0.76
Doctors Wellness Company LLC dba WellnessMart MD	0.63
City of Simi Valley	0.48
<b>Grand Total</b>	<b>3,168.35</b>

Transaction Details  
Insight San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	I-SD
Paper Recycling & Shredding		52802 Office Supplies Expense : Office Supplies - CDS	101 General	LLC 606629	July (7-17)	108.00	1.09
	Office Expense			LLC 607683	July (7-31)	108.00	1.09
	Office Expense Total					216.00	2.18
Paper Recycling & Shredding Total						216.00	2.18
UPS		54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073Y68E305	July (7-26)	283.82	2.86
	Shipping			LLC 000073Y68E315	August (8-2)	440.90	4.45
				LLC 000073Y68E325	August (8-9)	1,353.86	13.67
				LLC 000073Y68E335	August (8-16)	630.98	6.37
			280 SPED	LLC 0000V9159W305	July (7-26)	251.40	4.39
				LLC 0000V9159W315	August (8-2)	225.01	3.93
				LLC 0000V9159W325	August (8-9)	134.94	2.35
				LLC 0000V9159W335	August (8-16)	277.77	4.85
	Shipping Total					3,598.68	42.86
UPS Total						3,598.68	42.86
Waste Management		53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 7205612-0283-2	August	171.31	1.73
	Operations and Housekeeping Services			LLC 7205628-0283-8	August	197.01	1.99
	Operations and Housekeeping Services Total					368.32	3.72
Waste Management Total						368.32	3.72
Barrington Staffing Services		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 44895	July (7-27)	2,626.33	26.51
	Outside Service			LLC 44910	August (8-3)	2,749.97	27.76
				LLC 44925	August (8-10)	1,409.19	14.22
				LLC 44942	August (8-17)	1,409.36	14.23
			280 SPED	LLC 44895	July (7-27)	1,368.34	23.87
				LLC 44910	August (8-3)	1,370.74	23.92
				LLC 44925	August (8-10)	1,368.68	23.88
				LLC 44940	August (8-10)	265.29	4.63
				LLC 44942	August (8-17)	2,491.29	43.47
	Outside Service Total					15,059.19	202.48
Barrington Staffing Services Total						15,059.19	202.48
FusionPlus Inc		51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC JNV-1025	August (8-1)	7,500.00	75.70
	Outside Service-General					7,500.00	75.70
	Outside Service-General Total					7,500.00	75.70
FusionPlus Inc Total						7,500.00	75.70
Law Offices of Young, Minney & Corr, LLP		51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 17684	July	790.00	182.13
	Legal Fees					790.00	182.13
	Legal Fees Total					790.00	182.13
Law Offices of Young, Minney & Corr, LLP Total						790.00	182.13
Verizon Wireless		56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 6120140867	July	803.58	8.11
	Telephone - Administration					803.58	8.11
	Telephone - Administration Total					803.58	8.11
Verizon Wireless Total						803.58	8.11
Supreme Facility Services, Inc.		53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 4517	August	3,290.00	33.21
	Operations and Housekeeping Services					3,290.00	33.21
	Operations and Housekeeping Services Total					3,290.00	33.21
Supreme Facility Services, Inc. Total						3,290.00	33.21
Amazon		52802 Office Supplies Expense : Office Supplies - CDS	101 General	114-6809484-3207415	July	182.10	1.84
	Office Expense			111-5348947-1689032	July	536.20	5.41
				113-2591039-1951406	August	10.71	0.11
				111-6169707-1405059	August	93.22	0.94
				111-3684481-3095439	August	42.86	0.43
				111-0008652-5306607	August	27.86	0.28
				111-4526712-1070632	August	96.51	0.97
				111-0736238-4815406	August	96.51	0.97
				111-4271926-1540238	August	16.08	0.16
				111-9461381-9368238	August	142.51	1.44
				111-7133102-7027450	August	277.44	2.80
				111-0407784-6413063	August	38.57	0.39
				111-8185096-3008268	August	280.28	2.83
				111-1466909-1212249	August	47.06	0.48
				111-0774129-2922642	August	0.00	0.00
				111-7169006-9055423	August	96.51	0.97
				111-6680583-5935405	August	230.28	2.32
				111-6103489-7408253	August	15.60	0.16
				111-0982486-5857020	August	214.49	2.16
				111-7699754-7345052	August	264.72	2.67
				111-9587529-2167444	August	56.83	0.57
				111-0742520-7197015	August	386.07	3.90
				111-7450503-1741843	August	235.92	2.38
				111-2963800-1917804	August	40.19	0.41
				111-4423346-6936252	August	21.39	0.22
				111-5118047-4592206	August	21.44	0.22
				111-1455706-8823408	August	27.58	0.28
				111-6142936-4462616	August	132.50	1.34
				111-0665295-7950658	August	27.04	0.27
				113-3298109-3758646	August	174.20	1.76
				113-0611370-4073830	August	174.20	1.76
				111-8609007-5894640	August	9.64	0.10
				111-7792219-5948241	July	21.10	0.21
				111-4047804-8505025	July	12.00	0.12
				111-9907167-7860210	July	115.79	1.17
				114-9941833-9978644	July	399.70	3.43
				114-4766601-4301024	July	117.96	1.19
				114-6007049-8696250	July	50.21	0.51
				112-1299903-4374659	July	280.72	2.83
	Office Expense Total					4,953.99	50.00
Amazon Total						4,953.99	50.00
Quill Corporation		52802 Office Supplies Expense : Office Supplies - CDS	101 General	LLC 44946150	July (7-17)	261.56	2.64
	Office Expense					261.56	2.64
	Office Expense Total					261.56	2.64
Quill Corporation Total						261.56	2.64
AT&T Mobility		53801 Phone & Internet Expense : Telephone	101 General	LLC 80557846671578	August	929.61	9.38
	Communications			072825	August	1,761.93	17.78
				LLC 3783605014	August	2,691.54	27.17
	Communications Total					2,691.54	27.17
AT&T Mobility Total						2,691.54	27.17

Transaction Details  
Insight San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	FSD
The Back Room Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC RAV-3877	July	3,440.00	34.72
	Outside Service-General Total					3,440.00	34.72
<b>The Back Room Inc Total</b>						<b>3,440.00</b>	<b>34.72</b>
AppleOne Employment Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 01-7133437 LLC 01-7137683 LLC 01-7141597 LLC 01-7145614	July (7-19) July (7-26) August (8-2) August (8-9)	1,473.60 1,577.55 1,473.60 1,473.60	14.87 15.92 14.87 14.87
	Outside Service Total					5,998.35	60.54
<b>AppleOne Employment Services Total</b>						<b>1,439.00</b>	<b>114.84</b>
Bill.com	Dues and Memberships	55801 Dues, Memberships & Research Svcs : Memberships	101 General	25082472572	August	1,439.00	114.84
	Dues and Memberships Total					1,439.00	114.84
<b>Bill.com Total</b>						<b>1,439.00</b>	<b>114.84</b>
Southern California Edison	Utilities	53802 Rent and Utilities : Utilities, CAM, and Real Estate	101 General	LLC 700203189681 081225	July	3,319.07	33.50
	Utilities Total					3,319.07	33.50
<b>Southern California Edison Total</b>						<b>2,655.58</b>	<b>26.80</b>
De Lage Landen Financial Services Inc.	Equipment Rental Expense	55904 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 591347403	August	2,655.58	26.80
	Equipment Rental Expense Total					2,655.58	26.80
<b>De Lage Landen Financial Services Inc. Total</b>						<b>3,520.00</b>	<b>35.53</b>
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0815315	August	3,520.00	35.53
	Outside Service-General Total					3,520.00	35.53
<b>DataBasics, Inc. Total</b>						<b>15,000.00</b>	<b>151.40</b>
Smile From The Inside, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 2224 LLC 2225	August July (7-29)	5,500.00	55.51
	Outside Service-General Total					20,500.00	206.92
<b>Smile From The Inside, Inc. Total</b>						<b>2,261.53</b>	<b>22.83</b>
Express Employment Professionals	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 32649361 LLC 32678515 LLC 32708636 LLC 32742003	July (7-20) July (7-27) August (8-3) August (8-10)	1,432.00 1,432.00 1,334.27 6,459.80	14.45 14.45 13.47 65.20
	Outside Service Total					6,459.80	65.20
<b>Express Employment Professionals Total</b>						<b>207.75</b>	<b>16.50</b>
Certified Languages International	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp - ELD Services	LLC 74586073125	July	207.75	16.50
	Outside Service-General Total					207.75	16.50
<b>Certified Languages International Total</b>						<b>14,204.75</b>	<b>143.38</b>
Pitney Bowes Bank Inc Purchase Power	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 8000-9090-1005- 2145 081725	August (817)	14,204.75	143.38
	Postage Total					14,204.75	143.38
<b>Pitney Bowes Bank Inc Purchase Power Total</b>						<b>1,275.00</b>	<b>0.00</b>
Document Tracking Services	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	410 SUPP - Transcripts 320 Supp - ELD Services	LLC FT9306547 LLC T-930650087	July July	23,932.43 25,207.43	0.00 0.00
	Outside Service-General Total					25,207.43	0.00
<b>Document Tracking Services Total</b>						<b>4,792.86</b>	<b>48.38</b>
ULINE	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 195863026 LLC 196168344 LLC 196169935 LLC 196432661	July (7-28) August (8-4) August (8-4) August (8-11)	2,611.78 5,587.20 7,393.27 20,385.11	26.36 56.39 74.62 205.76
	Office Expense Total					20,385.11	205.76
<b>ULINE Total</b>						<b>62.00</b>	<b>0.63</b>
Doctors Wellness Company LLC dba WellnessMart MD	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-0012140	July	62.00	0.63
	Outside Service-General Total					62.00	0.63
<b>Doctors Wellness Company LLC dba WellnessMart MD Total</b>						<b>364.60</b>	<b>3.68</b>
Pitney Bowes Global Financial Services	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 1027895361 LLC 1027924143	August (8-4) August (8-8)	358.81 723.41	3.62 7.30
	Office Expense Total					723.41	7.30
<b>Pitney Bowes Global Financial Services Total</b>						<b>743.60</b>	<b>12.97</b>
AXIS Teletherapy	Subagreements For Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 3733	July	743.60	12.97
	Subagreements for Services Total					743.60	12.97
<b>AXIS Teletherapy Total</b>						<b>47.45</b>	<b>0.48</b>
City of Simi Valley	Dues and Memberships	(blank)	101 General	WRP_115544_2025070 8092235	July	47.45	0.48
	Dues and Memberships Total					47.45	0.48
<b>City of Simi Valley Total</b>						<b>75.00</b>	<b>0.76</b>
Everon, LLC	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 200828998	July (7-15)	75.00	0.76
	Operations and Housekeeping Services Total					75.00	0.76
<b>Everon, LLC Total</b>						<b>155.00</b>	<b>1.56</b>
Orkin	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 280800823	August (8-5)	155.00	1.56
	Operations and Housekeeping Services Total					155.00	1.56
<b>Orkin Total</b>						<b>29,600.00</b>	<b>0.00</b>
QuickSchools Inc.	Program Fees & Other Instructional : Miscellaneous	13514 Prepaid Other 56303 Program Fees & Other Instructional : Miscellaneous	560 Title I	LLC 25/07-001	June (6-19)	29,600.00	0.00
	Program Fees & Other Instructional : Miscellaneous Total				DOUBLE ENTRY	29,600.00	0.00
<b>QuickSchools Inc. Total</b>						<b>56410 Program Fees &amp; Other Instructional : Program Fees - Non K12 Curriculum</b>	<b>9,049.00 865.99</b>
Summit K12 Holdings, Inc	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	360 SUPP - ELD Support	LLC INV003397	July (7-23)	9,049.00	865.99
	Non K12 Curriculum Total					9,049.00	865.99
<b>Summit K12 Holdings, Inc Total</b>						<b>1,200.00</b>	<b>20.94</b>
Apple Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC MB84863090	July (7-17)	1,200.00	20.94
	Non K12 Curriculum Total					1,200.00	20.94
<b>Apple Inc. Total</b>						<b>1,200.00</b>	<b>20.94</b>

Transaction Details  
Insight San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	I-SD
Ontario Refrigeration	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC GW34311	July (7-17)	356.03	3.59
	Operations and Housekeeping Services Total					356.03	3.59
<b>Ontario Refrigeration Total</b>						<b>356.03</b>	<b>3.59</b>
Virtual Technologies Group	Computer Expense	54811 Computer & Maintenance Expense : Repairs & Maintenance	101 General	LLC INV121338 - 1	July (7-1)	18,648.63	188.23
	Computer Expense Total					18,648.63	188.23
<b>Virtual Technologies Group Total</b>						<b>18,648.63</b>	<b>188.23</b>
Houghton Mifflin Harcourt	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	840 LREBG	LLC 956329398	July (7-14)	4,000.00	0.00
	Non K12 Curriculum Total					4,000.00	0.00
<b>Houghton Mifflin Harcourt Total</b>						<b>4,000.00</b>	<b>0.00</b>
Kajeet Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	560 Title I	LLC INV99954	July (7-30)	1,170.99	210.49
	Non K12 Curriculum Total					1,170.99	210.49
<b>Kajeet Inc. Total</b>						<b>1,170.99</b>	<b>210.49</b>
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	560 Title I	LLC S327486 LLC S327816 LLC S327964	July (7-29) August (8-5) August (8-7)	2,240.00 2,240.00 6,720.00	0.00 0.00 0.00
	Teacher Training Total					6,720.00	0.00
<b>Solution Tree Total</b>						<b>6,720.00</b>	<b>0.00</b>
Krispy Kreme Doughnuts	Office Expense	(blank)	101 General	36577030641418200	July	105.60	1.07
	Office Expense Total					105.60	1.07
<b>Krispy Kreme Doughnuts Total</b>						<b>105.60</b>	<b>1.07</b>
Dropbox	Dues and Memberships	(blank)	101 General	K87L5ZJJC3G	July	119.88	1.21
	Dues and Memberships Total					119.88	1.21
<b>Dropbox Total</b>						<b>119.88</b>	<b>1.21</b>
Smart & Final	Office Expense	(blank)	101 General	07172025	July	77.36	0.78
	Office Expense Total					77.36	0.78
<b>Smart &amp; Final Total</b>						<b>77.36</b>	<b>0.78</b>
Red Robin	Office Expense	(blank)	101 General	957823 07212025	July July	710.29 (28.41)	7.17 (0.29)
	Office Expense Total					681.88	6.88
<b>Red Robin Total</b>						<b>681.88</b>	<b>6.88</b>
Amplify Education Inc	Non K12 Curriculum	13514 Prepaid Other	840 LREBG	LLC INV-383131	July (7-22)	72,300.00	0.00
	Non K12 Curriculum Total		631 Literacy Screening PD	LLC INV-383131	July (7-22)	21,000.00	0.00
<b>Amplify Education Inc Total</b>						<b>93,300.00</b>	<b>0.00</b>
Arthur J Gallagher	Prepaid Other	13514 Prepaid Other	101 General	LLC 5702840	July (7-23)	409,798.73	0.00
	Prepaid Other Total					409,798.73	0.00
<b>Arthur J Gallagher Total</b>						<b>409,798.73</b>	<b>0.00</b>
Classwork Co DBA Classkick	Non K12 Curriculum	13514 Prepaid Other	840 LREBG	LLC 2021-12799	July (7-15)	28,600.00	0.00
	Non K12 Curriculum Total					28,600.00	0.00
<b>Classwork Co DBA Classkick Total</b>						<b>28,600.00</b>	<b>0.00</b>
Comm-Core	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 1105327	August	1,930.43	19.48
	Communications Total					1,930.43	19.48
<b>Comm-Core Total</b>						<b>1,930.43</b>	<b>19.48</b>
Crestline Specialties, Inc	56703 - Program Fees & Other Instructional : Other Student Expenses - K12	56328 Program Fees & Other Instructional : Program Fees - School Events Expense	330 SUPP - Engagement	LLC 4341458	July (7-28)	9,945.90	0.00
	56703 - Program Fees & Other Instructional : Other Student Expenses - K12 Total					9,945.90	0.00
<b>Crestline Specialties, Inc Total</b>						<b>9,945.90</b>	<b>0.00</b>
DW Educational Research, Inc	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	101 General	LLC 2278	August (8-1)	11,000.00	111.03
	Non K12 Curriculum Total					11,000.00	111.03
<b>DW Educational Research, Inc Total</b>						<b>11,000.00</b>	<b>111.03</b>
Gobo LLC	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	330 SUPP - Engagement	LLC 1582	August (8-1)	21,332.25	0.00
	Outside Service-General		320 Supp - ELD Services	LLC 1583 LLC 1582	August (8-1) August (8-1)	28,309.00 6,150.75	0.00 0.00
	Outside Service-General Total					55,792.00	0.00
<b>Gobo LLC Total</b>						<b>55,792.00</b>	<b>0.00</b>
Riverside Insights	Materials and Supplies	56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials	280 SPED	LLC INV251017 LLC INV251081	July (7-29) July (7-30)	1,251.57 890.74	21.84 15.54
	Materials and Supplies Total					2,142.31	37.38
<b>Riverside Insights Total</b>						<b>2,142.31</b>	<b>37.38</b>
San Joaquin County Office of Education	Dues and Memberships	56801 Dues, Memberships & Research Svcs : Memberships	101 General	LLC 250454	July (7-31)	1,850.00	18.67
	Dues and Memberships Total					1,850.00	18.67
<b>San Joaquin County Office of Education Total</b>						<b>1,850.00</b>	<b>18.67</b>
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 28668	July (7-26)	1,030.00	10.40
	Accounting Fees Total					1,030.00	10.40
<b>Green Hasson &amp; Janks LLP Total</b>						<b>1,030.00</b>	<b>10.40</b>
Resonant Education, LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	560 Title I	LLC 1860	August (8-6)	12,500.00	0.00
	Non K12 Curriculum Total					12,500.00	0.00
<b>Resonant Education, LLC Total</b>						<b>12,500.00</b>	<b>0.00</b>
Multi-Health Systems Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC SIP00547309	July (7-23)	3,175.00	55.39
	Non K12 Curriculum Total					3,175.00	55.39
<b>Multi-Health Systems Inc. Total</b>						<b>3,175.00</b>	<b>55.39</b>
VC Furniture & Facility Services	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 1034	August (8-16)	1,300.00	13.12
	Operations and Housekeeping Services Total					1,300.00	13.12
<b>VC Furniture &amp; Facility Services Total</b>						<b>1,300.00</b>	<b>13.12</b>
Urbane Café	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	156564 08222025	August August	630.43 (25.22)	6.36 (0.25)
	Office Expense Total					605.21	6.11
<b>Urbane Café Total</b>						<b>605.21</b>	<b>6.11</b>
LLC 1105327	(blank)	(blank)	(blank)	(blank)	(blank)	0.00	0.00
<b>LLC 1105327 Total</b>	(blank) Total	(blank)	(blank)	(blank)	(blank)	<b>0.00</b>	<b>0.00</b>
<b>Grand Total</b>						<b>853,375.11</b>	<b>3,168.35</b>

**Insight at San Diego**  
**Board Disbursements A/P Payment History**  
**September 01, 2025 - September 30, 2025**

<b>Vendor</b>	<b>Description</b>	<b>Total</b>
ADP, Inc.	Payroll Services	188,244.45
State Board of Equalization	Sales Tax	4,000.00
California Teachers Association	Union Dues	2,340.00
Green Hasson Janks	Audit Fees & Professional Services	2,060.00
El Paseo Children's Center, Inc.	Special Education Contracted Services	1,749.40
Anchor Counseling & Education Solutions	Special Education Contracted Services	305.25
The Stepping Stones Group LLC	Special Education Contracted Services	301.50
Bridge The Gap Sped, LLC	Special Education Contracted Services	300.00
Communicology, Inc., DBA, TeleSesh	Language and Speech Therapy	242.13
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	127.00
E-Therapy Intermediate, INC	Special Education Contracted Services	125.00
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy	124.00
Christopher Chaidez dba Upward Bound School Inc.	Special Education Contracted Services	37.50
Grace Speech Therapy Corp.	SLP IEP Attendance	31.00
<b>Grand Total</b>		<b>199,987.23</b>

**K12 : SA : Full Financials CA Node : CAVAISSD**  
**Board Disbursements A/P Payment History by Vendor**  
**September 01, 2025 - September 30, 2025**

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #ACH 09.15.2025 - State Board of Equalization(INSIGHT@SAN DIEGO)	Bill	08/28/2025	ISSD_AUG'25 Use Tax	ISD_Comptrs/Matrls Use Tax_AUG 2025	(3,741.47)
					(258.53)
	Bill Payment	09/15/2025	ACH 09.15.2025	ISD_Comptrs/Matrls Use Tax_AUG 2025 & Adj.	4,000.00
					0.00
Bill Payment #ACH 09.24.2025 - ADP, Inc.(Insight @ San Diego)	Bill	09/28/2025	ISSD_SEP'25 PYRL #1	ISSD_SEP 2025 ADP Payroll #1 (09.01.25 - 09.15.25)	(84,303.68)
	Bill Payment	09/28/2025	ACH 09.24.2025	ISSD_SEP 2025 ADP Payroll #1 (09.01.25 - 09.15.25)	84,303.68
Bill Payment #ACH 09.10.2025 - ADP, Inc.(Insight @ San Diego)	Bill	09/28/2025	ISSD_SEP'25	ISSD_SEP'25 ADP_Benefits (September 2025)	(20,920.07)
	Bill Payment	09/28/2025	ADP_Benefits	ISSD_SEP'25 ADP_Benefits (September 2025)	20,920.07
Bill Payment #ACH 09.09.2025 - ADP, Inc.(Insight @ San Diego)	Bill	09/28/2025	ACH 09.10.2025	ISSD_SEP'25 ADP_Benefits (September 2025)	(83,020.70)
	Bill	09/28/2025	ISSD_AUG'25 PYRL #2	ISSD_AUG 2025 ADP Payroll #2 (08.16.25 - 08.31.25)	83,020.70
	Bill Payment	09/28/2025	ACH 09.09.2025	ISSD_AUG 2025 ADP Payroll #2 (08.16.25 - 08.31.25)	0.00
					(2,060.00)
Bill Payment #3083 - Green Haddon Janks(INSIGHT@SAN DIEGO)	Bill	09/17/2025	30267		2,060.00
	Bill Payment	09/17/2025	3083		0.00
					(127.00)
Bill Payment #3071 - Arc Speech Pathology Network DBA Arc Therapy Network(Insight @ San Diego)	Bill	09/09/2025	INV-01289		127.00
	Bill Payment	09/11/2025	3071		0.00
					(305.25)
Bill Payment #3070 - Anchor Counseling & Education Solutions(INSIGHT@SAN DIEGO)	Bill	09/09/2025	INV-07934		305.25
	Bill Payment	09/11/2025	3070		0.00
					(37.50)
Bill Payment #3072 - Christopher Chaidez dba Upward Bound School Inc.(Insight @ San Diego)	Bill	09/09/2025	INV-01008		37.50
	Bill Payment	09/11/2025	3072		0.00
					(51.50)
Bill Payment #3081 - Communicology, Inc., DBA, TeleSesh(Insight @ San Diego)	Bill	09/17/2025	INV-01019		51.50
	Bill Payment	09/17/2025	3081		(46.50)
Bill Payment #3073 - Communicology, Inc., DBA, TeleSesh(Insight @ San Diego)	Bill	09/09/2025	INV-00980		(105.50)
	Bill		INV-00997		(38.63)
	Bill		INV-00973		190.63
	Bill Payment	09/11/2025	3073		0.00
					(75.00)
Bill Payment #3082 - E-Therapy Intermediate, INC(Insight @ San Diego)	Bill	09/17/2025	INV-09411		75.00
	Bill Payment	09/17/2025	3082		(50.00)
Bill Payment #3074 - E-Therapy Intermediate, INC(Insight @ San Diego)	Bill	09/09/2025	INV-09361		50.00
	Bill Payment	09/11/2025	3074		0.00
					(1,749.40)
Bill Payment #3075 - El Paseo Children's Center, Inc.(Insight @ San Diego)	Bill	09/09/2025	INV-01371		1,749.40
	Bill Payment	09/11/2025	3075		0.00
					(31.00)
Bill Payment #3076 - Grace Speech Therapy Corp.(Insight @ San Diego)	Bill	09/09/2025	INV-02177		31.00
	Bill Payment	09/11/2025	3076		0.00
					(134.00)
Bill Payment #3084 - The Stepping Stones Group LLC(Insight @ San Diego)	Bill	09/17/2025	INV-01083		134.00
	Bill Payment	09/17/2025	3084		(100.50)
Bill Payment #3077 - The Stepping Stones Group LLC(Insight @ San Diego)	Bill	09/09/2025	INV-01061		(67.00)
	Bill		INV-01073		167.50
	Bill Payment	09/11/2025	3077		0.00
					(124.00)
Bill Payment #3078 - TheraStaffers(Insight @ San Diego)	Bill	09/09/2025	INV-00879		124.00
	Bill Payment	09/11/2025	3078		0.00
					(300.00)
Bill Payment #3079 - Bridge The Gap Sped, LLC(Insight @ San Diego)	Bill	09/17/2025	INV-00301		300.00
	Bill Payment	09/17/2025	3079		0.00
					(2,340.00)
Bill Payment #3080 - California Teachers Association(INSIGHT@SAN DIEGO)	Bill	09/17/2025	Union Dues - 082025		2,340.00
	Bill Payment	09/17/2025	3080		

K12 : SA : Full Financials CA Node : CAVAISSD  
Board Disbursements A/P Payment History by Vendor  
September 01, 2025 - September 30, 2025

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
					0.00
					0.00
				Total	199,987.23

## Transaction Summary

### Insight at San Diego

Vendor	Amount
IXL Learning Inc.	24,750.00
Document Tracking Services	2,489.55
7 Mindsets Academy LLC	1,365.00
Law Offices of Young, Minney & Corr, LLP	1,052.64
Kajeet Inc.	273.54
Barrington Staffing Services	238.33
Smile From The Inside, Inc.	206.92
DW Educational Research, Inc	191.40
Express Employment Professionals	123.66
Bill.com	114.84
Quill Corporation	113.54
Integration Inc.	85.39
Pitney Bowes Bank Inc Purchase Power	81.91
FusionPlus Inc	75.70
AppleOne Employment Services	71.39
ULINE	53.25
UPS	46.99
Pitney Bowes Global Financial Services	39.62
Southern California Edison	35.97
The Back Room Inc	34.72
Supreme Facility Services, Inc.	33.21
De Lage Landen Financial Services Inc.	30.77
Amazon	29.64
AT&T Mobility	27.17
Sovos Compliance LLC	26.82
Comm-Core	19.61
City of Simi Valley	17.68
Select Staffing	8.21
Verizon Wireless	8.11
BlueTriton Brands, Inc	6.71
Carmen Gomez Ruiz	6.06
Everon, LLC	4.57
Effectual Educational Consulting Service	4.19
Viva La Pasta	4.18
Waste Management	3.72
Paper Recycling & Shredding	3.32
Staples	2.44
Crisis Prevention Institute	2.02
Doctors Wellness Company LLC dba WellnessMart MD	1.88
Orkin	1.56
Nothing Bundt Cakes	1.42
<b>Grand Total</b>	<b>31,687.65</b>

Transaction Details  
Insight at San Diego

Employee/Vendor	Description for Coding Purpose	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	I-SD
Paper Recycling & Shredding	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 608844	August (8-14)	108.00	1.09
				LLC 609913	August (8-28)	108.00	1.09
				LLC 611037	September (9-11)	113.00	1.14
	<b>Office Expense Total</b>					<b>329.00</b>	<b>3.32</b>
<b>Paper Recycling &amp; Shredding Total</b>						<b>329.00</b>	<b>3.32</b>
UPS	Shipping	54302 Postage & Delivery Expense : Messenger & Delivery	101 General	LLC 000073V68E345	August (8-23)	957.17	9.66
				LLC 000073V68E355	August (8-30)	497.34	5.02
				LLC 000073V68E365	September (9-6)	426.02	4.30
				LLC 000073V68E375	September (9-13)	784.58	7.92
			280 SPED	LLC 00009159W345	August (8-23)	177.48	3.10
				LLC 00009159W355	August (8-30)	309.43	5.38
				LLC 00009159W365	September (9-6)	379.85	6.63
				LLC 00009159W375	September (9-13)	385.92	4.99
	<b>Shipping Total</b>					<b>3,816.79</b>	<b>46.99</b>
<b>UPS Total</b>						<b>3,816.79</b>	<b>46.99</b>
Waste Management	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 7211771-0283-8	September	171.31	1.73
				LLC 7211786-0283-6	September	197.01	1.99
	<b>Operations and Housekeeping Services Total</b>					<b>368.32</b>	<b>3.72</b>
<b>Waste Management Total</b>						<b>368.32</b>	<b>3.72</b>
Barrington Staffing Services	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 44958	August (8-24)	1,408.31	14.21
				LLC 44974	August (8-31)	1,410.94	14.24
				LLC 44990	September (9-7)	1,125.81	11.36
				LLC 45003	September (9-14)	1,398.67	14.12
			280 SPED	LLC 44958	August (8-24)	2,743.88	47.87
				LLC 44974	August (8-31)	2,744.91	47.89
				LLC 44990	September (9-7)	2,703.05	47.16
				LLC 45003	September (9-14)	4,108.79	41.47
	<b>Outside Service Total</b>					<b>17,644.36</b>	<b>238.33</b>
<b>Barrington Staffing Services Total</b>						<b>17,644.36</b>	<b>238.33</b>
FusionPlus Inc	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-1026	September (9-11)	7,500.00	75.70
	<b>Outside Service-General Total</b>					<b>7,500.00</b>	<b>75.70</b>
<b>FusionPlus Inc Total</b>						<b>7,500.00</b>	<b>75.70</b>
Law Offices of Young, Minney & Corr, LLP	Legal Fees	51807 Professional Svcs & Outside Labor : Legal	101 General	LLC 18160	September (9-4)	4,566.00	1,052.64
	<b>Legal Fees Total</b>					<b>4,566.00</b>	<b>1,052.64</b>
<b>Law Offices of Young, Minney &amp; Corr, LLP Total</b>						<b>4,566.00</b>	<b>1,052.64</b>
Verizon Wireless	Telephone - Administration	56504 Program Fees & Other Instructional : Admin - Telephone	101 General	LLC 6122627101	August	803.64	8.11
	<b>Telephone - Administration Total</b>					<b>803.64</b>	<b>8.11</b>
<b>Verizon Wireless Total</b>						<b>803.64</b>	<b>8.11</b>
Supreme Facility Services, Inc.	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 4553	September	3,290.00	33.21
	<b>Operations and Housekeeping Services Total</b>					<b>3,290.00</b>	<b>33.21</b>
<b>Supreme Facility Services, Inc. Total</b>						<b>3,290.00</b>	<b>33.21</b>
Amazon	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	111-3860127-9024221	August	46.07	0.47
				111-4363167-1797040	August	10.71	0.11
				111-5376498-2516265	August	10.71	0.11
				111-1312534-3831406	August	68.05	0.69
				111-4299767-2450616	August	72.33	0.73
				111-2318637-0809803	September	19.28	0.19
				111-3776991-4035412	September	70.70	0.71
				111-2737786-4277860	September	48.88	0.49
				113-4661153-1533800	September	318.38	3.21
				111-6539243-5340259	September	70.70	0.71
				113-5205791-2087468	September	194.06	1.96
				113-0207245-5627419	September	154.16	1.56
				113-0778830-4900264	September	141.52	1.43
				111-1833309-4984234	September	63.12	0.64
		(blank)	101 General	111-9317349-4277040	September	141.20	1.43
				113-4710132-5684255	September	35.35	0.36
				111-5372925-0560209	September	108.20	1.09
				111-4248880-2133851	September	89.67	0.91
				111-1648016-1765867	September	0.00	0.00
				113-5584396-4817849	September	39.65	0.40
				111-7126120-2779422	September	50.02	0.50
				113-4263300-5641832	September	100.78	1.02
				113-3389077-6185818	September	10.71	0.11
				111-1905891-2800208	September	19.28	0.19
				113-9660880-0119455	September	132.50	1.34
				111-2947820-2241848	September	42.89	0.43
				111-3873129-1597021	September	17.31	0.17
				111-7788298-6209826	September	29.71	0.30
				111-5983405-7622667	September	38.60	0.39
				111-5375237-3305843	September	79.06	0.80
				111-1489228-8501835	September	36.67	0.37
				111-2312305-4983468	September	335.88	3.39
				113-2649601-2913025	September	41.50	0.42
				111-9282545-0965844	September	77.21	0.78
				111-4854546-0028229	September	41.36	0.42
				111-2995723-2166652	September	98.56	0.99
				111-8394341-7925865	September	81.95	0.83
	<b>Office Expense Total</b>					<b>2,936.79</b>	<b>29.64</b>
<b>Amazon Total</b>						<b>2,936.79</b>	<b>29.64</b>
Quill Corporation	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 45233545	August (8-7)	943.59	9.52
				LLC 45316830	August (8-14)	6,424.38	64.84
				LLC 45477699	August (8-25)	608.86	6.15
				LLC 45804265	September (9-3)	124.07	1.25
				LLC 45604274	September (9-3)	943.59	9.52
				LLC 45645282	September (9-8)	642.43	6.48
				LLC 45665701	September (9-8)	617.97	6.24
				LLC 45665790	September (9-8)	943.59	9.52
	<b>Office Expense Total</b>					<b>11,248.48</b>	<b>113.54</b>
<b>Quill Corporation Total</b>						<b>11,248.48</b>	<b>113.54</b>
AT&T Mobility	Communications	53801 Phone & Internet Expense : Telephone	101 General	LLC 80557846671578	September	929.94	9.39
				082825	September	1,761.93	17.78
				LLC 7058517011	August	2,691.87	27.17
	<b>Communications Total</b>					<b>2,691.87</b>	<b>27.17</b>
<b>AT&amp;T Mobility Total</b>						<b>2,691.87</b>	<b>27.17</b>

Transaction Details  
Insight at San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	I-SD
		51801 Professional Svcs & Outside Labor :				3,440.00	34.72
The Back Room Inc	Outside Service-General	Other Professional Services	101 General	LLC INV-3929	August		
	Outside Service-General Total					3,440.00	34.72
The Back Room Inc Total						3,440.00	34.72
		51806 Professional Svcs & Outside Labor :				1,473.60	14.87
AppleOne Employment Services	Outside Service	Outside Labor/Temporary Help	101 General	LLC 01-7149033	August (8-16)		
				LLC 01-7153883	August (8-23)	1,473.60	14.87
				LLC 01-7156038	August (8-30)	1,473.60	14.87
				LLC 01-7160482	September (9-6)	1,178.88	11.90
				LLC 01-7163933	September (9-13)	1,473.60	14.87
	Outside Service Total					7,073.28	71.39
AppleOne Employment Services Total						7,073.28	71.39
		55801 Dues, Memberships & Research Svcs :				1,439.00	114.84
Bill.com	Dues and Memberships	Memberships	101 General	25092834432	September		
	Dues and Memberships Total					1,439.00	114.84
Bill.com Total						1,439.00	114.84
		53302 Rent and Utilities : Utilities, CAM, and Real Estate				3,563.72	35.97
Southern California Edison	Utilities		101 General	LLC 700203189581	August		
	Utilities Total			D91125		3,563.72	35.97
Southern California Edison Total						3,563.72	35.97
		55304 Facilities & Equipment Rental Expense :				2,655.58	26.80
De Lage Landen Financial Services Inc.	Equipment Rental Expense	Equipment Rental	101 General	LLC 592039697	September		
				LLC 592106080	September (9-12)	393.10	3.97
	Equipment Rental Expense Total					3,048.68	30.77
De Lage Landen Financial Services Inc. Total						3,048.68	30.77
		51801 Professional Svcs & Outside Labor :				15,000.00	151.40
Smile From The Inside, Inc.	Outside Service-General	Other Professional Services	101 General	LLC 2226	August (8-29)		
				LLC 2227	August (8-29)	5,500.00	55.51
	Outside Service-General Total					20,500.00	205.92
Smile From The Inside, Inc. Total						20,500.00	205.92
		51806 Professional Svcs & Outside Labor :				1,432.00	14.45
Express Employment Professionals	Outside Service	Outside Labor/Temporary Help	101 General	LLC 32770732	August (8-17)		
				LLC 32801713	August (8-24)	1,386.53	13.99
				LLC 32833700	August (8-31)	4,278.10	43.18
				LLC 32865460	September (9-14)	2,291.20	23.13
				LLC 32895781	September (9-7)	2,864.00	28.91
	Outside Service Total					12,251.83	123.66
Express Employment Professionals Total						12,251.83	123.66
		51801 Professional Svcs & Outside Labor :				3,396.75	0.00
Certified Languages International	Outside Service-General	Other Professional Services	320 Supp- ELD Services	LLC 74586083125	August		
	Outside Service-General Total					3,396.75	0.00
Certified Languages International Total						3,396.75	0.00
		54301 Postage & Delivery Expense : Postage				8,114.75	81.91
Pitney Bowes Bank Inc Purchase Power	Postage		101 General	2145 091625	September (9-16)		
	Postage Total					8,114.75	81.91
Pitney Bowes Bank Inc Purchase Power Total						8,114.75	81.91
		13514 Prepaid Other				5,335.00	461.15
Document Tracking Services	Outside Service-General		410 SUPP - Transcripts	LLC 9306517	August (8-26)		
	Outside Service-General Total					5,335.00	461.15
	Prepaid Other	13514 Prepaid Other	410 SUPP - Transcripts	LLC FT9306548	August	3,200.00	0.00
				LLC T-930650088	August	7,421.67	2,028.40
	Prepaid Other Total					10,621.67	2,028.40
Document Tracking Services Total						15,956.67	2,489.55
		52802 Office Supplies Expense : Office Supplies - COS				1,269.54	12.81
ULINE	Office Expense		101 General	LLC 196994621	August (8-22)		
				LLC 197384686	September (9-2)	4,006.06	40.44
	Office Expense Total					5,275.60	53.25
ULINE Total						5,275.60	53.25
		51801 Professional Svcs & Outside Labor :				186.00	1.88
Doctors Wellness Company LLC dba WellnessMart MD	Outside Service-General	Other Professional Services	101 General	LLC INV-0012830	August		
	Outside Service-General Total					186.00	1.88
Doctors Wellness Company LLC dba WellnessMart MD Total						186.00	1.88
		52802 Office Supplies Expense : Office Supplies - COS				601.53	6.07
Pitney Bowes Global Financial Services	Office Expense		101 General	LLC 3107367325	August (8-30)		
				LLC 3107379291	September (9-4)	1,045.74	10.56
				LLC 1028140133	September (9-13)	2,100.00	21.20
				LLC 1028158020	September (9-17)	178.43	1.80
	Office Expense Total					3,925.70	39.62
Pitney Bowes Global Financial Services Total						3,925.70	39.62
		53302 Rent and Utilities : Utilities, CAM, and Real Estate				1,751.79	17.68
City of Simi Valley	Utilities		101 General	LLC 70975228	August		
	Utilities Total					1,751.79	17.68
City of Simi Valley Total						1,751.79	17.68
		53400 Rent and Utilities : Repairs and Maintenance				452.30	4.57
Everon, LLC	Operations and Housekeeping Services		101 General	LLC 159422939	August (8-8)		
	Operations and Housekeeping Services Total					452.30	4.57
Everon, LLC Total						452.30	4.57
		53400 Rent and Utilities : Repairs and Maintenance				155.00	1.56
Orkin	Operations and Housekeeping Services		101 General	LLC 282610358	September (9-2)		
	Operations and Housekeeping Services Total					155.00	1.56
Orkin Total						155.00	1.56
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum				2,039.93	0.00
Apple Inc.	Non K12 Curriculum		280 SPED	LLC M890730185	August (8-20)		
				LLC M893063390	September (9-3)	1,039.95	0.00
	Non K12 Curriculum Total					3,199.88	0.00
Apple Inc. Total						3,199.88	0.00
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum				1,503.84	273.54
Kajeet Inc.	Non K12 Curriculum		560 Title I	LLC INV40574	September (9-11)		
	Non K12 Curriculum Total					1,503.84	273.54
Kajeet Inc. Total						1,503.84	273.54
		53801 Phone & Internet Expense : Telephone				1,943.23	19.61
Comm-Core	Communications		101 General	LLC 1106575	September		
	Communications Total					1,943.23	19.61
Comm-Core Total						1,943.23	19.61
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum				2,000.00	191.40
DW Educational Research, Inc	Non K12 Curriculum		101 General	LLC 2285	August (8-20)		
	Non K12 Curriculum Total					2,000.00	191.40
DW Educational Research, Inc Total						2,000.00	191.40
		13514 Prepaid Other				10,500.00	1,365.00
7 Mindsets Academy LLC	Non K12 Curriculum		300 Supp	LLC INV-2167-7Mind	August (8-28)		
	Non K12 Curriculum Total					10,500.00	1,365.00
7 Mindsets Academy LLC Total						10,500.00	1,365.00
		56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum				124.35	0.00
Amazon Capital Services	Non K12 Curriculum		280 SPED	LLC 17C9-Y1FY-96VD	September (9-4)		
				LLC 1F4G-9C4X-FWV3	September (9-5)	25.72	0.00
			310 SUPP - CRE	LLC 14WN-N9G3-3CF9	August (8-25)	111.90	0.00
				LLC 1GFX-R6RN-1C9L	August (8-21)	23.16	0.00

Transaction Details  
Insight at San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	I-SD
Amazon Capital Services	Non K12 Curriculum	56410 Program Fees & Other Instructional :	310 SUPP - CRE	LLC 1Y7D-VKTT-K176	August (8-23)	445.60	0.00
	Non K12 Curriculum Total					730.75	0.00
<b>Amazon Capital Services Total</b>						<b>730.75</b>	<b>0.00</b>
Brisk Labs Corp.	Non K12 Curriculum	13514 Prepaid Other	840 LREBG	LLC 2239	August (8-5)	36,834.00	0.00
	Non K12 Curriculum Total					36,834.00	0.00
<b>Brisk Labs Corp. Total</b>						<b>36,834.00</b>	<b>0.00</b>
Carmen Gomez Ruiz	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3018	July (7-31)	600.00	6.06
	Operations and Housekeeping Services Total					600.00	6.06
<b>Carmen Gomez Ruiz Total</b>						<b>600.00</b>	<b>6.06</b>
Connecthub Jo LLC	Materials and Supplies	13514 Prepaid Other	390 SUPP - Instructional Coaches	LLC Q8NK9USX-0001	July (7-31)	6,120.00	0.00
	Materials and Supplies Total					6,120.00	0.00
<b>Connecthub Jo LLC Total</b>						<b>6,120.00</b>	<b>0.00</b>
Cornerstone Educational Solutions	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC INV-1520	August (8-5)	300.00	0.00
	Subagreements for Services Total					300.00	0.00
<b>Cornerstone Educational Solutions Total</b>						<b>300.00</b>	<b>0.00</b>
Crisis Prevention Institute	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	101 General	LLC NAIN-186337	August (818)	200.00	2.02
	Teacher Training Total					200.00	2.02
<b>Crisis Prevention Institute Total</b>						<b>200.00</b>	<b>2.02</b>
Effectual Educational Consulting Service	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC 13231	June	249.00	4.19
	Subagreements for Services Total					249.00	4.19
<b>Effectual Educational Consulting Service Total</b>						<b>249.00</b>	<b>4.19</b>
Integration Inc.	Postage	54301 Postage & Delivery Expense : Postage	101 General	LLC 2508177	August (8-31)	4,830.54	48.76
	Postage Total			LLC 2506168	June (6-30)	43.07	0.43
	Printing Expense	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 2508177	August (8-31)	4,873.61	48.19
	Printing Expense Total			LLC 2506168	June (6-30)	3,356.50	33.88
<b>Integration Inc. Total</b>						<b>3,586.00</b>	<b>36.20</b>
IXL Learning Inc.	Non K12 Curriculum	13514 Prepaid Other	280 SPED	LLC 5540992-1	August (8-22)	66,562.50	0.00
	Non K12 Curriculum Total					66,562.50	0.00
	Prepaid Other	13514 Prepaid Other	730 CSI	LLC 5542084	September (9-5)	49,500.00	24,750.00
	Prepaid Other Total					49,500.00	24,750.00
	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	560 Title I	LLC 5540992	August (8-22)	1,390.00	0.00
	Teacher Training Total					1,390.00	0.00
<b>IXL Learning Inc. Total</b>						<b>117,452.50</b>	<b>24,750.00</b>
Lucky Strike Entertainment Corporation	School Event	13514 Prepaid Other	330 SUPP - Engagement	LLC CHKREQ01/30/2026	August	17,185.60	0.00
	School Event Total					17,185.60	0.00
<b>Lucky Strike Entertainment Corporation Total</b>						<b>17,185.60</b>	<b>0.00</b>
Mystery Science C/O Discovery Education Inc	Prepaid Other	13514 Prepaid Other	840 LREBG	LLC 291998	July (7-18)	5,085.00	0.00
	Prepaid Other Total					5,085.00	0.00
<b>Mystery Science C/O Discovery Education Inc Total</b>						<b>5,085.00</b>	<b>0.00</b>
Rock And Roll Academy Inc.	Non K12 Curriculum	13514 Prepaid Other	860 AMIMBG	LLC 081825	August (8-18)	37,375.00	0.00
	Non K12 Curriculum Total					37,375.00	0.00
<b>Rock And Roll Academy Inc. Total</b>						<b>37,375.00</b>	<b>0.00</b>
Sovos Compliance LLC	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC INV-SCL-196036	May (5-15)	2,657.40	26.82
	Outside Service-General Total					2,657.40	26.82
<b>Sovos Compliance LLC Total</b>						<b>2,657.40</b>	<b>26.82</b>
Speech Guy, LLC	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC AAC-2507	July (7-14)	1,093.75	0.00
	Subagreements for Services Total					1,093.75	0.00
<b>Speech Guy, LLC Total</b>						<b>1,093.75</b>	<b>0.00</b>
Tech to School	Computer Expense	54811 Computer & Maintenance Expense : Repairs & Maintenance	280 SPED	LLC MTS78928	August (8-25)	4,618.55	0.00
	Computer Expense Total					4,618.55	0.00
<b>Tech to School Total</b>						<b>4,618.55</b>	<b>0.00</b>
The Positivity Project, LLC	Non K12 Curriculum	13514 Prepaid Other	630 Title III	LLC SP-05161	August (8-15)	3,995.00	0.00
	Non K12 Curriculum Total					3,995.00	0.00
<b>The Positivity Project, LLC Total</b>						<b>3,995.00</b>	<b>0.00</b>
3P Learning Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	840 LREBG	LLC INV-US-25630	September (9-12)	4,200.00	0.00
	Non K12 Curriculum Total					4,200.00	0.00
<b>3P Learning Inc. Total</b>						<b>4,200.00</b>	<b>0.00</b>
BlueTriton Brands, Inc	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 0518710033059	August	664.46	6.71
	Office Expense Total					664.46	6.71
<b>BlueTriton Brands, Inc Total</b>						<b>664.46</b>	<b>6.71</b>
Everway LLC	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC 00265697N	September	760.04	0.00
	Non K12 Curriculum Total					760.04	0.00
<b>Everway LLC Total</b>						<b>760.04</b>	<b>0.00</b>
Institute for Multi-Sensory Education	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	620 Title II	LLC 367813	September (9-3)	5,400.00	0.00
	Teacher Training Total					5,400.00	0.00
<b>Institute for Multi-Sensory Education Total</b>						<b>5,400.00</b>	<b>0.00</b>
Interpreters Unlimited	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 435557	August	46.80	0.00
	Outside Service-General Total					46.80	0.00
<b>Interpreters Unlimited Total</b>						<b>46.80</b>	<b>0.00</b>
Los Angeles Marriott Burbank Airport Hotel	Travel and Conferences	66001 SG&A - Conferences and Events Expense : Events-Information Sessions	560 Title I	LLC 10/6-10/8 2025	October	6,000.00	0.00
	Travel and Conferences Total					6,000.00	0.00
<b>Los Angeles Marriott Burbank Airport Hotel Total</b>						<b>6,000.00</b>	<b>0.00</b>
Select Staffing	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 8411115380	September (9-7)	812.99	8.21
	Outside Service Total					812.99	8.21
<b>Select Staffing Total</b>						<b>812.99</b>	<b>8.21</b>
The Stepping Stones Group LLC	Subagreements for Services	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC M0252823	June	0.00	0.00
	Subagreements for Services Total			LLC M0257803	June	0.00	0.00
<b>The Stepping Stones Group LLC Total</b>						<b>0.00</b>	<b>0.00</b>
Staples	Office Expense	52802 Office Supplies Expense : Office Supplies - COS	101 General	9984450254	September	241.26	2.44
	Office Expense Total					241.26	2.44
<b>Staples Total</b>						<b>241.26</b>	<b>2.44</b>

Transaction Details  
 Insight at San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	f-SD
Viva La Pasta	Office Expense	(blank)	101 General	047011	September	414.26	4.18
	<b>Office Expense Total</b>					<b>414.26</b>	<b>4.18</b>
<b>Viva La Pasta Total</b>						<b>414.26</b>	<b>4.18</b>
Nothing Bundt Cakes	Office Expense	(blank)	101 General	47914265	September	140.76	1.42
	<b>Office Expense Total</b>					<b>140.76</b>	<b>1.42</b>
<b>Nothing Bundt Cakes Total</b>						<b>140.76</b>	<b>1.42</b>
<b>Grand Total</b>						<b>426,500.92</b>	<b>31,667.65</b>

**Insight School at San Diego  
Board Disbursements A/P Payment History  
October 01, 2025 - October 31, 2025**

<b>Vendor</b>	<b>Description</b>	<b>Total</b>
ADP, Inc.	Payroll Services	200,398.37
K12 MANAGEMENT INC	OLS, Materials, Computers, Support Services, Technology	9,725.93
Green Hasson Janks	Audit Fees & Professional Services	6,798.00
Christy Bock dba Cornerstone Educational Solutions	Special Education Contracted Services	5,595.13
School Pathways, LLC	Annual Subscription	4,149.56
California Teachers Association	Union Dues	2,600.00
Effectual Educational Consulting Service	Special Education Services	1,275.00
Anchor Counseling & Education Solutions	Special Education Contracted Services	1,033.50
Chase Boyle dba Snow Counseling	Special Education Contracted Services	906.26
Axis Teletherapy	Special Education Contracted Services - Speech Report Reviews	871.83
The Stepping Stones Group LLC	Special Education Contracted Services	665.70
E-Therapy intermediate, INC	Special Education Contracted Services	587.09
National TeleTherapy Resources, a Speech Pathology Corp.	Special Education Contracted Services	508.50
Communicology, Inc., DBA, TeleSesh	Language and Speech Therapy	310.89
Bridge The Gap Sped, LLC	Special Education Contracted Services	240.00
Arc Speech Pathology Network DBA Arc Therapy Network	Special Education Contracted Services	227.33
TheraStaffers	Special Education Contracted Services - Speech and Language Therapy	217.00
SpeechRighter, Inc.	Special Education Contracted Services	135.00
Judith A. Kroeger, Inc.	Special Education Contracted Services	106.17
PrentGraf Ltd dba TalkPath Live	Special Education Contracted Services	53.76
Kadiant, LLC	Special Education Contracted Services	35.00
<b>Grand Total</b>		<b>236,440.02</b>

**K12 : SA : Full Financials CA Node : CAVAISSD  
Board Disbursements A/P Payment History by Vendor  
October 01, 2025 - October 31, 2025**

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
<b>Bill Payment #ACH 10.30.2025 - K12 MANAGEMENT INC</b>	Bill	02/12/2025	INV-003-18368 _ ISSD-Jan.25-SS&T	INV-003-18368 _ ISSD-Jan.25-SS&T	(9,725.93)
	Bill Payment	10/30/2025	ACH 10.30.2025	OCT 2025 K12/Stride Payment	9,725.93
					<b>0.00</b>
<b>Bill Payment #ACH 10.23.2025 - ADP, Inc.(Insight @ San Diego)</b>	Bill	10/31/2025	ISSD_OCT'25 PYRL #1	ISSD_OCT 2025 ADP Payroll #1 (10.01.25 - 10.15.25)	(89,596.50)
	Bill Payment	10/31/2025	ACH 10.23.2025	ISSD_OCT 2025 ADP Payroll #1 (10.01.25 - 10.15.25)	89,596.50
<b>Bill Payment #ACH 10.10.2025 - ADP, Inc.(Insight @ San Diego)</b>	Bill	10/31/2025	ISSD_OCT'25 Benefits	ISSD_OCT 2025 ADP - Benefits (October 2025)	(22,286.56)
	Bill Payment	10/31/2025	ACH 10.10.2025	ISSD_OCT 2025 ADP - Benefits (October 2025)	22,286.56
<b>Bill Payment #ACH 10.09.2025 - ADP, Inc.(Insight @ San Diego)</b>	Bill	10/31/2025	ISSD_SEP'25 PYRL #2	ISSD_SEP 2025 ADP Payroll #2 (09.16.25 - 09.30.25)	(88,515.31)
	Bill Payment	10/31/2025	ACH 10.09.2025	ISSD_SEP 2025 ADP Payroll #2 (09.16.25 - 09.30.25)	88,515.31
					<b>0.00</b>
<b>Bill Payment #3109 - Green Hasson Janks(INSIGHT@SAN DIEGO)</b>	Bill	10/18/2025	31007		(6,798.00)
	Bill Payment	10/22/2025	3109		6,798.00
					<b>0.00</b>
<b>Bill Payment #3086 - Arc Speech Pathology Network DBA Arc Therapy Network(Insight @ San Diego)</b>	Bill	10/09/2025	INV-01352		(31.75)
	Bill		INV-01331		(195.58)
	Bill Payment	10/09/2025	3086		227.33
					<b>0.00</b>
<b>Bill Payment #3102 - Anchor Counseling &amp; Education Solutions(INSIGHT@SAN DIEGO)</b>	Bill	10/18/2025	INV-08042		(268.50)
	Bill Payment	10/22/2025	3102		268.50
<b>Bill Payment #3085 - Anchor Counseling &amp; Education Solutions(INSIGHT@SAN DIEGO)</b>	Bill	10/09/2025	INV-07966		(382.50)
	Bill		INV-07987		(382.50)
	Bill Payment	10/09/2025	3085		765.00
					<b>0.00</b>
<b>Bill Payment #3115 - Communicology, Inc., DBA, TeleSesh(Insight @ San Diego)</b>	Bill	10/25/2025	INV-01180		(38.63)
	Bill Payment	10/28/2025	3115		38.63
<b>Bill Payment #3106 - Communicology, Inc., DBA, TeleSesh(Insight @ San Diego)</b>	Bill	10/18/2025	INV-01156		(38.63)
	Bill Payment	10/22/2025	3106		38.63
<b>Bill Payment #3091 - Communicology, Inc., DBA, TeleSesh(Insight @ San Diego)</b>	Bill	10/09/2025	INV-01043		(92.00)
	Bill		INV-01069		(51.50)
	Bill		INV-01088		(38.63)
	Bill		INV-01112		(51.50)
	Bill Payment	10/09/2025	3091		233.63
					<b>0.00</b>
<b>Bill Payment #3116 - E-Therapy Intermediate, INC(Insight @ San Diego)</b>	Bill	10/25/2025	INV-09700		(153.34)
	Bill Payment	10/28/2025	3116		153.34
<b>Bill Payment #3107 - E-Therapy Intermediate, INC(Insight @ San Diego)</b>	Bill	10/18/2025	INV-09716		(250.00)
	Bill Payment	10/22/2025	3107		250.00
<b>Bill Payment #3092 - E-Therapy Intermediate, INC(Insight @ San Diego)</b>	Bill	10/09/2025	INV-09475		(50.00)
	Bill		INV-09578		(50.00)
	Bill		INV-09636		(25.00)
	Bill		INV-09653		(19.58)
	Bill		INV-09672		(39.17)
	Bill Payment	10/09/2025	3092		183.75
					<b>0.00</b>
<b>Bill Payment #3117 - The Stepping Stones Group LLC(Insight @ San Diego)</b>	Bill	10/25/2025	INV-01178		(134.00)
	Bill Payment	10/28/2025	3117		134.00
<b>Bill Payment #3113 - The Stepping Stones Group LLC(Insight @ San Diego)</b>	Bill	10/18/2025	INV-01156		(134.00)
	Bill Payment	10/22/2025	3113		134.00
<b>Bill Payment #3099 - The Stepping Stones Group LLC(Insight @ San Diego)</b>	Bill	10/09/2025	INV-01096		(134.00)
	Bill		INV-01108		(123.00)
	Bill		INV-01123		(6.70)
	Bill		INV-01145		(134.00)
	Bill Payment	10/09/2025	3099		397.70
					<b>0.00</b>
<b>Bill Payment #3114 - TheraStaffers(Insight @ San Diego)</b>	Bill	10/18/2025	INV-00942		(62.00)
	Bill Payment	10/22/2025	3114		62.00

K12 : SA : Full Financials CA Node : CAVAISSD  
Board Disbursements A/P Payment History by Vendor  
October 01, 2025 - October 31, 2025

Options: Show Zeros

Transaction	Bill Type	Date	Document Number	Memo	Amount
Bill Payment #3100 - TheraStaffers(Insight @ San Diego)	Bill	10/09/2025	INV-00900		(62.00)
	Bill		INV-00917		(93.00)
	Bill Payment	10/09/2025	3100		155.00
					0.00
Bill Payment #3088 - Bridge The Gap Sped, LLC(Insight @ San Diego)	Bill	10/09/2025	INV-00313		(240.00)
	Bill Payment	10/09/2025	3088		240.00
					0.00
Bill Payment #3104 - California Teachers Association(INSIGHT@SAN DIEGO)	Bill	10/18/2025	Union Dues - 092025		(2,600.00)
	Bill Payment	10/22/2025	3104		2,600.00
					0.00
Bill Payment #3103 - Axis Teletherapy (Insight @ San Diego)	Bill	10/18/2025	INV-02035		(505.33)
	Bill Payment	10/22/2025	3103		505.33
					(366.50)
Bill Payment #3087 - Axis Teletherapy (Insight @ San Diego)	Bill	10/09/2025	INV-01862		
	Bill Payment	10/09/2025	3087		366.50
					0.00
Bill Payment #3105 - Chase Boyle dba Snow Counseling(Insight @ San Diego)	Bill	10/18/2025	INV-00812		(453.13)
	Bill Payment	10/22/2025	3105		453.13
					(453.13)
Bill Payment #3089 - Chase Boyle dba Snow Counseling(Insight @ San Diego)	Bill	10/09/2025	INV-00757		
	Bill Payment	10/09/2025	3089		453.13
					0.00
Bill Payment #3090 - Christy Bock dba Cornerstone Educational Solutions(Insight @ San Diego)	Bill	10/09/2025	INV-00630		(5,595.13)
	Bill Payment	10/09/2025	3090		5,595.13
					0.00
Bill Payment #3108 - Effectual Educational Consulting Service(INSIGHT@SAN DIEGO)	Bill	10/18/2025	INV-11366		(62.50)
	Bill Payment	10/22/2025	3108		62.50
					(390.00)
Bill Payment #3101 - Effectual Educational Consulting Service(INSIGHT@SAN DIEGO)	Bill	10/10/2025	INV-11350		
	Bill Payment	10/10/2025	3101		390.00
					(390.00)
Bill Payment #3093 - Effectual Educational Consulting Service(INSIGHT@SAN DIEGO)	Bill	10/09/2025	INV-11129		
	Bill		INV-11277		(370.00)
	Bill		INV-11315		(62.50)
	Bill Payment	10/09/2025	3093		822.50
					0.00
Bill Payment #3094 - Kadiant, LLC(Insight @ San Diego)	Bill	10/09/2025	INV-00294		(35.00)
	Bill Payment	10/09/2025	3094		35.00
					0.00
					(56.50)
Bill Payment #3111 - National TeleTherapy Resources, a Speech Pathology Corp.(Insight @ San Diego)	Bill	10/18/2025	INV-10071		
	Bill Payment	10/22/2025	3111		56.50
					(395.50)
Bill Payment #3095 - National TeleTherapy Resources, a Speech Pathology Corp.(Insight @ San Diego)	Bill	10/09/2025	INV-09885		
	Bill		INV-09985		(56.50)
	Bill Payment	10/09/2025	3095		452.00
					0.00
Bill Payment #3096 - PrentGraf Ltd dba TalkPath Live(Insight @ San Diego)	Bill	10/09/2025	INV-01092		(53.76)
	Bill Payment	10/09/2025	3096		53.76
					0.00
Bill Payment #3112 - School Pathways, LLC(INSIGHT@SAN DIEGO)	Bill	10/18/2025	INV-140-09399		(2,677.39)
	Bill Payment	10/22/2025	3112		2,677.39
					(463.38)
Bill Payment #3097 - School Pathways, LLC(INSIGHT@SAN DIEGO)	Bill	10/09/2025	INV-140-08843		
	Bill		INV-140-09292		(1,008.79)
	Bill Payment	10/09/2025	3097		1,472.17
					0.00
Bill Payment #3098 - SpeechRighter, Inc.(Insight @ San Diego)	Bill	10/09/2025	INV-00417		(67.50)
	Bill		INV-00424		(67.50)
	Bill Payment	10/09/2025	3098		135.00
					0.00
Bill Payment #3110 - Judith A. Kroeger, Inc.(Insight @ San Diego)	Bill	10/18/2025	INV-00065		(106.17)
	Bill Payment	10/22/2025	3110		106.17



## Transaction Summary

### Insight School at San Diego

Vendor	Amount
The Stepping Stones Group LLC	2,415.98
Law Offices of Young, Minney & Corr, LLP	787.52
Kajeet Inc.	397.89
Zoom Video Communications, Inc.	380.10
Barrington Staffing Services	374.18
Everway LLC	262.91
Pitney Bowes Bank Inc Purchase Power	220.01
Smile From The Inside, Inc.	206.92
City Printing Graphics	132.67
Express Employment Professionals	115.63
Bill.com	114.84
DataBasics, Inc.	101.54
FusionPlus Inc	75.70
Select Staffing	70.27
Green Hasson & Janks LLP	60.30
AppleOne Employment Services	59.50
UPS	48.55
The Back Room Inc	37.14
UBEO Business Services	33.52
Supreme Facility Services, Inc.	33.21
De Lage Landen Financial Services Inc.	32.29
Southern California Edison	31.92
AT&T Mobility	27.17
Quill Corporation	23.06
Comm-Core	19.88
Conejo Valley Electric	16.55
ULINE	15.51
Certified Languages International	12.75
Amazon	10.57
Everon, LLC	9.57
Ontario Refrigeration	9.33
Crisis Prevention Institute	8.40
Jose's Gardening Services	6.06
Pitney Bowes Global Financial Services	4.20
Waste Management	3.72
BlueTriton Brands, Inc	3.13
Paper Recycling & Shredding	2.28
Orkin	1.56
Amazon B2B Prime	1.40
<b>Grand Total</b>	<b>6,167.72</b>

Transaction Details  
Insight School at San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	I-SD
Paper Recycling & Shredding		52802 Office Supplies Expense : Office Supplies				113.00	1.14
	Office Expense	- COS	101 General	LLC 612043	September (9-25)		
				LLC 613224	October (10-9)	113.00	1.14
	<b>Office Expense Total</b>					<b>226.00</b>	<b>2.28</b>
<b>Paper Recycling &amp; Shredding Total</b>						<b>226.00</b>	<b>2.28</b>
LPS		54302 Postage & Delivery Expense : Messenger & Delivery				649.87	6.56
	Shipping		101 General	LLC 000073Y68E3B5	September (9-20)		
				LLC 000073Y68E395	Septembr (9-27)	1,185.16	11.96
				LLC 000073Y68E405	October (10-4)	699.34	7.06
				LLC 000073Y68E415	October (10-13)	650.90	6.57
			280 SPED	LLC 000073Y68E425	October (10-18)	232.46	2.35
				LLC 0000V9159W385	September (9-20)	214.03	3.73
				LLC 0000V9159W395	September (9-27)	141.30	2.47
				LLC 0000V9159W405	October (10-4)	229.15	4.00
				LLC 0000V9159W415	October (10-11)	67.56	1.09
				LLC 0000V9159W425	October (10-18)	158.42	2.76
	<b>Shipping Total</b>					<b>4,223.19</b>	<b>48.55</b>
<b>LPS Total</b>						<b>4,223.19</b>	<b>48.55</b>
Waste Management		53400 Rent and Utilities : Repairs and Maintenance				171.51	1.73
	Operations and Housekeeping Services		101 General	LLC 7246459-0283-9	October		
				LLC 7246474-0283-8	October	197.01	1.99
	<b>Operations and Housekeeping Services Total</b>					<b>368.32</b>	<b>3.72</b>
<b>Waste Management Total</b>						<b>368.32</b>	<b>3.72</b>
Barrington Staffing Services		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help				1,404.63	14.18
	Outside Service		101 General	LLC 45019	September (9-21)		
				LLC 45034	September (9-28)	1,402.00	14.15
				LLC 45049	October (10-5)	1,407.61	14.21
				LLC 45063	October (10-12)	1,400.60	14.14
				LLC 45076	October (10-19)	1,663.00	16.79
			280 SPED	LLC 45019	September (9-21)	4,125.61	71.98
				LLC 45034	September (9-28)	4,114.28	71.78
				LLC 45049	October (10-5)	4,119.25	71.87
				LLC 45063	October (10-12)	3,289.05	57.38
				LLC 45076	October (10-19)	2,744.91	27.71
	<b>Outside Service Total</b>					<b>25,670.94</b>	<b>374.18</b>
<b>Barrington Staffing Services Total</b>						<b>25,670.94</b>	<b>374.18</b>
FusionPlus Inc		51801 Professional Svcs & Outside Labor : Other Professional Services				7,500.00	75.70
	Outside Service-General		101 General	LLC INV-1027	October (10-1)		
	<b>Outside Service-General Total</b>					<b>7,500.00</b>	<b>75.70</b>
<b>FusionPlus Inc Total</b>						<b>7,500.00</b>	<b>75.70</b>
Law Offices of Young, Minney & Corr, LLP		51807 Professional Svcs & Outside Labor : Legal				3,416.00	787.52
	Legal Fees		101 General	LLC 18670	September		
	<b>Legal Fees Total</b>					<b>3,416.00</b>	<b>787.52</b>
<b>Law Offices of Young, Minney &amp; Corr, LLP Total</b>						<b>3,416.00</b>	<b>787.52</b>
Supreme Facility Services, Inc.		53400 Rent and Utilities : Repairs and Maintenance				3,290.00	33.21
	Operations and Housekeeping Services		101 General	LLC 4589	October (10-1)		
	<b>Operations and Housekeeping Services Total</b>					<b>3,290.00</b>	<b>33.21</b>
<b>Supreme Facility Services, Inc. Total</b>						<b>3,290.00</b>	<b>33.21</b>
Amazon		52802 Office Supplies Expense : Office Supplies				26.19	0.26
	Office Expense	- COS	101 General	112-6652312-5973023	September		
				112-2807844-1915431	September	47.31	0.48
				112-1968827-2401018	October	399.20	4.03
				111-8594243-8910625	October	41.91	0.42
				111-4033157-8666638	October	109.75	1.11
				112-9586083-5549047	October	50.71	0.51
				111-0482305-0096235	October	9.63	0.10
				111-3499024-7757009	October	10.71	0.11
				111-4843738-8724204	October	105.08	1.06
				111-8079526-7584221	October	56.16	0.57
				112-4381397-9351466	October	132.67	1.34
				111-6188964-5517047	October	28.36	0.29
				111-5896208-3611459	October	15.43	0.16
				111-4395610-3011452	October	14.25	0.14
	<b>Office Expense Total</b>					<b>1,047.36</b>	<b>10.57</b>
<b>Amazon Total</b>						<b>1,047.36</b>	<b>10.57</b>
Quill Corporation		52802 Office Supplies Expense : Office Supplies				943.59	9.52
	Office Expense	- COS	101 General	LLC 45768325	September (9-15)		
				LLC 45990203	September (9-30)	548.89	5.54
				LLC 45990264	September (9-30)	608.86	6.15
				LLC 45990272	September (9-30)	183.38	1.85
	<b>Office Expense Total</b>					<b>2,284.72</b>	<b>23.06</b>
<b>Quill Corporation Total</b>						<b>2,284.72</b>	<b>23.06</b>
AT&T Mobility		53801 Phone & Internet Expense : Telephone				930.09	9.39
	Communications		101 General	LLC 80557846671578			
				092825	October		
				LLC 2438147016	October	1,761.93	17.78
	<b>Communications Total</b>					<b>2,692.02</b>	<b>27.17</b>
<b>AT&amp;T Mobility Total</b>						<b>2,692.02</b>	<b>27.17</b>
The Back Room Inc		51801 Professional Svcs & Outside Labor : Other Professional Services				3,680.00	37.14
	Outside Service-General		101 General	LLC INV-3979	September (9-30)		
	<b>Outside Service-General Total</b>					<b>3,680.00</b>	<b>37.14</b>
<b>The Back Room Inc Total</b>						<b>3,680.00</b>	<b>37.14</b>
AppleOne Employment Services		51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help				1,473.60	14.87
	Outside Service		101 General	LLC 01-7167669	September (9-20)		
				LLC 01-7172140	September (9-27)	1,473.60	14.87
				LLC 01-7176685	October (10-4)	1,473.60	14.87
				LLC 01-7180062	October (10-15)	1,473.60	14.87
	<b>Outside Service Total</b>					<b>5,894.40</b>	<b>59.50</b>
<b>AppleOne Employment Services Total</b>						<b>5,894.40</b>	<b>59.50</b>
Bill.com		55801 Dues, Memberships & Research Svcs : Memberships				1,439.00	14.84
	Dues and Memberships		101 General	25103185282	October		
	<b>Dues and Memberships Total</b>					<b>1,439.00</b>	<b>14.84</b>
<b>Bill.com Total</b>						<b>1,439.00</b>	<b>14.84</b>
Southern California Edison		53302 Rent and Utilities : Utilities, CAM, and Real Estate				3,162.51	31.92
	Utilities		101 General	LLC 700109189681			
				101025	September		
	<b>Utilities Total</b>					<b>3,162.51</b>	<b>31.92</b>
<b>Southern California Edison Total</b>						<b>3,162.51</b>	<b>31.92</b>
De Lage Landen Financial Services Inc.		55304 Facilities & Equipment Rental Expense : Equipment Rental				17.87	0.18
	Equipment Rental Expense		101 General	LLC 592548889	October		
				LLC 592739808	October (10-21)	17.87	0.18
	<b>Equipment Rental Expense Total</b>					<b>3,199.33</b>	<b>32.29</b>
<b>De Lage Landen Financial Services Inc. Total</b>						<b>3,199.33</b>	<b>32.29</b>
Smile From The Inside, Inc.		51801 Professional Svcs & Outside Labor : Other Professional Services				15,000.00	151.40
	Outside Service-General		101 General	LLC 2228	October		
				LLC 2229	October	5,500.00	55.51
	<b>Outside Service-General Total</b>					<b>20,500.00</b>	<b>206.92</b>

Transaction Details  
Insight School at San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	i-SD
<b>Smile From The Inside, Inc. Total</b>						<b>26,500.00</b>	<b>266.92</b>
Express Employment Professionals	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 31928602 LLC 32956707 LLC 32968128 LLC 33023310 LLC 33053040	September (9-21) September (9-28) October (10-5) October (10-12) October (10-19)	2,291.20 2,864.00 2,864.00 2,291.20 1,145.50	23.13 28.91 28.91 23.13 11.56
	<b>Outside Service Total</b>					<b>11,456.00</b>	<b>115.63</b>
<b>Express Employment Professionals Total</b>						<b>11,456.00</b>	<b>115.63</b>
Certified Languages International	Outside Service-General Outside Service-General Total	51801 Professional Svcs & Outside Labor : Other Professional Services	320 Supp- ELD Services	LLC 74586093025	September	3,723.00	12.75
<b>Certified Languages International Total</b>						<b>3,723.00</b>	<b>12.75</b>
Pitney Bowes Bank Inc Purchase Power	Postage Postage Total	54301 Postage & Delivery Expense : Postage	101 General	LLC 800-9090-1005- 2145 101625	October (10-16)	21,797.45	220.01
<b>Pitney Bowes Bank Inc Purchase Power Total</b>						<b>21,797.45</b>	<b>220.01</b>
Document Tracking Services	Outside Service-General Outside Service-General Total	51801 Professional Svcs & Outside Labor : Other Professional Services	410 SUPP - Transcripts	LLC FT9306549 LLC T-930650089	September September	7,986.65 10,711.65	0.00 0.00
<b>Document Tracking Services Total</b>						<b>10,711.65</b>	<b>0.00</b>
ULINE	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 198615601	September (9-30)	1,536.21	15.51
<b>ULINE Total</b>						<b>1,536.21</b>	<b>15.51</b>
Pitney Bowes Global Financial Services	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 1028258873	October (10-6)	416.11	4.20
<b>Pitney Bowes Global Financial Services Total</b>						<b>416.11</b>	<b>4.20</b>
Everon, LLC	Operations and Housekeeping Services Operations and Housekeeping Services Total	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 159649775 LLC 159837608	September (9-8) October (10-8)	471.75 476.84	4.76 9.57
<b>Everon, LLC Total</b>						<b>948.59</b>	<b>9.57</b>
Orkin	Operations and Housekeeping Services Operations and Housekeeping Services Total	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 284280020	October (10-7)	155.00	1.56
<b>Orkin Total</b>						<b>155.00</b>	<b>1.56</b>
Apple Inc.	Non K12 Curriculum Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC MCO7679299	September (9-23)	599.98	0.00
<b>Apple Inc. Total</b>						<b>599.98</b>	<b>0.00</b>
Kajset Inc.	Program Fees & Other Instructional : Miscellaneous Program Fees & Other Instructional : Miscellaneous Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	560 Title I	LLC INV40743	September (9-25)	2,187.41	397.89
<b>Kajset Inc. Total</b>						<b>2,187.41</b>	<b>397.89</b>
Comm-Core	Communications Communications Total	53801 Phone & Internet Expense : Telephone	101 General	LLC 1107864	October	1,969.49	19.88
<b>Comm-Core Total</b>						<b>1,969.49</b>	<b>19.88</b>
Cornerstone Educational Solutions	Subagreements for Services Subagreements for Services Total	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC INV-1545	September (9-2)	600.00	0.00
<b>Cornerstone Educational Solutions Total</b>						<b>600.00</b>	<b>0.00</b>
Crisis Prevention Institute	Non K12 Curriculum Non K12 Curriculum Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	280 SPED	LLC NAIN-194307	October (10-8)	832.25	8.40
<b>Crisis Prevention Institute Total</b>						<b>832.25</b>	<b>8.40</b>
Tech to School	Computer Expense Computer Expense Total	54811 Computer & Maintenance Expense : Repairs & Maintenance	280 SPED	LLC MTS79094	September (9-26)	2,309.28	0.00
<b>Tech to School Total</b>						<b>2,309.28</b>	<b>0.00</b>
BlueTriton Brands, Inc	Office Expense Office Expense Total	52802 Office Supplies Expense : Office Supplies - COS	101 General	LLC 05J8710033059	September	309.74	3.13
<b>BlueTriton Brands, Inc Total</b>						<b>309.74</b>	<b>3.13</b>
Everway LLC	Non K12 Curriculum Non K12 Curriculum Total Prepaid Other Prepaid Other Total	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum 13514 Prepaid Other	280 SPED 280 SPED 280 SPED	LLC 00259320N LLC 00258358N LLC 00269921N	September (9-26) September (9-30) October (10-17)	1,450.96 27,243.42 28,694.38	262.91 0.00 0.00
<b>Everway LLC Total</b>						<b>32,566.26</b>	<b>262.91</b>
Interpreters Unlimited	Outside Service-General Outside Service-General Total	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 438356	September	136.80	0.00
<b>Interpreters Unlimited Total</b>						<b>136.80</b>	<b>0.00</b>
Los Angeles Marriott Burbank Airport Hotel	Travel and Conferences Travel and Conferences Total	56313 Program Fees & Other Instructional : Program Fees - Professional Development	560 Title I	LLC PD 10/6/25-10/8/25	October	24,567.20	0.00
<b>Los Angeles Marriott Burbank Airport Hotel Total</b>						<b>24,567.20</b>	<b>0.00</b>
Select Staffing	Outside Service	51806 Professional Svcs & Outside Labor : Outside Labor/Temporary Help	101 General	LLC 8411333771 LLC 8411151899 LLC 8411164343 LLC 8411188205 LLC 8411210814	September (9-14) September (9-21) September (9-28) October (10-5) October (10-12)	1,394.69 1,388.80 1,396.78 1,398.55 1,383.62	14.08 14.02 14.10 14.13 13.97
<b>Select Staffing Total</b>						<b>6,962.24</b>	<b>70.27</b>
The Stepping Stones Group LLC	Subagreements for Services Subagreements for Services Total	51817 Professional Svcs & Outside Labor : Special Education Professional Services	280 SPED	LLC M0252823 LLC M0257803 LLC M0255553	June June August	9,825.00 6,600.00 11,332.50	2,415.98 0.00 0.00
<b>The Stepping Stones Group LLC Total</b>						<b>27,757.50</b>	<b>2,415.98</b>
City Printing Graphics	Printing Expense Printing Expense Total	52801 Office Supplies Expense : Business Expense/Printing & Reproduction	101 General	LLC 25-32467 LLC 25-32468 LLC 25-32470	September (9-30) September (9-30) September (9-30)	6,456.45 568.43 160.88	0.00 131.05 1.62
<b>City Printing Graphics Total</b>						<b>7,185.76</b>	<b>132.67</b>
Conejo Valley Electric	Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 26882	August (8-29)	1,640.00	16.55

Transaction Details  
Insight School at San Diego

Employee/Vendor	Description for Coding Purposes	GL Account (Added)	Class	Invoice Number	Time Period	Total Invoice Amount	1-SD
	Operations and Housekeeping Services					1,640.00	16.55
Conejo Valley Electric	Total						
Conejo Valley Electric Total						1,640.00	16.55
DataBasics, Inc.	Outside Service-General	51801 Professional Svcs & Outside Labor : Other Professional Services	101 General	LLC 0815442 LLC 0815575	September October	4,977.05	50.24
DataBasics, Inc. Total	Outside Service-General Total					5,082.75	51.30
						10,059.80	101.54
						10,059.80	101.54
Ontario Refrigeration	Operations and Housekeeping Services Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC GW36656M	October (10-1)	924.00	9.33
Ontario Refrigeration Total	Operations and Housekeeping Services Total					924.00	9.33
						2,405.60	0.00
Reading Horizons	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	780 SPED	LLC INV73625 LLC INV73626	September (9-25) September (9-26)	439.20	0.00
Reading Horizons Total	Non K12 Curriculum Total					2,844.80	0.00
Renaissance Learning, Inc	Non K12 Curriculum	13514 Prepaid Other	040 LREBG	LLC INV5574604	July (7-23)	52,717.50	0.00
Renaissance Learning, Inc Total	Non K12 Curriculum Total					52,717.50	0.00
						2,240.00	0.00
Solution Tree	Teacher Training	56313 Program Fees & Other Instructional : Program Fees - Professional Development	500 Title I	LLC 5330791 LLC 5332293	September (9-23) October (10-21)	3,240.00	0.00
Solution Tree Total	Teacher Training Total					5,480.00	0.00
						5,480.00	0.00
						5,974.00	60.30
Green Hasson & Janks LLP	Accounting Fees	56321 Program Fees & Other Instructional : Program Fees - Accounting	101 General	LLC 311172	September	5,974.00	60.30
Green Hasson & Janks LLP Total	Accounting Fees Total					5,974.00	60.30
						3,320.61	33.52
UBEO Business Services	Equipment Rental Expense	55304 Facilities & Equipment Rental Expense : Equipment Rental	101 General	LLC 5045648	October (10-13)	3,320.61	33.52
UBEO Business Services Total	Equipment Rental Expense Total					3,320.61	33.52
						29.00	0.29
Zoom Video Communications, Inc.	Non K12 Curriculum	56410 Program Fees & Other Instructional : Program Fees - Non K12 Curriculum	480 SUPP - Student Training	LLC INV326238257	October (10-18)	29.00	0.29
Zoom Video Communications, Inc. Total	Non K12 Curriculum Total					40,510.00	379.80
						29.00	0.29
						40,510.00	379.80
						40,539.00	380.19
Zoom Video Communications, Inc. Total	Materials and Supplies Materials and Supplies Total	56334 Program Fees & Other Instructional : Program Fees - Non K12 Teacher Materials	480 SUPP - Student Training	LLC INV322114592	September (9-18)	40,539.00	380.19
						600.00	6.06
Jose's Gardening Services	Operations and Housekeeping Services Operations and Housekeeping Services	53400 Rent and Utilities : Repairs and Maintenance	101 General	LLC 3019	August	600.00	6.06
Jose's Gardening Services Total	Operations and Housekeeping Services Total					600.00	6.06
						138.35	1.40
Amazon B2B Prime	Dues and Memberships Dues and Memberships Total	55801 Dues, Memberships & Research Svcs : Memberships	101 General	001-0692327-9344244	October	138.35	1.40
Amazon B2B Prime Total	Dues and Memberships Total					138.35	1.40
Grand Total						371,559.77	6,167.72

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #13**

**VIA: INSIGHT STAFF**

December 12, 2025

**APPROVED**

**SUBJECT:** Human Resources Executive Search Services Agreement

**PROPOSAL:** It is proposed that the Governing Board of Insight at San Diego approve the executive search services agreement with Storbeck Search LLC, a DSG global company.

**BACKGROUND:** As a result of internal analysis and market research, Insight at San Diego has identified a need to expand and develop its Human Resources department. Collectively, across all 13 CAVA, Insight, and IQ schools, enrollment and staff have nearly doubled in size since FY 2019-20, the start of the pandemic, and continues to grow. The Human Resources department, which services all 13 CAVA, Insight, and IQ schools, alternatively, has not added any new full-time positions during the same time frame.

In addition to restructuring HR processes and re-aligning current Human Resources personnel and roles, Insight at San Diego identified a need to hire the positions listed below. These high-level and highly visible roles will help provide strategic alignment between the workforce and the Organization's goals, improve talent management and retention, ensure legal compliance, and foster a positive organizational culture:

1. Executive Director, Human Resources
2. Director, Talent Acquisition
3. Payroll Manager

**BUDGET IMPLICATIONS:** Upon approval, Insight at San Diego will authorize the Chief Business Official to enter into an agreement (attached) with Storbeck Search LLC, a DSG Global company, to screen, interview, and present qualified candidates to School leadership. The school will be charged a retainer for each of the 3 search engagements. We estimate Insight at San Diego will be responsible for \$1,514 of the total retainer costs, based on Insight at San Diego's portion of total enrollment.

**RECOMMENDATIONS:** It is recommended that the Governing Board authorize the Chief Business Official to enter into an agreement with Storbeck Search LLC.

**RESPECTFULLY SUBMITTED**

Kimberly Odom

Head of School

**PREPARED BY:**

Francis "Paco" Burke  
Chief Business Official

**PRESENTED BY:**

Francis "Paco" Burke  
Chief Business Official

Ayes: 2

No: 0

Abstain: 0

Approved: Yes    Witnessed: *Casey Robinson*    Date: 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess	X					X

November 25, 2025

Francis Burke  
Chief Business Officer  
California Virtual Academies  
50 Moreland Road  
Simi Valley, CA 93065

Dear Francis,

We are pleased that California Virtual Academies ("Client") has engaged Storbeck Search LLC (the "Firm"), a DSG Global company, on an exclusive basis to provide executive search services. This engagement letter ("Agreement") sets forth the terms pursuant to which the Firm will perform said services on behalf of your organization.

### Scope of Services and Time Period

The Firm will screen, interview, and present qualified candidates to Client to fill the roles of (i) Executive Director; and (ii) Director of Talent Acquisition; and (iii) Payroll Manager (the "Position" or "Positions"). The term of this Agreement (the "Term") shall commence on execution of this Agreement and will continue for the duration of the searches or an initial period of twelve (12) months. The parties will have the ability to extend this Agreement if mutually agreed, except as otherwise provided herein.

### Retainer, Search Fees, and Expenses

The Firm works on a retainer (the "Retainer") arrangement per engagement. For purposes of these search engagements, the total Retainer will be a nonrefundable flat fee arrangement of \$150,000. The flat fee for each Position is as follows:

- (i) ED - \$55,000
- (ii) Dir TA - \$55,000
- (iii) Payroll Mgr - \$40,000

Each Retainer will be invoiced in three (3) installments: the first of \$60,000 total due on execution of the engagement letter; the second of \$45,000 total due at forty five (45) days following the start of the engagement; and the third of \$45,000 total due upon presentation of the first qualified shortlist of candidates for each search. Invoices are due for payment upon receipt with preference for electronic payment via ACH transfer (instructions will be provided upon receipt of signed Agreement). Upon completion of the search engagements, Client shall provide the Firm with the signed letters of accepted employment by the placements.

During the course of this Agreement, the Firm will charge for direct and indirect expenses. Direct expenses are costs associated with the candidate development, interview and overall selection process. Firm will get advance written approval from Client for any single direct expense exceeding \$600 and a total direct expense cap of \$7,500 unless otherwise approved. Examples include, but are not limited to, candidate travel, consultant travel, project-specific advertising and mailing costs, and services of a third-party vendor to perform background checks, press searches, and candidate assessments. Expectations for direct expenses are reviewed with Client at project commencement and are invoiced as incurred on a monthly basis. To ensure search engagements benefit from the full depth of Firm resources, an indirect expense fee equal to 3% of the total Retainer fee (billed over the three (3) installment invoices) is charged. This fee covers a portion of the aggregated costs that provide essential engagement support, including secure company-wide systems, specialized third-party technology licenses, advanced data analytics, and the use of Firm's AI-assisted behaviors and values profiling tool for up to two (2) short-listed candidates per search. These tools and systems are designed to provide clients with richer insights, greater accuracy in fit assessment, and a more efficient, high-impact search process.

A charge of 1.5% per month is imposed on any portion of an invoice outstanding for more than ninety (90) days after the billing date. The Firm reserves the right to put on hold, or cease providing, services in the event the payment

schedule (as outlined above) is not followed. The Firm is entitled to recover reasonable attorneys' fees, costs, and expenses incurred with respect to a payment dispute and in any appeal.

### **Additional Hires**

If more than the three (3) expected candidates are hired through this search effort (an "Additional Hire"), a professional fee of 20% of the Additional Hire's actual total first year compensation will be payable for each additional individual hired upon receipt of the invoice. Any candidate presented, interviewed, or identified by the Firm in connection with this search who is hired by Client, or any affiliate thereof, for any position during the Term of this Agreement and within twelve (12) months after the expiration or termination of this Agreement or completion of the search engagement shall be deemed to have been hired through this search effort. Candidates sourced independently by Client shall be excluded. Any Additional Hire shall be excluded from search Replacement Guarantee referenced below.

### **Termination/Postponement**

If during the Term of this Agreement Client chooses to discontinue consulting services for any reason, Client will forfeit any fees paid to Firm prior to the notice of cancellation. In the event of early termination, Client will receive a credit toward a future search equal to a 50% portion of the Retainer fee paid but not yet earned by the Firm as of the termination date, provided the future search is initiated within six (6) months of the termination date. Client shall pay any outstanding fees to Firm, including any direct expenses incurred prior to the notice of cancellation, unless otherwise agreed by Client and Firm. Any notice of cancellation must be in writing. If Client decides to postpone a search after it has commenced, upon resumption of the search, a new fee arrangement may need to be mutually agreed. If a search remains on hold for more than six (6) months, the search will be considered cancelled unless otherwise agreed in an addendum to this Agreement between the Firm and Client.

Firm may request renegotiation of this Agreement only in the event of a material increase in scope, such as the addition of new roles or substantial expansion of required deliverables.

### **Off Limits**

The Firm will not recruit the placements hired into the Positions as long as they remain employed by Client. The Firm will also not recruit any direct reports to the placed candidates for a period of two (2) years from the completion of the search engagements.

### **Replacement Guarantee**

If a placed candidate hired through this search engagement leaves the Position for which a Retainer was paid within twelve (12) months of their start date, the Firm will reinitiate a search for the same Position as the original placement, under the following circumstances: (i) the placement's departure is for cause or the result of their inability to carry out the Position's responsibilities (expressly excluding death, disability, change of control resulting from asset or equity purchase, merger, consolidation, company relocation, or a commercially significant change in the responsibilities of the Position); or (ii) the placement resigns (for reasons that do not include a material change in the job requirements including an unanticipated relocation, a change in responsibilities or authority of the Position such that they are significantly different than represented at the time of hiring, or a resignation due to the discovery of an immoral, illegal, or inappropriate business practice on behalf of Client). Client is entitled to one (1) replacement search and said replacement search must be requested in writing within thirty (30) days of candidate's departure. The replacement search must be initiated within ninety (90) days of Client's notice to Firm, will have a duration of six (6) months, no additional fee other than direct expenses shall apply, and will require Client and Firm to sign an addendum to this Agreement.

### **Advertising**

In accordance with pay transparency legislation, should Client elect to have the Firm advertise the Position on its behalf, the Position description will require: (i) a (good faith) range of compensation for the opportunity, commensurate with experience; and (ii) a statement broadly describing other fringe benefits, life, health, disability insurance, bonuses, stock options, and/or commissions as currently offered and applicable. Client will be required

to maintain records in order to demonstrate compliance with applicable law (may include the history of compensation ranges and any job description for each opportunity).

### **Confidentiality**

During the Term of this Agreement, Client and Firm will provide each other with various information on potential candidates and additional Client related topics. This information is gained in confidence and therefore should be regarded as highly sensitive, proprietary, and confidential. Accordingly, it is understood and agreed that dissemination of this information shall be limited to employees and stakeholders of Client and Firm who are directly connected with this specific search, or whom a reasonable person would agree have a need to know.

This section shall not apply to any information which (i) is or becomes publicly available through no fault of the receiving party; (ii) is already in the receiving party's possession without restriction on disclosure when disclosed by the disclosing party; (iii) is independently developed by the receiving party without use of confidential information; or (iv) is rightfully obtained from third parties without restriction on disclosure.

### **Indemnification**

Each party agrees to indemnify and hold harmless the other including its owners, employees, officers, directors, shareholders, affiliates, and agents from and against actions, damages, and direct expenses arising out of: (i) the sole negligent act by the party in connection with the services provided or received under this Agreement; (ii) any breach of any covenant contained in this Agreement including any violation of the confidentiality obligations stated within; and (iii) any claims by candidates arising from any negligent act or omission by the party under this Agreement; provided the amount of damages shall not exceed the amount of the Retainer paid by Client. This indemnification shall remain in effect for a period of one (1) year from the start date of this Agreement and shall survive the earlier expiration or termination of this Agreement by either party.

### **Limitation of Liability**

The Firm's liability in any and all categories and for any and all causes related to the screening, interviewing and placement of the candidate covered by this Agreement, and any and all causes arising under this Agreement, whether based in contract, tort, negligence, strict liability or otherwise, shall in the aggregate, not exceed the actual fees paid by Client to Firm over the Term of this Agreement. In no event will either party be liable for remote, incidental, consequential, punitive, indirect, or special damages, whether or not foreseeable, including without limitation, interruption or loss of business, profit or goodwill. As a condition for recovery of any liability, the Client must assert any claim against Firm within three (3) months after discovery or twelve (12) months after the effective date of the expiration or termination of the Agreement under which the liability arises, whichever is earlier. Any protection against liability for losses or damages afforded any individual or entity by these terms shall apply whether the action in which recovery of damages sought is based on contract, tort (including sole, concurrent, or other negligence and strict liability of any protected individual or entity) statute or on any other theory. To the extent permitted by law, any statutory remedies which are inconsistent with these terms are waived.

### **Data Privacy**

During this Agreement, the Firm may provide the Client with personally identifiable information ("Personal Information") related to candidates or participants in assessments provided as part of the search engagement and/or persons who provide any view or opinion regarding the qualities or abilities of any candidate or participant, for any purpose. The Firm takes data privacy seriously and is committed to protecting the confidentiality of Personal Information consistent with applicable data privacy laws. The Personal Information the Firm provides to the Client is provided only for the use by Client in this engagement and may not be shared by Client with any other person or entity. The Client agrees to use the Personal Information only for this engagement, to protect the confidentiality and security of Personal Information consistent with the requirements of this Agreement and applicable law relating to data protection, and to destroy all such Personal Information immediately following termination of this engagement or sooner if requested to do so by Firm in writing.

**Personal Data**

During the course of the search engagement the Firm and Client will access, collect, use, disclose, store, or otherwise process data that relates to identified or identifiable natural persons (“Personal Data”):

(i) Each party will comply with all data protection and privacy laws, rules, regulations, and regulatory guidance, guidelines, and requirements (“Data Protection Laws”) applicable to that party in exercising its rights or fulfilling its obligations under this Agreement. If the services provided under this Agreement require Firm to process the personal data of European Union or United Kingdom residents, the Firm will notify Client and the parties will work together in good faith to execute a Data Processing Addendum covering such processing.

(ii) Each party represents that it owns, and/or has obtained all necessary rights and consents to, Personal Data it discloses to the other party and provided any notices (or confirmed that such notices were provided) to data subjects as required by Data Protection Laws. Firm will obtain any required consents and provide all necessary notices to data subjects as required by Data Protection Laws.

(iii) The Firm will only collect, disclose, and store Personal Data to perform the search services. Wherever possible, the Firm shall anonymize, aggregate, de-identify, and/or compile information collected on a generic basis so that it does not contain Personal Data.

(iv) If the Firm becomes aware of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Personal Data (“Personal Data Breach”), the Firm will: (i) notify Client without undue delay after becoming aware of the Personal Data Breach; (ii) investigate and provide detailed information about the Personal Data Breach; (iii) take reasonable steps to mitigate the effects of, and to minimize any damage resulting from, the Personal Data Breach; and (iv) make reasonable efforts to assist in fulfilling obligations under Data Protection Laws to notify the relevant regulatory or supervisory authority and data subjects related to the Personal Data Breach.

**AI/Recording**

Per the Firm’s policy and governing laws, neither party will use AI recording without obtaining participant consent.

**Announcements**

Upon search completion, if Client issues or causes to be issued any press release or other public announcement with respect to this Agreement, or the placement of a candidate pursuant to this Agreement, Client will consider including in such press release or other public announcement a reference to the Firm as the search firm placing the candidate.

**Commitment to Quality**

Client feedback is very important to us as we seek to enhance the quality of our services. Client comments regarding this engagement will be incorporated into the review of all members of the team assembled to work on this engagement. We appreciate you taking the time to provide us with feedback at the conclusion of our work together.

We are delighted to have the opportunity to partner with you on this important search.

**Agreed to and Accepted by:**

**DSG GLOBAL**

**CALIFORNIA VIRTUAL ACADEMIES**

By: 

By:

Name: Steve Morreale  
Title: Chief Operating Officer  
Date: November 25, 2025

Name: Francis Burke  
Title: Chief Business Officer  
Date:

**Engagement Invoices shall be sent to:**

Name: Francis Burke  
Title: Chief Business Officer  
Email address: fburke@caliva.org

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

APPROVED

**BOARD REPORT # 05**

**VIA: INSIGHT STAFF**

December 12, 2025

**SUBJECT:** Establishment of State-Defined Alternate Diploma Pathway (Education Code §§ 51225.31 and 51225.32)

**PROPOSAL:**

It is proposed that the Governing Board of Insight at San Diego (ISSD) approves the establishment of a State-Defined Alternate Diploma Pathway, consistent with Education Code §§ 51225.31 and 51225.32, for the small population of students with the most significant cognitive disabilities whose IEP teams have determined participation in the California Alternate Assessments (CAA).

**BACKGROUND:**

ISSD currently offers a 130-credit diploma for its general student population under its alternative high school model. Within this structure, there is a defined subset of students with significant cognitive disabilities whose instruction is based on alternate achievement standards.

State law requires local educational agencies to award a state-defined alternate diploma to students who:

- participate in the CAA as determined by their IEP teams, and
- complete the statewide minimum coursework requirements in Education Code § 51225.3 (13 year-long courses; 130 credits).

This pathway is not a general diploma option and applies only to eligible CAA-participating students. Awarding this diploma does not, by itself, terminate special education eligibility; students remain entitled to FAPE and related services through age 22 unless the IEP team determines the student has completed the high school experience. The diploma will be reported in CALPADS in accordance with state and federal guidance for alternate diplomas.

**PROGRAM DETAILS:**

Students on this pathway complete the 130-credit minimum required by state law. Coursework may be delivered through modified, standards-aligned instruction appropriate to the student's IEP and alternate achievement standards. Instruction is competency-based and may include functional academics, career preparation, and life-skills integration aligned with state content standards. Students receive all IEP-specified supports and services.

Students who meet the requirements are awarded a diploma consistent in format with ISSD's standard diploma and may participate fully in graduation ceremonies and activities.

**BUDGET IMPLICATIONS:**

There are no material budget implications. Implementation can be supported within existing staffing, instructional modifications, and data/reporting processes.

**RECOMMENDATIONS:**

It is recommended that the Governing Board:

1. Approve the establishment of the State-Defined Alternate Diploma Pathway for Insight at San Diego, effective with the 2025–26 school year.

**RESPECTFULLY SUBMITTED**

Kimberly Odom

Head of School

**PREPARED BY:**

Kacey Marietta  
Director of Special  
Education

**PRESENTED BY:**

Kacey Marietta  
Director of Special  
Education

Ayes: 2

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Robinson* Date: 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					X
Shelly Hess	X				X	

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT # 06**

**VIA: INSIGHT STAFF**  
December 12, 2025

**APPROVED**

**SUBJECT:** SY26-27 Proposed School Calendar

**PROPOSAL:** It is proposed that the Governing Board of Insight at San Diego approve the proposed SY26-27 School Calendar.

**BACKGROUND:** The school calendar was developed to identify the number of school days and important dates for the 2026-2027 school year.

**BUDGET IMPLICATIONS:** n/a

**RECOMMENDATIONS:**

It is recommended the Governing Board:

1. Review and approve the SY26-27 School Calendar.

**RESPECTFULLY SUBMITTED:**

Kimberly Odom  
Head of School

**PREPARED BY:**

Kimberly Odom  
Head of School

**PRESENTED BY:**

Kimberly Odom  
Head of School

Ayes: 2

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Robinson* Date: 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess	X					X

# ISCA 2026 -2027 School Calendar

2026-2027	
Independence Day (observed)	July 3rd
School Begins	August 20th
Labor Day	September 7th
Columbus Day	October 12th
Veterans Day	November 11th
Non-Student Days	November 12th - 13th
Thanksgiving Break	November 23rd - 30th
Winter Break	December 21st - January 1st
Martin Luther King's Day	January 18th
Presidents' Day/Washington's Birthday	February 15th
Non-Student Days	March 4th - 5th
Spring Break	March 29th-April 5th
CAASPP Testing (state testing)	April 26th - May 28th
Memorial Day	May 31st
School Ends	June 11th
Extended School Year (ESY) 2026	June 28th - July 26th

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

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

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

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

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

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

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

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

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

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

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

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

Quarters	Dates	Days
Trimester 1	August 20th - November 10th	57
Trimester 2	November 16th - March 3rd	60
Trimester 3	March 8th - June 11th	63

Attendance Calendar	Dates	Days
Month 1	08/20/26 - 09/11/26	15
Month 2	09/14/26 - 10/09/26	20
Month 3	10/12/26 - 11/06/26	19
Month 4	11/09/26 - 12/11/26	16
Month 5	12/14/26 - 1/15/27	15
Month 6	1/18/27 - 2/12/27	19
Month 7	2/15/27 - 3/12/27	17
Month 8	3/15/27 - 4/09/27	14
Month 9	4/12/27 - 5/07/27	20
Month 10	5/10/27 - 6/4/27	20
Month 10	5/10/27 - 6/4/27	20

 holiday (no school)  
 testing  
 first/last day of trimesters  
 non-student teacher work day

Date	Day	Day of ESY	Notes
6/28/2027	Monday	1	
6/29/2027	Tuesday	2	
6/30/2027	Wednesday	3	
7/1/2027	Thursday	4	
7/2/2027	Friday	5	
7/5/2027	Monday		school holiday
7/6/2027	Tuesday	6	
7/7/2027	Wednesday	7	
7/8/2027	Thursday	8	
7/9/2027	Friday	9	
7/12/2027	Monday	10	
7/13/2027	Tuesday	11	
7/14/2027	Wednesday	12	
7/15/2027	Thursday	13	
7/16/2027	Friday	14	
7/19/2027	Monday	15	
7/20/2027	Tuesday	16	
7/21/2027	Wednesday	17	
7/22/2027	Thursday	18	
7/23/2027	Friday	19	
7/26/2027	Monday	20	

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #07**

**VIA: INSIGHT STAFF**  
December 12, 2025

**APPROVED**

**SUBJECT:** Independent Study Policy

**PROPOSAL:** It is proposed that the Governing Board of Insight at San Diego approve the updated Independent Study Policy.

**BACKGROUND:** Schools offering an Independent Study option to students are required to have this policy approved by the governing boards. The attached policy has been reviewed and updated to meet legal requirements.

**BUDGET IMPLICATIONS:** None

**RECOMMENDATIONS:**

It is recommended that the Governing Board:

1. Review and approve the updated Independent Study Policy.

**RESPECTFULLY SUBMITTED:**

Kimberly Odom  
Head of School

**PREPARED BY:**

Kimberly Odom  
Head of School

**PRESENTED BY:**

Kimberly Odom  
Head of School

Ayes: 2                      No: 0                      Abstain: 0

**Approved:** Yes    **Witnessed:** *Cassidy Robinson*    **Date:** 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X				X	
Shelly Hess	X					X

**Insight @ San Diego**  
**Master Policies and Procedures**

**Independent Study**

***APPLICABILITY***

This policy applies to all students enrolled in Insight @ San Diego.

***POLICY STATEMENT***

Insight @ San Diego shall offer independent study to meet the educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Insight @ San Diego Board of Directors for implementation at the Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be sixty (60) school days.
2. The Head of School or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
  - a. When any pupil fails to complete two (2) assignments during any period of sixty (60) school days.
  - b. In the event a student's educational progress falls below satisfactory levels as determined by the Charter School's Noncompliance Policy which considers ALL of the following indicators:

- i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
- ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- iii. Learning required concepts, as determined by the supervising teacher.
- iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.<sup>1</sup>
4. The Charter School has adopted tiered reengagement strategies for all pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar; pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g). These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:
  - a. Verification of current contact information for each enrolled pupil;
  - b. Notification to parents or guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation;
  - c. A plan for outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
  - d. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent

---

<sup>1</sup> Insight @ San Diego operates as a Dashboard Alternative School Status ("DASS") program, serving high risk pupils; accordingly, it is not required to, and does not, offer all courses necessary to meet the A-G admissions criteria. Any student enrolled at Insight who wishes to access A-G eligible courses shall be offered information pursuant to Paragraph 6 of this Policy.

with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.

5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:
  - a. For pupils in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows:
    - i. Daily synchronous online classes via Class Connect, which also allows for live interaction.
  - b. For pupils in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows:
    - i. Daily synchronous online classes via Class Connect, which also allows for live interaction.
  - c. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows:
    - i. Daily synchronous online homeroom classes via Class Connect, which also allows for live interaction.
    - ii. Daily synchronous online content classes via Class Connect, which also allows for live interaction.
6. The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days:
  - a. Upon written receipt of a family's wish to return to in-person instruction, the Charter School staff shall inform the family of their right to return to their district of residence for in-person instruction because the Charter School does not offer an in-person instruction option.
  - b. If the family specifically requests additional in-person options, the Charter School will provide a list of recommended alternatives based on the student's current address of residence. Parents may also visit <https://www.greatschools.org/> to locate additional school options in their area.
  - c. The Charter School shall not have any obligation to assist the family with enrollment in a school district or another charter school, nor can the Charter School guarantee enrollment availability in any school.
7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:

- a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
- b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
- c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted herein, pursuant to Education Code Section 51747(a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

- i. For a pupil participating in an independent study program that is scheduled for more than 15 school days, each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the requirements Family Code section 6550.
  - Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

8. Insight @ San Diego shall comply with the Education Code sections 51744 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.

### ***PROCEDURAL REQUIREMENTS***

9. The Head of School may establish regulations to implement these policies in accordance with the law.

**TO: INSIGHT AT SAN DIEGO  
GOVERNING BOARD**

**BOARD REPORT #12**

**VIA: INSIGHT STAFF**

December 12, 2025

**APPROVED**

**SUBJECT:** Updated Comprehensive School Safety Plan

**PROPOSAL:** It is proposed that the Governing Board of Insight at San Diego approve the Updated Comprehensive School Safety Plan.

**BACKGROUND:** Schools must annually issue and update a Comprehensive School Safety Plan (The Plan) in accordance with Senate Bill 187 and California Education Code 32280–32289.5. The Plan encompasses safety procedures and policies together in one location.

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

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

**RESPECTFULLY SUBMITTED:**

Kimberly Odom  
Head of School

**PREPARED BY:**

Morgan Vincent  
Academic Administrator

**PRESENTED BY:**

Morgan Vincent  
Academic Administrator

Ayes: 2

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Robinson* Date: 12/12/2025

Name	Aye	No	Abstain	Absent	Moved	Second
Jack Creedon				X		
Ruben Garcia	X					X
Shelly Hess	X				X	

## **SY25-26 Comprehensive School Safety Plan Updates**

- General formatting corrections – Entire document
- Added Components of the Comprehensive School Safety Plan (EC 32281):  
Assessment of School Safety – Page 3
- Added Adaptations for Students with Disabilities to the Disaster Procedures section (B) – Page 8
- Added (C) School Suspension, Expulsion, and Mandatory Expulsion Guidelines (description and link to policy) – Page 9
- Updated (E) Sexual Harassment Policies (to aligns with Title IX) and removed outdated language – Page 10
- Updated (F) School-wide Dress Code Relating to Gang-Related Apparel: Added required details regarding gang-related attire and removed outdated language – Page 11
- Added (H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2), which had been unintentionally removed previously – Page 12
- Updated (I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) and removed outdated language – Pages 12-14
- Corrected order of (J) Procedures to Prepare for Active Shooters – pages 15-40
- Added Opioid Prevention and Life-Saving Response Procedures (Ed Code 49414.3), Response Procedures for Dangerous, Violent, or Unlawful Activities, and Instructional Continuity Plan (Ed Code 32282) to (J) and removed outdated language – Pages 31-34
- Updated (K) Hate Crime Reporting Procedures and Policies: Changed to align to the CDE template updates and removed outdated language – Page 40
- Added Sudden Cardiac Arrest Response Policy

# Comprehensive School Safety Plan

**2025-2026  
School Year**

**School:** Insight at San Diego  
**CDS Code:** 39-68627-0133116  
**District:** Insight at San Diego  
**Address:** 50 Moreland Road  
Simi Valley, CA 93065  
**Date of Adoption:** March 2021  
**Date of Update:** December 2025  
**Date of Review:**  
- with Staff  
- with Law Enforcement  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date
Kimberly Odom	Head of School		

## **Comprehensive School Safety Plan Purpose**

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at <https://ca.insightschools.net/>.

## **Safety Plan Vision**

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

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

Insight at San Diego Safety Committee

### Assessment of School Safety

As a virtual, non-classroom-based charter school serving grades 9–12, our approach to assessing school safety reflects the unique nature of our online educational environment and occasional in-person activities. This annual assessment informs update to the Comprehensive School Safety Plan and complies with California Education Code Section 32282(a)(2)(A).

The school reviewed incident and behavioral data from the past academic year, noting that there were no suspensions or expulsions recorded, resulting in a 0% rate across all student groups. While such disciplinary actions are rare in a virtual setting, the school continues to closely monitor other forms of student misconduct, including bullying, academic dishonesty, technology misuse, and inappropriate behavior during virtual class sessions.

The school also monitors and supports student well-being via social-emotional learning curriculum taught in homerooms, support services provided by a school social worker, and regular one-on-one check-ins with school counselors. In situations in which students are facing challenging circumstances that may impact their performance in school, the students' educational team is discretely informed to handle the student with care to ensure that students' overall well-being is respected and prioritized.

Input from students and families was gathered through climate surveys and Educational Partner meetings. This feedback helped identify areas of concern and directly informed the development of action steps included in the Local Control and Accountability Plan (LCAP) for the upcoming year.

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

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

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

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

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

Child Abuse Reporting

Approved by Boards: March 2021

Insight Schools are committed to supporting the safety and well-being of our students and desires to facilitate

the prevention of and response to child abuse and neglect. The policy was created to ensure that all employees are provided training and support for preventing, recognizing, and promptly reporting known or suspected child abuse or neglect.

#### Definitions

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

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

Child abuse or neglect does not include:

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

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

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

#### Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child or dependent adult whom the mandated reporter knows or reasonably suspects has been the victim of abuse or neglect. (Penal Code 11166 and Welfare and Institutions Code 15630)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe

anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any person shall notify a law enforcement agency if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

#### Responsibility for Reporting

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

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166 and Welfare and Institutions Code 15630)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166 and Welfare and Institutions Code 15630)

#### Reporting Procedures Initial Telephone Report

Mandated reporters shall call 9-1-1 for immediate emergencies.

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter as defined by law shall make an initial report by telephone. When the initial telephone report is made, the mandated reporter shall note the name, address, and age of child involved, provide a clear description of suspected child abuse or neglect, and note the name of the screening social worker who took the call and any instructions given. (Penal Code 11165.9, 11166)

Where the situation is not an emergency needing the police, reports should be made to the Child Protective Services (CPS) in the county that the student lives.

#### County Emergency Response Child Abuse Reporting Telephone Numbers

<https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>

#### Written Report

After making the initial phone call and within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form, Suspected Child Abuse Report (SS 8572). (Penal Code 11166, 11168) o The Department of Justice forms are available: [https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss\\_8572.pdf?](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf?)

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing

agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)  
Employees shall keep a copy of the complete written report that is filed.

#### Internal Reporting

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

Reporting the information to a supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

#### Internal Action for Incidents Involving School Employees

If an employee has knowledge of or reasonably suspects that another school employee, or contractor is engaged in conduct that may be an indication of suspected abuse or neglect, they must take the following actions:

- Call 9-1-1- for immediate emergencies
- File a Suspected Child Abuse Report by telephone to the police
- Submit a Suspected Child Abuse Report form
- Immediately notify their supervisor of the alleged inappropriate conduct and complete a confidential student/staff incident report

The director or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, and Board policy.

After completion of the appropriate written follow-up report, and after providing the form to the appropriate agency, the mandated reporter shall provide that form to the director or designee. The mandated reporter shall not be required to disclose his/her identity and may remove his/her name from the form. (Penal Code 11166)

The director or designee shall maintain a record of all reported cases of suspected student abuse regarding employees or others. All complaints and allegations of student abuse shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

No student shall be required or asked to meet with the employee, or contractor who has allegedly abused that student. If the employee, or contractor suspected of sexual misconduct is a school employee, or contractor, then during the investigation, he/she shall discontinue contact with students.

#### Discipline

Any school employee, or contractor who is determined, after an investigation, to have engaged in any activity in violation of this policy/administrative regulation, including, but not limited to failure to report known or reasonably suspected child abuse and neglect, will be subject to disciplinary action up to and including discharge.

The school will discipline any individual who retaliates against any person who reports suspected child abuse and/or neglect or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding, or a hearing relating to a child abuse and/or neglect complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Failure to Report

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

#### Training

Within the first six weeks of each school year, the school shall provide training on mandated reporting requirements to employees and persons working on their behalf who are mandated reporters as defined by law. Any school personnel hired during the school year shall receive training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

Training of mandated reporters shall include, but not necessarily be limited to, training in identification and mandated reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)  
The school shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed under the Penal Code.

#### Parent/Guardian Complaints

Upon request, the school shall provide parents/guardians with a copy of this board policy which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a school employee, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

#### Notifications

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

statements shall be retained by the school. (Penal Code 11166.5)

The school also shall notify all employees that:

A mandated reporter as defined by the Penal Code who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

If a mandated reporter as defined by the Penal Code fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

No employee shall be subject to any sanction by the school for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

#### Confidentiality

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

The identity of the reporting person(s) shall be disclosed only between child protective agencies; to counsel representing a child protective agency; to the district attorney in a criminal prosecution or in an action initiated under the Welfare and Institutions Code section 602 arising from alleged child abuse or neglect; to counsel appointed pursuant to subdivision (c) of the Welfare and Institutions Code section 317; to the county counsel or district attorney in an action initiated under Welfare and Institutions Code section 300 (dependent children); to a licensing agency when abuse or neglect in out-of-home care is suspected; by court order; in a criminal or civil proceeding; or when the person who reports waives confidentiality.

The contents of the report shall only be disclosed to persons or agencies permitted under Section D.5.a. and Penal Code 11167(d) and 11675.5 which require that the identity of all person who report child abuse or neglect remain confidential.

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

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

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

#### **Adaptations for Students with Disabilities**

Students with disabilities will have appropriate access to emergency procedures during in-person events. Staff will coordinate with families as needed to provide accommodations based on students' IEPs or 504 Plans. All rented or borrowed venues used for school activities will be evaluated for accessibility. For in-person events where parents are not in attendance, the emergency plan will include support for students requiring assistance during emergencies.

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

Non-classroom based charter school with no school buildings.

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

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

Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students. This Policy and its Administrative Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, and the use of alternative educational environments, suspension and expulsion. During in-person activities or state testing, unruly student behavior can result in removal from the event and immediate pick-up by the legal guardian. It is the policy of Insight at San Diego to avoid restraint and seclusion of its students by all means necessary, except in situations in which the student is an immediate threat to him/herself or others.

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

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

The complete Suspension/Expulsion Policy can be found in the Public Notices section of the school's website. <https://ca.insightschools.net/>

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

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

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

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

activity:

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

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

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

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

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

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

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

In accordance with California Education Code sections 231.5 and 32282, and pursuant to Title IX of the Education Amendments of 1972 (34 CFR Part 106), the school has adopted a comprehensive board-approved Sexual Harassment and Title IX Grievance Policy applicable to all students. This policy is designed to ensure that students learn in an environment free from discrimination, harassment, or retaliation based on sex, gender, gender identity, or gender expression.

Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) a school employee conditioning educational benefits on participation in unwelcome sexual conduct (*quid pro quo*); (2) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

The school's policy outlines clear grievance procedures for students and parents/guardians to report sexual harassment or sex-based discrimination. It includes timelines for response and resolution, the right to supportive measures, an impartial investigation process, the opportunity to appeal, and protection against

retaliation. These procedures apply whether the misconduct occurs in person or through virtual or digital platforms.

Students and families may file a complaint by contacting the school's Title IX Coordinator or any school administrator. The school will respond promptly to all allegations of sexual harassment, and supportive measures will be offered regardless of whether a formal complaint is filed.

#### Title IX Coordinator Contact Information

Morgan Vincent  
Title IX Coordinator  
50 Moreland Road  
Simi Valley, CA 93065  
Phone: (951) 894-9089  
Email: movincent@k12insightca.org

#### Policy Availability

The board-approved Title IX Grievance Procedure and Policy is available on the school's website and is distributed annually to students, parents, and staff. The school ensures that the policy is accessible in multiple languages, consistent with the requirements of Education Code 48985 and Title VI of the Civil Rights Act.

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

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

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

In accordance with Education Code 35183, gang-related apparel that may cause disruption or safety concerns during virtual or in-person events is prohibited. The school will consult with law enforcement as needed, and no student will face disciplinary action unless the apparel has been specifically identified as gang-related by school administration.

Any violation of the dress code, including the wearing or display of prohibited or disruptive items during virtual sessions or school-sponsored events, may result in a referral for disciplinary action in accordance with school policy. Students and families will be informed of the dress code expectations annually in the Parent Student Handbook.

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

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

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**  
Social Climate

**Element:**  
Students, families, and staff collaborate to promote a respectful, inclusive, and supportive school culture that values diversity, encourages positive behavior, and fosters academic and personal growth.

**Opportunity for Improvement:**  
Our students and staff thrive together in a community of mutual respect, personal accountability, and a commitment to excellence.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide students with behavioral and emotional support	SEL instruction in homeroom sessions  Regular counselor connections with individual students  Student support groups and in-person and virtual activity opportunities	7 Mindsets Curriculum  CASEL Competencies	Director of Engagement  Lead Trauma Guidance Counselor	Monitor student discipline data  Climate survey results  Review participation rates in SEL activities
Provide students with academic support	Offer targeted intervention; implement student support sessions and extended learning opportunities; monitor student progress through assessments.	Instructional Coaches  Online tutoring platforms  Assessment tools  Supplemental curriculum resources	Director of Academics  Academic Administrator	Analyze academic growth data from benchmark and progress-monitoring assessments  Course completion and pass rates  CAASPP results

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

Insight at San Diego Student Conduct Code

The Code of Conduct sets expectations for student behavior, digital citizenship, and appropriate use of school technology. It also outlines procedures for addressing misconduct in accordance with California law (Ed Code 32282, 35291, 35291.5, and 48980). Students are responsible for following these guidelines whenever

participating in school activities or using school-issued resources.

The school prohibits discrimination, harassment, intimidation, and bullying in all school activities, including online interactions, in accordance with the Safe Place to Learn Act (Ed Code 234.1). As a diverse community of learners, students are expected to work together with civility, tolerance, and respect, creating an environment that fosters academic inquiry without distractions.

A “classroom” in the virtual school context includes, but is not limited to:

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

#### Digital Citizenship and Virtual Classroom Guidelines

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

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

The school reserves the right to review and remove stored material. School devices must be returned upon withdrawal. Violations may result in disciplinary action up to and including withdrawal from the school.

The school may require students to use online educational programs for educational purposes, such as Google Classroom. For students to access these programs, limited student information must be shared with the

program providers, including the student's name, school name, and school identification number. The school abides by FERPA and exercises caution in selecting the online educational programs it will utilize.

#### In-Person Events

All in-person events are considered official school sites during participation, in accordance with section 626.81 of the California Penal Code. Alcohol, drugs, tobacco, vaping, and pets (with the exception of service animals) are strictly prohibited at all in-person school events.

This Code of Conduct is adopted pursuant to Ed Code 35291 and 35291.5 and reviewed annually as part of the Comprehensive School Safety Plan.

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

The school uses progressive discipline to address misconduct. Any activity violating local, state, or federal law is also considered a Code of Conduct violation. Disciplinary measures may include:

- First warning
- Certified letter
- If problem continues, administrator phone conference
- Possible withdrawal

Depending on the severity of each action, ISSD reserves the right to withdraw student upon first action.

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

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

Failure to follow these guidelines will result in the:

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

Students with disabilities have the same disciplinary standards as other students but receive additional legal protections under Section 504, IDEA, and ADA, with CAVA following special required procedures in discipline cases to protect their rights. If you have questions about disciplinary policies for students with disabilities, please contact our Special Education Department.

Violations of this policy may result in disciplinary action, including consequences outlined under the school's Suspension and Expulsion Policy (Ed Code 48900). The Suspension and Expulsion Policy is located on the Public Notices page of the school's website.

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

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

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

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

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

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

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

### **Complaint and Reporting Procedure**

Any student, employee, or agent who believes he or she has been harassed by an employee, agent, or student of the school should promptly report the facts of the incident(s) and the name of the individual(s) involved to the Academic Administrator (AA). If the alleged harasser is the AA, the person may report the incident to the

Head of Schools. A written report of the alleged incident will be developed by the Head of Schools. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

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

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

#### Filing Complaints with State and Federal Agencies

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

U.S. Office for Civil Rights

50 United Nations Plaza, Room 239,

San Francisco, CA 94102

(415) 556-7000

#### Confidentiality

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

#### Retaliation Is Prohibited

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

#### Time Limits

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

#### Disciplinary Action

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

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary

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

#### Appeal Procedures

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the school.

Appeals shall be made in writing within ten (10) business days from the date of a finding.

#### Prevention Strategies

Insight Schools of California shall focus on the prevention of bullying and harassment by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

#### Training and Professional Development

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

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

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

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

The plan is monitored by administration with discussion at staff and stakeholder meetings.

#### Emergency Response Guidelines

##### Step One: Identify the Type of Emergency

Emergency Actions are a set of simple directives and alert level procedures that may be implemented across a number of emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves and others.

With Emergency Actions in place, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The Principal/Site Admin will decide which Emergency Actions to implement, based on the situation. The first response to an emergency is to determine the type of

emergency that has occurred. Procedures for different types of emergencies are listed in the following section.

### **Step Two: Identify the Level of Emergency**

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

- Level 1 Emergency: A minor emergency that is handled by school personnel without the assistance from outside agencies, e.g., a minor earthquake, or a minor injury.
- Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake.
- Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

### **Step Three: Determine the Immediate Response Action**

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

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

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

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

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

EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action

provides for the orderly movement of students and staff along prescribed routes from inside the building to a designated outside area of safety.

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

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

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

**Types of Emergencies & Specific Procedures**

**Aircraft Crash**

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

**STAFF ACTIONS:**

- Call 911
- Notify Site Admin
- Move students away from immediate vicinity of the crash.
- EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take class roster.
- Check site to assure that all students have evacuated. Take attendance at the assembly area.
- Report missing students to the Site Admin and emergency response personnel. Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.
- Escort students back to the site when emergency response officials have determined it is safe to return to the building

**SITE ADMINISTRATOR ACTIONS:**

- Determine immediate response procedures, which may include EVACUATION, or OFF-SITE EVACUATION Notify Head of Schools, who will contact the Office of Emergency Services.
- Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.
- Do not re-enter building until the authorities provide clearance to do so.

**Animal Disturbance**

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

**ADMINISTRATOR ACTIONS:**

- Isolate the students from the animal. Close doors and lock tables as a means to isolating the animal. If the animal is outside, keep students inside and institute Lockdown.
- If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal Call 9-1-1

- If the animal injures anyone, seek medical assistance. Notify parent/guardian and recommended health advisor.

#### STAFF/TEACHER ACTIONS:

- If the animal is outside, keep students inside. Lock doors and keep students away from the windows.
- If the animal is inside, EVACUATE students to a sheltered area away from the animal.
- Notify the site admin if there are any injuries.

#### Active Shooter / Armed Assailant Situations

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

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

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

#### ACTIONS – ALL SCHOOL STAFF

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

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

#### Options: Run, Hide or Fight

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

- Do not evacuate unless you...
  - know with certainty, the exact location of assailant (do not trust unofficial, second hand accounts),
  - and can visualize a route that will get your students and yourself safely off campus.
- Don't carry anything with you.
- Police may mistake an item in your hands as a weapon.
- Leave everything behind.
- If you encounter people along the way...

- Adults: Warn them and take them with if you can but don't stop if they refuse to come.
- Students: Warn any students you encounter and take them with if you can. You may use reasonable force to take a student with you if you can do so without endangering yourself or the other students in your care.
- Place terrain and buildings between you and the assailant to cover your escape.
- Keep going until you are certain you are out of danger.
- Call 911 as soon as it is safe to do so.
- Keep your students with you.

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

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

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

- If you are in **LOCKDOWN** (Hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
  - Construct a strong barricade.
  - If you have another way out (a window or back door) use it while the assailant is attempting to get in.
  - If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
  - Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.)
- Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant.
- Call 911 and initiate a **LOCKDOWN** announcement as soon as you can do so safely. Work with the people you are with to do both calls simultaneously if possible.
  - Provide as much information as possible (slow down – be calm):
  - State the emergency: "I hear gunfire." "I saw..."
  - Give information on people who are wounded.
  - Location of the assailant (if known):
  - Description of the assailant (if known):
  - Your precise location: "room \_\_\_"
  - The number of children with you:
  - Keep the line open, even if you can't talk, unless instructed by the dispatcher to end the call.

## Special Topics

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

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

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

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

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

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

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

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

- Do not pick up the weapon. Law enforcement may shoot you if they see you holding a weapon.
- Secure the weapon by placing an empty trash can over it and sliding it to a location where it can be kept covered and under control until a law enforcement officer can take possession of it.

### **Biological or Chemical Release**

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

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

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

## Outside the building

### STAFF ACTIONS:

- Notify site admin
- Move students away from immediate vicinity of danger (if outside, implement Take Cover).
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
- Follow standard student assembly, accounting and reporting procedures.

### ADMINISTRATOR ACTIONS:

- Initiate SHELTER IN PLACE. Shut off HVAC units.
- Move to central location where windows and doors can be sealed with duct tape. Call 911. Provide location and nature of the emergency and school actions taken. Notify Head of Schools of the situation.
- Turn on a battery-powered commercial radio and listen for instructions.
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave. Arrange for psychological counseling for students and staff.

## Inside the building

### STAFF ACTIONS:

- Notify site administrator.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Implement EVACUATION as appropriate. Send affected individuals to a designated area for medical attention. Follow standard student assembly, accounting and reporting procedures.
- Prepare a list of those who are in the affected area to provide to emergency response personnel.

### ADMINISTRATOR ACTIONS:

- Initiate EVACUATION to move students away from immediate vicinity of danger.
- Move up-wind from the potential danger.
- Call 911. Provide exact location and nature of emergency.
- Designate security team to isolate and restrict access to potentially contaminated areas. Wait for instructions from emergency responders-- Health or Fire Department.
- Notify Director of the situation.
- Arrange for immediate psychological counseling for students and staff.
- Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

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

- Wash affected areas with soap and water.
- Immediately remove and contain contaminated clothing Do not use bleach on potentially exposed skins.
- Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

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

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

#### PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt caller.
- Keep the caller on the line with statements such as "I am sorry, I did not understand you. What did you say?"
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line. Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

#### PERSON RECEIVING THREAT BY MAIL:

- Note the manner in which the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- Caution students against picking up or touching any strange objects or packages. Notify site administrator.

#### ADMINISTRATOR ACTIONS:

- Call 911.
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of building, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms. If it is necessary to evacuate the entire building, use the fire alarm.
- Notify the Head of Schools of the situation.
- Direct a search team to look for suspicious packages, boxes or foreign objects.
- Do not return to the building until it has been inspected and determined safe by proper authorities. Avoid publicizing the threat any more than necessary.

#### SEARCH TEAM ACTIONS:

- Use a systematic, rapid and thorough approach to search the building and surrounding areas.
- Check rooms, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- If suspicious item is found, make no attempt to investigate or examine object.

#### STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance. Notify the site administrator of any missing students. Do not return to the building until emergency response officials determine it is safe.

#### **Disorderly Conduct**

A risk to the life and safety of students and staff may exist there is a serious display of disordered thought or

behavior. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing); and to implement behavior plans, crisis plans or strategies in IEP, if in place.

#### ADMINISTRATOR ACTIONS:

- Keep the individual under continuous adult supervision.
- Keep the individual on campus until parent/guardian has been notified. Arrange appropriate support services for necessary care of individual.
- If the individual actively displays dangerous behavior or there is reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).
- School professional (psychologist, counselor, social worker, nurse) should recommend next steps to the Admin. The next steps may include:
  - Provide parents/guardian with the names and phone numbers of mental health resources Recommend that the parents make an immediate contact with a therapist.
  - Request that parents/guardian to sign release forms to allow two-way communication between the school and the treating agency. Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.
  - Provide follow-up collaborative support for the student and parents (as indicated)
  - Document actions taken on behalf of the student (referrals, phone contacts, follow-up activities, etc.)

#### STAFF ACTIONS:

- Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone. Notify site administrator.
- Notify school psychologist, counselor or social worker. Protect individual from injury.

### **Earthquake**

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

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

#### Inside Building

##### ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- Send search and rescue team to look for trapped students and staff.

- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify Head of Schools of school and personnel status. Determine who will inform public information media as appropriate. Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- Determine whether to close the site. If the site must be closed, notify staff members, students and parents.

#### STAFF ACTIONS:

- Give DROP, COVER and HOLD ON command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
- Check for injuries, and render First Aid.
- After shaking stops, EVACUATE building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.
- Check attendance at the assembly area. Report any missing students to site administrator.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines. Stay alert for aftershocks
- Do NOT re-enter building until it is determined to be safe.

#### Outside Building

#### STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid.
- Check attendance. Report any missing students to site administrator. Stay alert for aftershocks.
- Keep a safe distance from any downed power lines
- Do NOT re-enter building until it is determined to be safe. Follow instructions of site administrator.

#### Explosion or Risk Of Explosion

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

#### SITE ADMINISTRATOR:

- Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- Notify Fire Department (call 911). Provide building name, address, exact location within the building, your name and phone number and nature of the emergency.
- Secure area to prevent unauthorized access until the Fire Department arrives. Advise the Head of Schools of status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide building name, address, location within building, your name and phone.
- Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check

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

- Determine if Student Release should be implemented. If so, notify staff, students and parents.
- If damage requires the site to be closed, notify parents and staff of status. Do not return to the building until it has been inspected and determined safe by proper authorities.

#### STAFF ACTIONS:

- Initiate DROP, COVER AND HOLD ON.
- If explosion occurred inside the building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- Check to be sure all students have left the site. Remain with students throughout evacuation process. Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- Render first aid as necessary.
- Do not return to the building until the emergency response personnel determine it is safe to do so.
- If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

#### Fire in Surrounding Area

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

#### ADMINISTRATOR ACTIONS:

- Determine if EVACUATION of site is necessary.
- Contact local fire department (call 911) to determine the correct action for your site. If necessary, begin evacuation of site to a safe site using site evacuation plan.
- Direct inspection of premises to assure that all students and personnel have left the building.
- Notify the Head of Schools where the site has relocated and post a notice on the office door stating the temporary new location. Monitor radio station for information.
- Do not return to the building until it has been inspected and determined safe by proper authorities.

#### STAFF ACTIONS:

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

#### Fire on School Grounds

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand on

inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by staff, require a call to the Fire Department to indicate that the “fire is out”.

#### Within Building

##### ADMINISTRATOR ACTIONS:

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

##### STAFF ACTIONS:

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

#### Near the Site

##### ADMINISTRATOR ACTIONS:

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

#### **Flooding**

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

##### ADMINISTRATOR ACTIONS:

- Issue STAND BY instruction. Determine if evacuation is required.
- Notify local police department of intent to EVACUATE, the location of the safe evacuation site and the route to be taken to that site. Delegate a search team to assure that all students have been evacuated.
- Monitor AM radio weather station for flood information. Notify Head of Schools of site status and action taken.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

#### STAFF ACTIONS:

- If warranted, EVACUATE students using evacuation plan. Take the class roster and emergency backpack. Take attendance before leaving the campus.
- Remain with students throughout the evacuation process.
- Upon arrival at the safe site, take attendance. Report any missing students to site administrator and emergency response personnel. Do not return to the building until it has been inspected and determined safe by property authorities.

#### Loss or Failure Of Utilities

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

#### ADMINISTRATOR:

- Notify the site owner. Provide the following information:
- Affected areas of the site Type of problem or outage
- Determine length of time service will be interrupted.
- Determine desired action, which may include students going home and notification of parents.
- If disruption in service will severely hamper school operation, notify students and staff by appropriate means. Use messengers with oral or written word as an alternate means of faculty notification.
- Notify Director of loss of service.

#### Motor Vehicle Crash

A motor vehicle crash may result in a fuel or chemical spill at the site. If the crash results in a utility interruption, refer to the section on Utility Failure.

#### ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 911).
- Determine immediate response procedures, which may include EVACUATION. Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive. Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries. Notify the Head of Schools.

#### STAFF ACTIONS:

- Notify Site Admin
- Move students away from immediate vicinity of the crash.
- EVACUATE students to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack. Check site to assure that all students have evacuated.
- Take attendance at the assembly area.
- Report missing students to the Site Admin and emergency response personnel. Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.
- Escort students back to the site when emergency response officials have determined it is safe to

return to the building.

### **Pandemic**

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

It is a rare global outbreak which can affect populations around the world. It is caused by a new influenza virus to which people do not have immunity.

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

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

#### **ADMINISTRATOR ACTIONS:**

- Activate heightened surveillance of illness within site. Gather data on symptoms of students and staff who are sick at home. Insure that students and staff members who are ill stay home.
- Send sick students and staff home from the site immediately.
- Provide fact sheets and guidelines for families to make them aware of symptoms and remind them of respiratory hygiene etiquette Monitor bulletins and alerts from the Department of Health and Human Services.
- Keep staff informed of developing issues.
- Assist the Department of Health and Human Services in monitoring outbreaks. Respond to media inquiries regarding attendance status.
- Implement online education, if necessary, so that students can stay home.
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

#### **STAFF and STUDENT ACTIONS:**

- Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat). Practice “respiratory hygiene etiquette”.
- Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1 part bleach to 100 parts water).
- Implement online homework assignments so that students can stay home.

### **Psychological Trauma**

#### **SUICIDE & MELANIE’S LAW**

##### **Intervention, Screening, Referral**

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

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

Follow Safety Risk Process, and remember the following:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed;

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

#### Action Plan for After Hours Suicide Attempts

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

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

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

Board approved Suicide Prevention and Postvention Policy is attached.

#### Opioid Prevention and Life-Saving Response Procedures

In accordance with Education Code 49414.3 and public health guidance, this plan includes measures to educate students, staff, and families about the dangers of opioid use and to promote awareness around prevention, recognition, and response to potential opioid-related emergencies in a virtual learning environment.

##### Education and Prevention

As part of health and wellness education efforts, age-appropriate, developmentally aligned information is provided to students, staff, and families. Topics include:

- The risks associated with opioid use, including fentanyl and misuse of prescription medications;
- How to recognize the signs and symptoms of opioid overdose;
- The importance of seeking help and reducing stigma around substance use and mental health;
- Prevention strategies and access to virtual or community-based support services.

Educational materials may be shared through the online learning platform, digital newsletters, virtual presentations, and the school's website.

##### Staff Awareness and Referral Procedures

While emergency medical intervention is not performed in a virtual setting, all staff are trained to identify warning signs of possible substance use or distress based on student behavior during online interactions or communication.

Staff are instructed to:

- Take seriously any report or indication of substance use, risk behaviors, or opioid-related concerns;
- Follow internal protocols for documenting concerns and notifying designated student support personnel;
- Connect students and families with appropriate virtual or local health services for further support and intervention.

##### Virtual Wellness Support

Students and families have access to virtual counseling and wellness services, including referrals to community

health organizations that provide substance use prevention and treatment resources. Outreach and support efforts emphasize early intervention, confidentiality, and collaboration with families.

#### Ongoing Review

These procedures are reviewed annually as part of the Comprehensive School Safety Plan. Updates are based on current public health data, evolving best practices, and the needs of the school community in a virtual educational environment. When in-person events without parent involvement resume, the school will reconsider training on responding to a possible overdose in person.

#### **Response Procedures for Dangerous, Violent, or Unlawful Activities**

As a virtual school, we are committed to the safety and well-being of all students and staff and work in partnership with families. Although our educational environment is primarily remote, the school maintains a clear and immediate response plan for addressing threats, violence, or unlawful activity that may occur during school-sponsored events, in online settings, or involving students offcampus.

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

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

#### Immediate Response to Threats of Harm or Violence

If any staff member becomes aware of a student who is at risk of harming themselves or others, or who has made a credible threat of school violence, the following steps shall be taken without delay:

- If a crisis occurs during a live virtual class session, the teacher must immediately pause or end the session for all other students.
- Confirm the student's current physical location.
- Ask if an adult is present and have them come to the phone or screen, then request that they remain with the student.
- If you are concerned about immediate danger, contact 911 or local emergency services.

Note: All threats involving firearms or credible threats of mass school violence must be reported to law enforcement immediately, in compliance with Senate Bill 906 (2022).

#### Response and Documentation to Dangerous or Unlawful Conduct

After the immediate response to a threat of harm or violence, the school shall:

- Complete the Safety Risk Referral Process
- Confidential Student Note should be completed as part of the Safety Risk Referral Process
- Call your director
- After speaking with your director, send a follow-up email with the following details:  
Subject line: SID 123456 M. Smith Student – Safety Risk Referral Submitted  
Do not include any specific information about the incident in the body of the email, as the designated administrator will have access to the Confidential Student Note.  
Only include the director in the email.
- If it is determined that there is a credible threat, the staff member will be asked to complete the

Student Threat Report Survey.

- Apply appropriate discipline following the school's Code of Conduct.
- Provide counseling or referral to external support services, as appropriate.

During the investigation process and following SB 906 and best practices, the school shall utilize a Behavioral Threat Assessment Team, consisting of:

Director of Engagement  
Head of School or designee  
Crisis Response Team Member  
Legal or safety consultant (if needed)

#### Reporting

All acts of violence, credible threats, or unlawful activities will be reported to the appropriate local, state, or federal authorities as required by law, including compliance with mandatory reporting statutes.

#### Confidentiality and FERPA

Student confidentiality will be maintained in accordance with FERPA. However, staff may disclose personally identifiable information without consent when necessary to protect the health and safety of the student or others.

#### Training

All staff who support students receive annual training on these response procedures and mandatory reporting obligations under SB 906 and applicable law.

This section is included in the school's Comprehensive School Safety Plan (CSSP) as required by Education Code 32282(a)(2)(F) and SB 906. These procedures are reviewed annually and updated as needed to ensure alignment with applicable laws, local law enforcement guidelines, and school policies.

#### Instructional Continuity Plan

In compliance with California Education Code Section 32282, this Instructional Continuity Plan (ICP) is adopted to ensure that all students enrolled in our virtual school have equitable access to instruction during a natural disaster or emergency that results in partial or full disruption of school operations.

#### Instructional Delivery

Because this is a virtual school, instruction is already delivered online through a secure learning management system and virtual conferencing platforms. In the event of a natural disaster or emergency, the school will maintain continuity of instruction using its existing virtual infrastructure. Live instruction will continue through video conferencing platforms, while asynchronous learning materials, recorded lessons, assignments, and assessments will remain accessible. If necessary, the school may implement a modified instructional schedule to accommodate staff and student needs during an emergency.

#### Technology and Access

At enrollment, all students are provided with school-issued laptops to ensure consistent access to online instruction. If a family no longer has consistent access to the internet, a hotspot can be provided. The school's technical support team will be available during emergencies to address any connectivity or device-related issues. Multiple modes of communication, including phone calls, email, secure messaging, and platform announcements, will be used to maintain contact with students and families.

#### Equity and Student Support

The school is committed to ensuring instructional continuity for all students, including students with disabilities, English learners, foster and homeless youth, and others who may need additional support. Services and

accommodations as outlined in students' IEPs or Section 504 Plans will continue to be provided during emergencies. If a student is unable to access digital tools during a disruption, the school will provide alternative instructional materials in printed or offline formats upon request. Student participation will be monitored through attendance logs, platform usage, and assignment completion. Staff will follow reengagement protocols for any students who become unreachable or disengaged, including outreach to families and referrals to support services.

#### Staff Roles and Preparedness

Teachers and staff will receive annual training on implementing the ICP and supporting students during emergencies. Teachers will maintain contingency lesson plans and be prepared to adjust instruction to meet changing circumstances. A designated Instructional Continuity Coordinator will oversee the implementation of the ICP, ensure consistent communication, and coordinate support across departments.

#### Communication with Families and Staff

In the event of an emergency, the school will communicate with families and staff using all available channels. Timely updates will be posted on the school website and sent via email, and text messages. All emergency communications will be accessible in families' primary languages, in accordance with state language access requirements.

#### Ongoing Evaluation and Review

The ICP will be reviewed and updated annually in conjunction with the Comprehensive School Safety Plan. After any emergency that triggers this plan, the school will assess the effectiveness of its response and incorporate feedback from staff, students, and families.

Modifications to improve instructional continuity will be made as needed.

#### Waiver Documentation

To qualify for a waiver of instructional time under the Form J-13A process, the school will document the implementation of this plan, including instructional schedules, attendance data, communication records, and any contingency arrangements. These records will be retained in accordance with state audit requirements.

#### SAFETY RISK PROCESS

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

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

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

#### Process

Staff/teacher is concerned about immediate risk of harm to a student or someone else:

- Immediately call the local authorities or 911. Make sure you know the physical location of the student.
- Complete the Safety Risk Referral form (See Attachments)

- Contact your student's assigned Regional School Psychologist
- Include your Principal in the referral email as well as all follow-up and outcome information.
- Keep documentation of any conversations that you have with the student.
- Also, keep any emails or writing assignments that are cause for concern.

After the necessary steps have been followed, contact regional school psychologist with the pertinent information below:

- Student ID
- Reporting party name (whomever made the call)
- Numbers of any agencies and persons called to include the phone number
- Action taken (welfare check, etc.)
- Report # if welfare check was done
- Include your Principal in the referral email as well as all follow-up and outcome information.
- The Regional School Psychologist will then complete a Safety Risk Report and follow up with authorities/family as appropriate. They will update any staff members and any necessary information with the school office.

#### SAFETY RISK PROCESS LIVE CLASS CRISIS

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

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

- Immediately call the local authorities
- Remove all students from the online classroom
- Complete the online Safety Risk Referral form
- Contact your student's assigned Regional School Psychologist
- Include your Principal in the referral email as well as all follow-up and outcome information

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

#### STUDENT DEATH

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

Principal/Site Administrator Actions:

- Call 911 (If death happened at site)
- Verify the death and obtain as much information about it as possible.
- Contact the student's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent. Notify teachers prior to notification of students.
- Meet with front line staff/crisis team as soon as possible so that everyone understands the response

- plan. Determine whether additional resources are needed and make appropriate requests.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
- Develop a plan for notifying other students and sharing information about availability of support services. Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- Contact parents of those students who are affected by the crisis to determine appropriate support needed. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
- Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed.

**Staff Actions:**

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

**STAFF MEMBER DEATH**

A staff members reported death or serious illness among the school community may have a profound affect on students and staff alike.

**Principal/Site Administrator Actions:**

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

**Suspected Contamination of Food or Water**

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

**ADMINISTRATOR ACTIONS:**

- Call 911.
- Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
- Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.

- Provide list of potentially affected students and staff to responding authorities. Provide staff with information on possible poisonous materials in the building. Notify the Head of Schools of situation and number of students and staff affected.
- Confer with Department of Health and Human Services before the resumption of normal activities. Prepare communication for families advising them of situation and actions taken.

#### STAFF ACTIONS:

- Notify site administrator.
- Call the Poison Center Hotline 1-800-222-1222.
- Administer first aid as directed by poison information center. Seek additional medical attention as needed.

### Tactical Responses to Criminal Incidents

#### Weapon Found on Property

- Don't handle unless necessary. The weapon is evidence.
- If necessary, handle with care. Always wear rubber gloves or use a cloth to touch. Have a staff member stay with the weapon.
- Notify HOS/designee.
- HOS/designee should call 9-1-1.
- Cover the weapon from view of the public (cloth, wastebasket, etc.). Close off traffic from the area of the weapon.
- HOS/designee should assign someone to meet police to lead to weapon location. If there is a need to handle the media, contact K12's PR.
- HOS/designee will complete an incident report.

#### Weapon Suspected on Student

Possession of a weapon on the property is a crime and is best handled by law enforcement personnel. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. Treat all weapon related information (rumors) to be accurate and plan appropriately.

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

- Type of weapon
- Age of suspect
- Mental state of suspect
- Victim risk factor
- History of suspect, if known
- Suspected location of weapon (on person or elsewhere)

#### ACTION

- Notify HOS/designee.
- HOS/designee will call 9-1-1.
- Don't attempt to stop suspect if flight from building is attempted.
- Attempt, in a non-confrontational way, to get suspect to a private office near an exit. Allow non-essential persons to flee from area.

- Do not allow access to book bags, backpacks without first checking contents.
- Avoid confrontation.

#### **FOLLOW-UP**

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

#### **Rape/Suspected Rape**

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

#### **Missing Child**

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

#### **Kidnapping**

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

#### **Unlawful Demonstration or Walkout**

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

#### **ADMINISTRATOR ACTIONS:**

- Obtain information on when, why and how many people are expected. Identify the spokesperson for the group Contact local police department and advise them of the situation.
- Notify staff of the planned demonstration. Develop an information letter to parents.

- Assign a staff member to act as liaison with police, media and, possibly the demonstrating group. Designate a staff member to handle incoming calls during the demonstration.
- Establish areas where demonstrators can set up without affecting the operation of the site

#### STAFF ACTIONS:

- Do not allow students to be interviewed by the media or join in the demonstration
- A civil disturbance is an unauthorized assemblage on the building grounds with the potential to:
  - disrupt school activities;
  - cause injury to staff and students; and/or damage property.
- Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in rooms.

#### Inside Building

##### STAFF ACTIONS:

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

##### ADMINISTRATOR ACTIONS:

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

#### Outside of the Building

##### ADMINISTRATOR ACTIONS:

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

##### STAFF ACTIONS:

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

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

Hate-motivated behavior refers to conduct, speech, or expression that degrades, intimidates, or harms a person or group based on their actual or perceived race, ethnicity, nationality, religion, disability, gender, gender identity or expression, or sexual orientation, even when the behavior does not rise to the level of a criminal offense. Examples include slurs, name-calling, derogatory comments, exclusionary behavior, or harassment rooted in bias or prejudice. These actions are disruptive to the learning environment and contrary to the values of inclusion and equity, and they must be addressed through school-based interventions.<sup>1</sup>

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

### School Climate

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

School staff are encouraged to:

- Set and uphold clear expectations for respectful communication, both in person and online, as protected by Title VI, Title IX, and CA Ed Code 200–220.
- Promote a "no-slur" culture by explicitly prohibiting insults based on ability, appearance, culture, gender, language, race, religion, sexual orientation, or social class, consistent with Title VI, Title IX, and ADA standards.
- Monitor for signs of distress, behavior changes, or academic decline, and engage families or school counselors appropriately, in line with student welfare requirements under Section 504 and CA Ed Code 49428.
- Model inclusive behavior and address bias among staff and students, as required by CA Ed Code 234.1 and federal equity guidelines.
- When hate-motivated incidents arise, staff must be prepared to respond with clear, supportive, and restorative actions that uphold every student's right to a safe and respectful school environment.

### Reporting

Any student who feels that they are a victim of "hate-motivated" behavior shall immediately contact the principal or any trusted staff member with whom the student has a relationship.

Reports can be made in writing or verbally and shall be accepted in any language or format accessible to the student. <sup>2</sup> Staff must assist students in submitting a report if support is needed due to age, language barriers, or disability.

If the student believes that the situation has not been remedied by the principal or designee, the student may file a complaint through the Uniform Complaint Procedures. UCP forms and information shall be readily accessible on the school website and in the parent-student handbook. <sup>3</sup>

### Mandatory Reporting for Staff

All school personnel who witness, receive notice of, or suspect any form of hate-motivated behavior are required to report the incident to the school principal or director without delay. 4

Reports will be investigated promptly and equitably, and retaliation against any student or staff member who reports such behavior in good faith is strictly prohibited. 5

#### Grievance Procedures & Investigation

When hate-motivated behavior, hate speech, or bias-related conduct is observed or reported, school staff must take immediate and appropriate action. The response process includes both informal interventions and formal investigation procedures that uphold student rights and ensure legal compliance.

#### Initial Response by Staff

Upon hearing or observing hate speech or bias-based conduct, a staff member must:

- Immediately interrupt and address the behavior, admonishing the student(s) involved in alignment with school expectations. 6
- Conduct an initial inquiry with the affected student to assess:
  - The nature and impact of the behavior
  - Frequency and persistence
  - Any prior history between the involved students
- Determine whether a full investigation is warranted. If so, the staff member shall report the incident to the principal.

#### Administrative Investigation Process

Once an administrator receives a report of hate-motivated behavior and determines that a full investigation is necessary, the investigation must begin without delay, ensuring it is thorough and equitable. All relevant details, interviews, and findings must be documented.

Consider the following principles during the investigation:

- Prioritize student safety
- Denounce the discriminatory act
- Involve others (e.g., counselors, law enforcement, or Title IX/Director of Special Education) as necessary
- Provide accurate information to dispel rumors or misinformation
- Offer emotional and academic support to affected students
- Address the harm through restorative or disciplinary actions, not blame
- Promote healing and inclusion

#### Outcome and Discipline

If a student is found to have engaged in hate-motivated behavior, appropriate disciplinary action shall be taken in accordance with school policy and due process rights. Disciplinary measures shall be developmentally appropriate and may include restorative practices, counseling, or suspension/expulsion, where warranted under CA Ed Code 48900–48915.

Post-Investigation and Follow-Up After completing the investigation:

- The administrator shall submit the completed Investigation Form and supporting documentation to the school Director.
- A debriefing meeting should be held with the investigation team and relevant staff to reflect on the process and outcomes.

- Where appropriate, involve students, families, and community members in a broader conversation (while maintaining FERPA-mandated student confidentiality).
- Collect and document feedback and recommendations. and use them to inform future school climate improvements and response protocols.
- All investigations and outcomes shall be conducted and recorded in compliance with the Uniform Complaint Procedures and schools shall retain records as required by law.

#### Training, Education, and Support

A commitment is made to prevent hate-motivated behavior and foster an inclusive, respectful school climate through education, staff development, and student support.

The Head of School or designee shall ensure that all school personnel receive annual training on recognizing and responding to hate-motivated behavior and discrimination, consistent with Education Code 234.1(e). Training shall include the school's legal obligations under applicable state and federal laws and procedures for addressing complaints through the Uniform Complaint Procedures (UCP).

Students receive age-appropriate instruction throughout the year that promotes respect for diversity, understanding of protected characteristics, and strategies for managing bias and conflict. This supports a positive school culture in alignment with Education Code 233 and 32282.

Counseling, guidance, and support services are available to students affected by hate-motivated behavior, including both victims and students who engage in such conduct.

#### Footnotes

1 In alignment with CA Ed Code 234 – Safe Place to Learn Act; Title VI and Title IX of the Civil Rights Act; Section 504 of the

Rehabilitation Act of 1973; and the Americans with Disabilities Act

2 CA Ed Code 48985, ADA accessibility requirements

3 CA Ed Code 234.1(b)

4 CA Ed Code 234.1(c)

5 CA Ed Code 234.1(d)

6 CA Ed Code 234.1(a)

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

#### Grievance Procedures & Investigation

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

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

- Put safety first, Denounce the act, Investigate,
- Involve others where necessary,
- Provide accurate information and dispel misinformation, Support targeted students,
- Seek justice, avoid blame, and Promote healing.

A student who has been found to have demonstrated "hate-motivated" behavior shall be subject to discipline in accordance with law, and Code of Conduct.

Once the full investigation is complete, the administrator should:

- Debrief with their Director, investigation team, and staff to discuss the investigation process to review lessons learned,
- Expand the discussion to include relevant students, parents and guardians and community members, keeping in mind that an individual student's disciplinary record is confidential under state law and FERPA,
- Take notes about all suggestions and comments and include those with the Investigation Form, and Discuss all follow-up steps and use them to create a road map for change (if needed).

## Training

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

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

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

# BOMB THREAT PROCEDURES

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

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

If a bomb threat is received by phone:

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

If a bomb threat is received by handwritten note:

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

If a bomb threat is received by e-mail:

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

Signs of a suspicious package:

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

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

## DO NOT:

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

## WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

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



# BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

## Ask Caller:

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

## Exact Words of Threat:

## Information About Caller:

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

### Caller's Voice

### Background Sounds

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking Voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

### Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

### Other information:

## Bullying and Harassment Incident Reporting Form

Please send completed form to the Academic Administrator.

**Date:**

**Time:**

**Reporting Person:**

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

**SID#:**

**Grade:**

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

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

**Location of the incident?**

**Describe what occurred:**

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

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

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

*students or discipline issued to other students with the reporting parent.*

## Hate-Motivated Behaviors and Hate Crime Investigation Form

[For School recording purposes only]

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

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

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

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

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

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

### VI. INTERVIEW LIST

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

### VII. DOCUMENTS REVIEWED:

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

### VIII. FINDINGS/DETERMINATION:

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

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

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

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

**IX. ADDITIONAL FACTORS TO CONSIDER:**

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

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

---



---



---

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

---



---



---

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

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

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

**XI. Remedies for Reporting Party:**

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

**PROVIDE A COPY OF THE COMPLETED RECORD TO THE ACADMIC ADMINSTRATOR**



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

[Print Form](#)

[Clear Form](#)

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

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

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

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

\_\_\_\_\_

**E. INCIDENT INFORMATION**

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX  IF MULTIPLE VICTIMS, INDICATE NUMBER:

DATE/TIME OF INCIDENT

PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)

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



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

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

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

#### I. MANDATED CHILD ABUSE REPORTERS

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

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

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

#### III. REPORTING RESPONSIBILITIES

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

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

#### IV. INSTRUCTIONS

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

#### IV. INSTRUCTIONS (continued)

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

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

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

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

#### V. DISTRIBUTION

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

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

#### ETHNICITY CODES

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



50 Moreland Road  
 Simi Valley, CA 93065  
 Ph. 805-581-0202  
 Fax 805-581-8824

## SAFETY RISK REFERRAL

This form is to be completed if any teacher or staff member is a concerned a student is **in immediate risk of harming themselves or someone else.**

Call the authorities immediately to ensure the student's safety **and then** complete this Safety Risk Referral.

***Before proceeding, please indicate if you are concerned that a student is in immediate risk to harm themselves or someone else? \*  Yes  No***

- If yes, please continue
- if no, please contact your Lead to discuss appropriate supports (Compass Referral, Care Solace, etc.)
- If your concern is regarding the possibility of child abuse or a child welfare check please refer to your administrator for these processes and **do not complete this form.**

**After the authorities have been notified,** email the Regional School Psychologist for the student's school.

***\*\*Include school Principal and any other team members (RLT, SpEd CM, etc.) in the Safety Risk Referral email and in all follow-up and outcome information.***

Employee Name:	School:	Date:
Student First Name:	M.I.:	Last Name:
Student's ID:	Student's Age:	Student's Grade:
Mother's/Guardian's Name:		
Father's/Guardian's Name:		
Student's <u>Complete</u> Address of Residence:		
Family ID#, Names of any siblings enrolled:		

Incident Date:	Welfare Check Case #:
Presenting Concerns (summary of the incidents, concerns, input, observations, etc.):	

**Action Taken by Reporting staff member**  
(include specific information about authorities contacted -e.g., names, numbers, etc. along with any actions taken involving contacting student, parent, RLT, etc.):

**Parent Contact:**

Yes (indicate Date/ Time)  
 No (indicate Attempts to contact)

Interview Completed with-  
Notes of Interview-

**Is the student reported to be under adult supervision at this time?**

Yes  
 No  
 Unknown

## Suicide Prevention/Postvention

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

### Information

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

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

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

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

### Overall Strategic Plan for Suicide Prevention

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

### Messaging about Suicide Prevention

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

### Suicide Prevention Training and Education

Training shall be provided for all school staff members.

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

- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment. Previously employed staff members shall attend a minimum of one-hour general suicide prevention training. Core components of the general suicide prevention training shall include:
  - Suicide risk factors, warning signs, and protective factors;
  - How to talk with a student about thoughts of suicide;
  - How to respond appropriately to the youth who has suicidal thoughts.
  - Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for a Safety Risk assessment by a qualified professional (licensed mental health clinician, physician, crisis response team, law enforcement officer, or other emergency mental health provider);
  - Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
  - Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development.

In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:

- The impact of traumatic stress on emotional and mental health;
- Common misconceptions about suicide;
- Suicide prevention resources;
- Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
- The factors associated with suicide (risk factors, warning signs, protective factors);
- How to identify youth who may be at risk of suicide;
- Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on district guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines;
- School-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals);
- School-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
- Responding after a suicide occurs (suicide postvention);
- Resources regarding youth suicide prevention;
- Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment by a qualified professional (licensed mental health clinician, physician, crisis response team, law enforcement officer, or other emergency mental health provider)

The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:

- Youth affected by suicide;
- Youth with a history of suicide ideation or attempts;
- Youth with disabilities, mental illness, or substance abuse disorders;
- Lesbian, gay, bisexual, transgender, or questioning youth;
- Youth experiencing homelessness or in out-of-home settings, such as foster care;
- Youth who have suffered traumatic experiences.

## Employee Qualifications and Scope of Services

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

## Specialized Staff Training (Screening)

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals employed by Insight schools.

## Parents, Guardians, and Caregivers Participation and Education

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

## Student Participation and Education

Students shall:

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

## Intervention, Screening, Referral

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

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

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

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

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

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

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

## Parental Notification and Involvement

Insight schools shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

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

## Re-Entry to School After a Suicide Attempt

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

## **Sudden Cardiac Arrest Response Policy**

### **Introduction**

In alignment with Assembly Bill 2887 and Education Code Section 32281, this policy establishes procedures to respond to incidents involving Sudden Cardiac Arrest (SCA) or similar life-threatening medical emergencies that may occur during in-person physical fitness testing or other physical activity-based events conducted by the school.

The goal is to safeguard the health and safety of all students, staff, and participants by ensuring preparedness, rapid response, and effective management of medical emergencies.

The school recognizes that while in-person physical fitness testing is generally low-risk, any form of physical exertion can potentially trigger medical emergencies, including Sudden Cardiac Arrest. Sudden Cardiac Arrest is an abrupt and unexpected loss of heart function, which, if not treated within minutes, can result in death. Immediate action is essential, as survival rates decrease by 7% to 10% for every minute without intervention.

### **Scope**

This policy applies to any in-person physical activity-based event hosted or sponsored by the school, regardless of location, including but not limited to:

- State-mandated Physical Fitness Test (PFT).
- Field days or similar physical activity-based events.

### **Emergency Recognition and Response**

Before the event, the staff supervising physical activity-based events must be made aware of the signs and symptoms of SCA, which may include:

- Sudden collapse or fainting.
- Unresponsiveness when spoken to or gently shaken.
- Irregular, gasping, or absent breathing.
- No detectable pulse or heartbeat.

Quick recognition of these signs is critical to prompting emergency action.

To ensure a coordinated emergency response, the following roles will be assigned in advance and confirmed via staff email prior to each event:

- **Emergency Response Point Person:** Responsible for calling 911 and directing emergency personnel to the exact location of the incident.
- **CPR Designee:** Responsible for administering CPR or hands-only CPR until emergency responders arrive. This individual should be CPR-trained if possible.
- **Site Lead:** Ensures the area remains clear and safe for emergency responders and helps manage bystanders.

**Training and Equipment Considerations**

While CPR certification is not legally required for all staff, the school will make an effort to have at least one adult trained in CPR present at any in-person physical activity-based event.

As a virtual charter school that does not own or operate an Automated External Defibrillator (AED), the school acknowledges that while not required to maintain an AED on-site, it remains committed to promoting the safety and well-being of all students during any in-person physical activity-based events.

To ensure staff are prepared to respond to Sudden Cardiac Arrest or other life-threatening emergencies, the school provides pre-event training (Sudden Cardiac Arrest Response Staff Training) for all personnel involved in supervising in-person physical activity-based events. This training includes recognition of SCA symptoms, immediate response procedures, and role-specific guidance for staff serving as the CPR Designee and Emergency Response Point Person.

**Communication with Families**

Parents/guardians will be notified in advance of any in-person physical activity-based events and encouraged to inform the school of any relevant medical conditions or health concerns that may affect their child's safety during physical activity by emailing [testing@caliva.org](mailto:testing@caliva.org).

**Policy Review and Compliance**

This policy fulfills the requirements of AB 2887 by ensuring that clear procedures are in place for responding to incidents involving SCA and other life-threatening medical emergencies during in-person physical activity-based events. The policy will be reviewed annually and after any real-life emergency to update procedures, reinforce training, and ensure compliance with the most current legal and medical guidance. Staff attendance at SCA briefings and notes from post-event debriefings will be documented and retained as part of event records to support future training and policy updates.