

ReqPay05a

Payment Register

Scheduled 09/30/2026						Bank Account COUNTY - County Bank Account AP Checks				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			Amazon Capital Services ,INC. (030156/1) PO Box 035184 Seattle, WA 98124							
*	2026/27	09/07/26	R27-00019	OFFICE SUPPLIES - HS	14Y3-PH91-3XWX OFFFI (1672182)	09/30/26	Submitted	66.14		66.14
			2027 (001463)	62-0000-0-0000-3700-4710-000-0000						
			2027 (002394)	62-1100-0-1110-2700-4351-000-0000			66.14			
*	2026/27	09/07/26	R27-00023	TEXTBOOKS /BOOKS - HS	14Y3-PH91-3XWX TB (1672182)	09/30/26	Submitted	61.67		61.67
			2027 (000554)	62-6300-0-1110-1000-4110-000-0000						
*	2026/27	09/08/26	R27-00020	OFFICE SUPPLIES - MS	1F17-D77W-3J6R (1672609)	09/30/26	Submitted	14.84		14.84
			2027 (002395)	62-1100-0-1110-2700-4351-678-0000						
*	2026/27	09/08/26	R27-00023	TEXTBOOKS /BOOKS - HS	1FJG-3DYX-3JWT (1672609)	09/30/26	Submitted	88.10		88.10
			2027 (000554)	62-6300-0-1110-1000-4110-000-0000						
*	2026/27	09/08/26	R27-00019	OFFICE SUPPLIES - HS	1HQM-T63W-RMLM (1672609)	09/30/26	Submitted	132.29		132.29
			2027 (001463)	62-0000-0-0000-3700-4710-000-0000						
			2027 (002394)	62-1100-0-1110-2700-4351-000-0000			132.29			
*	2026/27	08/27/26	R27-00047	MAINTENANCE SUPPLIES - MS	1QMC9LQJQK6R COUPON (1670276)	09/30/26	Submitted	10.00-		10.00-
			2027 (000190)	62-0000-0-1193-8100-4310-678-0000						
				BatchId		Check Date		PO# BPO27-00035	Register #	
*	2026/27	08/27/26	R27-00015	INSTRUCTIONAL SUPPLIES - HS	1QMC9LQJQK6R HS INS (1670276)	09/30/26	Submitted	560.32		560.32
			2027 (002324)	62-6300-0-1110-1000-4310-000-0000						
*	2026/27	08/27/26	R27-00019	OFFICE SUPPLIES - HS	1QMC9LQJQK6R HS OFFI (1670276)	09/30/26	Submitted	1,146.53		1,146.53
			2027 (001463)	62-0000-0-0000-3700-4710-000-0000						
			2027 (002394)	62-1100-0-1110-2700-4351-000-0000			1,146.53			
*	2026/27	08/27/26	R27-00016	INSTRUCTIONAL SUPPLIES - MS	1QMC9LQJQK6R MS INST (1670276)	09/30/26	Submitted	23.63		23.63
			2027 (002323)	62-6300-0-1110-1000-4310-678-0000						
*	2026/27	08/27/26	R27-00047	MAINTENANCE SUPPLIES - MS	1QMC9LQJQK6R MS MNT (1670276)	09/30/26	Submitted	61.47		61.47
			2027 (000190)	62-0000-0-1193-8100-4310-678-0000						

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017553,017554,017559, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 09/30/2026					Bank Account COUNTY - County Bank Account AP Checks					
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	Amazon Capital Services ,INC. (030156/1)			(continued)						(continued)
				BatchId		Check Date		PO# BPO27-00035	Register #	
*	2026/27	08/27/26	R27-00020	OFFICE SUPPLIES - MS	1QMC9LQJQK6R MS	09/30/26	Submitted	201.29		201.29
				OFFI (1670276)						
			2027 (002395)	62- 1100- 0- 1110- 2700- 4351- 678- 0000						
	2026/27	09/07/26		Lunch Supplies	1TFK-J64N-4FQC	09/30/26	Submitted	143.45		143.45
				(1672240)						
			2027 (002939)	62- 5310- 0- 0000- 3700- 4396- 000- 0000						
*	2026/27	09/07/26	R27-00023	Lunch Supplies	1TFK-J64N-4FQC COUP	09/30/26	Submitted	3.52-		3.52-
				(1672240)						
			2027 (000554)	62- 6300- 0- 1110- 1000- 4110- 000- 0000						
*	2026/27	09/07/26	R27-00015	INSTRUCTIONAL SUPPLIES - HS	1TFK-J64N-4FQC HS IN	09/30/26	Submitted	38.58		38.58
				(1672240)						
			2027 (002324)	62- 6300- 0- 1110- 1000- 4310- 000- 0000						
*	2026/27	09/07/26	R27-00019	OFFICE SUPPLIES - HS	1TFK-J64N-4FQC HS OF	09/30/26	Submitted	24.80		24.80
				(1672240)						
			2027 (001463)	62- 0000- 0- 0000- 3700- 4710- 000- 0000						
			2027 (002394)	62- 1100- 0- 1110- 2700- 4351- 000- 0000			24.80			
*	2026/27	09/07/26	R27-00020	OFFICE SUPPLIES - MS	1TFK-J64N-4FQC	09/30/26	Submitted	45.43		45.43
				LUNCH (1672240)						
			2027 (002395)	62- 1100- 0- 1110- 2700- 4351- 678- 0000						
*	2026/27	09/07/26	R27-00023	TEXTBOOKS /BOOKS - HS	1TFK-J64N-4FQC TB	09/30/26	Submitted	66.13		66.13
				(1672240)						
			2027 (000554)	62- 6300- 0- 1110- 1000- 4110- 000- 0000						
Total Invoice Amount								2,661.15	Check	
AP Vendor	CITY OF ARCATA (000016/1) 736 F STREET ARCATA, CA 95521									
	2026/27	09/14/26	R27-00038	WATER AND SEWER - MS - ACCT	91426	(1675992)	09/30/26	Submitted	152.61	152.61
				005859-003						
			2027 (000194)	62- 0000- 0- 1193- 8100- 5530- 678- 0000						
				BatchId		Check Date		PO# BPO27-00017	Register #	
Total Invoice Amount								152.61	Check	
Selection	Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017553,017554,017559, Page Break by Check/Advice? = N, Zero? = Y)									

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Scheduled 09/30/2026						Bank Account COUNTY - County Bank Account AP Checks				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor COASTAL BUSINESS SYSTEMS INC. (000224/1) PO BOX 660831 DALLAS, TX 75266-0831										
2026/27	10/14/26	R27-00040	COPIER RENTAL	43059321	09/30/26	Submitted		427.33		427.33
			019-1825201-000	(1675992)						
		2027 (000165)	62-0000-0-1110-2700-5623-000-0000			232.69				
		2027 (002289)	62-1100-0-1110-2700-5623-000-0000			194.64				
BatchId						Check Date	PO# BPO27-00050	Register #		
Total Invoice Amount								427.33	Check	
Direct Vendor Discovery Education (030167/1) PO Box 744954 Atlanta, GA 30374										
2026/27	09/16/26		Discovery Education	91626	09/30/26	Submitted		1,530.00		1,530.00
		2027 (002634)	62-1100-0-1110-1000-4110-678-0000	(1675992)						
Total Invoice Amount								1,530.00	Check	
AP Vendor TAYLOR, MIKE (030081/1) 2815 CLOVER WAY ARCATA, CA 95521-5797										
2026/27	09/22/26	R27-00009	LUNCH /	1755 SEPT HS	09/30/26	Submitted		900.00		900.00
			BREAKFAST - HS	(1675992)						
		2027 (002869)	62-5310-0-0000-3700-5800-000-0000							
BatchId						Check Date	PO# BPO27-00007	Register #		
2026/27	09/22/26	R27-00008	LUNCH /	1755 SEPT MS	09/30/26	Submitted		1,145.00		1,145.00
			BREAKFAST - MS	(1675992)						
		2027 (002868)	62-5310-0-0000-3700-5800-678-0000							
BatchId						Check Date	PO# BPO27-00051	Register #		
& Employee Also								Total Invoice Amount	2,045.00	Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62	6,816.09	418,995.45	412,179.36

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017553,017554,017559, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 09/30/2026

Bank Account COUNTY - County Bank Account AP Checks

Number of Payments	22	
Number of Checks	5	\$6,816.09
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$6,816.09	
Total Unpaid Sales Tax	\$0.00	
Total Expense Amount	\$6,816.09	
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99		
\$100 - \$499	2	
\$500 - \$999		
\$1,000 - \$4,999	3	
\$5,000 - \$9,999		
\$10,000 - \$14,999		
\$15,000 - \$99,999		
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		
***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor	16	
! Number of Prepaid payments		
@ Number of Liability payments		
& Number of Employee Also Vendors	1	
? denotes check name different than payment name		
F denotes Final Payment		

Report Totals - Payment Count 22 Check Count 5 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$6,816.09

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017553,017554,017559, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 09/23/2026 - 09/28/2026						Bank Account COUNTY - County Bank Account AP Checks				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			ARCATA MINI STORAGE (000249/1) 1450 M STREET ARCATA, CA 95521							
2026/27	09/25/26	R27-00003	HS - STORAGE RENTAL	2026 OCTOBER (1672615)	09/28/26	Submitted		100.00		100.00
2027 (000167) 62-0000-0-1110-2700-5628-000-0000						Batchid	Check Date	PO# BPO27-00002	Register #	
Total Invoice Amount								100.00	Check	
AP Vendor			ARCATA UNITED METHODIST CHURCH (000112/1) 1761 ELEVENTH STREET ARCATA, CA 95521							
2026/27	09/25/26	R27-00001	HS - RENT	OCTOBER 26 (1672615)	09/28/26	Submitted		3,000.00		3,000.00
2027 (000163) 62-0000-0-1110-2700-5612-000-0000						Batchid	Check Date	PO# BPO27-00001	Register #	
Total Invoice Amount								3,000.00	Check	
AP Vendor			CIF STATE OFFICE (030090/1) 4658 DUCKHORN DRIVE SACRAMENTO, CA 95834							
2026/27	09/16/26	R27-00037	STATE DUES - HS	CIFNCS-33478 (1673083)	09/28/26	Submitted		61.36		61.36
2027 (000215) 62-0000-0-1300-4200-5300-000-0000						Batchid	Check Date	PO# BPO27-00030	Register #	
Hold: Final Payment?										
Total Invoice Amount								61.36	Check	
AP Vendor			NORTH COAST SECTION, C.I.F. (000047/1) 5 CROW CANYON CT STE 209 SAN RAMON, CA 94583							
* 2026/27	09/15/26	R27-00037	STATE DUES - HS	DUES-33439 (1668311)	09/23/26	Submitted		838.00		838.00
2027 (000215) 62-0000-0-1300-4200-5300-000-0000						Batchid	Check Date	PO# BPO27-00030	Register #	
Hold: Final Payment?										
Total Invoice Amount								838.00	Check	
AP Vendor			Northcoast Educational Foundat (030143/1) PO BOX 276 Arcata, CA 95570							

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Payment Register

Scheduled 09/23/2026 - 09/28/2026						Bank Account COUNTY - County Bank Account AP Checks				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	Northcoast Educational Foundat (030143/1)			(continued)						
2026/27	09/25/26	R27-00005	RENT - MS	OCTOBER 2026 (1672615)	09/28/26	Submitted		760.00		760.00
		2027 (000164)	62-0000-0-1110-2700-5612-678-0000	BatchId		Check Date	PO# BPO27-00004		Register #	
						Total Invoice Amount	760.00	Check		
AP Vendor	SIX RIVERS BUILDING ASSN (000012/1)			251 BAYSIDE ROAD ARCATA, CA 95521						
2026/27	09/25/26	R27-00004	PARKING LOT RENT - MS	OCT 2026 (1672615)	09/28/26	Submitted		4,500.00		4,500.00
		2027 (000164)	62-0000-0-1110-2700-5612-678-0000	BatchId		Check Date	PO# BPO27-00003		Register #	
						Total Invoice Amount	4,500.00	Check		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62	9,259.36	457,252.65	447,993.29

Scheduled 09/23/2026 - 09/28/2026

Bank Account COUNTY - County Bank Account AP Checks

Number of Payments	6	
Number of Checks	6	\$9,259.36
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$9,259.36	
Total Unpaid Sales Tax	\$0.00	
Total Expense Amount	\$9,259.36	
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	1	
\$100 - \$499	1	
\$500 - \$999	2	
\$1,000 - \$4,999	2	
\$5,000 - \$9,999		
\$10,000 - \$14,999		
\$15,000 - \$99,999		
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		
***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor	1	
! Number of Prepaid payments		
@ Number of Liability payments		
& Number of Employee Also Vendors		
? denotes check name different than payment name		
F denotes Final Payment		

Report Totals - Payment Count 6 Check Count 6 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$9,259.36

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017525, 017526, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 09/23/2026						Bank Account COUNTY - County Bank Account AP Checks				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			CIF STATE OFFICE (030090/1) 4658 DUCKHORN DRIVE SACRAMENTO, CA 95834							
2026/27	09/15/26	R27-00037	STATE DUES - HS	DUES-33439 (1668311)	09/23/26	Submitted		838.00		838.00
2027 (000215)			62-0000-0-1300-4200-5300-000-0000							
			Hold: Final Payment?	BatchId		Check Date	PO# BPO27-00030		Register #	
Total Invoice Amount								838.00	Check	
Direct Vendor			PNC Bank C/O ParentSquare, Inc. (030177/2) 350 East Devon Avenue Lockbox #713541 Itasca, IL 60143							
2026/27	09/01/26		Parent Square	2024-34582 (1668311)	09/23/26	Submitted		1,250.00		1,250.00
2027 (002615)			62-0000-0-0000-7200-5884-000-0000							
2026/27	09/01/26		Parent Square	2024-34582 MS (1668311)	09/23/26	Submitted		1,250.00		1,250.00
2027 (002708)			62-0000-0-0000-7200-5884-678-0000							
Total Invoice Amount								2,500.00	Check	
AP Vendor			TAYLOR, MIKE (030081/1) 2815 CLOVER WAY ARCATA, CA 95521-5797							
2026/27	09/14/26	R27-00009	LUNCH / BREAKFAST - HS	1754 HS (1668311)	09/23/26	Submitted		850.00		850.00
2027 (002869)			62-5310-0-0000-3700-5800-000-0000							
				BatchId		Check Date	PO# BPO27-00007		Register #	
2026/27	09/14/26	R27-00008	LUNCH / BREAKFAST - MS	1754 SEPT MS (1668311)	09/23/26	Submitted		785.00		785.00
2027 (002868)			62-5310-0-0000-3700-5800-678-0000							
				BatchId		Check Date	PO# BPO27-00051		Register #	
& Employee Also						Total Invoice Amount		1,635.00	Check	
AP Vendor			Troy Pope (030176/1) 1902 Hodgson St Unit B Eureka, CA 95503							
2026/27	09/12/26	R27-00081	JANITORIAL SERVICES - MS	660451 (1668311)	09/23/26	Submitted		200.00		200.00
2027 (000192)			62-0000-0-1193-8100-5500-678-0000							
Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017481, Page Break by Check/Advice? = N, Zero? = Y)										
								ERP for California		
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Scheduled 09/23/2026

Bank Account COUNTY - County Bank Account AP Checks

Number of Payments	7	
Number of Checks	5	\$5,431.00
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$5,431.00	
Total Unpaid Sales Tax	\$.00	
Total Expense Amount	\$5,431.00	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	
\$100 - \$499	2
\$500 - \$999	1
\$1,000 - \$4,999	2
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments
 & Number of Employee Also Vendors 1
 ? denotes check name different than payment name
 F denotes Final Payment

Report Totals - Payment Count 7 Check Count 5 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$5,431.00

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 017481,
 Page Break by Check/Advice? = N, Zero? = Y)

Northcoast Preparatory and Performing Arts Academy District Governing Board
Tuesday, September 9th, 2026
NPA HS, Rm2
1761 11th Street Arcata, CA 95521

Minutes
5:30pm

1. Call to Order/Agenda

Board Members present: Rebecca Hall, Jessica Callahan, Jillian Sheppard, Janelle Bucklin

Others present: Adam Hess, Charter Director; Bridget Quinn, NPA teacher; Laurie DeKeyser, NPA parent; Christy NG, HCOE Liaison; Rose Callahan, NPA student; Heather Ballinger, NPA parent

1.1 Adopt the Agenda

It was moved by Jillian Sheppard and seconded by Rebecca Hall to adopt the agenda.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Jillian Sheppard		
Motion carried, 4-0-0		

1.2 Introduction of Guests

Laurie DeKeyser, Bridget Quinn, Rose Callahan, Heather Ballinger, and Christy Ng were introduced.

2. Consent Agenda

2.1 Consideration of Approval of the Warrants for NPA

It was moved by Jillian Sheppard and seconded by Jessica Callahan to approve the warrants for NPA.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

2.2 Consideration of Approval of Minutes for the August 12th Board Meetings
It was moved by Jessica Callahan and seconded by Rebecca Hall to approve the minutes from both June meetings.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

3. Public Comments on Items Not on the Agenda

3.1 Comments by the Public: Heather Ballinger shared concerns about the process used for curriculum adoption. She shared that there are community resources that can be accessed at HCOE.

4. Action Items to be Considered

4.1 Consideration of Approval of the Unaudited Actuals for 25-26

The board discussed matters relating to the unaudited actuals and the relation to the 26-27 budget. A motion to approve the unaudited actuals was made by Jillian Sheppard and seconded by Janelle Bucklin.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

4.2 Consideration of Adoption of the Gann Resolution for NPA 26-27

The board discussed the resolution and unanimously approved its adoption. A motion to approve the Gann Resolution was made by Janelle Bucklin and seconded by Jessica Callahan.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

4.3 Consideration of Approval of the 25-26 Prop. 28 Annual Report

The charter director shared the expenditures related to arts and music for 2025-26. A motion to approve the 25-26 Prop. 28 Annual Report was made by Jessica Callahan and seconded by Jillian Sheppard.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

4.4 Consideration of Approval of Contract Updates for 2026-27

The charter director shared the requested contract updates. See attached document for approvals. A motion to approve the contract updates for 2026-27 was made by Jessica Callahan and seconded by Janelle Bucklin.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

4.5 Consideration of Approval of Reflective Coach Stipend and Associated Fees

The charter director shared the cost to the school for an induction candidate to participate along with the recommended stipend for the coach. A motion to approve the reflective coach stipend and associated fees was made by Jessica Callahan and seconded by Rebecca Hall.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Janelle Bucklin		
Jillian Sheppard		
Motion carried, 4-0-0		

5. Discussion Items

5.1 Board Retreat

The charter director proposed a board retreat where past board members could meet with current board members to discuss the school's mission and goals moving forward. The discussion led to a potential date of January 29th.

5.2 International Trips

The charter director shared information about potential trips. These include Sweden, Spain and South Korea.

5.3 High School Play

The charter director shared information about the potential dates for the all school play. This may be a shift of the dates to March.

5.4 LCAP Updates

The charter director shared a small revision to the LCAP. This was to ensure that there was a statement about using remaining LREBG funds. The funds will be used for instructional materials and special education resources.

6. Reports

6.1. Director's Report

The Charter Director shared information about the start of the year at both the middle and high schools. There was discussion about the need for a new refrigerator for the kitchen. There was a brief update on disability insurance for employees. There was also discussion about the parent handbook.

7. Next Board Meeting

7.1 Possible Agenda Items

Curriculum support for teachers and a curriculum adoption procedure. The Northcoast Educational Foundation board and outstanding loan update. Literature seminar. Parent handbook.

7.2 Next Board Meeting Date: October 14th at 5:30 pm

8. Adjournment at 7:17 pm

A motion to adjourn was made by Jessica Callahan with a second from Rebecca Hall.

Ayes

Noes

Absent

Rebecca Hall

Jessica Callahan

Janelle Bucklin

Jillian Sheppard

Motion carried, 4-0-0

INTERNAL COMPLAINT PROCEDURES

California Code of Regulations outline a Uniform Complaint Procedure (“UCP”) that must be followed for certain types of complaints within the school setting. These regulations articulate the steps that should be followed for filing these complaints, the timelines within which a school must respond, appeal rights to the California Department of Education or State Superintendent of Public Instruction, among other things.

The UCP process must be followed for claims of a violation of federal or state laws or regulations in the following applicable programs administered by the CDE: Consolidated Categorical Aid Programs listed in Education Code section 64000(a), Migrant Education established pursuant to Education Code section 54440 through 54445, Career Technical and Technical Education and Career Technical and Technical Training Programs established pursuant to Education Code sections 52300 through 52480, Child Care and Development Programs established pursuant to Education Code sections 8200 through 8493, lactation accommodations, Educational rights of foster youth and graduation requirements for foster youth, homeless youth, and other youth, pupil fees, courses of study, instructional minutes for physical education, local control and accountability plans, juvenile court schools, school safety plans, refusal to approve the use or prohibit the use of any textbook, etc., for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code sections 51204.5 and 60040, with limited exceptions.

The UCP also applies to filing complaints alleging unlawful discrimination, harassment, intimidation or bullying against any actual or perceived characteristics set forth in Penal Code section 422.55, including immigration status, and any protected group as identified in Education Code sections 200 and 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, including actual or perceived characteristics or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics. As part of Education Code sections 200 and 220, the school is required to provide complaint procedures relating to the failure to provide resources relating to the support of LGBTQ pupils. These complaints are included in this policy.

A complaint relating to protections for pregnant and parenting students may be filed through the UCP as well.

Complaints relating to student fees and those relating to the LCAP may be made anonymously. Complaints relating solely to employment discrimination should be handled in accordance with the complaint process identified in the employee handbook, and may ultimately to be sent to the Civil Rights Department for investigation. It is not recommended that these types of complaints be included in this policy since it would confer rights to the employee greater than that of an at-

will employee. Consult with competent legal counsel to draft an appropriate employee complaint procedure for discrimination.

This policy is drafted consistently with the requirements of the UCP and provides notice that complaints will be filed directly with the Civil Rights Department or may be transferred to the Civil Rights Department by the school. Annually, the school must notify, in writing, its students, parents, employees, and other interested parties, the complaint procedures, any civil law remedies and the opportunity to appeal to the CDE under the UCP.

It is the policy of the Northcoast Preparatory and Performing Arts Academy (the “School”) to maintain a positive and productive working and educational environment. The School does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, race, color, ancestry, or ethnicity, religion, sex, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in California Penal Code section 422.55 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The School is primarily responsible to ensure that it is compliant with all applicable federal and state laws and regulations. There are some circumstances, however, when employees or students may take issue with other employees or students or someone may believe that a violation of federal or state law is occurring in certain educational programs. The School encourages complainants to first address the issue with the other person directly using conflict resolution skills when possible.

Types of Complaints to be Filed Using the UCP: If, however, the complainant does not feel comfortable with this approach and the complaint relates to any of the topics below, the complainant must use the complaint procedure identified below. If the complaint relates to a different type of complaint, contact [insert contact info] to obtain information about making a different type of complaint. The School will investigate relevant complaints, as identified below, and seek to resolve them in compliance with this policy:

- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220 and section 11135 of the Government Code, including any actual or perceived characteristic as set forth in section 422.55 of the Penal Code, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the school;
- Improper student fees;
- Failure to accommodate lactating students
- Noncompliance with the rights of pregnant and parenting students;
- Failure to provide Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) resources;

- Failure to comply with statutes relating to foster care pupil records transfers or foster care pupil education;
- Failure to comply with statutes relating to the education of homeless students, students in foster care, former juvenile court school students, students who are children of a military family, or migratory students;
- A complaint about the School's safety plan;
- A complaint that the School has not complied with the requirements of Education Code sections 47606.5 (annual update to goals and annual actions) or 47607.3 (outcomes for pupil subgroups), as applicable. This complaint may be filed by any member of the public and may be filed anonymously;
- Every Student Succeeds Act;
- A complaint that the governing body of the School has refused to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study and contributions of any individual group consistent with the requirements of Education Code sections 51204 and 60040, unless the study of the role and contributions violates Section 51501 or 60044. A complaint filed for this reason may be filed with the Superintendent of Public instruction directly if immediate action is necessary. The complaint may be filed by any member of the public and may be filed anonymously;
- A complaint that the governing body of the School adopted or approved the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if its use would subject a pupil to unlawful discrimination;
- School or athletic team names, mascots, or nicknames pursuant to Education Code section 221.3;
- Other violation of state or federal law under the following programs **[insert the applicable programs here that your school participates in pursuant to 5 C.C.R. § 4610(b): Adult Education, Consolidated Categorical Aid Programs, including improving academic achievement, compensatory education, English learner programs, After School Education and Safety, Agricultural Career Technical Education, Career Technical and Technical Education and Career Technical and Technical Training Programs, Compensatory Education, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Development Programs, Physical Education: Instructional Minutes; Pupil Instruction: Course Periods without Educational Content or Previously Completed Courses**

Types of Complaints Not Covered by the UCP

Many complaints do not fit within the above-listed complaints to be made through the UCP. Some of these include, but are not limited to:

- Classroom assignments
- Common core
- Grades and graduation requirements
- Hiring and evaluation of staff
- Homework policies and practices
- Provision of core curricula subjects
- Student advancement and retention
- Student discipline
- Student records
- Employment complaints
- Open meetings and board meetings
- Other general education requirements

Internal Procedures:

As an initial matter, the Charter Director has the responsibility to maintain a work place and educational environment free from any form of sexual or other unlawful harassment, discrimination or conduct. Consequently, should the Charter Director become aware of any conduct that may constitute discrimination, harassment or other prohibited behavior, immediate action will be taken to address and remediate such conduct.

Making a Complaint: Any person who has experienced or is aware of a situation that relates to a complaint to be made in accordance with this policy (as identified above), has a responsibility to report the situation immediately to the Charter Director at 1761 11th Street Arcata, CA 95521, 707-822-0861.

Employees who believe they have been the victim of any employment discrimination should follow the complaint procedures identified in the employee handbook. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, the School will assist the complainant in filing the complaint.

When making a UCP complaint, if the employee or student is not comfortable contacting the Charter Director or if that individual is not available, the employee or student should contact the School Board Chair, 1761 11th Street Arcata, CA 95521, 707-822-0861, who has been designated

to handle inquiries regarding the UCP complaints. OCR Non-discrimination notice. A UCP Complaint Form may be obtained from Letty Podesta, the business manager.

Anonymous Complaints: Students making a complaint of improper fees or complaints that the School has failed to comply with Education Code sections 47606.5 or 47607.3, may make the complaint anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the applicable Education Codes.

6 Month Limit on Certain Complaints: Complaints relating to discrimination (other than employment discrimination) must be filed within six months of the alleged discrimination or when the complainant first obtained knowledge of the alleged discrimination, unless an extension has been obtained from the [insert title of head of charter school, e.g., Chairman of the Board of Directors] or his/her designee. Such extension by the [insert title of head of charter school identified previously] or his/her designee shall be made in writing. The period for filing may be extended by the [insert title here] or his/her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The [insert title] shall respond immediately upon a receipt for extension.

[Note: The regulations allow for the parties to resolve the complaint through means other than the complaint process provided below. However, they do not require such other resolution process. This policy is drafted to allow for such alternative resolution mechanism.] **Informal Resolution:** If the parties mutually agree, the complainant and the School may resolve the matter through mediation or otherwise informally. If mediation fails to resolve the matter, or the parties do not agree to mediate the matter, the formal complaint procedure identified below shall be followed.

Investigation of Complaints: If the complaint alleges wrongdoing involving a complaint required to be filed under the UCP, the School will complete an investigation and submit to the complainant a written decision regarding the complaint within 60 days of receipt of the complaint. During the investigation, the complainant, his/her representative or both, will have the opportunity to present the complaint and evidence or information leading to evidence to support the allegations of the complaint. The 60 day timeframe may be extended by the written consent of the complainant.

Refusal by the complainant to provide the investigator, at any level of the investigation, with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

Complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly resolve the matter.

The Charter Director will be knowledgeable of the laws/programs that he/she is assigned to investigate. If the complaint alleges employment discrimination, the Board of Directors will send it to the Civil Rights Department (the “CRD”) for investigation as required by law.

Written Decision: The Charter Director shall prepare a written decision, which decision shall contain the following: 1) findings of fact based on the evidence gathered; 2) conclusions of law; 3) disposition of the complaint; 4) the rationale for such disposition; 5) the corrective actions, if any are warranted; 6) notice of the complainant’s right to appeal the School’s decision to the California Department of Education; and 7) the procedures to be followed for initiating an appeal to the Department of Education. Within 60 days of receipt of the complaint, the [insert title] will send a copy of the written decision to the complainant.

Appeal of School’s Decision

Appeal to CDE: Except for complaints that are not required to be processed through the UCP, a complainant may appeal a decision to the California Department of Education (“CDE”) by filing a written appeal within 15 days of receiving the decision. The complainant shall specify the basis for the appeal and whether the facts are incorrect and/or the law is misapplied. The appeal should be accompanied by a copy of the locally filed complaint and a copy of the School’s decision. If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to the School for resolution. If the CDE determines that the decision failed to address an issue raised by the complaint, the CDE will refer the matter to the School to make the necessary findings and conclusions on any issue not addressed. The School will have 20 days to make those findings.

Any employee found to have participated in improper harassment or discrimination will be subject to disciplinary action, up to and including possible dismissal. Any student found to have participated in improper harassment or discrimination will be subject to disciplinary action, up to and including possible suspension or expulsion.

External Procedures: Filing a Complaint with the CRD.

Employees or job applicants who believe that they have experienced unlawful employment discrimination or harassment, should follow the complaint process identified in the employee handbook, but may file a complaint directly with the CRD. The CRD serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the CRD finds sufficient evidence to establish discrimination occurred and settlement efforts fail, the CRD may file a formal accusation.

Employees may also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the CRD and a Right to Sue Notice has been issued. For more information, contact the CRD toll free at (800) 884-1684, or email the CRD at contact.center@calcivilrights.ca.gov or visit its website at www.calcivilrights.ca.gov. To contact the nearest field office of the Equal Employment Opportunity Commission (“EEOC”), call 1-800-

669-4000. You should be aware that state and federal law provide time limits within which complaints must be filed. Contact the relevant agency to determine the applicable time limit.

Retaliation Policy

It is in violation of the School's policy for the School or any employee to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment that the School may make, adversely affect working conditions or otherwise deny any employment benefit to an individual because that individual has opposed practices prohibited by law or has filed a complaint, testified, assisted or participated in any manner in an investigation, conducted by the DFEH or their staff. Any employee retaliating against another employee, applicant or student will be disciplined, up to and including termination.

Examples of protected activities under the School's retaliation policy include seeking advice from the CRD or Commission; filing a complaint with the CRD, irrespective of whether the complaint is actually sustained; opposing employment practices the employee reasonably believes to exist and believes to be a violation of the law; participating in an activity that is perceived by the School as opposition to discrimination, whether or not so intended by the employee expressing the opposition; participating in the proceeding of a local human rights or civil rights agency on a legal basis.

Nothing in this policy shall be construed to prevent the School from enforcing reasonable disciplinary policies and practices, nor from demonstrating that the actions of an applicant or employee were either disruptive or otherwise detrimental to legitimate business interests so as to justify the denial of an employment benefit.

Dissemination

The School will send to students, employees, parents or guardians of its students, school advisory committees, and other interested parties a notice of rights under this policy on an annual basis. Upon request, a copy of this policy will be made available free of charge and is also available on the School's website.

Adopted:



UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

☐ Pupil Fees ☐ Every Student Succeeds Act ☐ Pregnant, Parenting, or Lactating Students

☐ Expanded Learning Program ☐ Local Control Funding Formula/ Local Control and Accountability Plan ☐ Migratory children and children of military families.

☐ Education or graduation of Students in Foster Care, Students who are Homeless, or Former Juvenile Court Students now enrolled in a Public School

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

Age	Genetic Information	Sex (Actual or Perceived)
Ancestry	Immigration Status/Citizenship	Sexual Orientation (Actual or Perceived)
Color	Marital Status	Based on association with a person or group with one or more of these actual or perceived characteristics
Disability (Mental or Physical)	Medical Condition	
Ethnic Group Identification	Nationality / National Origin	
Gender / Gender Expression / Gender Identity	Race or Ethnicity	
	Religion	

1. Please give facts about the complaint. Provide details such as the names of those involved, dates,

whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

☐ Yes

☐ No

Signature: _____ Date: _____

Mail complaint and any relevant documents to the Compliance Officer:

Adam Hess
Charter Director
PO Box 276
Arcata, CA 95518
707-822-0861

Education Code Section 60119
Suggested Resolution on Sufficiency of Instructional Materials

Note: The following suggested language may be used by governing boards to certify compliance with *Education Code* Section 60119 (as revised by Chapter 704, Statutes of 2006 and California Code of Regulations (CCR), Title 5, Section 9531). In order to be eligible to receive instructional materials funds, the governing board of each district and county office of education is required to hold an annual public hearing and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in specified subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum frameworks adopted by the state board.

Governing boards that have met the requirements of *Education Code* Section 60119 and have also certified compliance with the Instructional Materials Funding Realignment Program (IMFRP) requirements regarding provision of adopted standards-aligned instructional materials for all students (*Education Code* Section 60422) may spend 100% of any remaining IMFRP funds from that year's allocation for other approved purposes.

RESOLUTION REGARDING SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the governing board of Northcoast Preparatory and Performing Arts Academy school district, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on October 14th, at 4:15 o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

FOR A FINDING OF SUFFICIENT INSTRUCTIONAL MATERIALS:

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

NOTE: The definition of sufficient textbooks or instructional materials no longer includes the phrase “to complete required homework assignments.” Students must now be able to take their instructional materials home.

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

NOTE: To insure that complete and accurate information has been provided upon which to base the board’s findings, governing boards may wish to include in their resolution the names of the textbooks or instructional materials programs, or both, that have been adopted by the governing board and were provided to pupils in the district to determine the sufficiency.

- Mathematics –
 - Haese Mathematics textbooks are used for grades 6-12.
 - Prodigy Education supports grades 6-8.
 - The Art of Problem Solving curriculum is used for advanced math classes.
- Science –
 - IB Physics Coursebook (Oxford) for (11/12 Physics)
 - IB Biology Coursebook (Oxford) (11/12 Biology)
 - Urry, Lisa A., et al. *Campbell Biology*. Pearson, 2021. (11/12 Biology)
 - California State Board of Education. *Health Education Content Standards for California Public Schools*, California Department of Education, 2009. (9 Health)
 - Current articles that align with standards (9 Health)
 - *Way Life Works* by Hoagland, Dodson and Hauck for grade 9, *General, Organic and Biological Chemistry* by Stephen Stoker for grade 9,
 - 6th Intro to Matter and 8th Chemical Reactions units come from the American Chemical Society curriculum. Other middle school science materials come from various online resources.
 - Zumdahl, Steven S., Susan A. Zumdahl, and Donald J. DeCoste. *Chemistry (AP Edition)*. 11th edition. National Geographic Learning/Cengage Learning, 2024. (10 Chemistry)
 - Zumdahl, Steven S., et al. *World of Chemistry*. McDougal Littell, 2007. (10 Chemistry)

- History-social science –
 - Discovery Education for grades 6-10,
 - *History for the IB Diploma: Authoritarian and Single Party States* (Cambridge), *Why Nations Go To War* (Stoessinger), *History of the Americas 1880-1981* (Oxford), *A People's History of the United States* (Zinn), *The Cold War: A History With Documents* (11/12)

- English/language arts –
 - Perrine's Literature: Structure, Sound, and Sense (9-12), IB English Guys (trainings and instructional materials, 11-12), Spark Creativity (instructional materials, 9-10).
 - AP English curriculum supports are used for grades 9-10
 - Savvas Learning is used to support grades 6-8
 - All grades read books/novels throughout the year. This list varies, and all students have access to these texts.

NOTE: The governing board must also include written determination for the following areas, though these determinations are not a condition of receipt of funds.

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

NOTE: The governing board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Therefore, it is resolved that for the 2026-2027 school year, the Northcoast Preparatory and Performing Arts Academy school district has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.