

**BIG SUR CHARTER SCHOOL
REGULAR SCHOOL BOARD MEETING MINUTES**

June 11, 2026 at 4:30PM

Big Sur Charter School, 304 Foam St, Monterey CA, 93940

Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the School Director or designee at least two days before the meeting. The meeting may be attended virtually using the following Zoom link: <https://bigsurcharterschool-org.zoom.us/j/85963352790?pwd=eWJoOWFCb1FFaWI2MzVZRH5YXFtQT09>

I. OPENING BUSINESS

1. Call to Order: 4:31PM
2. Roll Call: Nathan Nunez, Tori Sarasqueta, Rory Griffiths and Heather O'Hara
Additional Attendees: Aimee Alling
3. Action to Add New Items Since Posting of Agenda (2/3 Majority)
4. Adoption of Agenda
Motion to adopt: Nathan Nunez Second: Rory Griffiths
All in favor: Unanimous Opposed: None

II. RECOGNITIONS: STUDENTS, INDIVIDUALS AND/OR ORGANIZATIONS FOR SIGNIFICANT CONTRIBUTIONS MADE TO THE SCHOOL.

- The Board recognized Aimee for her leadership and efforts supporting the charter renewal process and continued operation of the school.
- The Board recognized Janelle for her assistance in helping the school navigate legal and procedural matters related to charter renewal.
- The Board expressed appreciation to families for their continued support and commitment to the school community throughout the renewal process.

III. COMMUNICATIONS

1. Written Communication: No written communications were received.
2. Board Member Comments: No board member comments were received.
3. Director's Report
 - The Executive Director reported that current enrollment is 114 students.
 - The Executive Director provided an update regarding facility planning and potential future school sites. Discussion included ongoing exploration of available properties and preliminary conversations with appropriate parties regarding potential opportunities. Board members asked clarifying questions. No action was taken.
4. BSCS Staff Comments (Non-Agenda Items): No staff member comments were received.

IV. HEARING SESSION

Citizens may address the board about subjects not listed on the agenda; comments on agenda items should be held until that matter is considered. In either case, speakers addressing the board are limited to three (3) minutes with a maximum of twelve (12) minutes per topic. Any member of the public who utilizes a translator will receive six (6) minutes with a maximum of twenty-four (24) minutes per topic. This ensures that non-English speakers receive the same opportunity to address the board as English speakers. Comments will be heard with no action taken. that non-English speakers receive the same opportunity to address the board as English speakers. Comments will be heard with no action taken.

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V. CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda. Each item on the Consent Agenda and approved by the Board Members shall be deemed to have been considered in full and/or adopted as recommended.

1. Approve Board Meeting Minutes from May 14, 2026
Recommendation: (Aimee Alling, Director) The Administration recommends approval of the minutes as presented.
2. Approve West Coast Community Bank Statement - May 31, 2026
Recommendation: (Aimee Alling, Director) I certify that I have reviewed the attached statement for consistency with the School's budget, and purchasing and accounting practices and therefore, recommend Board approval.
3. Approve US Bank Statement - May 22, 2026
Recommendation: (Aimee Alling, Director) I certify that I have reviewed the attached statement for consistency with the School's budget, and purchasing and accounting practices and therefore, recommend Board approval.
4. Approve Board Report of Warrants - May 12 - June 5, 2026
Recommendations: (Aimee Alling, Director) I certify that I have reviewed the attached warrants for consistency with the School's budget, and purchasing and accounting practices and therefore, recommend Board approval.

Motion to Approve: Rory Griffiths
All in favor: Unanimous

Second: Tori Sarasqueta
Opposed: None

VI. PUBLIC HEARING

1. Review LCAP
Time In: 5:14PM
Time Out: 5:20PM

VII. ACTION/DISCUSSION

1. Adopt 2026 LCAP
Board Action: Approve
Motion to adopt: Tori Sarasqueta
All in favor: Unanimous
Second: Heather O'Hara
Opposed: None
2. Review & Adopt 2026-27 Estimated Actuals & Budget
Board Action: Approve
Motion to adopt: Nathan Nunez
All in favor: Unanimous
Second: Rory Griffiths
Opposed: None

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3. Approve Statement of Reason for Excess Reserves

Board Action: Approve

Motion to adopt: Rory Griffiths

All in favor: Unanimous

Second: Tori Sarasqueta

Opposed: None

4. Approve Local Indicators

Board Action: Approve

Motion to adopt: Tori Sarasqueta

All in favor: Unanimous

Second: Heather O'Hara

Opposed: None

5. Hold Board Elections

Board Action: Motion by Rory Griffiths , second by Nathan Nunez, to elect Heather O'Hara as Board Chair through June 2028, Rory Griffiths as Treasurer, and Tori Sarasqueta as Secretary. The motion passed unanimously.

The Board acknowledged the current board member terms as follows: Heather O'Hara through June 2028, Rory Griffiths through June 2027, Tori Sarasqueta through June 2029, and Nathan Nunez through June 2027.

Motion to adopt: Rory Griffiths

All in favor: Unanimous

Second: Nathan Nunez

Opposed: None

6. Discuss and Approve Assistant Director Salary Schedule

Motion to adopt: Nathan Nunez

All in favor: Unanimous

Second: Rory Griffiths

Opposed: None

VIII. INFORMATION/DISCUSSION

1. Parent Surveys

Board Action: The Board reviewed parent survey results. Responses were generally favorable regarding the school's programs and educational offerings, while also identifying areas for potential improvement. The Board discussed opportunities to incorporate feedback into planning for the upcoming school year. No action was taken.

2. Fundraising and Grants

Board Action: The Board reviewed existing grant development procedures and discussed strategies to strengthen future fundraising efforts. Discussion included donor development, grant opportunities, communication strategies, reporting metrics, and stewardship practices. Board members expressed support for convening a special meeting in July to further develop fundraising goals and processes. No other action was taken.

3. Review and Discuss next two months of Board Calendar

Board Action: The Board discussed timelines for upcoming governance activities. The Board agreed to hold a special meeting in July to discuss fundraising goals, priorities, and processes.

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The Board also discussed the Executive Director evaluation process and agreed that the completed evaluation would be presented to Executive Director Aimee in August.

IX. CLOSED SESSION

1. Executive Director Evaluation

Time In: 7:24PM

Time Out: 8:51PM

X. RECONVENE IN OPEN SESSION

1. Report actions taken in closed session: The Board met in closed session for the Director performance evaluation. No reportable action was taken.

Report Out: 8:52PM

XI. ADJOURNMENT

Time Adjourned: 8:52PM

**BIG SUR CHARTER SCHOOL
EMERGENCY SCHOOL BOARD MEETING MINUTES**

JUNE 18, 2026 at 9:30AM

Big Sur Charter School, 300 Suite C Foam St, Monterey CA, 93940

Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the School Director or designee at least two days before the meeting.

I. OPENING BUSINESS

1. Call to Order
2. Roll Call: Nathan Nunez, Tori Sarasqueta, Heather O'Hara, Rory Griffiths and Aimee Alling
3. Action to Add New Items Since Posting of Agenda (2/3 Majority)
4. Adoption of Agenda

II. HEARING SESSION

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III. ACTION/DISCUSSION

1. Approve Big Sur Charter School Board Resolution 2026-1

Motion to adopt: Heather O'Hara
All in favor: Unanimous

Second: Rory Griffiths
Opposed: None

V. ADJOURNMENT

Time Adjourned: 9:47PM

**BIG SUR CHARTER SCHOOL
EMERGENCY SCHOOL BOARD MEETING MINUTES**

JULY 9, 2026 at 4:30PM

Big Sur Charter School, 300 Foam St Suite C, Monterey CA, 93940

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<https://bigsurcharterschool-org.zoom.us/j/85963352790?pwd=eWJoOWFCb1FFaWI2MzVZRHh5YXFtQT09>

I. OPENING BUSINESS

1. Call to Order: 4:35PM
2. Roll Call: Nathan Nunez, Tori Sarasqueta, Heather O'Hara and Rory Griffiths
3. Action to Add New Items Since Posting of Agenda (2/3 Majority)
4. Adoption of Agenda

Motion to Adopt: Nathan Nuñez
In Favor: Unanimous

Second: Rory Griffiths
Oppose: None

II. HEARING SESSION

Citizens may address the board about subjects not listed on the agenda; comments on agenda items should be held until that matter is considered. In either case, speakers addressing the board are limited to three (3) minutes with a maximum of twelve (12) minutes per topic. Any member of the public who utilizes a translator will receive six (6) minutes with a maximum of twenty-four (24) minutes per topic. This ensures that non-English speakers receive the same opportunity to address the board as English speakers. Comments will be heard with no action taken.

III. ACTION/DISCUSSION

1. Review of Current Financial and Development Priorities

Receive an overview of the school's current funding needs, budget priorities, facility goals, and strategic initiatives to guide fundraising efforts.

Action Taken: We are in a strong financial position and are generating lists of new avenues for fundraising short and long term goals.

2. Development of a 2026–2027 Fundraising Strategy

Discuss and establish fundraising priorities, including:

- Annual giving campaign
- Investment opportunities
- Major donor cultivation
- Foundation and grant opportunities
- Business sponsorships
- Community partnerships
- Planned giving opportunities
- Family engagement
- Alumni and former family outreach

Action Taken: Generated plans for sponsorships, individual recurring donations, and investment ideas. Reviewed donor and visibility lists; created a plan and calendar for creating sponsorship packets.

**BIG SUR CHARTER SCHOOL
EMERGENCY SCHOOL BOARD MEETING MINUTES**

JULY 9, 2026 at 4:30PM

Big Sur Charter School, 300 Foam St Suite C, Monterey CA, 93940

3. Board Member Participation and Expectations

Discuss the Board's role in fundraising, including:

- Community ambassador responsibilities
- Donor relationship development
- Event participation
- Personal giving expectations (if any)
- Committee structure
- Volunteer engagement

Action Taken: Board members are setting goals for annual fundraising and future expectations of involvement.

4. Fundraising Events and Community Engagement

Review potential fundraising events and outreach opportunities, including annual events, campaigns, and community partnerships.

Action Taken: None

5. Development Calendar

Develop a preliminary fundraising calendar for the upcoming school year, including:

- Grant deadlines
- Campaign launches
- Community events
- Donor stewardship activities
- Board check-ins

Action Taken: Set goals to calendar year check-in times; coordinating goals to the most impactful time.

6. Board Goals for Philanthropy

Discuss measurable fundraising objectives for the upcoming fiscal year.

Action Taken: Developing a plan and list for improved community outreach.

7. Future Development Opportunities

Identify long-term opportunities to strengthen philanthropic support for Big Sur Charter School.

Action Taken: The Board voted to meet with Buzz PR to develop marketing strategies for growth in community outreach and development a marketing plan.

IV. Discuss next board meeting items

1. Review and approve sponsorship packet
2. Review Board evaluation
3. Review Director evaluation
4. Review list of potential fundraising goals and interests
5. Generating school materials in Spanish

V. ADJOURNMENT

Time Adjourned: 6:42pm



P. O. Box 8426
Santa Cruz, CA 95061

BIG SUR CHARTER SCHOOL
304 FOAM ST
MONTEREY CA 93940-1408

Statement Ending 06/30/2026

Page 1 of 2

Managing Your Accounts

	Client Service	831.457.5000
	24-Hour Telebanking	831.457.5002
	Mailing Address	P.O. Box 8426 Santa Cruz, CA 95061
	Locations	wccb.com/locations
	Online Access	wccb.com

Summary of Accounts



Thank you for being a valued client. We truly appreciate your trust and loyalty and are proud to support your financial journey. We look forward to growing together. Put your money where your life is. wccb.com

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX0996	\$1,869.32

Business Checking - XXXXXX0996

Account Summary

Date	Description	Amount	Description	Amount
06/01/2026	Beginning Balance	\$1,869.32	Minimum Balance	\$1,869.32
	0 Credit(s) This Period	\$0.00	Average Ledger Balance	\$0.00
	0 Debit(s) This Period	\$0.00		
06/30/2026	Ending Balance	\$1,869.32		

Daily Balances

Date	Amount
06/01/2026	\$1,869.32

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



P. O. Box 8426
Santa Cruz, CA 95061

Statement Ending 07/31/2026

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BIG SUR CHARTER SCHOOL
304 FOAM ST
MONTEREY CA 93940-1408

Managing Your Accounts

	Client Service	831.457.5000
	24-Hour Telebanking	831.457.5002
	Mailing Address	P.O. Box 8426 Santa Cruz, CA 95061
	Locations	wccb.com/locations
	Online Access	wccb.com

Summary of Accounts



Ready for summer. Review your spending. Track your savings. Enjoy your days in the sun. West Coast Community Bank—put your money where your life is.

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX0996	\$1,839.32

Business Checking - XXXXXX0996

Account Summary

Date	Description	Amount	Description	Amount
07/01/2026	Beginning Balance	\$1,869.32	Minimum Balance	\$1,839.32
	0 Credit(s) This Period	\$0.00	Average Ledger Balance	\$0.00
	1 Debit(s) This Period	\$30.00		
07/31/2026	Ending Balance	\$1,839.32		

Checks Cleared

Check Nbr	Date	Amount
1066	07/03/2026	\$30.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
07/01/2026	\$1,869.32	07/03/2026	\$1,839.32

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



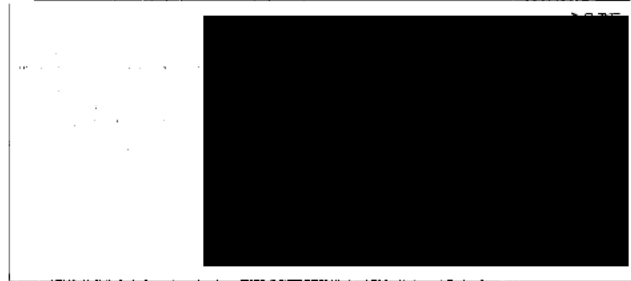
P. O. Box 8426
Santa Cruz, CA 95061

Statement Ending 07/31/2026

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BIG SUR CHARTER SCHOOL		1066
304 POAK ST MONTEREY, CA 95010 5041224-4072		DATE 10/20/2021
CASH ON HAND SECRETARY OF STATE		\$ 30.00
THIRTY DOLLARS & 00/100		DOLLARS (0)
1ST CAPITAL BANK		
200 FORTHELDEN BLVD, SUITE 200 SAN JOSE, CA 95128		

#1066 07/03/2026 \$30.00



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Account Number : [REDACTED] 7669
Unique ID: XXXX XXXX XXXX 8613
BIG SUR CHARTER SCHOOL
Statement Date : 06-22-2026



Corporate Account Summary		Payment Information	
Previous Balance	\$3,062.04	Amount Due	\$4,692.82
Purchases and Other Charges	\$4,692.82	Payment due in accordance with your agreement with U.S. Bank.	
Cash Advances	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Cash Advance Fees	\$0.00	To overnight or courier a payment, please send to:	
Late Payment Charges	\$0.00	Corporate Payment Systems	
Credits	\$0.00 CR	3180 Rider Trail S, Department 790428	
Payments	\$3,062.04 PY	Earth City, MO 63045-1518	
New Balance	\$4,692.82		
Disputed Amount	\$0.00		

Corporate Account Activity				
BIG SUR CHARTER SCHOOL			Total Corporate Activity	
Account Number: [REDACTED] 7669			\$3,062.04 CR	
Unique ID: XXXX XXXX XXXX 8613				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-10	06-07	74798266161000000000490	PAYMENT - THANK YOU 00000 C	3,062.04 PY

New Activity				
CHRISTIN LOPEZ		Purchases	\$858.51	Total Activity
Account Number: [REDACTED] 7927		Cash Advances	\$0.00	\$858.51
Unique ID: XXXX XXXX XXXX 2332		Cash Advances Fees	\$0.00	
		Credits	\$0.00 CR	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-25	05-23	24137466144001496988217	USPS PO 0557420310 PACIFIC GROVE CA	8.03
05-25	05-22	24431066143436083254205	STAPLES 0282 SEASIDE CA	23.48
06-01	05-29	24445006149200260778814	TARGET T-1062 SAND CITY CA	67.01
06-02	06-02	24692166153402882918696	SIMPLISAFE 888-957-4675 MA	34.99
06-08	06-06	24493986157224600059134	CHARTER SCHOOLS DEVELOPM 916-278-4611 CA	725.00

(transactions continued on next page)

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: [REDACTED] 7669
Unique ID: XXXX XXXX XXXX 8613
Amount Due: \$4,692.82

Amount Enclosed \$

If paying by check, include coupon with payment to address below.



BIG SUR CHARTER SCHOOL
ATTN CHRISTIN LOPEZ
304 FOAM ST
MONTEREY CA 93940-1408

CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

New Activity cont

AIMEE ALLING	Purchases	\$3,834.31	Total Activity	\$3,834.31
Account Number: [REDACTED] 7891	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 2867	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-25	05-22	24231686143760869632780	ANDRONICO S 0173 MONTEREY CA	14.23
05-28	05-26	24137466147500923862629	TRADER JOE S #079 PACIFIC GROVE CA	160.11
05-28	05-26	24231686147765239585895	SAFEWAY #0761 PACIFIC GROVE CA	237.20
05-28	05-26	24231686147765263826520	ANDRONICO S 0173 MONTEREY CA	30.89
05-28	05-26	24493986147221758005557	DOS VICTORIAS MEXICAN FO MONTEREY CA	21.81
05-28	05-28	24692166148408029659224	AMAZON MKTPL*VG7S78WD3 AMZN.COM/BILL WA	45.84
05-28	05-27	24717056148731480248698	UO CONFERENCE SVCS 800280 800-2806218 OR	675.00
05-29	05-28	24034546148006167323965	76 - SEI 37983 MONTEREY CA	45.06
05-29	05-28	24034546148006167323973	76 - SEI 37983 MONTEREY CA	45.97
05-29	05-28	24164076148060216233709	ENTERPRISE RENT-A-CAR MONTEREY CA	383.79
			965587387	
05-29	05-28	24164076148060216233717	ENTERPRISE RENT-A-CAR MONTEREY CA	383.79
			965587399	
05-29	05-28	24445006148300595807352	VSP*KENDALL HUNT 800-338- 800-338-8309 IA	400.00
05-29	05-28	24755426149151490417612	RPS MONTEREY MONTEREY CA	54.00
06-01	05-29	24492166149100060288770	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	20.00
06-05	06-03	24765796155017020416843	DEUTER USA INC 303-652-3102 CO	220.00
06-10	06-09	24941356161265113035374	BUDGET.COM PREPAY 8006212844 VA	267.59
			47655040US6	
06-15	06-13	24427336165120004724241	LUCKY ZONE INC MONTEREY CA	73.26
06-15	06-13	24755426165261654397929	DOUBLETREE SONOMA WINE ROHNERT PARK CA	661.15
			87090972 ARRIVAL:06-11-26	
06-15	06-13	24755426165731658281758	RPS MONTEREY MONTEREY CA	54.00
06-15	06-14	24941356166826232518965	BUDGET RENT A CAR MONTEREY CA	40.62
			U232518963	
			Department: 00000	Total: \$4,692.82
			Division: 00000	Total: \$4,692.82

Account Number : [REDACTED] 7669
Unique ID: XXXX XXXX XXXX 8613
BIG SUR CHARTER SCHOOL
Statement Date : 07-22-2026



Corporate Account Summary		Payment Information	
Previous Balance	\$4,692.82	Amount Due	\$1,285.31
Purchases and Other Charges	\$1,357.75	Payment due in accordance with your agreement with U.S. Bank.	
Cash Advances	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$72.44 CR	To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	
Payments	\$4,692.82 PY		
New Balance	\$1,285.31		
Disputed Amount	\$0.00		

Corporate Account Activity				
BIG SUR CHARTER SCHOOL			Total Corporate Activity	
Account Number: [REDACTED] 7669			\$4,692.82 CR	
Unique ID: XXXX XXXX XXXX 8613				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-16	07-15	74798266197000000000217	PAYMENT - THANK YOU 00000 C	4,692.82 PY

New Activity				
CHRISTIN LOPEZ		Purchases	\$225.33	Total Activity \$225.33
Account Number: [REDACTED] 7927		Cash Advances	\$0.00	
Unique ID: XXXX XXXX XXXX 2332		Cash Advances Fees	\$0.00	
		Credits	\$0.00 CR	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-25	06-25	24116416176714369482214	RAINBOW RESOURCE CENTER, 309-695-3200 IL	52.09
06-25	06-24	24692166175404836293055	SQ *KENDORE LEARNING GOSQ.COM GA	100.00
07-02	07-02	24692166183402421474627	SIMPLISAFE 888-957-4675 MA	34.99
07-13	07-11	24137466193001529134482	USPS PO 0557420310 PACIFIC GROVE CA	38.25
(transactions continued on next page)				

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: [REDACTED] 7669
Unique ID: XXXX XXXX XXXX 8613
Amount Due: \$1,285.31

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

00000003548 000638216622895 P 2



BIG SUR CHARTER SCHOOL
ATTN CHRISTIN LOPEZ
304 FOAM ST
MONTEREY CA 93940-1408

CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

New Activity cont

AIMEE ALLING	Purchases	\$1,132.42	Total Activity	\$1,059.98
Account Number: [REDACTED] 7891	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 2867	Cash Advances Fees	\$0.00		
	Credits	\$72.44 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-23	06-22	24137466174001424500483	USPS PO 0557420310 PACIFIC GROVE CA	6.08
06-29	06-27	24801976179803316457823	EL ESTERO CAR WASH INC MONTEREY CA	46.45
06-30	06-29	24492166180100058872999	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	20.00
07-06	07-03	24492166184100067438051	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	449.73
07-14	07-14	24692166195400850258285	AMAZON MKTPL*846244GZ3 AMZN.COM/BILL WA	42.35
07-14	07-14	24692166195400982294083	AMAZON MKTPL*H51VS0XI3 AMZN.COM/BILL WA	12.99
07-15	07-14	24692166195401534400962	AMAZON.COM*JE4SX1YW3 AMZN.COM/BILL WA	116.22
07-15	07-14	24692166195401574884216	AMAZON MKTPL*KT4V04YR3 AMZN.COM/BILL WA	18.56
07-15	07-14	24692166195401637227205	AMAZON MKTPL*WA7JI0RS3 AMZN.COM/BILL WA	49.14
07-16	07-15	24692166196402100328131	AMAZON MKTPL*T577R6LL3 AMZN.COM/BILL WA	36.31
07-16	07-15	24692166196402113051472	AMAZON MKTPL*BP8R42SY3 AMZN.COM/BILL WA	36.03
07-17	07-16	24692166197403133606575	AMAZON MKTPL*7N8MZ3I53 AMZN.COM/BILL WA	92.84
07-17	07-16	24692166197403344293858	AMAZON MKTPL*5T1AE7C93 AMZN.COM/BILL WA	124.21
07-17	07-17	24692166198403795724897	AMAZON MKTPL*GF9L22DX3 AMZN.COM/BILL WA	26.90
07-20	07-18	74692166199405593143166	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	18.56 CR
07-20	07-18	74692166199405596287580	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	18.56 CR
07-20	07-19	24692166200406289118423	AMAZON MKTPL*WZ0FP95H3 AMZN.COM/BILL WA	54.61
07-22	07-21	74692166202408153962434	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	35.32 CR
			Department: 00000	Total: \$1,285.31
			Division: 00000	Total: \$1,285.31

Checks Dated 06/06/2026 through 08/24/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
12999483	06/16/2026	AT&T Mobility	62-5900		185.36
12999484	06/16/2026	AT&T Mobility	62-5900		56.22
12999485	06/16/2026	AT&T Mobility	62-5900		31.24
12999486	06/16/2026	California American Water	62-5500		93.70
12999487	06/16/2026	Carmelo's Gardening	62-5800		320.00
12999488	06/16/2026	TinyEye Technologies Corp	62-5800		1,056.32
13000708	06/23/2026	Alling, Aimee	62-5200		86.70
13000709	06/23/2026	California American Water	62-5500		275.55
13000710	06/23/2026	CharterSafe	62-5450		8,045.00
13000711	06/23/2026	Comcast	62-5900		506.42
13000712	06/23/2026	MBS Business Systems	62-5600		649.52
13000713	06/23/2026	Paul Bruno	62-5600		8,244.44
13002665	06/30/2026	Central Coast Language and Learning Center	62-5800		2,295.00
13002666	06/30/2026	PG&E	62-5500		256.31
13002667	06/30/2026	Tucci Learning Services, Inc	62-5800		2,288.43
13002668	06/30/2026	US Bank Corporate Payment System	62-4300	820.57	
			62-5200	3,084.23	
			62-5300	725.00	
			62-5500	34.99	
			62-5900	28.03	4,692.82
13004468	07/09/2026	Alpha Abacus Learning Center	62-5800		1,360.00
13004469	07/09/2026	AT&T Mobility	62-5900		56.22
13004470	07/09/2026	AT&T Mobility	62-5900		43.73
13004471	07/09/2026	Carmelo's Gardening	62-5800		320.00
13004472	07/09/2026	CRF Consulting - Cindy Fellows	62-5800		600.00
13004473	07/09/2026	Comcast	62-5900		356.78
13004474	07/09/2026	EdTec Inc.	62-5800		6,505.00
13004475	07/09/2026	Mystery Science	62-4100		499.00
13004476	07/09/2026	Natalie Sanders Therasens Occupational Therapy	62-5800		1,456.00
13004477	07/09/2026	Sonoma County Office of Ed Special Ed Local Plan Area	62-5800		500.90
13004478	07/09/2026	TinyEye Technologies Corp	62-5800		44.02
13004479	07/09/2026	YOUNG, MINNEY & CORR, LLP	62-5800		8,193.08
13006169	07/16/2026	Strang Lopez, Christin	62-5900		9.63
13006170	07/16/2026	AT&T Mobility	62-5900		185.52
13006171	07/16/2026	California American Water	62-5500		235.78
13006172	07/16/2026	Central Coast Language and Learning Center	62-5800		1,445.00
13006173	07/16/2026	Kendall Hunt	62-4100		3,684.57
13006174	07/16/2026	RiseLiteracy LLC	62-5800		350.00
13006175	07/16/2026	SCHOOL PATHWAYS LLC	62-5800		3,660.02
13006176	07/16/2026	TCI	62-4100		1,281.34
13007500	07/23/2026	Alpha Abacus Learning Center	62-5800		1,020.00
13007501	07/23/2026	California American Water	62-5500		81.22
13007502	07/23/2026	Comcast	62-5900		507.54

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 06/06/2026 through 08/24/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
13007503	07/23/2026	Paul Bruno	62-5600		9,500.00
13008853	07/30/2026	Accelerate Learning Inc	62-4100		283.10
13008854	07/30/2026	Carmelo's Gardening	62-5800		320.00
13008855	07/30/2026	eReflect	62-4100		623.70
13008856	07/30/2026	Open Up Resources	62-4100		2,250.55
13008857	07/30/2026	PG&E	62-5500		180.62
13008858	07/30/2026	Resendez Bros. Carpet & Tile Cleaning	62-5800		820.00
13008859	07/30/2026	US Bank Corporate Payment System	62-4100	152.09	
			62-4300	537.72	
			62-5500	34.99	
			62-5800	46.45	
			62-5900	514.06	1,285.31
13008860	07/30/2026	Ventanas Window Cleaning	62-5800		495.00
13009629	08/04/2026	EPS Operations, LLC	62-4100		1,849.24
13009630	08/04/2026	Learning Ally	62-5800		1,123.87
13009631	08/04/2026	Northwest Evaluation Assoc	62-5800		2,740.00
13009632	08/04/2026	ZANER-BLOSER	62-4100		5,167.28
13012397	08/20/2026	AT&T Mobility	62-5900		185.52
13012398	08/20/2026	AT&T Mobility	62-5900		56.22
13012399	08/20/2026	AT&T Mobility	62-5900		43.73
13012400	08/20/2026	California American Water	62-5500		94.16
13012401	08/20/2026	CharterSafe	62-5450		5,364.00
13012402	08/20/2026	EPS Operations, LLC	62-4100		191.11
13012403	08/20/2026	Ripple Effects	62-5800		2,969.42
13012404	08/20/2026	Natalie Sanders Therasens Occupational Therapy	62-5800		350.00
13012405	08/20/2026	YOUNG, MINNEY & CORR, LLP	62-5800		85.00
13012406	08/20/2026	ZANER-BLOSER	62-4100		211.75
Total Number of Checks			62		97,667.96

Fund Recap

Fund	Description	Check Count	Expensed Amount
62	Charter School Enterprise	62	97,667.96
	Total Number of Checks	62	97,667.96
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		97,667.96

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

BIG SUR CHARTER SCHOOL COASTAL OFFICE ASSISTANT JOB DESCRIPTION

Position Summary

Under the general supervision of the School Director, the Office Assistant provides basic clerical and administrative support to assist with the daily operations of Big Sur Charter School. This is an entry-level position supporting routine office functions, organization, communications, and administrative tasks.

Specific Responsibilities

- Assist with filing, copying, scanning, and organizing school records and materials.
- Maintain organized paper and electronic files.
- Assist with preparing and organizing documents, forms, and school materials.
- Assist with routine data entry and other clerical tasks.
- Answer and direct incoming phone calls and take messages as needed.
- Assist with routine parent and staff communications as directed.
- Prepare and schedule school social media posts using information and content provided or approved by administration.
- Assist with updating basic school announcements and communications.
- Place approved orders for school, classroom, and office supplies.
- Track orders and assist with receiving and organizing deliveries.
- Assist with preparing materials for school events, meetings, and programs.
- Provide general administrative support to the School Director and Assistant Director as assigned.
- Perform other related duties as assigned.

Qualifications

This is an entry-level position. Previous office or school experience is not required. The ideal candidate is organized, dependable, comfortable learning new tasks, and able to follow established procedures and directions.

Requirements

- High school diploma or equivalent.
- Strong organizational skills and attention to detail.
- Basic computer skills and willingness to learn school systems and applications.
- Ability to maintain confidentiality regarding student, family, and school information.
- Ability to follow directions and complete assigned tasks independently.
- Professional and appropriate communication with staff, families, and community members.
- Successful fingerprinting and background clearance.

Compensation

\$25-\$30, based on relevant experience and qualifications.

BIG SUR CHARTER SCHOOL COASTAL STEWARDSHIP AIDE JOB DESCRIPTION

Position Summary

The BSCS Coastal Stewardship Aide works under the direction of the Nature Education Specialist to support the implementation of the Coastal Stewardship Program. The aide assists with small-group discussions, excursions, and hands-on activities for students in grades TK–8.

Specific Responsibilities

- Assist with daily program set-up and clean-up.
- Assist the Nature Education Specialist with the facilitation of classes and activities.
- Support and engage students in age-appropriate, hands-on, active learning experiences.
- Assist with student supervision during classroom, outdoor, and excursion-based activities.
- Support students in following program expectations and safety procedures.
- Assist with the organization and care of program materials and equipment.
- Perform other duties as assigned.
- Support the Nature Education Specialist with program development, including researching activity ideas, identifying resources, preparing materials, and helping develop and refine hands-on learning activities.

Requirements

- Successful FBI/DOJ background clearance.
- Current TB screening.

Education

- High school diploma or equivalent.

Experience

- Experience working with students in an outdoor environment.
- Experience working with elementary and/or middle school-aged students preferred.

Compensation

- \$25-\$30, based on relevant experience and qualifications.

Big Sur Charter School's Conflict of Interest Policy

Pursuant to the Political Reform Act of 1974, Government Code Section 1090 et seq., and Applicable California Corporations Code Provisions

I. PURPOSE AND AUTHORITY

Big Sur Charter School ("School") adopts this Conflict of Interest Policy ("Policy") pursuant to the Political Reform Act of 1974 ("PRA"), Government Code section 81000 et seq., Government Code section 1090 et seq., applicable regulations of the Fair Political Practices Commission ("FPPC"), and applicable provisions of the California Corporations Code.

The purpose of this Policy is to ensure that members of the School's Governing Board, officers, employees, and other persons who make or participate in governmental decisions disclose financial interests as required by law and refrain from participating in decisions when a conflict of interest exists.

As a nonclassroom-based charter school, the School shall maintain and implement conflict of interest policies consistent with applicable requirements governing nonclassroom-based charter school funding determinations.

II. APPLICATION

This Policy applies to members of the Governing Board, candidates for the Governing Board when applicable, officers, employees, and other persons designated under the School's Conflict of Interest Code.

For purposes of this Policy, "Governing Board" means the Board of Directors of Big Sur Charter School.

III. DEFINITIONS

Designated Persons. "Designated Persons" are Governing Board members, officers, employees, consultants, and other persons holding positions that involve making or participating in the making of governmental decisions that may foreseeably have a material financial effect on a financial interest of that individual.

Designated positions are identified in Appendix A of the School's Conflict of Interest Code. Disclosure categories applicable to designated positions are identified in Appendix B.

Remote Interests. "Remote Interests" are interests described in Government Code section 1091. The School shall address a Remote Interest in accordance with Government Code section 1091 and other applicable law.

Non-Interests. "Non-Interests" are interests described in Government Code section 1091.5. Such interests shall be addressed in accordance with Government Code section 1091.5 and other applicable law.

Big Sur Charter School's Conflict of Interest Policy

IV. STATEMENTS OF ECONOMIC INTERESTS

A. Form 700

Each Designated Person shall file a Statement of Economic Interests, Form 700, as required by the Political Reform Act, FPPC regulations, the School's Conflict of Interest Code, and the disclosure category assigned to that person's position.

Required disclosures may include investments, interests in real property, business positions, and sources of income when those interests are reportable under the applicable disclosure category.

Each Designated Person is responsible for providing complete and accurate disclosures within the scope of the disclosure categories assigned to their position.

B. Filing Requirements

Designated Persons shall file statements at the times required by applicable law, including:

1. **Initial Statements:** When required following adoption or amendment of the Conflict of Interest Code.
2. **Assuming Office Statements:** Within the period required by law after assuming a designated position.
3. **Annual Statements:** By April 1 of each year, unless otherwise provided by applicable law.
4. **Leaving Office Statements:** Within the period required by law after leaving a designated position.

The School shall provide the forms prescribed by the FPPC and shall maintain and transmit Statements of Economic Interests in accordance with the requirements of the School's code reviewing body and applicable law.

V. ADDITIONAL GOVERNING BOARD DISCLOSURE

At the commencement of a Governing Board member's term and annually thereafter, the School may require Governing Board members to identify organizations for which they serve as a board member, officer, employee, or committee member when such relationships are not otherwise required to be disclosed on the member's Form 700.

This additional disclosure is intended to assist the School and Governing Board in identifying potential conflicts of interest and does not replace any disclosure required by the Political Reform Act or other applicable law.

VI. POLITICAL REFORM ACT CONFLICTS OF INTEREST

A Designated Person shall not make, participate in making, or use or attempt to use their official position to influence a governmental decision when prohibited from doing so by the Political Reform Act or applicable FPPC regulations because of a financial interest.

Big Sur Charter School's Conflict of Interest Policy

For purposes of this Policy, making or participating in a governmental decision shall be determined in accordance with the Political Reform Act and applicable FPPC regulations.

When a Designated Person has a disqualifying financial interest, that person shall comply with all applicable disclosure and recusal requirements.

VII. GOVERNMENT CODE SECTION 1090 CONTRACTUAL CONFLICTS

Governing Board members, officers, employees, and other persons subject to Government Code section 1090 shall not be financially interested in contracts made by them in their official capacities or by the School when prohibited by Government Code section 1090.

The School shall evaluate potential contractual conflicts under Government Code sections 1090, 1091, and 1091.5, as applicable.

Because Government Code section 1090 may prohibit the School from entering into a contract itself, recusal alone shall not be presumed sufficient to resolve a potential section 1090 conflict.

When a potential contractual conflict is identified, the School shall determine whether the interest constitutes a prohibited financial interest, a Remote Interest under Government Code section 1091, a Non-Interest under Government Code section 1091.5, or another interest permitted by applicable law before entering into the contract.

VIII. DISCLOSURE AND RECUSAL

A. Employees and Other Designated Persons

When a Designated Person other than a Governing Board member determines that they may have a financial interest requiring disqualification from a matter, the person shall promptly disclose the potential conflict to their immediate supervisor or the Executive Director.

The matter shall be reassigned when necessary to prevent the Designated Person from making, participating in, or improperly influencing the decision.

If the Designated Person is the Executive Director, disclosure shall be made to the Governing Board or Board Chair, as appropriate.

B. Governing Board Members

A Governing Board member who has a financial interest requiring disclosure or disqualification shall disclose the interest and recuse themselves in the manner required by the Political Reform Act, Government Code section 1090 et seq., FPPC regulations, the Brown Act, and other applicable law.

The disclosure and recusal shall be reflected in the official record when required by law.

Big Sur Charter School's Conflict of Interest Policy

A disqualified Governing Board member shall not participate in discussion, deliberation, voting, or other aspects of the decision from which the member is legally disqualified and shall leave the meeting area when required by applicable law.

For matters considered in closed session, a disqualified member shall comply with all applicable disclosure, absence, and confidentiality requirements.

IX. CONTRACTS INVOLVING REMOTE INTERESTS OR OTHER PERMITTED INTERESTS

Before approving a contract or transaction involving an interest that is legally permissible under Government Code section 1091, section 1091.5, the California Corporations Code, or other applicable law, the School shall comply with all conditions required by the applicable statutory exception.

When applicable, the Governing Board shall determine and document that:

1. The transaction is in the best interests of the School;
2. The transaction is fair and reasonable to the School;
3. Required disclosure and recusal procedures have been followed; and
4. Any additional findings required by applicable law have been made.

Documentation supporting the determination shall be maintained in the Governing Board minutes, School financial records, or other appropriate School records.

X. GOVERNING BOARD COMPOSITION

The composition of the Governing Board shall comply with applicable provisions of the California Corporations Code and other laws governing the School's nonprofit corporation.

No more than 49 percent of the persons serving on the Governing Board may be interested persons as defined by applicable provisions of the California Corporations Code.

XI. QUORUM AND PARTICIPATION

The effect of a member's disqualification on quorum, voting, and participation shall be determined in accordance with the Political Reform Act, Government Code section 1090 et seq., the California Corporations Code, the Brown Act, the School's bylaws, and other applicable law.

Nothing in this Policy shall be interpreted to permit participation in a decision when participation is prohibited by law.

XII. ADMINISTRATION OF THE CONFLICT OF INTEREST CODE

The Executive Director or designee shall serve as the School's filing officer or filing official to the extent authorized by the School's Conflict of Interest Code and the School's code reviewing body.

Big Sur Charter School's Conflict of Interest Policy

The School shall:

1. Maintain a current list of designated positions and applicable disclosure categories;
2. Provide required Form 700 notices and forms;
3. Maintain and transmit filed statements as required by law;
4. Notify persons assuming or leaving designated positions of applicable filing requirements; and
5. Conduct the biennial review of the School's Conflict of Interest Code required by Government Code section 87306.5.

XIII. BIENNIAL REVIEW AND AMENDMENTS

The School shall review its Conflict of Interest Code biennially and at other times when required by law.

The School shall amend its Conflict of Interest Code when changes in circumstances require amendment, including when:

1. New positions are created that involve making or participating in governmental decisions;
2. Existing positions are eliminated or renamed;
3. Duties or decision-making authority of existing positions substantially change;
4. Disclosure categories no longer accurately reflect the financial interests that may foreseeably be affected by a position's duties; or
5. Other changes in law, organizational structure, or circumstances require amendment.

The School shall submit amendments and other required documentation to its code reviewing body in accordance with applicable law.

XIV. INCORPORATION OF CONFLICT OF INTEREST CODE

The School's Conflict of Interest Code, including its list of designated positions and applicable disclosure categories, is incorporated into this Policy by reference.

If any provision of this Policy conflicts with applicable law or regulation, applicable law or regulation shall control.

APPENDIX A: Designated Positions

Positions	Disclosure Category
Board Members	1
Executive Director	1
Assistant Director	1

APPENDIX B: Disclosure Categories

Big Sur Charter School's Conflict of Interest Policy

The following disclosure categories identify the financial interests that must be disclosed by persons holding designated positions identified in Appendix A. A Designated Person is required to disclose only those financial interests falling within the disclosure category or categories assigned to their position.

Category 1 – Broad Disclosure

Designated Persons assigned to Category 1 shall disclose all investments, business positions, interests in real property, and sources of income, including gifts, that are reportable under the Political Reform Act and applicable regulations of the Fair Political Practices Commission.

Category 2 – Contracts, Vendors, Purchasing, and Professional Services

Designated Persons assigned to Category 2 shall disclose investments and business positions in, and income, including gifts, from any source that provides, has provided, or may reasonably be expected to provide goods, equipment, materials, supplies, technology, insurance, consulting, professional services, or other services to the School.

Category 3 – Real Property and Facilities

Designated Persons assigned to Category 3 shall disclose reportable interests in real property located within the jurisdiction of the School or within the geographic area required by applicable law, and investments and business positions in, and income from, sources engaged in real estate, leasing, property management, construction, architecture, engineering, maintenance, facilities planning, development, or other services related to School facilities.

Category 4 – Educational Programs and Student Services

Designated Persons assigned to Category 4 shall disclose investments and business positions in, and income, including gifts, from sources that provide or may reasonably be expected to provide instructional materials, curriculum, educational technology, student services, special education services, tutoring, enrichment programs, transportation, food services, assessment services, or other educational programs or services to the School.

Category 5 – Personnel and Employment Services

Designated Persons assigned to Category 5 shall disclose investments and business positions in, and income, including gifts, from sources that provide or may reasonably be expected to provide personnel, staffing, recruitment, payroll, benefits, insurance, human resources, training, or other employment-related services to the School.

Category 6 – Consultants

Big Sur Charter School's Conflict of Interest Policy

Consultants shall disclose financial interests that may foreseeably be affected by decisions they make or participate in making on behalf of the School.

The Executive Director or designee may determine, in writing, that a consultant's duties are limited in scope and that the consultant is required to disclose only those financial interests that may foreseeably be affected by the consultant's duties, consistent with the Political Reform Act, applicable FPPC regulations, and the School's approved Conflict of Interest Code.

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SAFETY COORDINATOR POSITION SUPPLEMENT

California Compliance and Emergency Planning

In addition to the responsibilities outlined in the Safety Coordinator Job Description, the Safety Coordinator shall be responsible for overseeing school safety compliance and emergency preparedness activities consistent with California Education Code requirements and the unique operational needs of Big Sur Charter School's hybrid instructional model.

Comprehensive School Safety Plan (CSSP)

- Coordinate the annual review, revision, and implementation of the Comprehensive School Safety Plan (CSSP) in accordance with Education Code Sections 32280–32289.
- Ensure the CSSP is reviewed and updated annually and presented for approval by the Board of Directors no later than March 1 of each year.
- Develop and maintain emergency response procedures that address the school's hybrid instructional program, including situations in which only a portion of the student population is present on campus.
- Maintain documentation demonstrating compliance with all state safety planning requirements.

Emergency Drill Coordination

- Develop and maintain an annual schedule of required emergency drills, including fire, earthquake, lockdown, and other drills as required by law or school policy.
- Coordinate drills across multiple instructional schedules and cohorts to ensure all students and staff receive appropriate emergency preparedness training.
- Maintain records of all drills, including dates, participation, outcomes, and recommendations for improvement.
- Review drill performance and update emergency procedures as needed.

First Responder and Agency Coordination

- Serve as the primary liaison between the school and local emergency response agencies, including law enforcement, fire departments, and emergency management personnel.
- Coordinate site visits and facility familiarization opportunities for first responders.
- Maintain current emergency contact information and response protocols with local agencies.
- Support implementation of school safety requirements related to crisis response planning and emergency preparedness.

Safety Communication and Staff Training

- Provide annual safety training for all employees regarding emergency procedures, evacuation routes, reunification protocols, and assigned emergency duties.
- Ensure staff are familiar with emergency supplies, communication systems, first aid resources, and emergency "go-kit" locations.
- Coordinate safety-related communications and updates to staff throughout the school year.
- Assist in the development and delivery of emergency preparedness information for students and families.

Facility Safety Monitoring

- Conduct regular safety inspections of school facilities, grounds, equipment, and emergency supplies.
- Identify safety concerns and coordinate corrective actions with administration and facility personnel.
- Maintain records of inspections, recommendations, and completed corrective actions.

Workload Allocation and Compensation

Recognizing that the Safety Coordinator position is performed in addition to instructional responsibilities, the school shall provide reasonable support to ensure successful completion of assigned duties.

Coordinated Planning Time

- Whenever possible, safety inspections, planning activities, emergency preparedness meetings, and coordination with outside agencies shall be scheduled during non-instructional work periods.

Stipend

- The Safety Coordinator shall receive an annual stipend of \$4,000 payable in accordance with school payroll procedures.

Other Duties

- Perform other safety-related duties as assigned by the Director that are consistent with the purpose and responsibilities of the position.

TESTING COORDINATOR POSITION SUPPLEMENT

Assessment Compliance and Testing Administration

In addition to the responsibilities outlined in the Teacher and Hybrid Learning Center Testing Coordinator Job Description, the Testing Coordinator shall be responsible for overseeing assessment compliance, test administration, data management, and staff training activities consistent with California Department of Education requirements and the unique operational needs of Big Sur Charter School's hybrid instructional model.

Assessment Planning and Coordination

- Coordinate the annual assessment calendar, including all required state, federal, local, and diagnostic assessments.
- Develop testing schedules that accommodate staggered attendance patterns and multiple student cohorts.
- Ensure all assessments are administered within required testing windows and in compliance with applicable testing regulations.
- Maintain documentation demonstrating compliance with all state and local assessment requirements.

State Assessment Administration

- Serve as the school's primary coordinator for all California state assessments, including the California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), California Science Test (CAST), and Physical Fitness Testing (PFT), as applicable.
- Coordinate student test assignments, test sessions, accommodations, accessibility supports, and make-up testing opportunities.
- Ensure all testing materials, secure logins, and assessment resources are properly managed and safeguarded in accordance with state testing security requirements.
- Report testing irregularities, breaches, or other assessment concerns to administration and appropriate agencies as required.

Diagnostic and Local Assessment Management

- Coordinate the administration of local benchmark and diagnostic assessments, including NWEA MAP Growth and other school-selected assessment tools.
- Manage student rosters, testing groups, digital platform setup, and assessment access.
- Monitor testing completion rates and coordinate follow-up testing for absent students.
- Ensure timely completion of benchmark assessments and distribution of results to instructional staff.

Testing Accommodations and Accessibility

- Collaborate with Special Education staff, Section 504 coordinators, and instructional personnel to ensure students receive required accommodations and designated supports.
- Verify testing platforms accurately reflect approved accommodations prior to testing.
- Assist with the implementation and monitoring of accessibility features across all testing programs.
- Maintain confidential records related to testing accommodations and student assessment participation.

Family Communication and Reporting

- Develop and distribute testing notifications, schedules, and informational materials for families.
- Communicate attendance expectations and testing requirements during assessment windows.
- Coordinate the distribution of student score reports and related assessment information to families.
- Assist administration in communicating schoolwide assessment results and growth data.

Staff Training and Support

- Provide annual testing training for teachers, substitutes, proctors, and other staff involved in assessment administration.
- Ensure all testing personnel complete required security affidavits and training certifications.
- Provide technical support and troubleshooting assistance during testing windows.
- Maintain records of staff training and testing certifications.

Assessment Data Management

- Retrieve, organize, and analyze assessment data from state and local reporting systems.
- Prepare summary reports for administration, instructional staff, and governing board presentations as requested.
- Support teachers in interpreting assessment results and identifying instructional implications.
- Maintain assessment records in accordance with applicable student privacy and record-retention requirements.

Workload Allocation and Compensation

Recognizing that the Testing Coordinator position is performed in addition to instructional responsibilities, the school shall provide reasonable support to ensure successful completion of

Testing Window Coverage

- Additional substitute coverage may be provided during major assessment windows, including CAASPP, ELPAC, and benchmark testing periods, when necessary to facilitate testing coordination responsibilities.

Coordinated Planning Time

- Whenever possible, assessment planning, data review meetings, training sessions, and testing coordination activities shall be scheduled during non-instructional work periods.

Stipend

- The Testing Coordinator shall receive an annual stipend of \$4,000 payable in accordance with school payroll procedures.

Other Duties

- Perform other assessment-related duties as assigned by the Director that are consistent with the purpose and responsibilities of the position.