



**California Online Public Schools (CalOPS)**  
A California Nonprofit Public Benefit Corporation  
**ANNUAL BOARD MEETING**

**GOVERNING BOARD for:**  
CalCA North Bay  
CalCA Central  
CalCA Central Coast  
CalCA Monterey Bay  
CalCA Ripon  
CalCA Southern California

Notice is hereby given to the members of the  
California Online Public Schools Board and the general public that the  
California Online Public Schools Board will hold a meeting open to the public on:

**Date and Time:**

Tuesday, June 23, 2020 at 3:30 p.m. PT

**Telephone Conference Call Location:**

Via Teleconference due to State Precautions regarding Public Health and Safety  
During COVID-19 Pandemic and in accordance with the Governor's Executive Order N-29-20

1 (800) 504-8071; Passcode 843-8063

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This meeting is open to the public in person and via teleconference. For information about this meeting or for members of the public who require special accommodations to attend, contact the school offices: Bernie Jamero at (209) 253-1208 or Deborah Larson at (949) 461-1667 at least 24 hours prior to the meeting. The Board packet can be made available for public review by contacting the school offices prior to the Board meeting in compliance with California open meeting law.

**BOARD AGENDA**

- I. Call to Order – E. Pavlich
- II. Roll Call – E. Pavlich
- III. Public Comment

The Board welcomes participation by the members of the public telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to Board. Individuals who wish to address the Board telephonically must contact the school principal by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Principal at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, or six (6) minutes if the individual requesting to comment is a non-English speaker and requires a translator, unless the Board grants additional time. However, in compliance with Board policy and the Brown Act, the Board is not permitted to discuss or take action on non-agenda items.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Principal at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

To view the Board Public Comment Policy, visit the school's "Our School Board" page at <https://www.connectionsacademy.com/california-online-school/about/school-board>.

IV. Routine Business

- a. Approval of Agenda – E. Pavlich

V. Oral Reports

- a. Executive Director's Report (MSRs attached) – R. Savage
  - i. COVID-19 Response
  - ii. Graduation and End of Year Activities Update
  - iii. Enrollment and Staffing Update
  - iv. PCx Update
- b. Principal's Reports (attached)
  - i. Elementary School – M. White
  - ii. Middle School – H. Tamayo
  - iii. High School – K. Mannix
- c. CalCA Financial Report (to follow) – L. Carter
  - i. Consolidated Financial Report (attached)
  - ii. CalCA North Bay Financial Report (attached)
  - iii. CalCA Central Financial Report (attached)
  - iv. CalCA Central Coast Financial Report (attached)
  - v. CalCA Monterey Bay Financial Report (attached)
  - vi. CalCA Ripon Financial Report (attached)
  - vii. CalCA Southern California Financial Report (attached)
- d. Policy and Compliance Report (to follow) – F. Sassin
  - i. Form 990 Update
  - ii. Charter Amendment(s) for SELPA Transfer

VI. Consent Agenda

- a. Approval of Minutes from the May 26, 2020 Board Meeting (attached)
- b. Approval of Staffing Report (attached)
- c. Approval of Online & Blended Learning (OBL) Invoice(s) (attached)
- d. Approval of Revised Consolidated Applications (attached)
- e. Approval of Board Meeting Schedule for the 2020-2021 School Year (attached)
- f. Approval of STRS Contract from OCDE (attached)
- g. Approval of Charter Amendment(s) for SELPA Transfer (attached)
- h. Approval of OBL Summer School Site Agreement (attached)
- i. Approval of Revisions to CalCA Mathematics Placement Policy for 2020-21 School Year (attached)

- VII. Action Items
  - a. Approval of Employee Handbook Revision(s) (attached) – F. Sassin
  - b. Approval of Fiscal Controls Policy Revision(s) (attached) – L. Carter/ F. Sassin
  - c. Approval of Electronic Payment System(s) (to follow) – L. Carter
  - d. Approval of COVID-19 Operations Written Report (attached) – R. Romero
  - e. Approval of 2020-2021 School Year Budgets and Fee Schedule for CalCA Schools (attached) – L. Carter/ F. Sassin
  - f. Approval of Directors – M. Arthur
  - g. Approval of Officers for the 2020-2021 School Year – M. Arthur
- VIII. Information Items
  - a. Results of the Parent Satisfaction Survey (to follow) – R. Savage
  - b. Local Indicators Report Update – R. Romero
  - c. State Account Relations (STAR) Update – E. Sigmund
  - d. Partner School Leadership Team (PSLT) Update – M. Brown
  - e. Sponsoring District(s) Update – R. Savage/ F. Sassin
    - i. MOU Update with SVUSD
- IX. CLOSED SESSION – Brown Act; Cal. Gov't Code §54957(b) – to consider appointment, employment, evaluation of performance, discipline of an employee, Title: Executive Director of California Connections Academies (attached) – M. Brown
- X. Approval of Action(s) Necessary Based on Closed Session
  - a. Approval of Executive Director Compensation for the 2020-2021 School Year – E. Pavlich
- XI. Adjournment and Confirmation of the Next Meeting on Tuesday, August 25, 2020 at 3:30 p.m. PT

Agenda publicly posted:

On: Friday, June 19, 2020 on the organization's public website

At: <https://www.connectionsacademy.com/california-online-school/about/school-board>

# MONTHLY SCHOOL REPORT

School & Date Selection

School

California Connections Academy @ Central Co... ▾

Report Date

May 31, 2020 ▾

Currently Enrolled

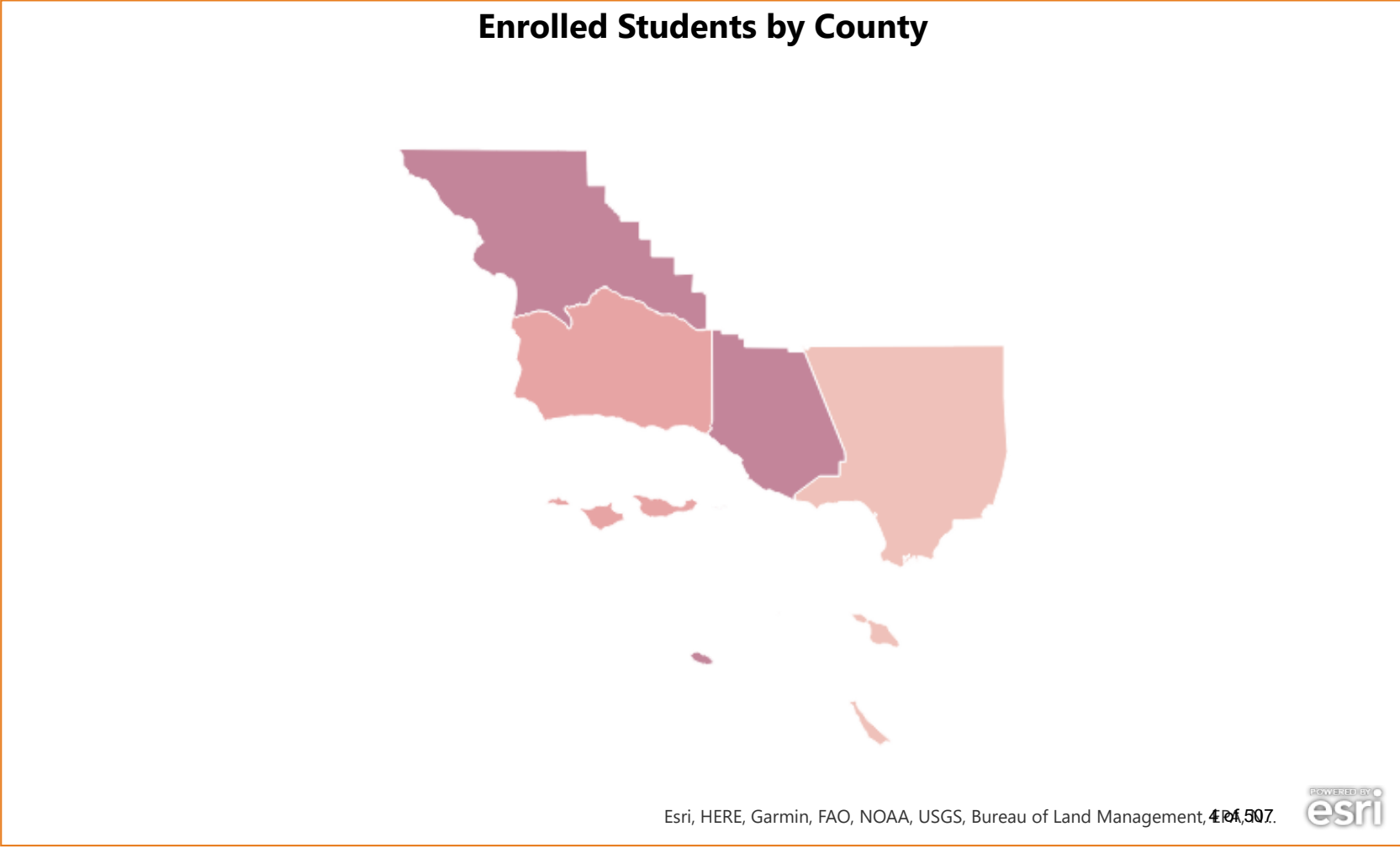
69

Total YTD Enrolled

100

Enrollment Services Complete (Stage 4)

100





California Connections Academy at Central Coast  
May 31, 2020

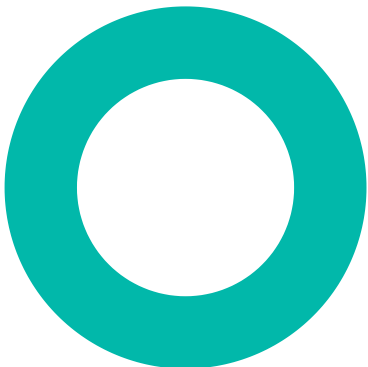
Current Enrollment Month-Over-Month Change

-1%

Current Enrollment Year-Over-Year Change

N/A

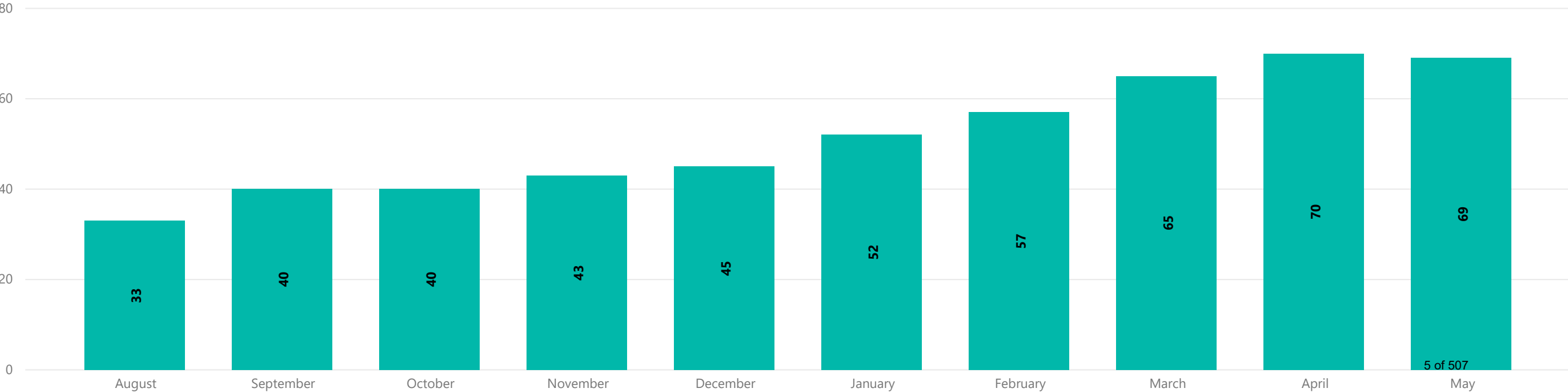
New and Returning



New and Returning Prior Year

Monthly Student Current Enrollment Comparison

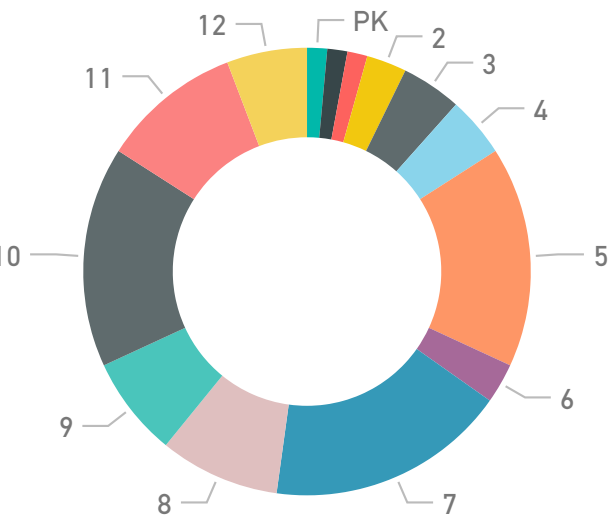
schoolYear ● 2019-2020



# California Connections Academy at Central Coast

## May 31, 2020

Enrolled Students by Final Grade

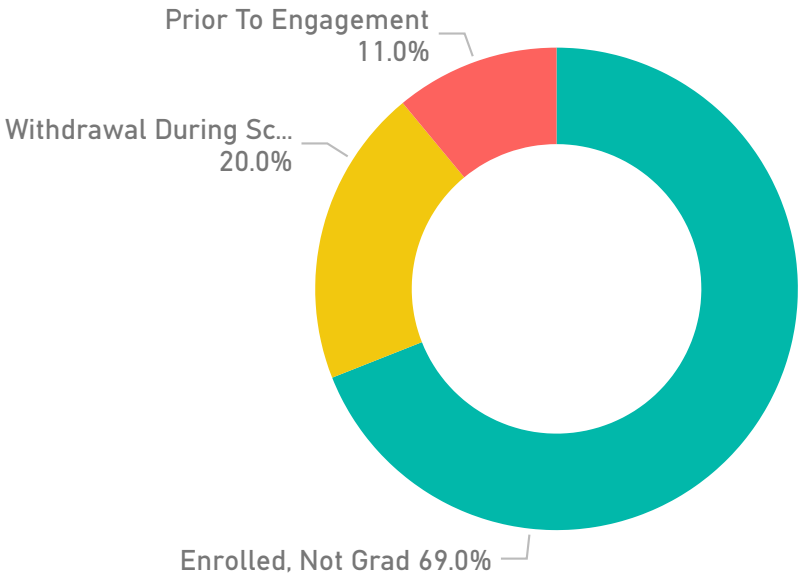


Enrolled Students Prior Year by Final Grade

Grade Distribution				
ReportPeriod	LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students
PK-2	5	7%	5	7%
PK	1	1%	1	1%
KG	1	1%	1	1%
1	1	1%	1	1%
2	2	3%	2	3%
3-5	16	23%	17	25%
3	3	4%	3	4%
4	3	4%	3	4%
5	10	14%	11	16%
6-8	20	29%	20	29%
6	2	3%	2	3%
7	12	17%	12	17%
8	6	9%	6	9%
9-12	29	41%	27	39%
9	5	7%	5	7%
10	11	16%	11	16%
11	9	13%	7	10%
12	4	6%	4	6%
Total	70	100%	69	100%

California Connections Academy at Central Coast  
May 31, 2020

Total YTD Enrollment by Withdrawal Category



Total YTD Enrollment Prior Year by Withdrawal Category

Total YTD Enrollment

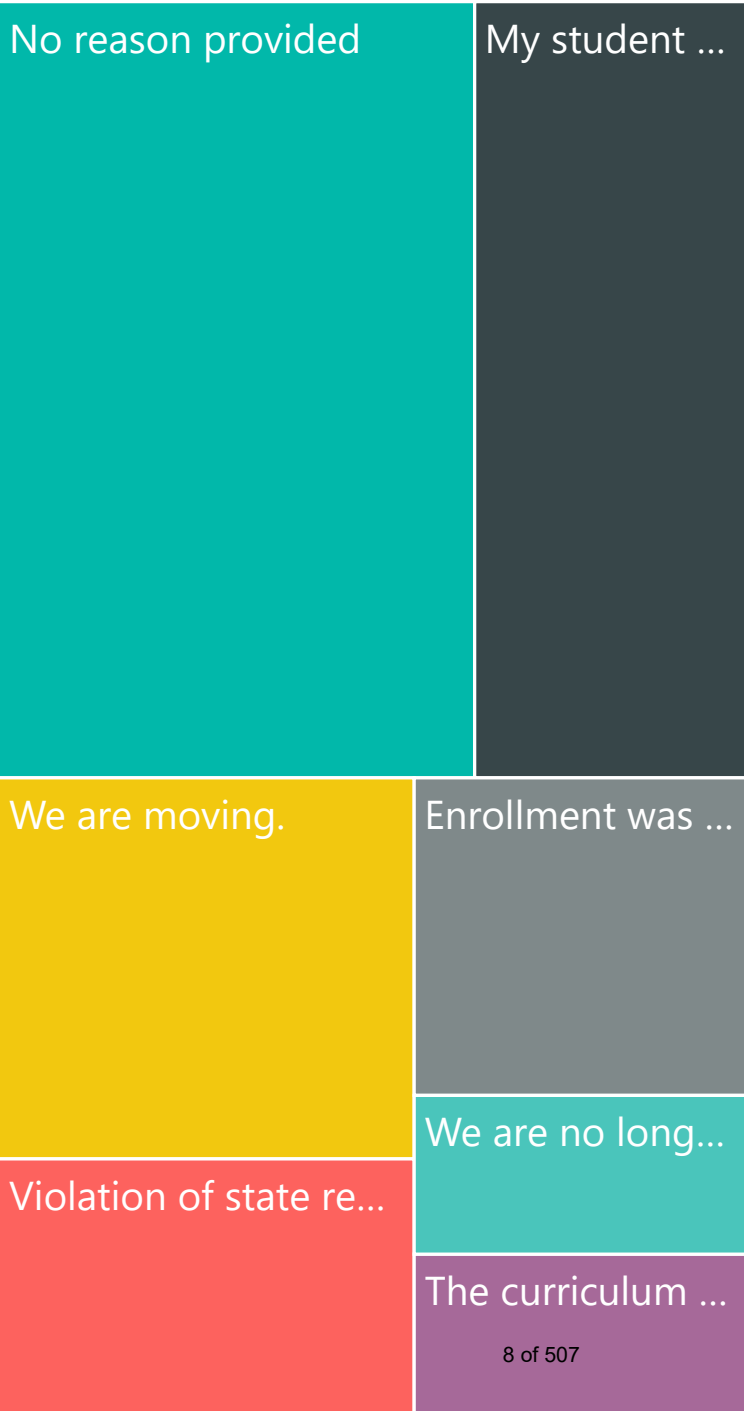
ReportPeriod	LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	70	71%	69	69%
Prior To Engagement	11	11%	11	11%
Withdrawal During School Year	18	18%	20	20%
Total	99	100%	100	100%

Enrollment Services Complete (Stage 4)

100

Withdrawal Reason

WD Reason	LastMonth	CurrentMonth
	1	2
Another Reason	2	2
Different/Better Schooling Option (Not related to socialization)	4	4
No longer able to provide a Learning Coach	1	1
No Reason Given	6	7
The curriculum is too hard	1	1
We are moving	3	3



California Connections Academy at Central Coast

May 31, 2020

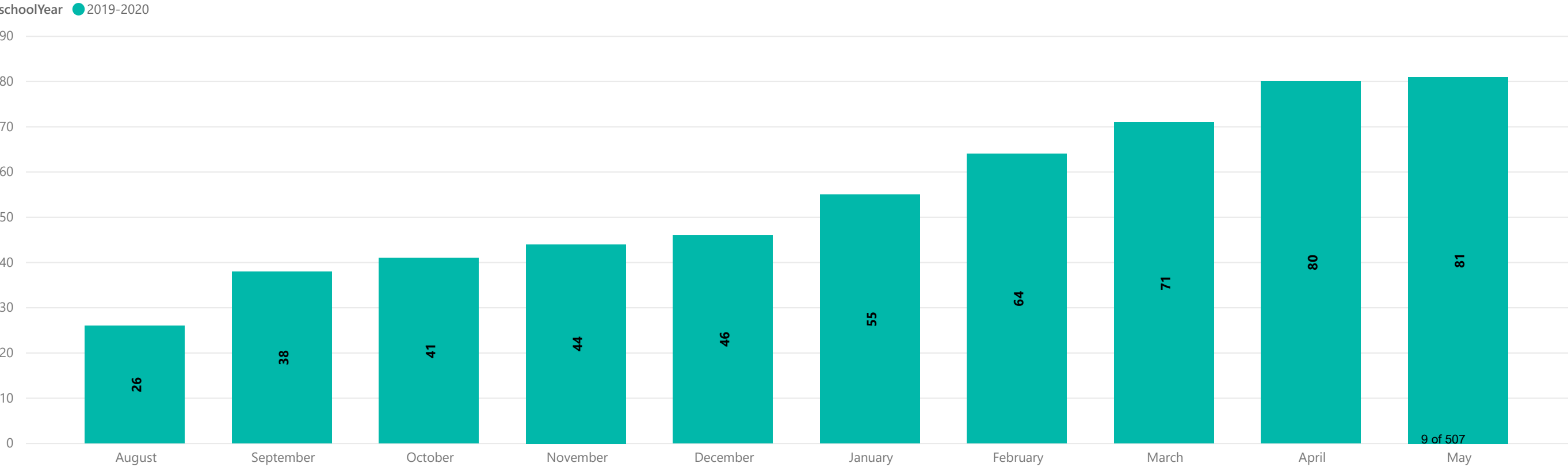
Household Data

Household Data	LastMonth	CurrentMonth
Active	57	56
WD During School Year	15	17
WD Prior To Engagement	9	9

Students Per Active Household

LastMonth	CurrentMonth
1.23	1.23

Monthly Total Households



California Connections Academy at Central Coast  
May 31, 2020

Ethnicity

Ethnicity	LastMonth	CurrentMonth
Hispanic or Latino	28	28
Not Hispanic or Latino	42	41

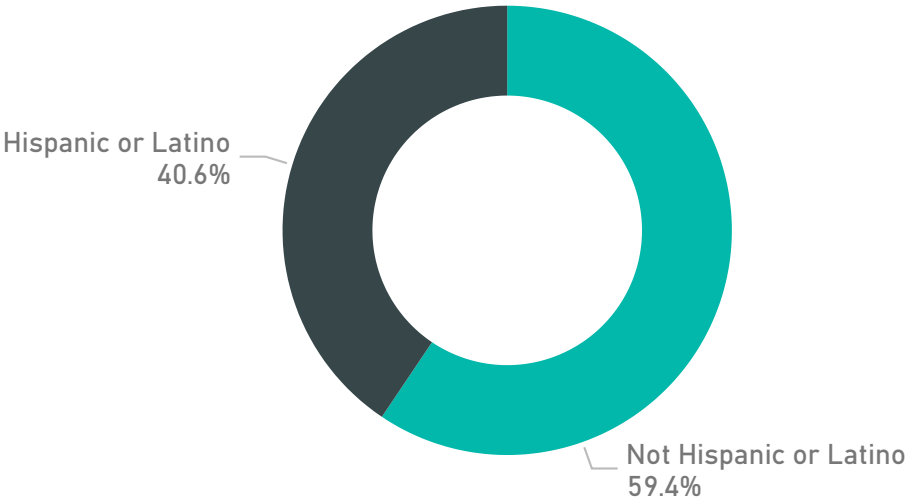
Race

Race	LastMonth	CurrentMonth
American Indian or Alaskan Native	5	5
Asian	1	1
Black/African American	11	11
Native Hawaiian or Other Pacific Islander	1	1
White	64	63

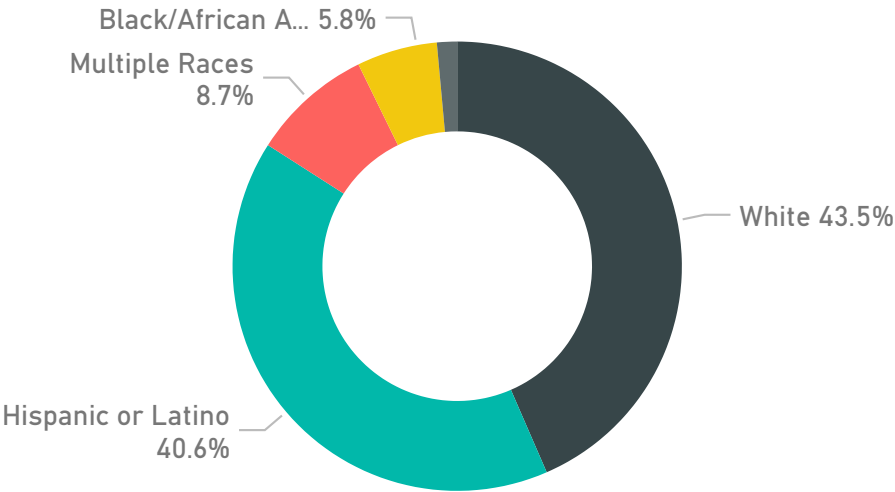
Distinct Race/Ethnicity

Distinct Race/Ethnicity	LastMonth	CurrentMonth
American Indian or Alaskan Native	1	1
Black/African American	4	4
Hispanic or Latino	28	28
Multiple Races	6	6
White	31	30

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



California Connections Academy at Central Coast  
May 31, 2020

Gender

Gender	LastMonth	CurrentMonth
F	38	39
M	32	30

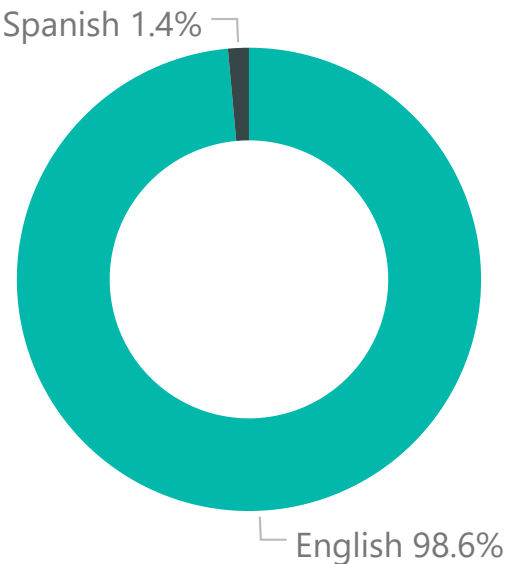
Primary Language

Home Language	LastMonth	CurrentMonth
English	69	68
Spanish	1	1

Enrolled Students by Gender



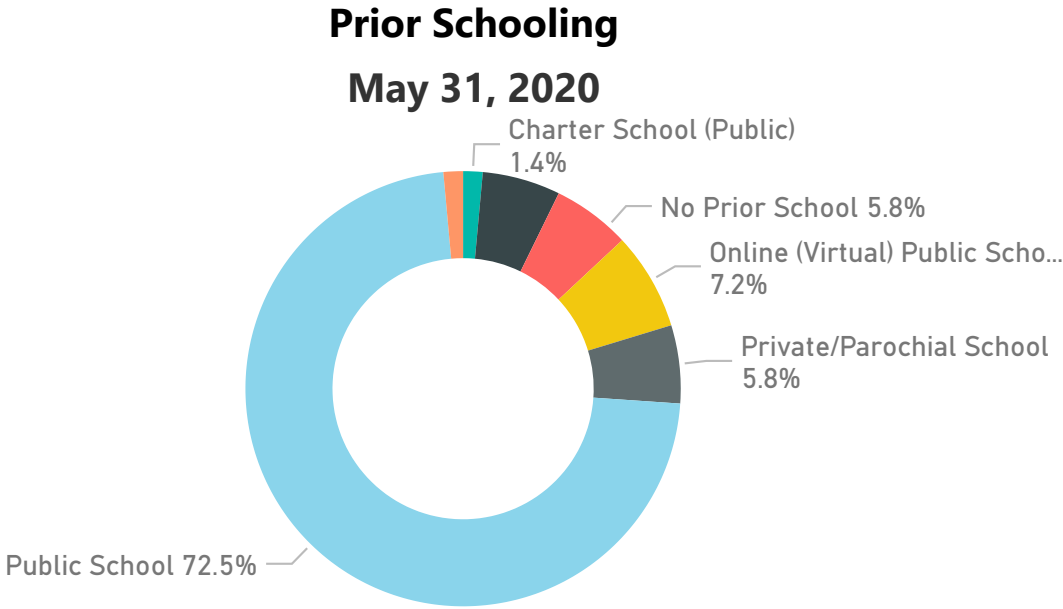
Enrolled Students by Language



California Connections Academy at Central Coast  
May 31, 2020

Prior Schooling

Prior Schooling	LastMonth	CurrentMonth
Charter School (Public)	1	1
Home School	4	4
No Prior School	4	4
Online (Virtual) Public School	5	5
Private/Parochial School	4	4
Public School	51	50
Prior Schooling Not Reported	1	1

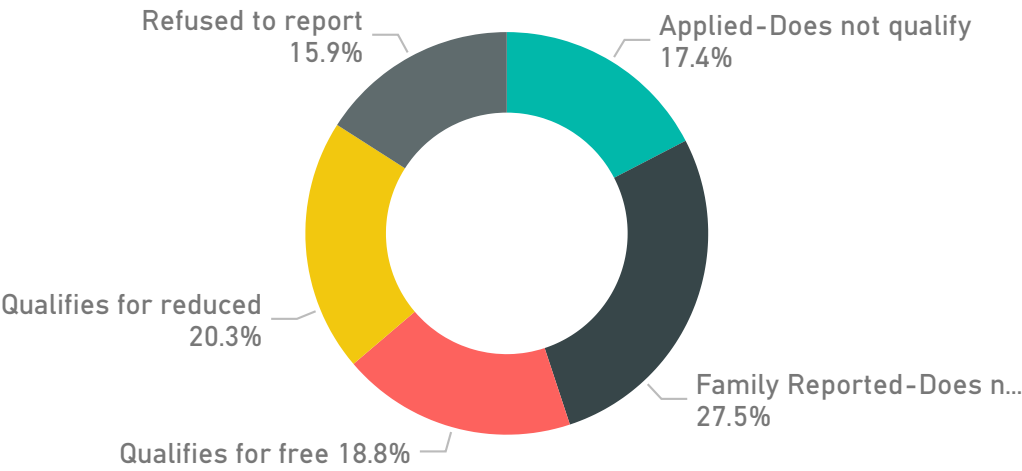


**Prior Schooling**  
**May 31, 2019**



California Connections Academy at Central Coast  
May 31, 2020

FARM Eligibility  
May 31, 2020



FARM Eligibility  
May 31, 2019

Disability

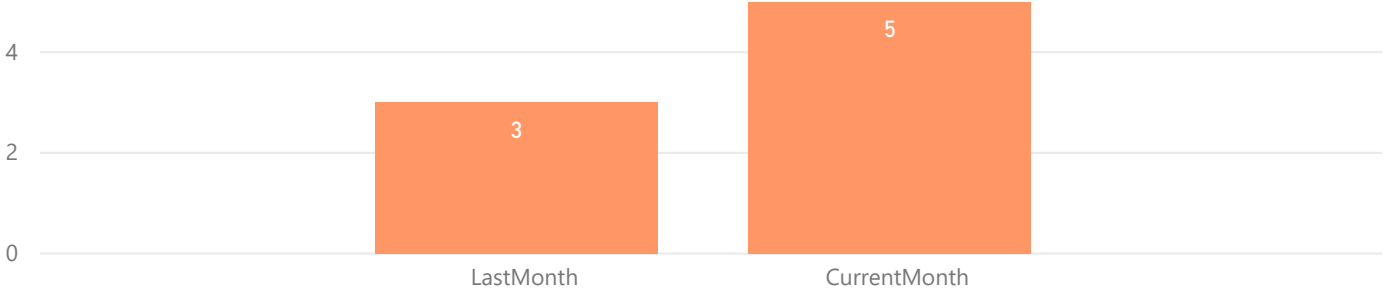
Disability	LastMonth	CurrentMonth
Emotionally Impaired	2	2
Other Health Impaired	1	1

Emotionally Impaired

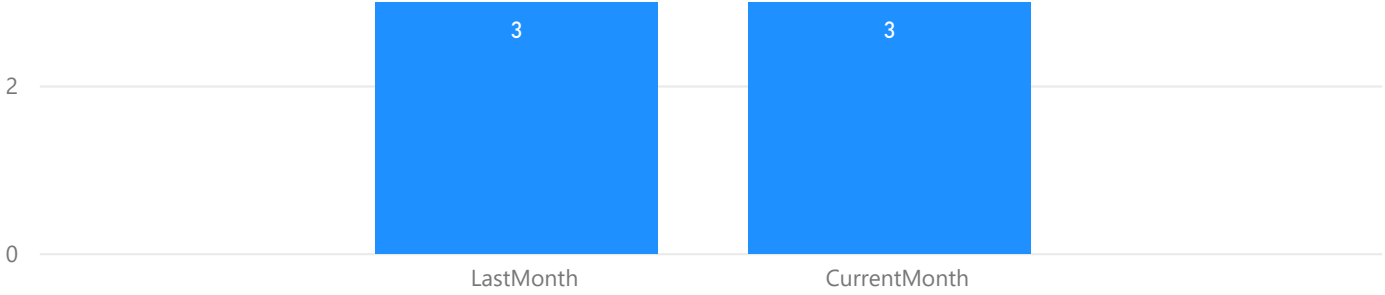
Other Health Impaired

California Connections Academy at Central Coast  
May 31, 2020

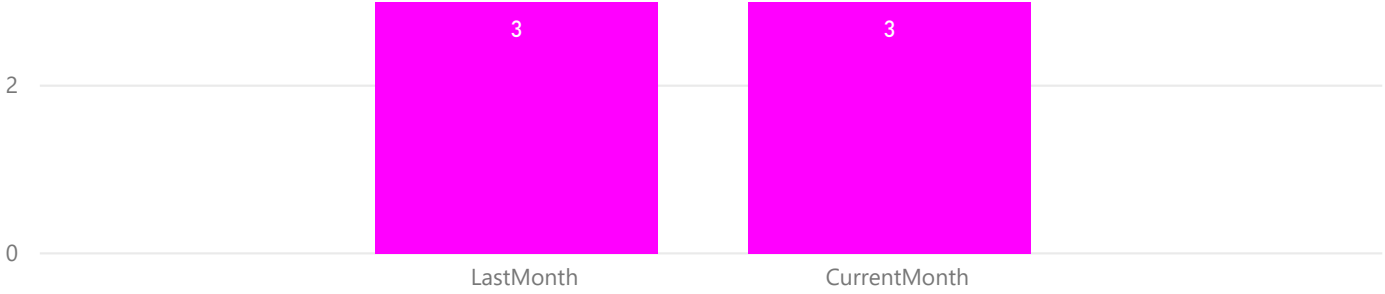
Gifted



Plan504



IEP



Currently Enrolled

69

Gifted

7%

Plan504

4%

IEP

4%

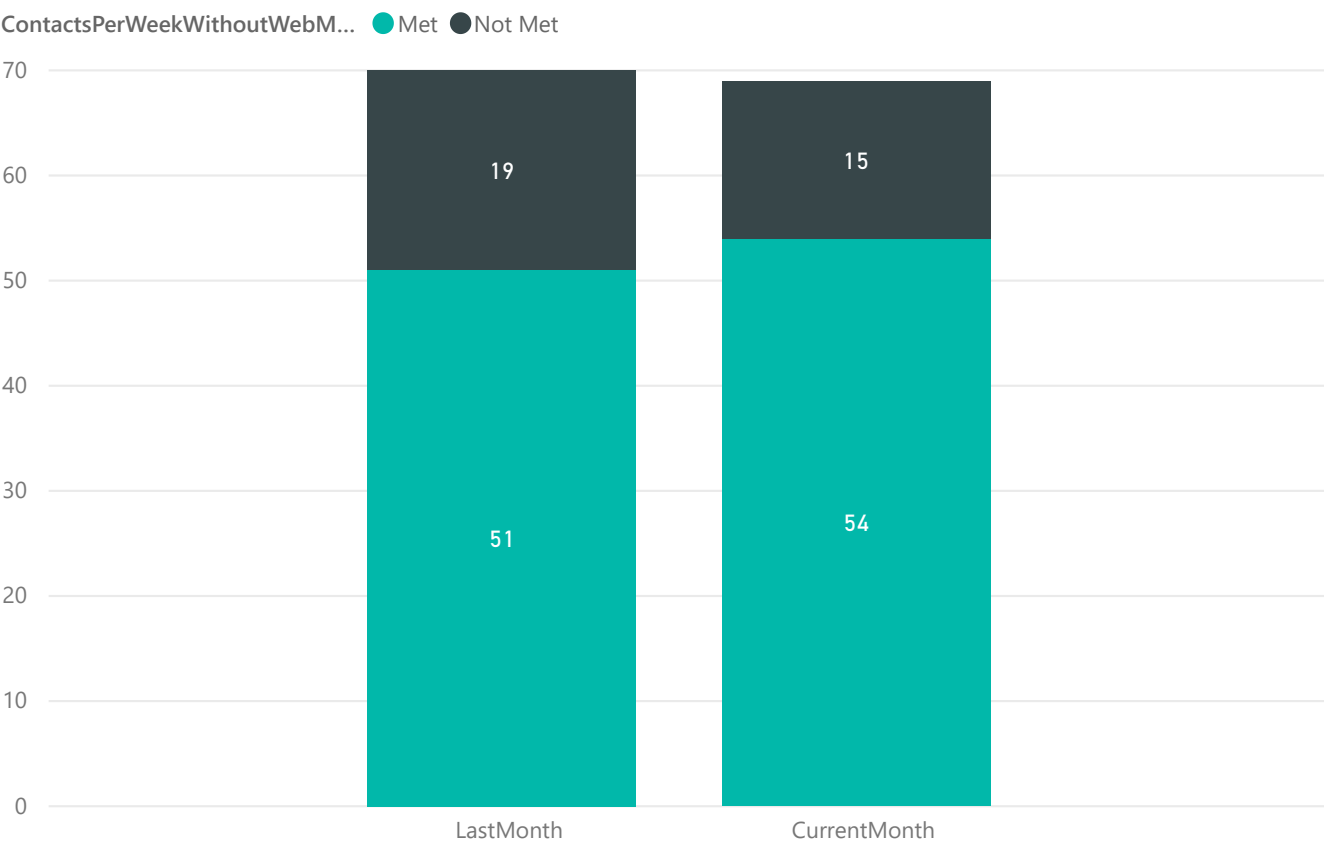
Not in Special Population

84%

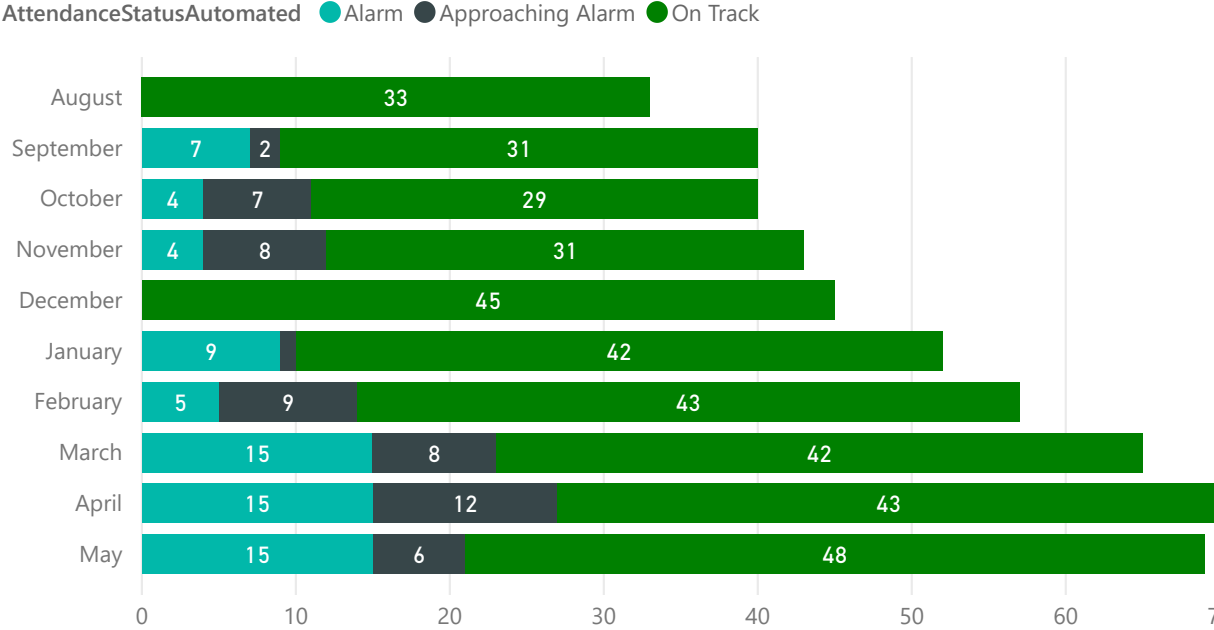
# California Connections Academy at Central Coast

May 31, 2020

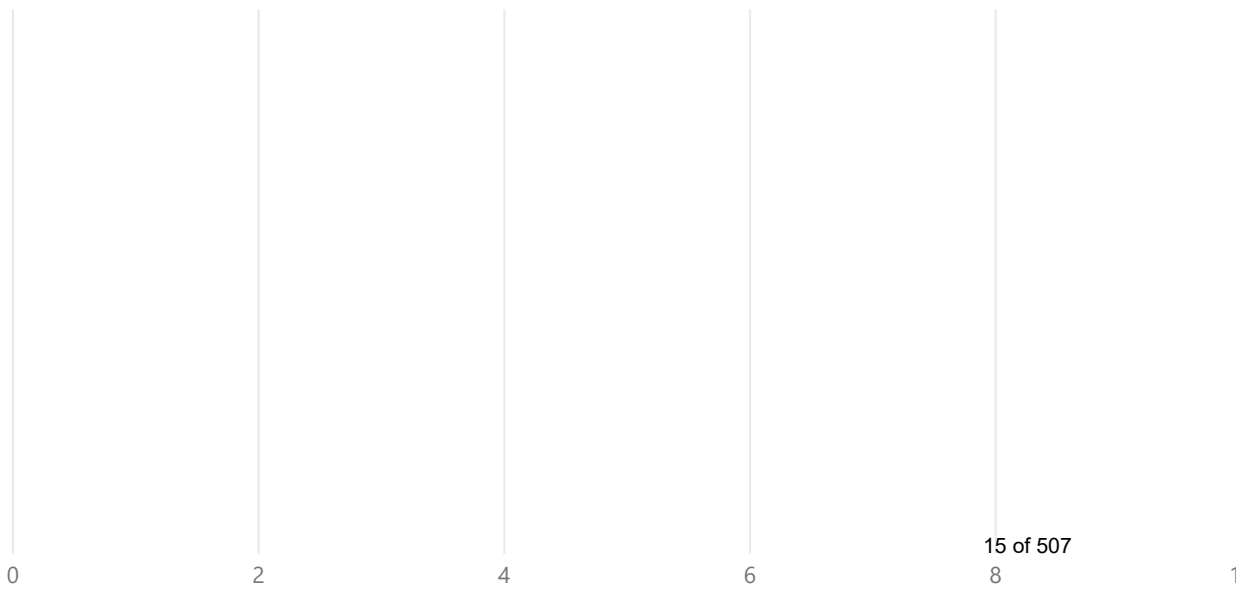
## Contacts Per Week



## School Year: 2019-2020



## School Year: 2018-2019



## Currently Enrolled

69

# California Connections Academy at Central Coast

## May 31, 2020

### Average Participation

GradeDistribution	LastMonth	CurrentMonth
PK-2	93%	101%
3-5	97%	98%
6-8	98%	99%
9-12	82%	84%
Total	91%	93%

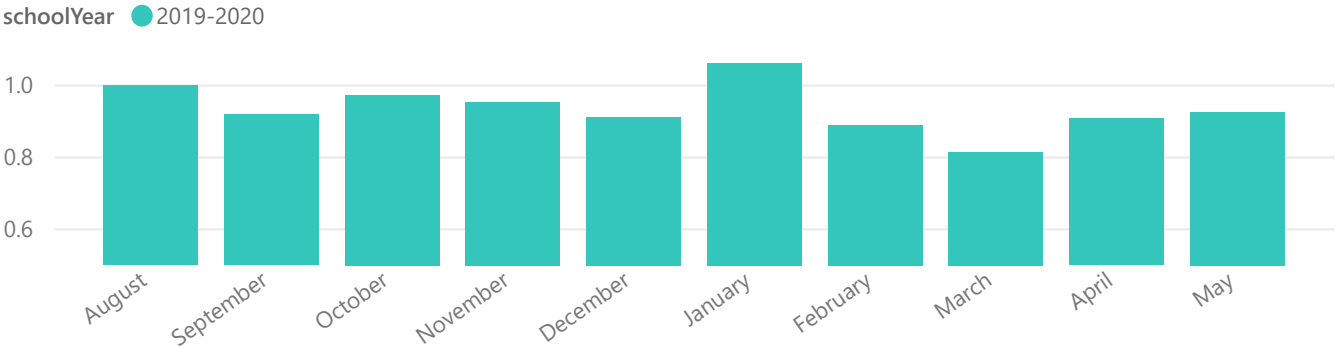
### Average Performance

GradeDistribution	LastMonth	CurrentMonth
PK-2	99%	98%
3-5	83%	78%
6-8	66%	65%
9-12	57%	59%
Total	68%	68%

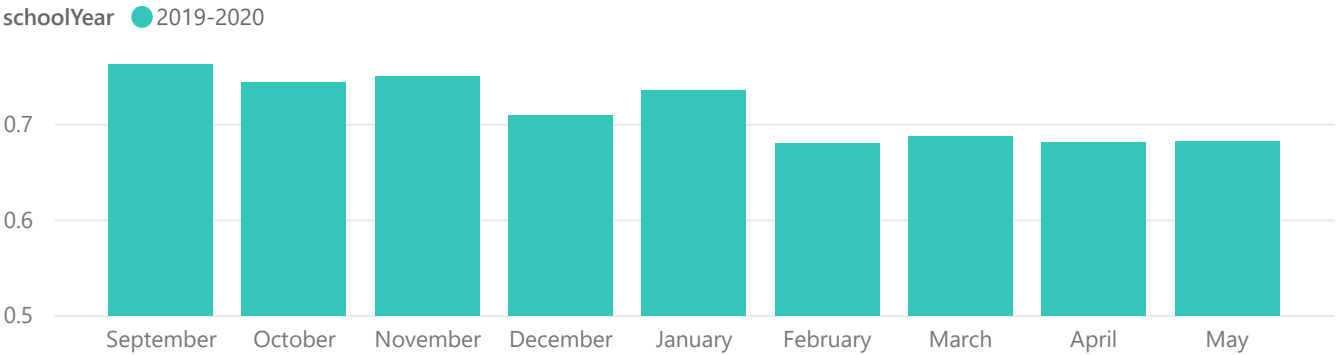
### Average Attendance

GradeDistribution	LastMonth	CurrentMonth
PK-2	96%	96%
3-5	90%	88%
6-8	91%	91%
9-12	72%	76%
Total	83%	85%

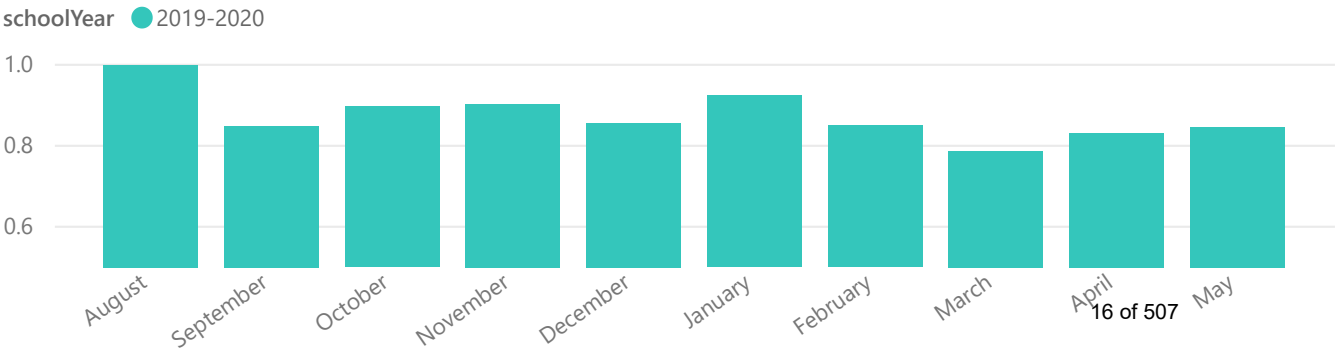
### Average Total Participation



### Average Total Performance



### Average Total Attendance



Currently Enrolled		Total YTD Enrolled		California Connections Academy at Central Coast May 31, 2020			Current Enrollment Month-Over-Month Change																	
69		100					-1%																	
Enrollment Services Complete (Stage 4)							Current Enrollment Year-Over-Year Change																	
100				N/A																				
Monthly Student Current Enrollment Comparison				Total YTD Enrollment																				
<div>schoolYear</div> <div><div></div><div>2019-2020</div></div> <table><tr><th>ReportPeriod</th><th>CurrentMonth</th></tr><tr><th>Withdrawal Category</th><th>Student Count</th><th>%CT Student Count</th></tr><tr><td>Enrolled, Not Grad</td><td>69</td><td>69%</td></tr><tr><td>Prior To Engagement</td><td>11</td><td>11%</td></tr><tr><td>Withdrawal During School Year</td><td>20</td><td>20%</td></tr><tr><td>Total</td><td>100</td><td>100%</td></tr></table>				ReportPeriod	CurrentMonth	Withdrawal Category	Student Count	%CT Student Count	Enrolled, Not Grad	69	69%	Prior To Engagement	11	11%	Withdrawal During School Year	20	20%	Total	100	100%	ReportPeriod		CurrentMonth	
				ReportPeriod	CurrentMonth																			
				Withdrawal Category	Student Count	%CT Student Count																		
				Enrolled, Not Grad	69	69%																		
				Prior To Engagement	11	11%																		
				Withdrawal During School Year	20	20%																		
				Total	100	100%																		
Withdrawal Category		Student Count	%CT Student Count																					
Enrolled, Not Grad		69	69%																					
Prior To Engagement		11	11%																					
Withdrawal During School Year		20	20%																					
Total		100	100%																					
New & Returning				Household Data		Students Per Active Household																		
ReportPeriod		CurrentMonth		Household Data		CurrentMonth																		
New or Returning		Students	%CT Students	Active		1.23																		
New		69	100.00%	WD During School Year																				
				WD Prior To Engagement																				
Grade Distribution				Withdrawal Reason																				
ReportPeriod		CurrentMonth		Withdrawal Reason																				
GradeDistribution		Students	%CT Students	CurrentMo																				
PK-2		5	7%	Enrollment was intended to be short term and is no longer needed for my student.																				
PK		1	1%	My student wants to return to a traditional school setting for other (non-socialization related) reasons.																				
KG		1	1%	No reason provided																				
1		1	1%	The curriculum is too hard.																				
2		2	3%	Violation of state regulations																				
3-5		17	25%	We are moving.																				
3		3	4%	We are no longer able to provide a Learning Coach to assist our student.																				
4		3	4%																					
5		11	16%																					
6-8		20	29%																					
6		2	3%																					
7		12	17%																					
8		6	9%																					
9-12		27	39%																					
9		5	7%																					
10		11	16%																					
11		7	10%																					
Total		69	100%																					
				17 of 507																				

<b>Gender</b>		<b>California Connections Academy at Central Coast</b> <b>May 31, 2020</b>		<b>Gifted</b>	
Gender	CurrentMonth			Gifted	CurrentMonth
F	39			Yes	5
M	30				
<b>Primary Language</b>		<b>Disability</b>		<b>Plan 504</b>	
Home Language	CurrentMonth			Plan504	CurrentMonth
English	68			504	3
Spanish	1				
				<b>IEP</b>	
				IEP	CurrentMonth
				IEP	3
				<b>Gifted</b>	<b>Plan504</b>
				<b>7%</b>	<b>4%</b>
				<b>IEP</b>	<b>Not in Special Population</b>
				<b>4%</b>	<b>84%</b>

<b>Ethnicity</b>		<b>Distinct Race/Ethnicity</b>	
Ethnicity	CurrentMonth	Distinct Race/Ethnicity	CurrentMonth
Hispanic or Latino	28	American Indian or Alaskan Native	1
Not Hispanic or Latino	41	Black/African American	4
		Hispanic or Latino	28
		Multiple Races	6
		White	30

<b>Race</b>		<b>Prior Schooling</b>	
Race	CurrentMonth	Prior Schooling	CurrentMonth
American Indian or Alaskan Native	5	Charter School (Public)	1
Asian	1	Home School	4
Black/African American	11	No Prior School	4
Native Hawaiian or Other Pacific Islander	1	Online (Virtual) Public School	5
White	63	Private/Parochial School	4
		Public School	50
		Prior Schooling Not Reported	1

<b>Household FARM Eligibility</b>			
HouseholdFARMEligibility	CurrentMonth		
Applied-Does not qualify	12		
Family Reported-Does not qualify	18		
Qualifies for free	12		
Qualifies for reduced	13		
Refused to report	11		

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California Connections Academy at Central Coast  
May 31, 2020

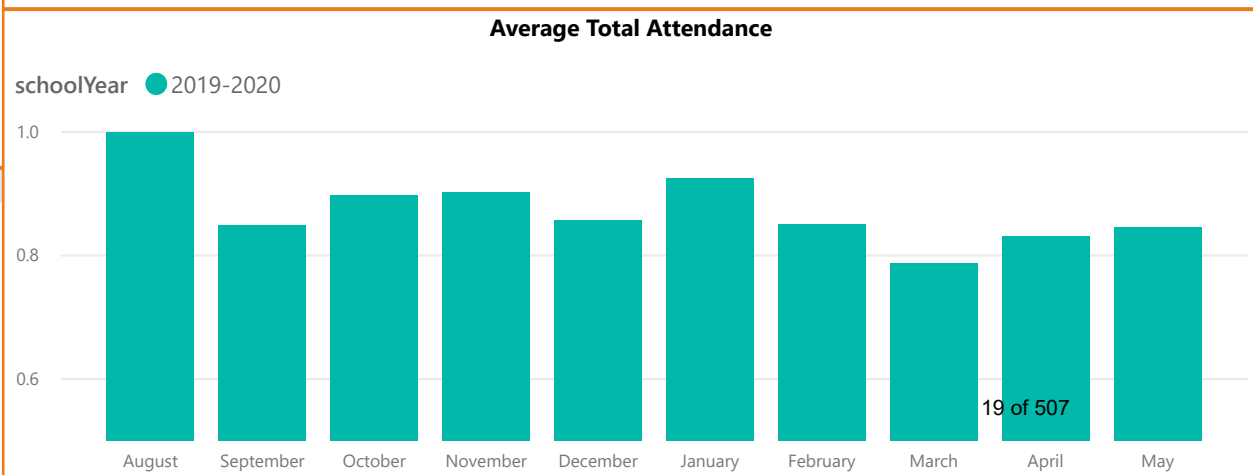
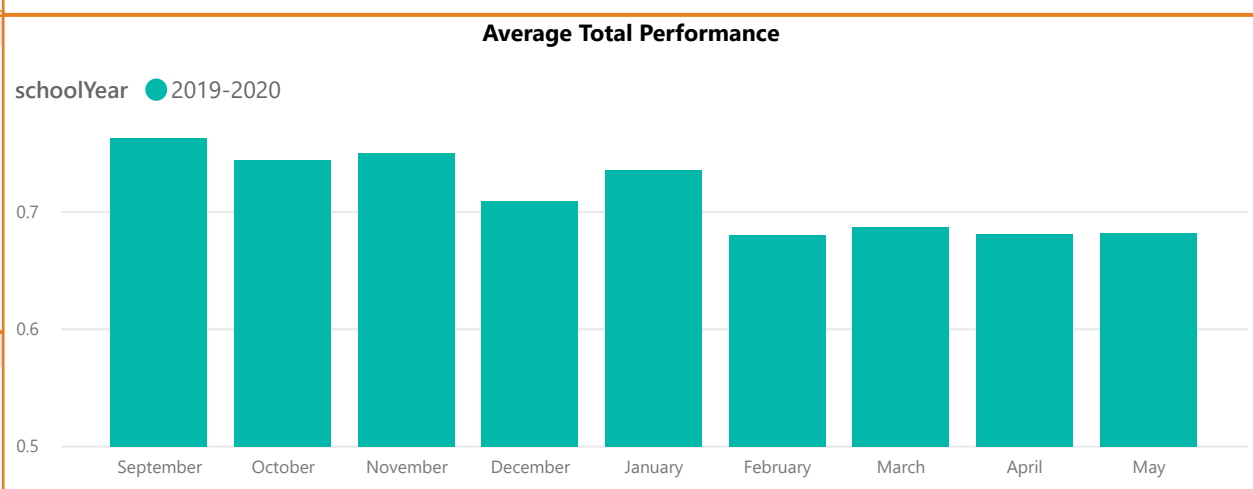
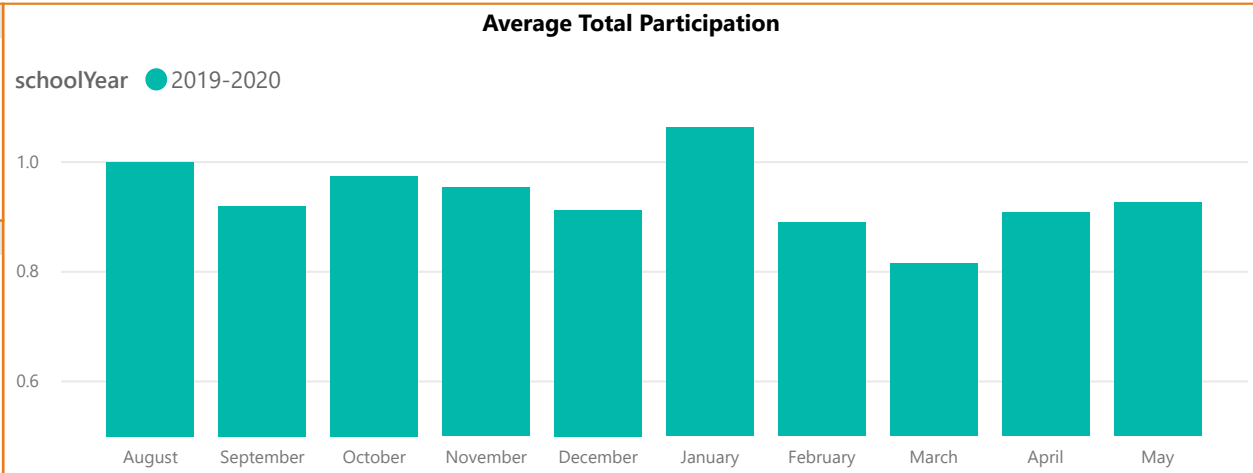
Contacts Per Week	
ContactsPerWeekWithoutWebMail	CurrentMonth
Met	54
Not Met	15

Attendance Status	
AttendanceStatusAutomated	CurrentMonth
Alarm	15
Approaching Alarm	6
On Track	48

Average Participation	
GradeDistribution	CurrentMonth
PK-2	101%
3-5	98%
6-8	99%
9-12	84%
<b>Total</b>	<b>93%</b>

Average Performance	
GradeDistribution	CurrentMonth
PK-2	98%
3-5	78%
6-8	65%
9-12	59%
<b>Total</b>	<b>68%</b>

Average Attendance	
GradeDistribution	CurrentMonth
PK-2	96%
3-5	88%
6-8	91%
9-12	76%
<b>Total</b>	<b>85%</b>



# MONTHLY SCHOOL REPORT

School & Date Selection

School

California Connections Academy @ Monterey ... ▾

Report Date

May 31, 2020 ▾

Currently Enrolled

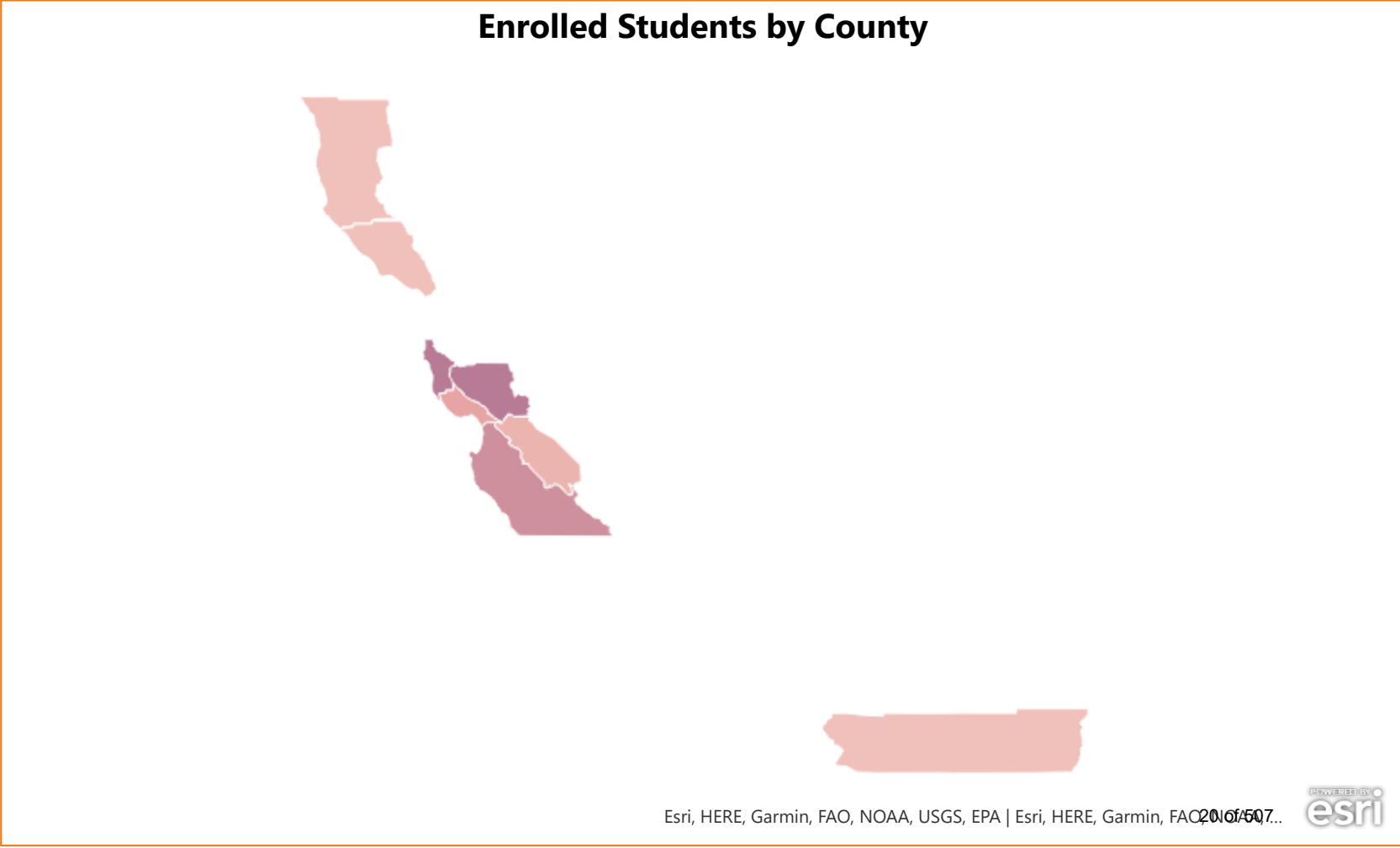
367

Total YTD Enrolled

466

Enrollment Services Complete (Stage 4)

467





California Connections Academy Monterey Bay  
May 31, 2020

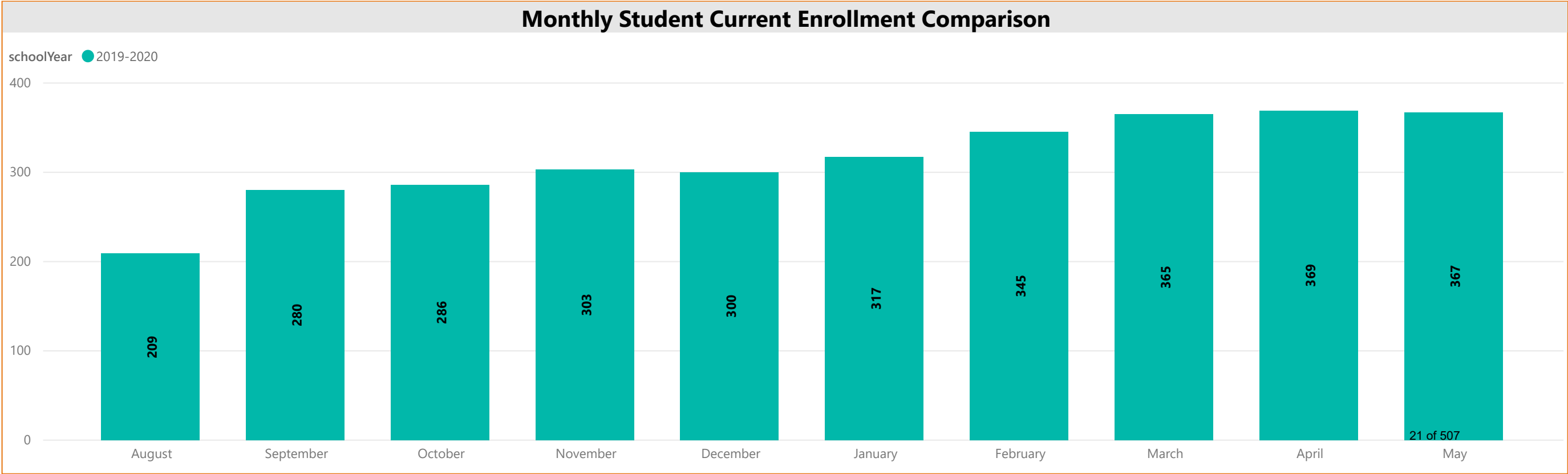
Current Enrollment Month-Over-Month Change  
-1%

Current Enrollment Year-Over-Year Change  
N/A

New and Returning



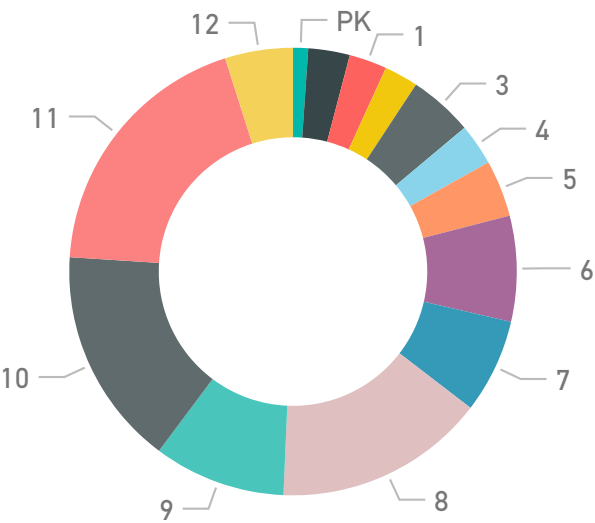
New and Returning Prior Year



# California Connections Academy Monterey Bay

## May 31, 2020

Enrolled Students by Final Grade



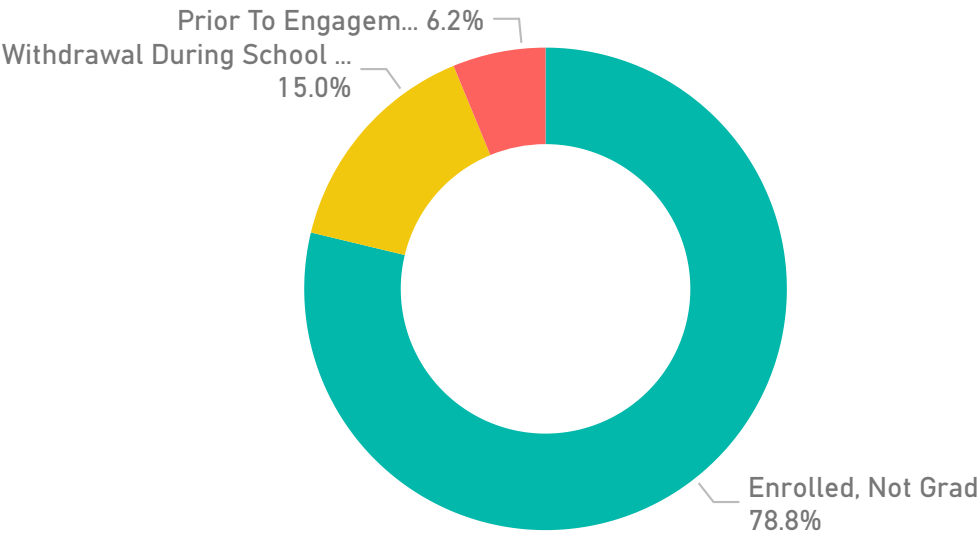
Enrolled Students Prior Year by Final Grade

Grade Distribution				
ReportPeriod	LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students
PK-2	33	9%	34	9%
PK	4	1%	4	1%
KG	11	3%	11	3%
1	9	2%	10	3%
2	9	2%	9	2%
3-5	43	12%	43	12%
3	17	5%	17	5%
4	11	3%	11	3%
5	15	4%	15	4%
6-8	108	29%	109	30%
6	27	7%	28	8%
7	25	7%	25	7%
8	56	15%	56	15%
9-12	185	50%	181	49%
9	35	9%	35	10%
10	59	16%	58	16%
11	72	20%	70	19%
12	19	5%	18	5%
Total	369	100%	367	100%

# California Connections Academy Monterey Bay

May 31, 2020

Total YTD Enrollment by Withdrawal Category



Total YTD Enrollment Prior Year by Withdrawal Category

Total YTD Enrollment				
ReportPeriod	LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	369	80%	367	79%
Prior To Engagement	27	6%	29	6%
Withdrawal During School Year	64	14%	70	15%
Total	460	100%	466	100%

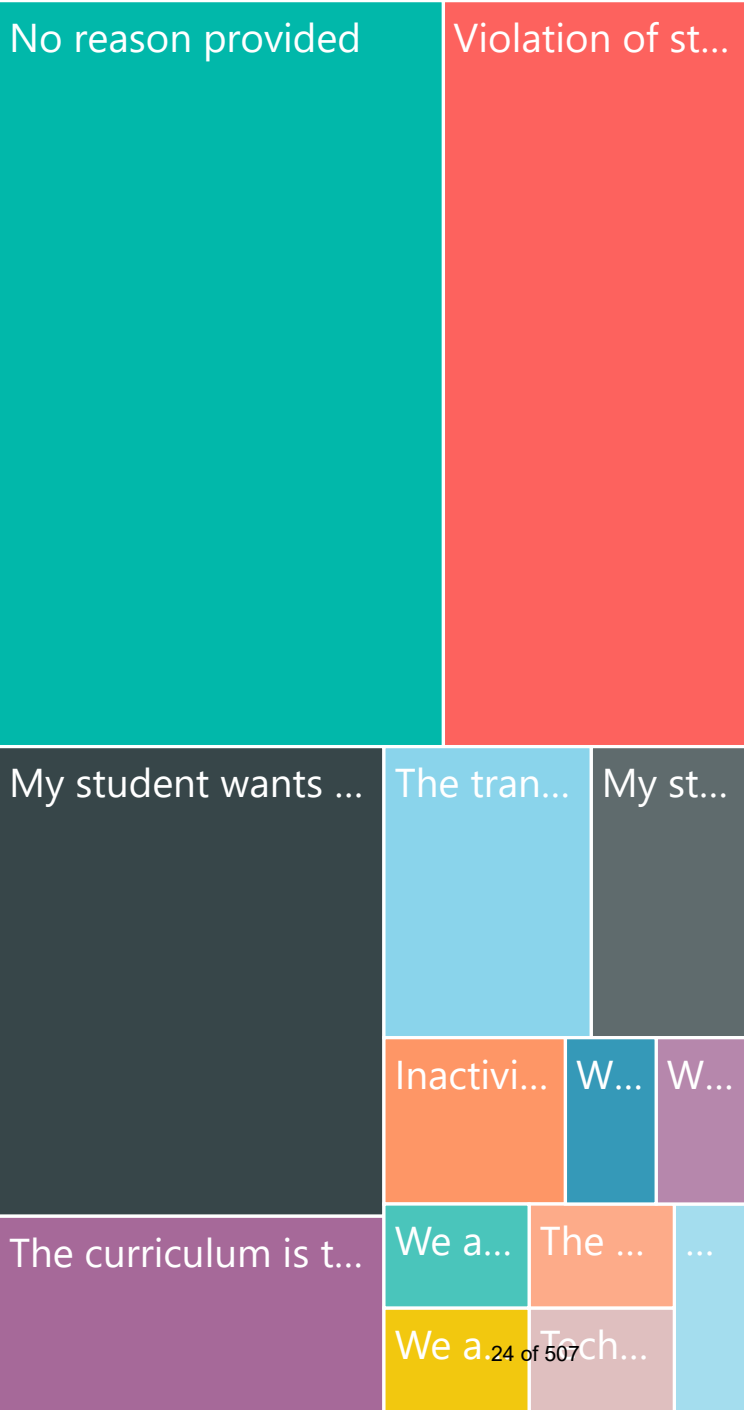
Enrollment Services Complete (Stage 4)

467

California Connections Academy Monterey Bay  
May 31, 2020

Withdrawal Reason

WD Reason	LastMonth	CurrentMonth
	12	16
Deceased		1
Different/Better Schooling Option (Not related to socialization)	12	12
Inactivity	2	2
No longer able to provide a Learning Coach	1	1
No Reason Given	22	22
Program takes too much of student's time	1	1
Student wants more socialization	3	3
Technical Difficulties	1	1
The curriculum is too hard	5	5
Transition to virtual school too difficult	4	4
We are moving	1	1
We have chosen to home school		1



California Connections Academy Monterey Bay

May 31, 2020

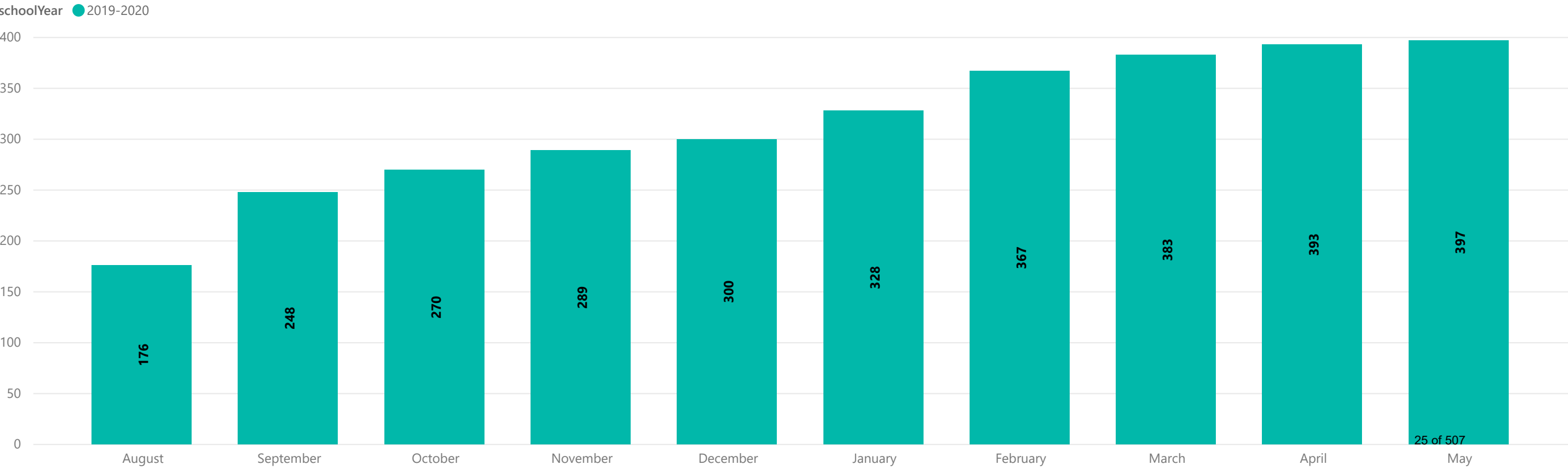
Household Data

Household Data	LastMonth	CurrentMonth
Active	316	314
WD During School Year	57	63
WD Prior To Engagement	26	28

Students Per Active Household

LastMonth	CurrentMonth
1.17	1.17

Monthly Total Households



# California Connections Academy Monterey Bay

May 31, 2020

## Ethnicity

Ethnicity ▲	LastMonth	CurrentMonth
Hispanic or Latino	132	131
Not Hispanic or Latino	237	236

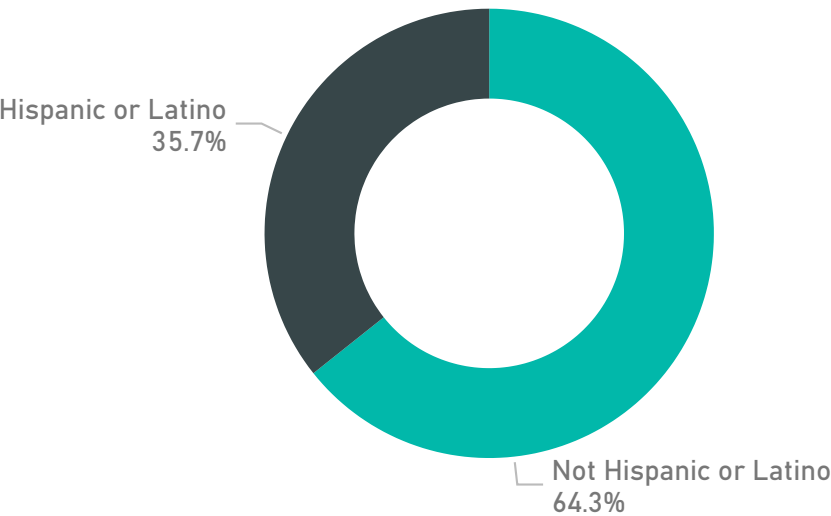
## Race

Race ▲	LastMonth	CurrentMonth
American Indian or Alaskan Native	37	37
Asian	76	74
Black/African American	27	29
Native Hawaiian or Other Pacific Islander	21	22
White	259	257

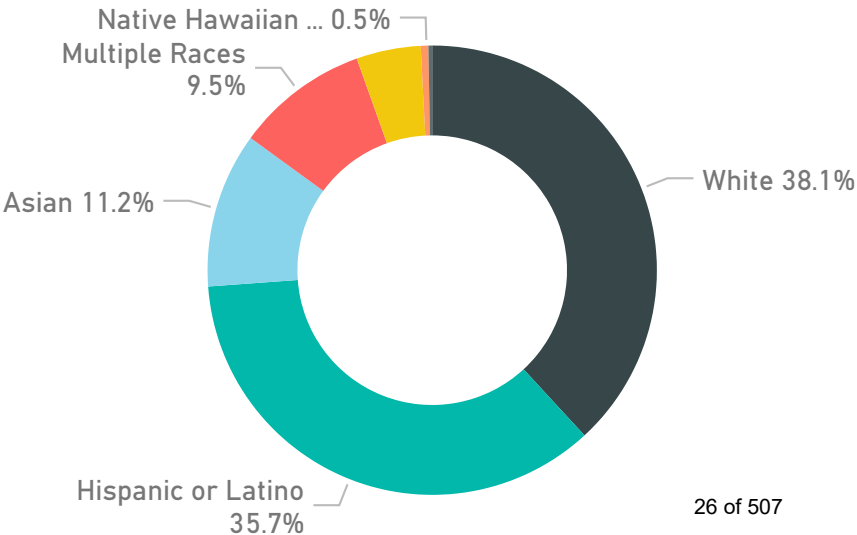
## Distinct Race/Ethnicity

Distinct Race/Ethnicity ▲	LastMonth	CurrentMonth
American Indian or Alaskan Native	1	1
Asian	42	41
Black/African American	16	17
Hispanic or Latino	132	131
Multiple Races	34	35
Native Hawaiian or Other Pacific Islander	1	2
White	143	140

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



California Connections Academy Monterey Bay  
May 31, 2020

Gender

Gender	LastMonth	CurrentMonth
F	218	216
M	151	151

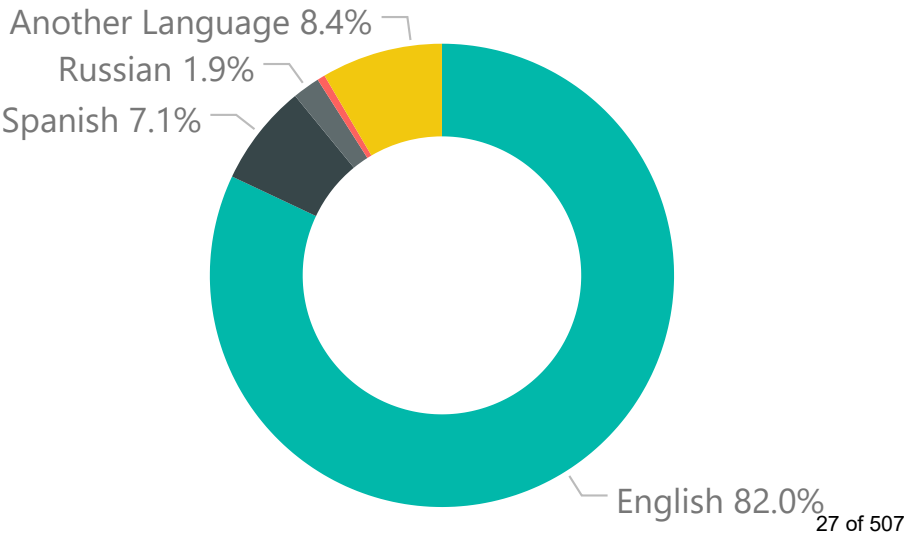
Primary Language

Home Language	LastMonth	CurrentMonth
English	305	301
Spanish	24	26
Russian	7	7
Arabic	2	2
Another Language	31	31

Enrolled Students by Gender



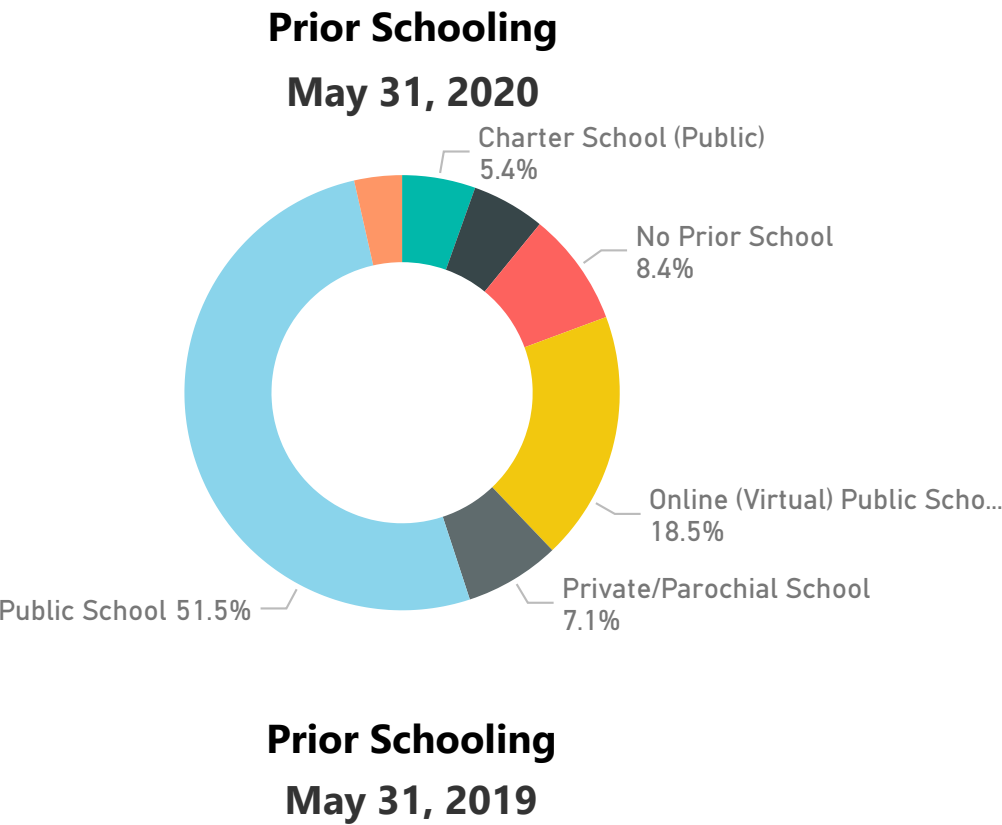
Enrolled Students by Language



California Connections Academy Monterey Bay  
May 31, 2020

Prior Schooling

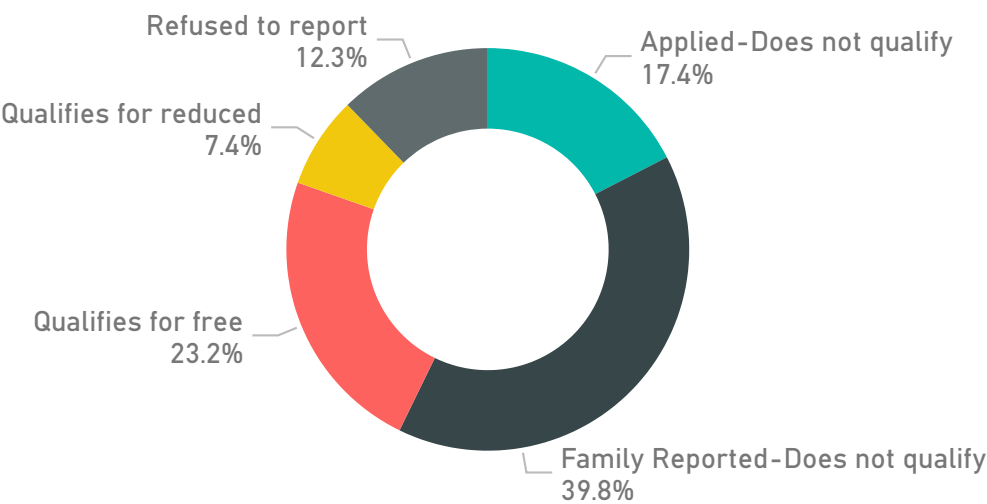
Prior Schooling	LastMonth	CurrentMonth
Charter School (Public)	19	20
Home School	17	20
No Prior School	32	31
Online (Virtual) Public School	69	68
Private/Parochial School	25	26
Public School	194	189
Prior Schooling Not Reported	13	13





California Connections Academy Monterey Bay  
May 31, 2020

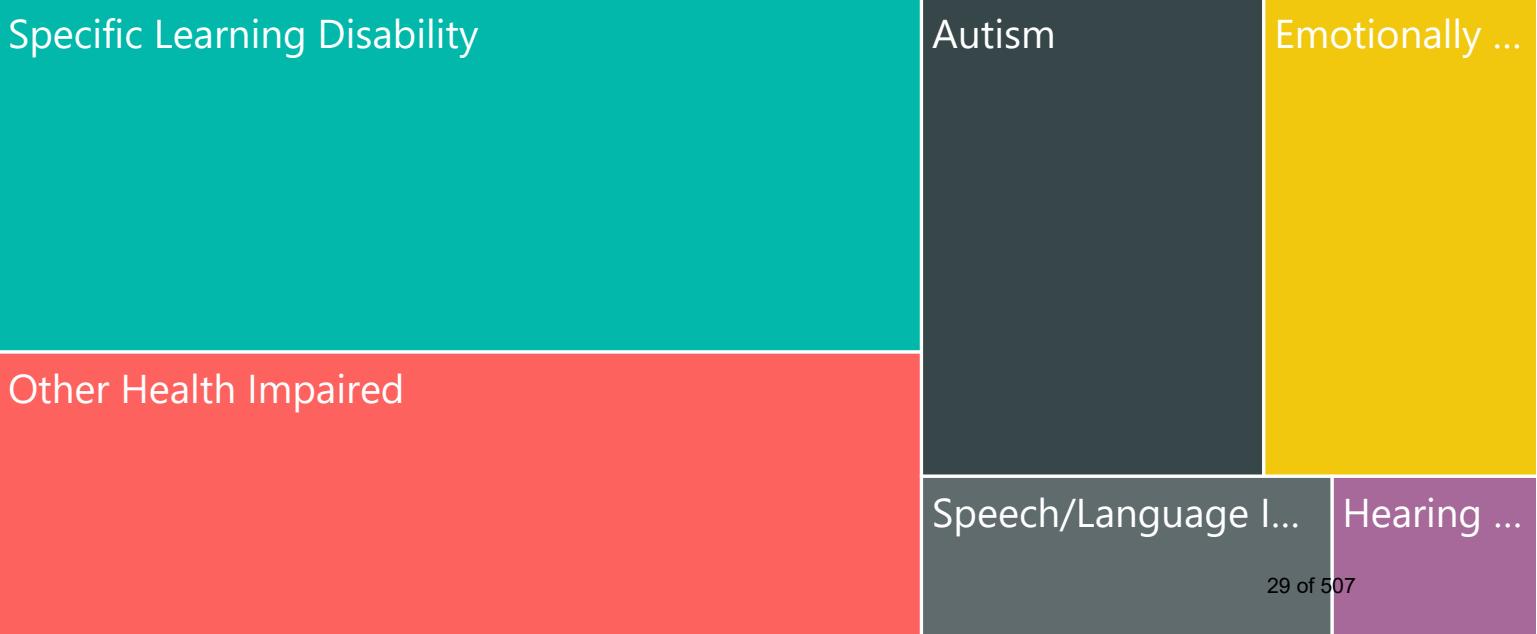
FARM Eligibility  
May 31, 2020



FARM Eligibility  
May 31, 2019

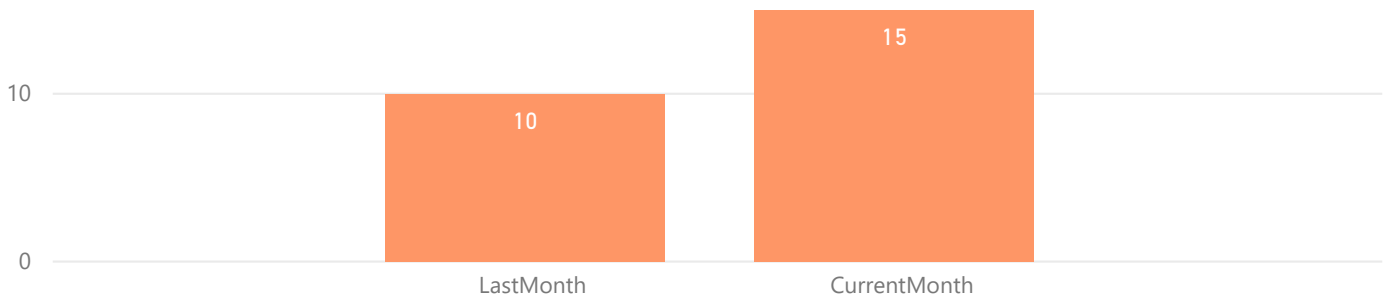
Disability

Disability	LastMonth	CurrentMonth
Autism	6	5
Emotionally Impaired	4	4
Hearing Impaired	1	1
Other Health Impaired	8	8
Specific Learning Disability	10	10
Speech/Language Impaired	2	2

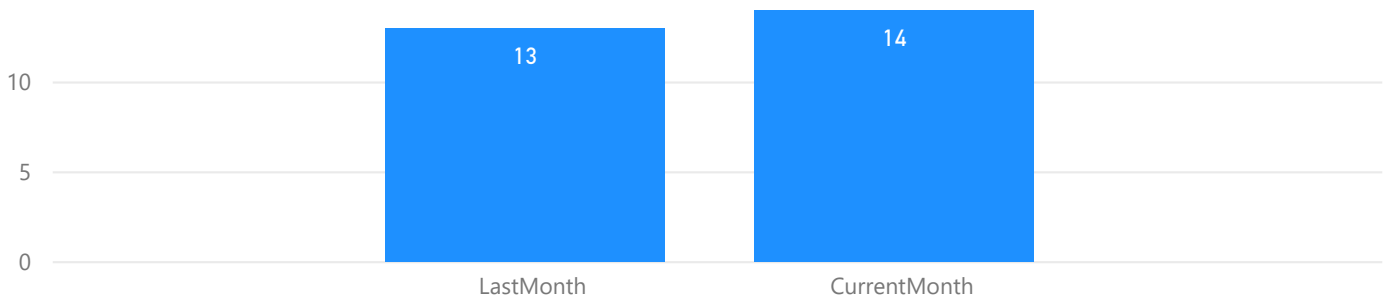


California Connections Academy Monterey Bay  
May 31, 2020

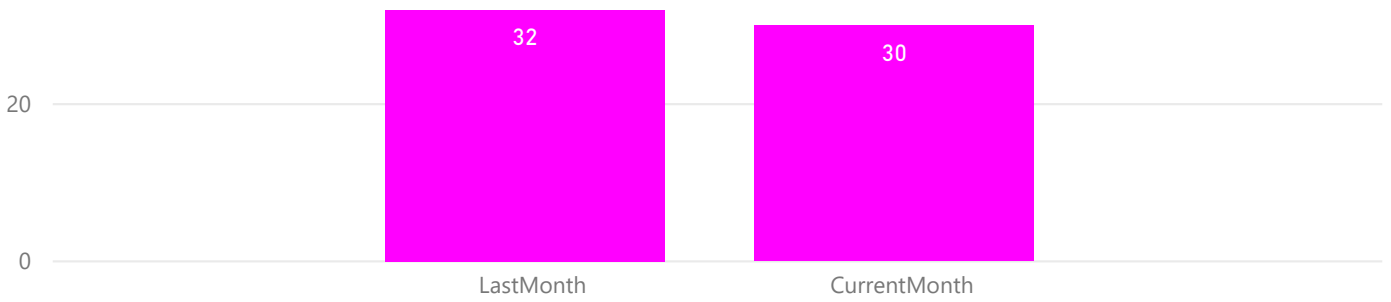
Gifted



Plan504



IEP



Currently Enrolled

367

Gifted

4%

Plan504

4%

IEP

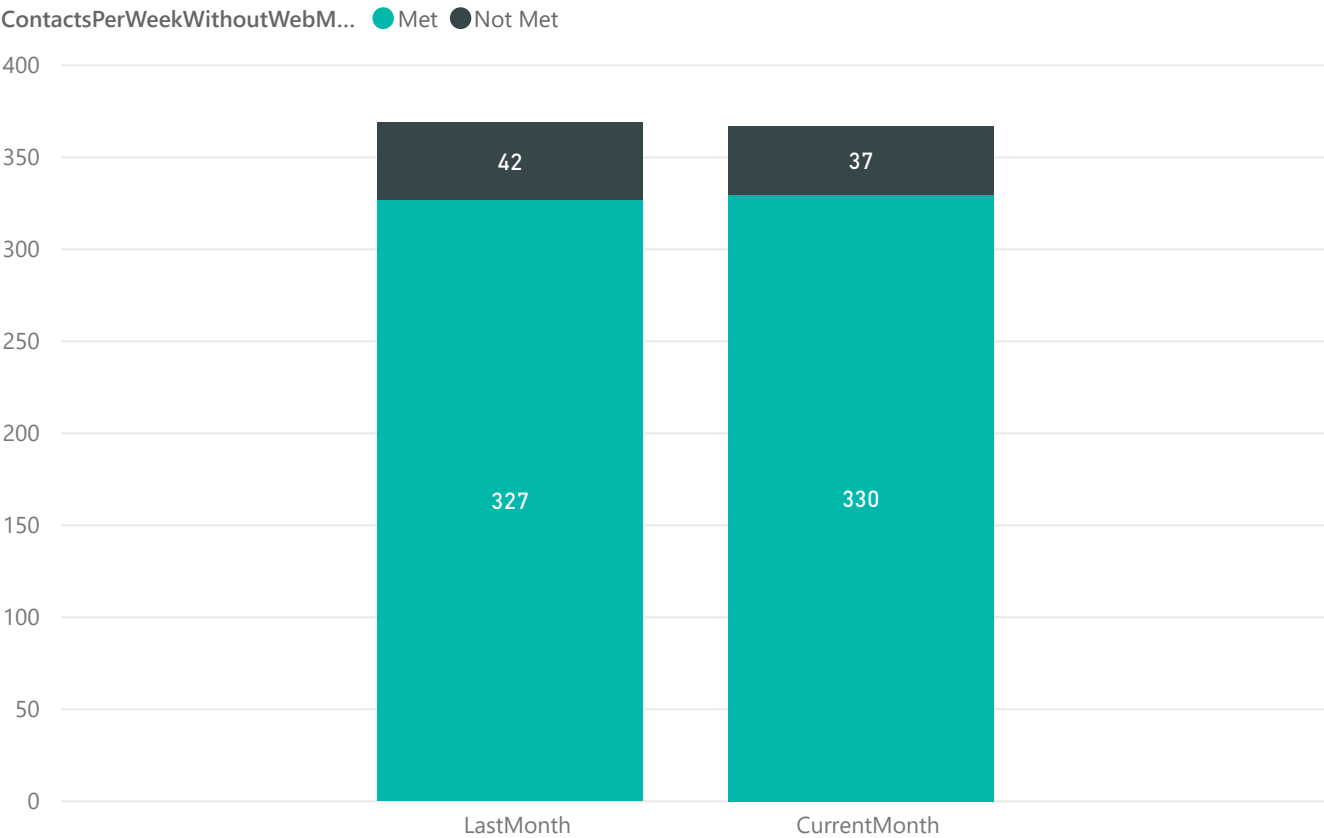
8%

Not in Special Population

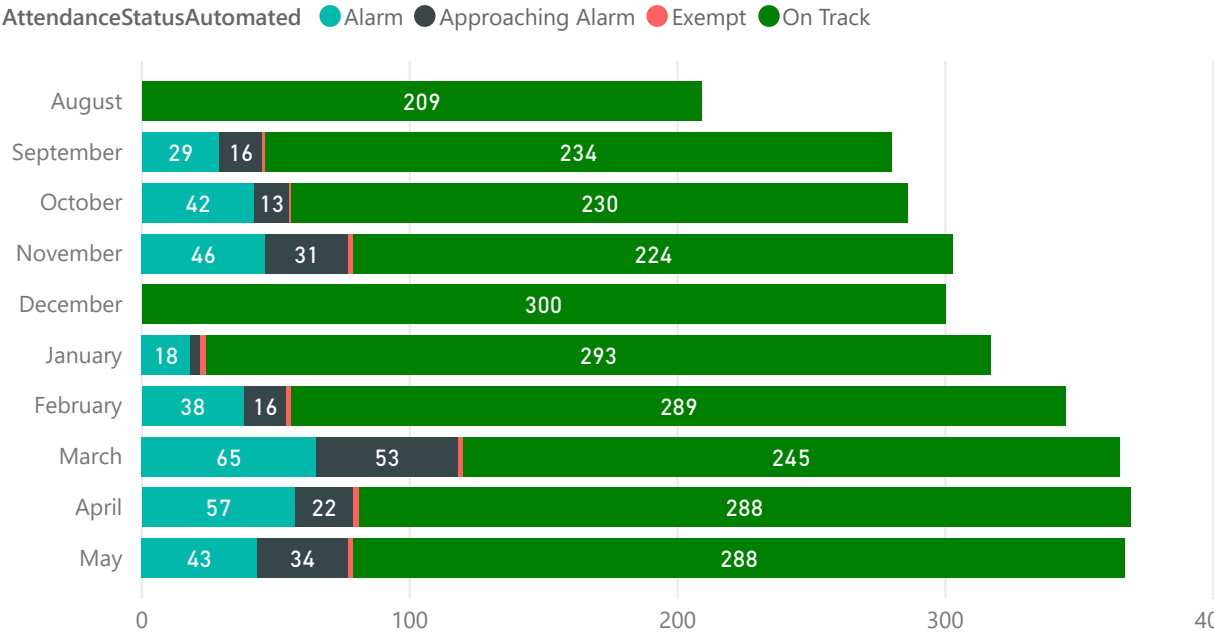
84%

California Connections Academy Monterey Bay  
May 31, 2020

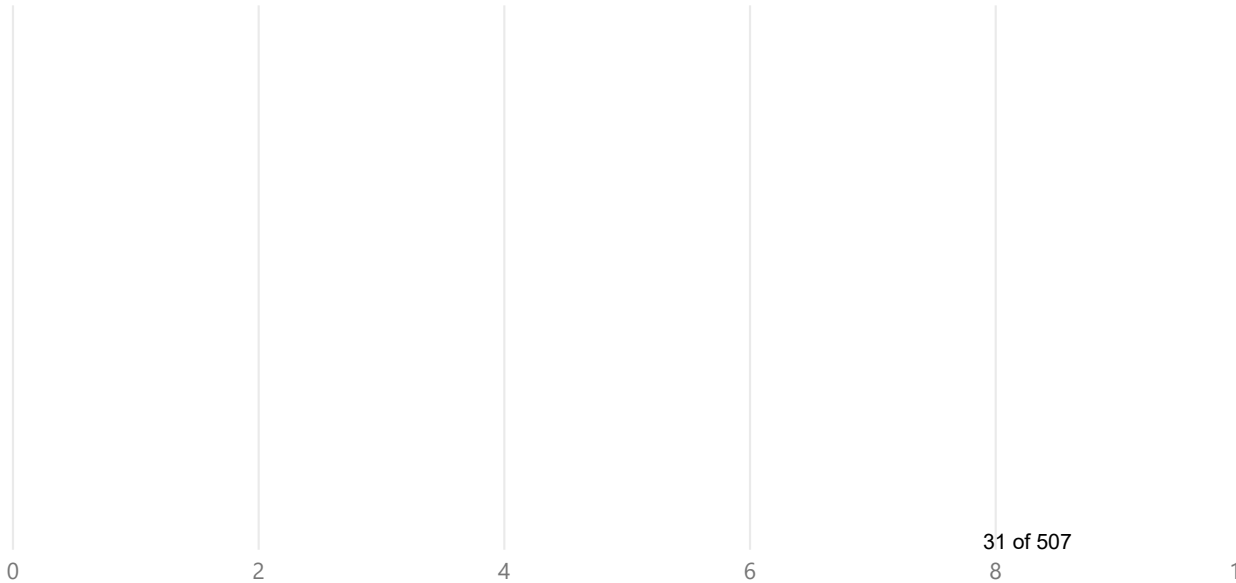
Contacts Per Week



School Year: 2019-2020



School Year: 2018-2019



Currently Enrolled

367

# California Connections Academy Monterey Bay

## May 31, 2020

### Average Participation

GradeDistribution	LastMonth	CurrentMonth
PK-2	90%	85%
3-5	104%	100%
6-8	100%	99%
9-12	89%	89%
Total	94%	93%

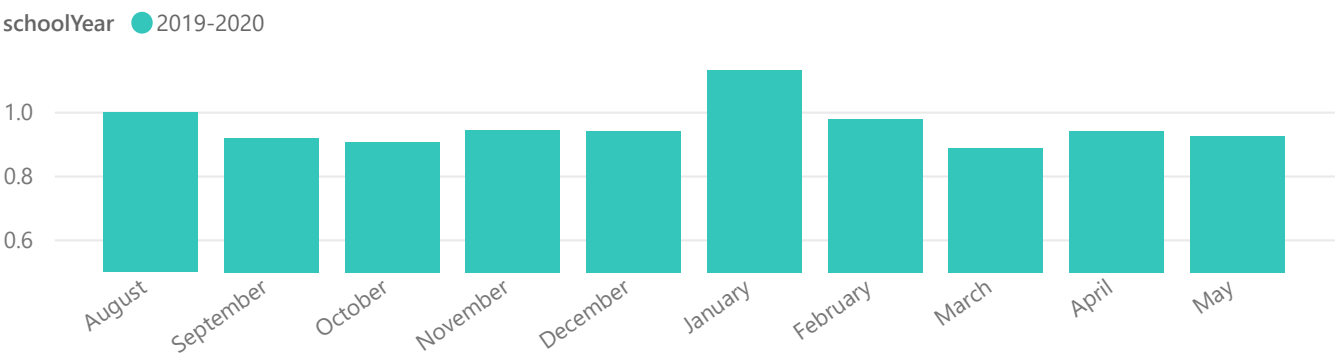
### Average Performance

GradeDistribution	LastMonth	CurrentMonth
PK-2	89%	91%
3-5	81%	83%
6-8	75%	74%
9-12	68%	68%
Total	74%	73%

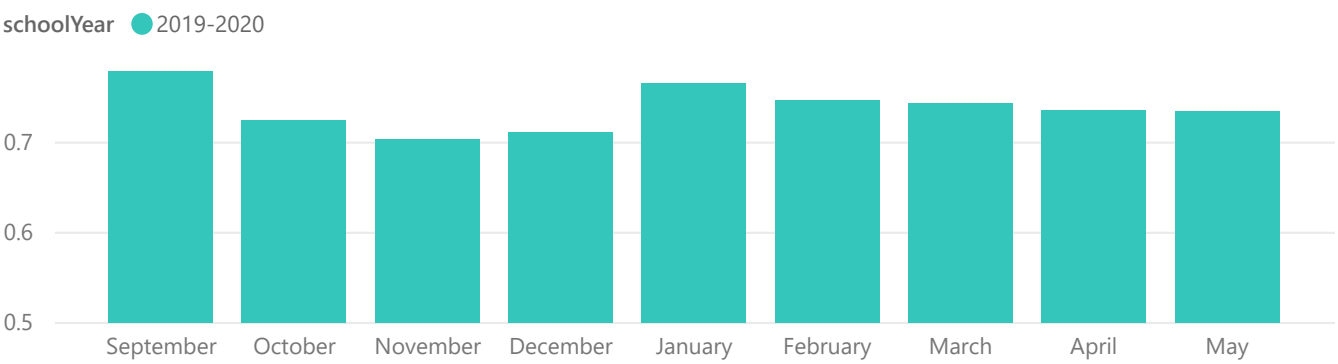
### Average Attendance

GradeDistribution	LastMonth	CurrentMonth
PK-2	89%	89%
3-5	88%	88%
6-8	91%	88%
9-12	79%	80%
Total	85%	84%

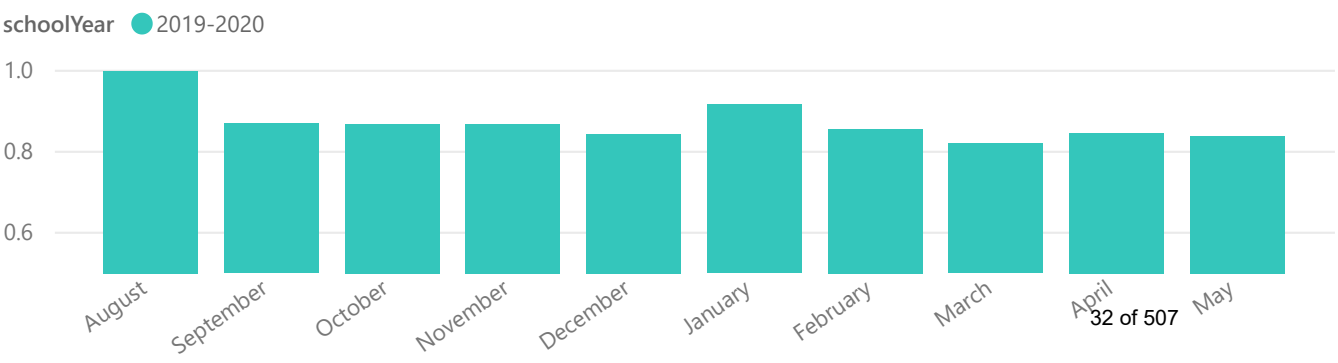
### Average Total Participation



### Average Total Performance



### Average Total Attendance



Currently Enrolled	Total YTD Enrolled	California Connections Academy Monterey Bay May 31, 2020	Current Enrollment Month-Over-Month Change
367	466		-1%
Enrollment Services Complete (Stage 4)			Current Enrollment Year-Over-Year Change
467			N/A

Monthly Student Current Enrollment Comparison

schoolYear

2019-2020

Month	Enrollment
August	209
September	280
October	286
November	303
December	300
January	317
February	345
March	365
April	369
May	367

Total YTD Enrollment

ReportPeriod	CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count
Enrolled, Not Grad	367	79%
Prior To Engagement	29	6%
Withdrawal During School Year	70	15%
Total	466	100%

New & Returning	Household Data		Students Per Active Household
ReportPeriod	CurrentMonth	<div> <div>Household Data</div> <div>CurrentMonth</div> </div>	CurrentMonth
New or Returning	Students		1.17
	%CT Students		
New	367		
	100.00%		

Grade Distribution			Withdrawal Reason	
ReportPeriod	CurrentMonth		Withdrawal Reason	CurrentMonth
PK-2	34	9%	Deceased	
PK	4	1%	Inactivity/Lack of Attendance	
KG	11	3%	My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
1	10	3%	My student wants to return to a traditional school setting for socialization reasons.	
2	9	2%	No reason provided	
3-5	43	12%	Technical Difficulties	
3	17	5%	The curriculum is too hard.	
4	11	3%	The program takes too much of the student's time.	
5	15	4%	The transition to virtual school was too difficult.	
6-8	109	30%	Violation of state regulations	
6	28	8%	We are moving.	
7	25	7%	We are no longer able to provide a Learning Coach to assist our student.	
8	56	15%	We are not satisfied with the school leadership.	
9-12	181	49%	We have chosen to home school.	33 of 507
9	35	10%		
10	58	16%		
11	70	19%		
Total	367	100%		

Withdrawal Reason	
Withdrawal Reason	CurrentMonth
Deceased	
Inactivity/Lack of Attendance	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
Technical Difficulties	
The curriculum is too hard.	
The program takes too much of the student's time.	
The transition to virtual school was too difficult.	
Violation of state regulations	
We are moving.	
We are no longer able to provide a Learning Coach to assist our student.	
We are not satisfied with the school leadership.	
We have chosen to home school.	33 of 507

Gender		California Connections Academy Monterey Bay May 31, 2020		Gifted	
Gender	CurrentMonth			Gifted	CurrentMonth
F	216			Yes	15
M	151				
Primary Language		Disability		Plan 504	
Home Language	CurrentMonth	Disability	CurrentMonth	Plan504	CurrentMonth
English	301	Autism	5	504	14
Spanish	26	Emotionally Impaired	4		
Russian	7	Hearing Impaired	1	IEP	
Arabic	2	Other Health Impaired	8	IEP	CurrentMonth
Another Language	31	Specific Learning Disability	10	IEP	30
		Speech/Language Impaired	2		
				Gifted	Plan504
				4%	4%
				IEP	Not in Special Population
				8%	84%

Ethnicity		Distinct Race/Ethnicity	
Ethnicity	CurrentMonth	Distinct Race/Ethnicity	CurrentMonth
Hispanic or Latino	131	American Indian or Alaskan Native	1
Not Hispanic or Latino	236	Asian	41
		Black/African American	17
		Hispanic or Latino	131
		Multiple Races	35
		Native Hawaiian or Other Pacific Islander	2
		White	140

Race		Prior Schooling	
Race	CurrentMonth	Prior Schooling	CurrentMonth
American Indian or Alaskan Native	37	Charter School (Public)	20
Asian	74	Home School	20
Black/African American	29	No Prior School	31
Native Hawaiian or Other Pacific Islander	22	Online (Virtual) Public School	68
White	257	Private/Parochial School	26
		Public School	189
		Prior Schooling Not Reported	13

Household FARM Eligibility	
HouseholdFARMEligibility	CurrentMonth
Applied-Does not qualify	57
Family Reported-Does not qualify	136
Qualifies for free	77
Qualifies for reduced	24
Refused to report	43

34 of 507

California Connections Academy Monterey Bay  
May 31, 2020

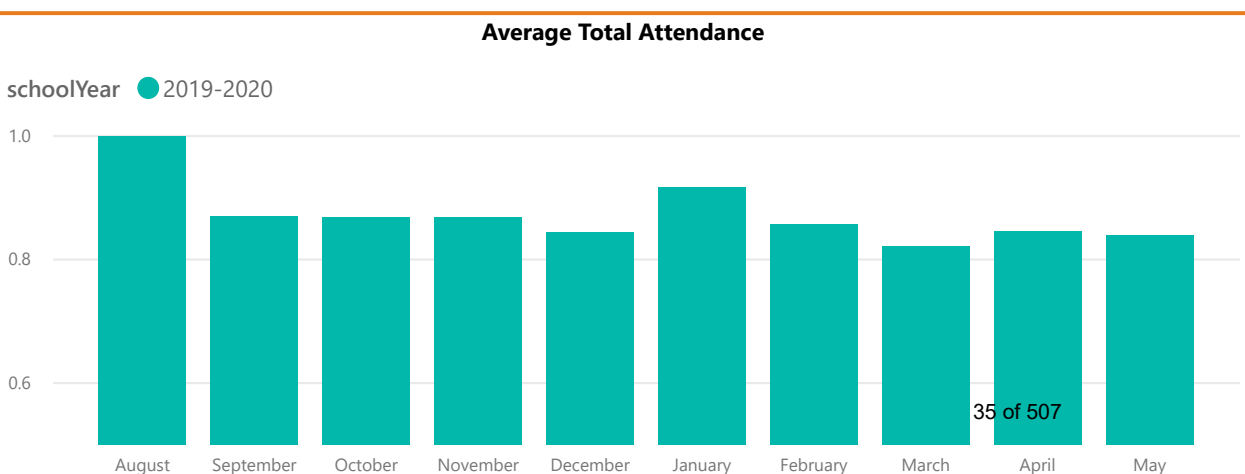
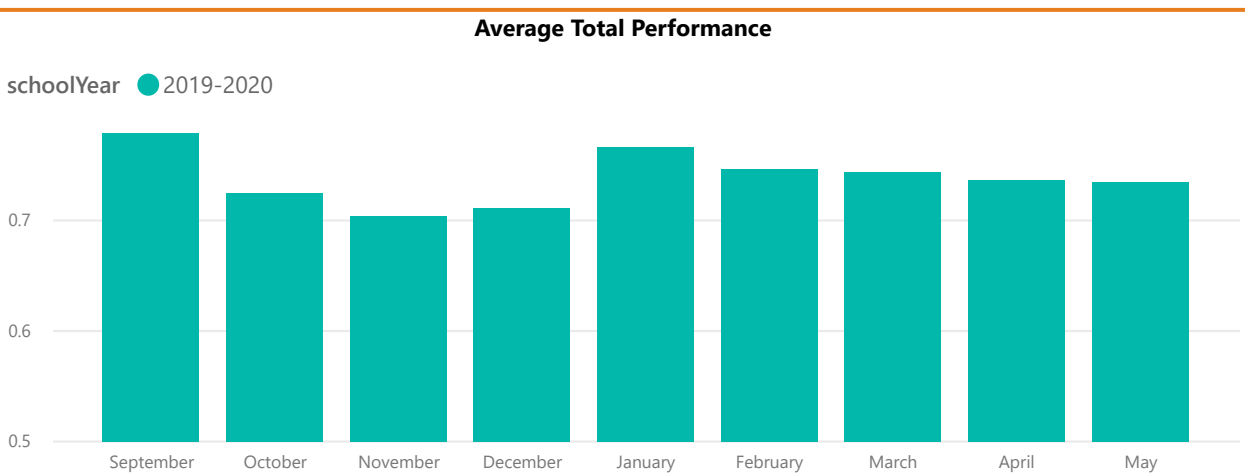
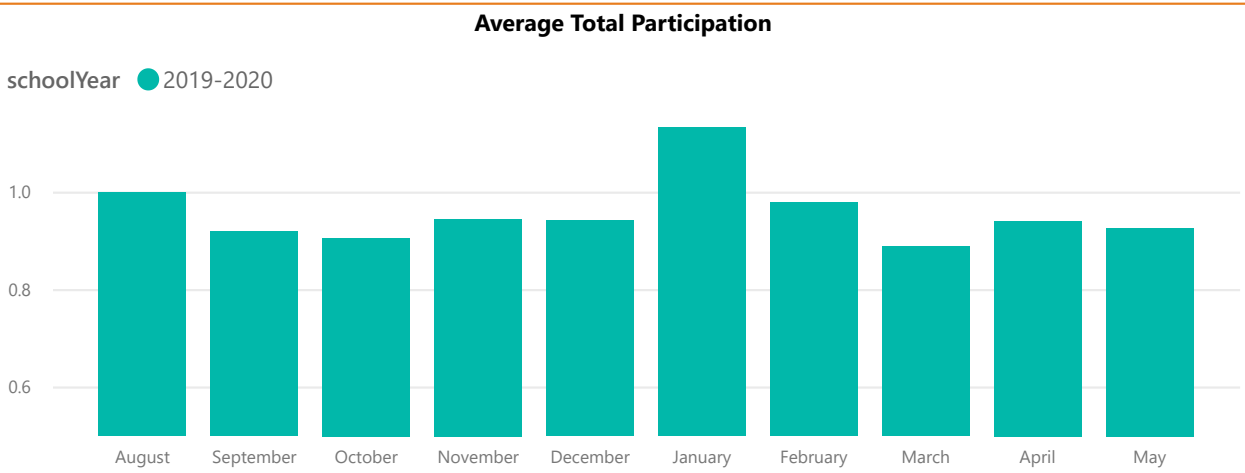
Contacts Per Week	
ContactsPerWeekWithoutWebMail	CurrentMonth
Met	330
Not Met	37

Attendance Status	
AttendanceStatusAutomated	CurrentMonth
Alarm	43
Approaching Alarm	34
Exempt	2
On Track	288

Average Participation	
GradeDistribution	CurrentMonth
PK-2	85%
3-5	100%
6-8	99%
9-12	89%
<b>Total</b>	<b>93%</b>

Average Performance	
GradeDistribution	CurrentMonth
PK-2	91%
3-5	83%
6-8	74%
9-12	68%
<b>Total</b>	<b>73%</b>

Average Attendance	
GradeDistribution	CurrentMonth
PK-2	89%
3-5	88%
6-8	88%
9-12	80%
<b>Total</b>	<b>84%</b>



# MONTHLY SCHOOL REPORT

School & Date Selection

School

California Connections Academy @ North Bay ▾

Report Date

May 31, 2020 ▾

Currently Enrolled

221

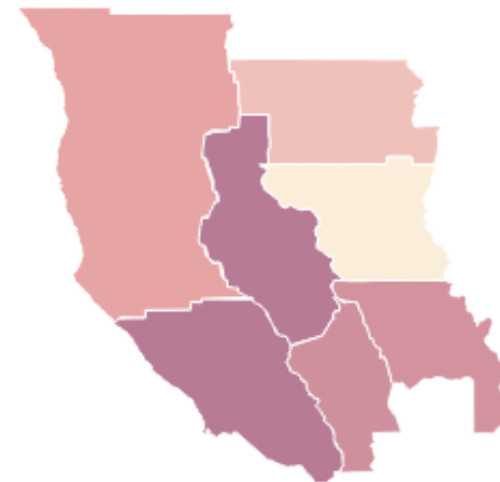
Total YTD Enrolled

308

Enrollment Services Complete (Stage 4)

313

Enrolled Students by County





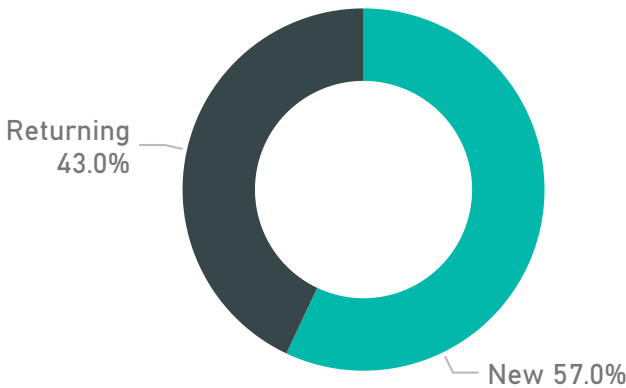
# California Connections Academy at North Bay

May 31, 2020

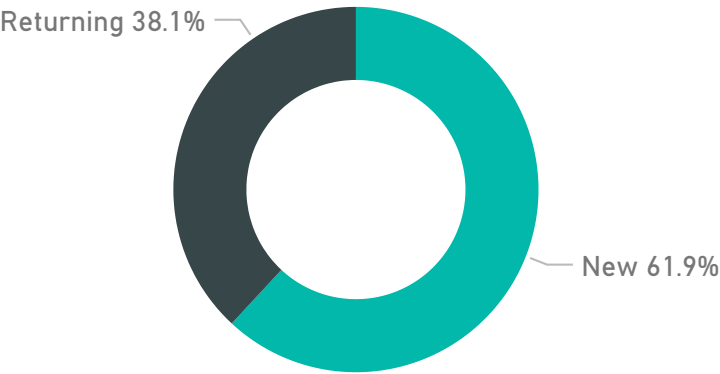
Current Enrollment Month-Over-Month Change  
**-4%**

Current Enrollment Year-Over-Year Change  
**5%**

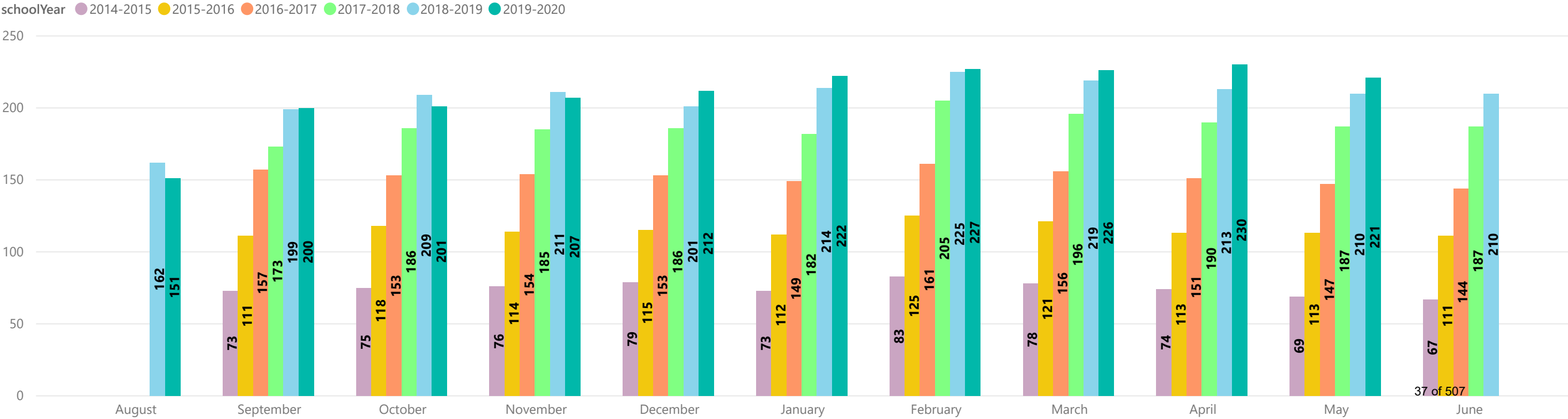
New and Returning



New and Returning Prior Year

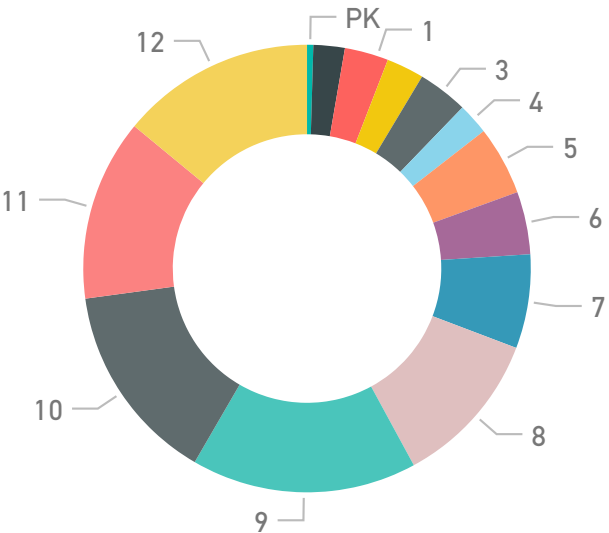


Monthly Student Current Enrollment Comparison

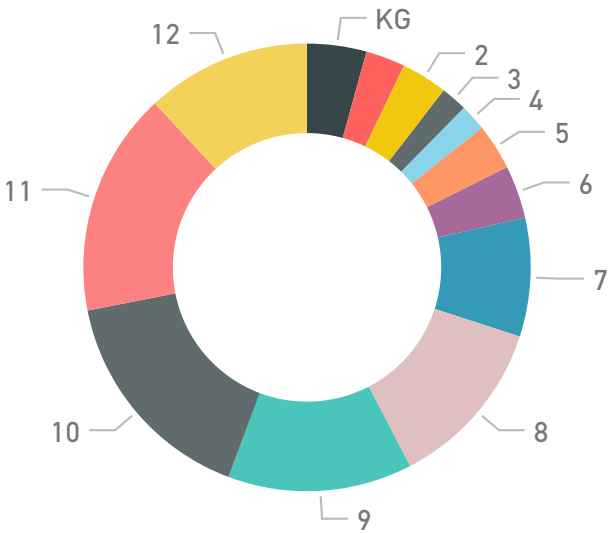


California Connections Academy at North Bay  
May 31, 2020

Enrolled Students by Final Grade



Enrolled Students Prior Year by Final Grade

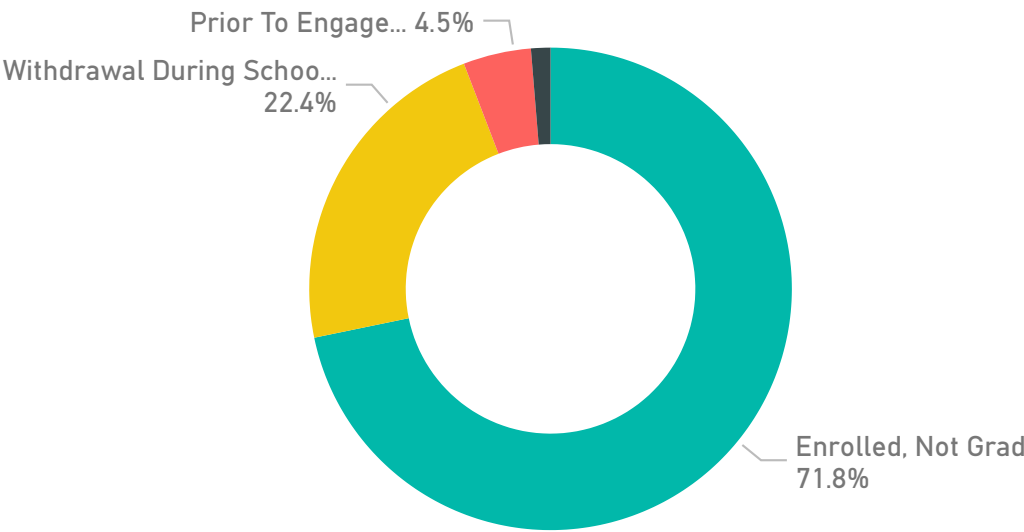


Grade Distribution

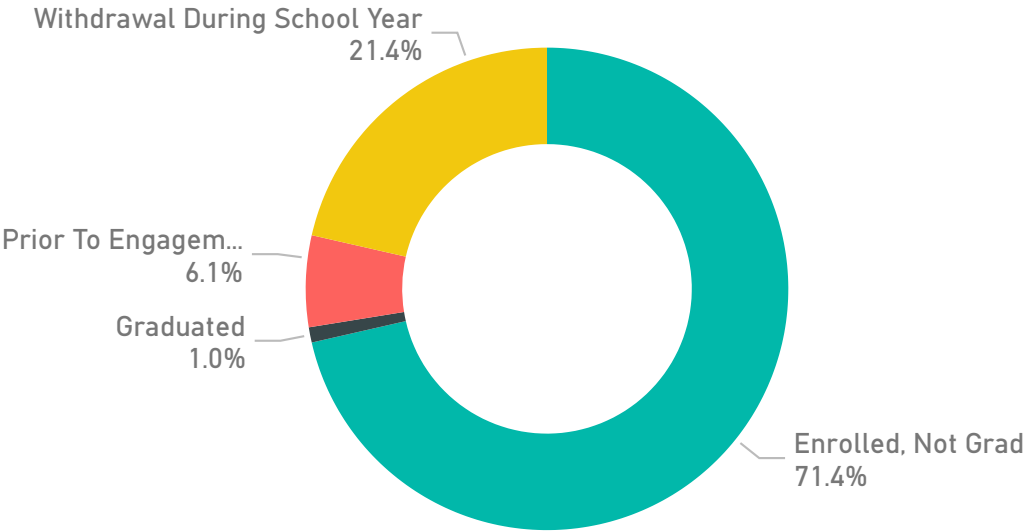
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
PK-2	22	10%	22	10%	19	8%	19	9%
PK					1	0%	1	0%
KG	9	4%	9	4%	5	2%	5	2%
1	6	3%	6	3%	7	3%	7	3%
2	7	3%	7	3%	6	3%	6	3%
3-5	15	7%	15	7%	24	10%	24	11%
3	4	2%	4	2%	8	3%	8	4%
4	4	2%	4	2%	5	2%	5	2%
5	7	3%	7	3%	11	5%	11	5%
6-8	52	25%	52	25%	53	23%	50	23%
6	8	4%	8	4%	11	5%	10	5%
7	18	9%	18	9%	16	7%	15	7%
8	26	12%	26	12%	26	11%	25	11%
9-12	121	58%	121	58%	134	58%	128	58%
9	28	13%	28	13%	39	17%	36	16%
10	34	16%	32	15%	33	14%	32	14%
11	34	16%	35	17%	29	13%	29	13%
12	25	12%	26	12%	33	14%	31	14%
Total	210	100%	210	100%	230	100%	221	100%

California Connections Academy at North Bay
May 31, 2020

Total YTD Enrollment by Withdrawal Category



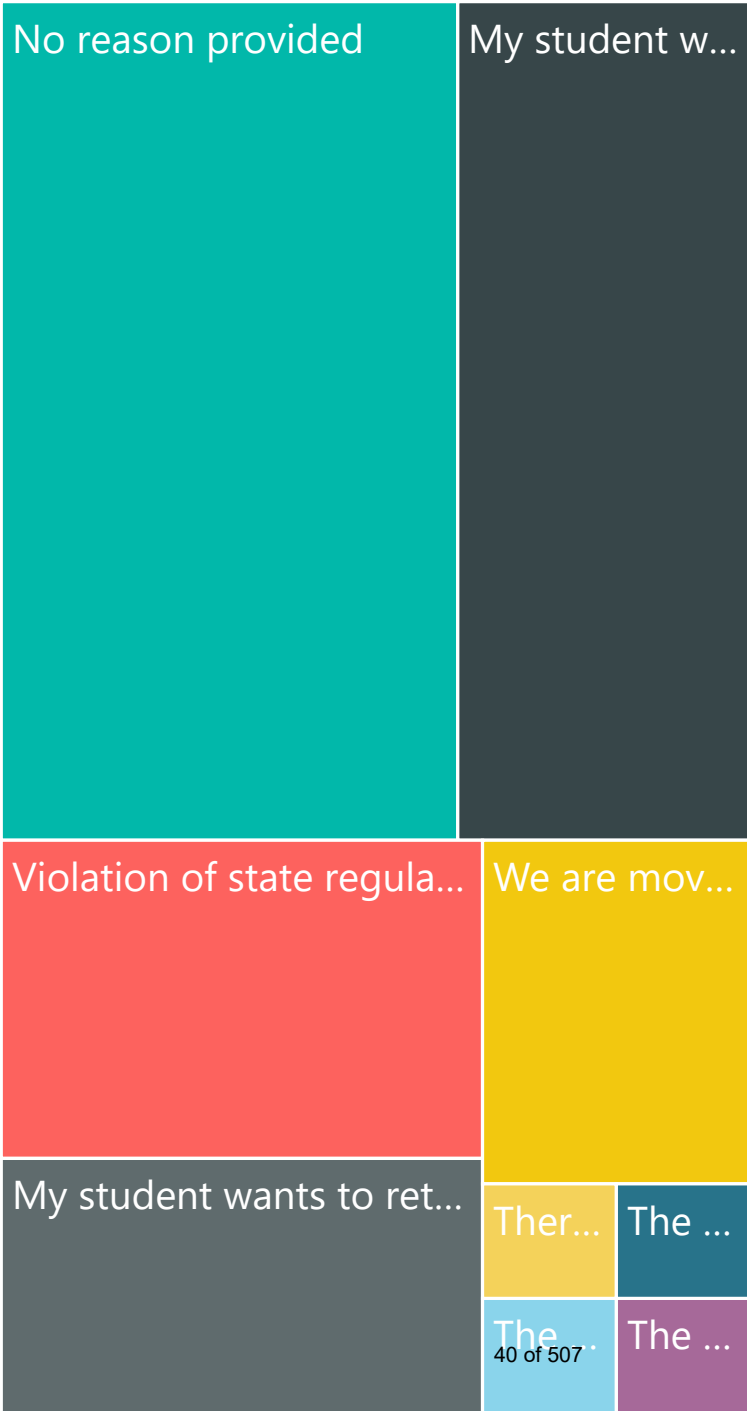
Total YTD Enrollment Prior Year by Withdrawal Category



Total YTD Enrollment								
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	210	71%	210	71%	230	75%	221	72%
Graduated	3	1%	3	1%	3	1%	4	1%
Prior To Engagement	18	6%	18	6%	12	4%	14	5%
Withdrawal During School Year	63	21%	63	21%	62	20%	69	22%
Total	294	100%	294	100%	307	100%	308	100%

Enrollment Services Complete (Stage 4)
313

Withdrawal Reason				
WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
			6	10
Another Reason			1	1
Different/Better Schooling Option (Not related to socialization)	39	39	14	16
Life change	6	6		
No Reason Given			24	25
Program not flexible enough			1	1
Regulation	15	15		
Student wants more socialization	3	3	8	8
The curriculum is too hard			1	1
Transition to virtual school too difficult			1	1
We are moving			6	6



# California Connections Academy at North Bay

## May 31, 2020

### Household Data

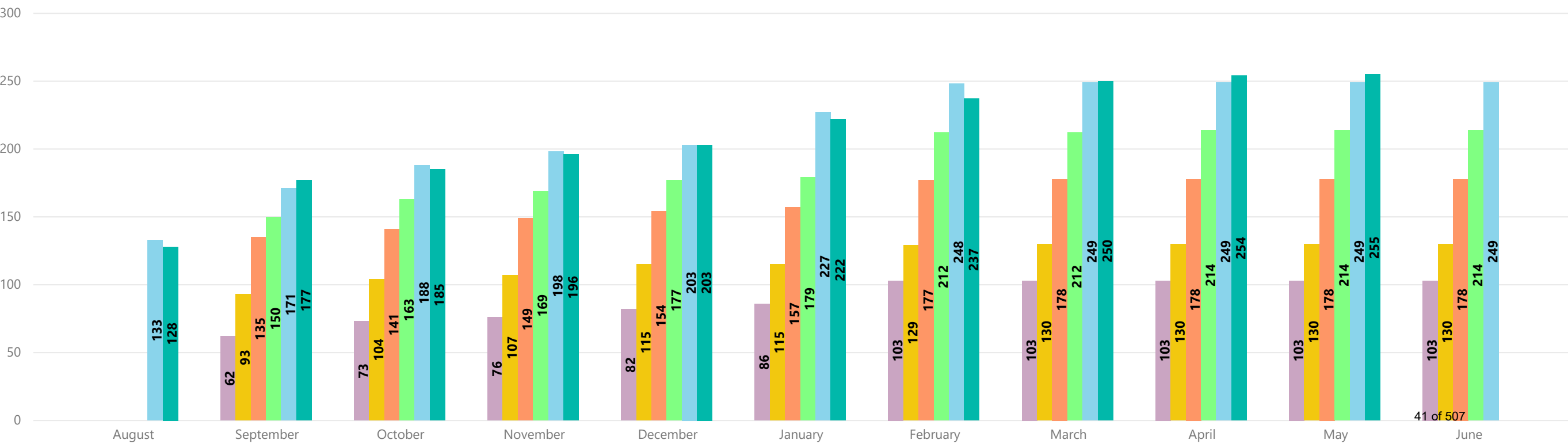
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	181	181	188	179
Graduated	3	3	3	4
WD During School Year	54	54	54	61
WD Prior To Engagement	18	18	12	14

### Students Per Active Household

	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1.16	1.16	1.22	1.23

### Monthly Total Households

schoolYear 2014-2015 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020



California Connections Academy at North Bay  
May 31, 2020

Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	55	55	69	64
Not Hispanic or Latino	155	155	161	157

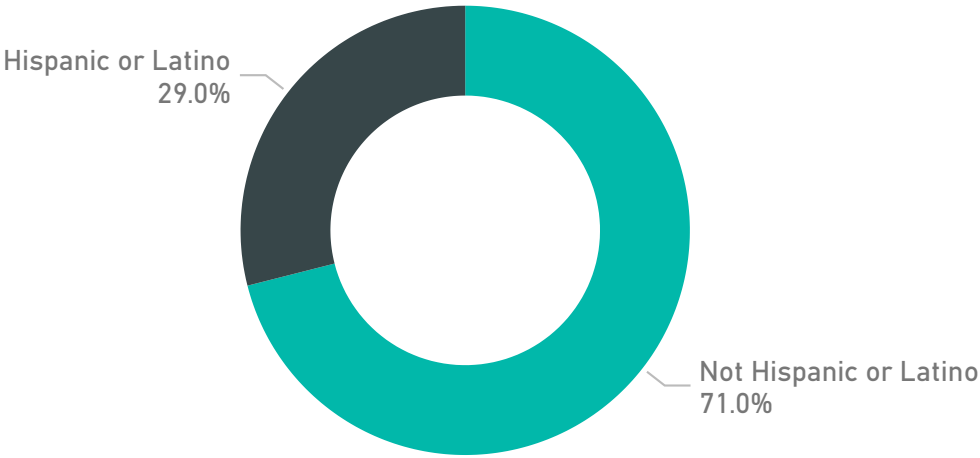
Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	22	22	16	14
Asian	17	17	22	22
Black/African American	21	21	25	23
Native Hawaiian or Other Pacific Islander	6	6	7	7
White	179	179	202	196

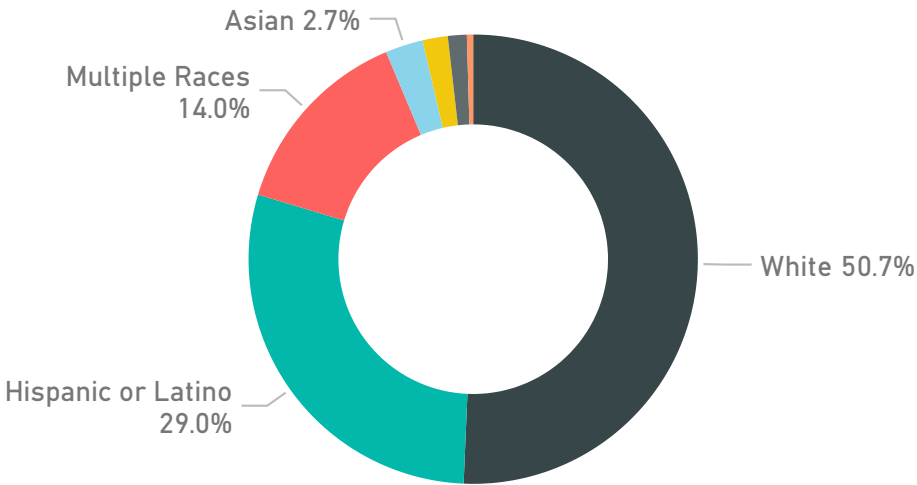
Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	3	3	4	3
Asian	8	8	6	6
Black/African American	3	3	5	4
Hispanic or Latino	55	55	69	64
Multiple Races	21	21	32	31
Native Hawaiian or Other Pacific Islander	2	2	1	1
White	118	118	113	112

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



California Connections Academy at North Bay  
May 31, 2020

Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
F	109	109	131	125
M	101	101	99	96

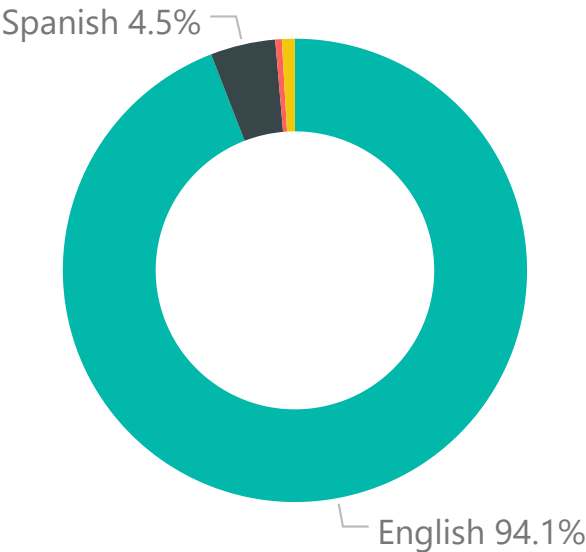
Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	195	195	217	208
Spanish	11	11	10	10
Russian	1	1		
Arabic	1	1	1	1
Another Language	2	2	2	2

Enrolled Students by Gender



Enrolled Students by Language

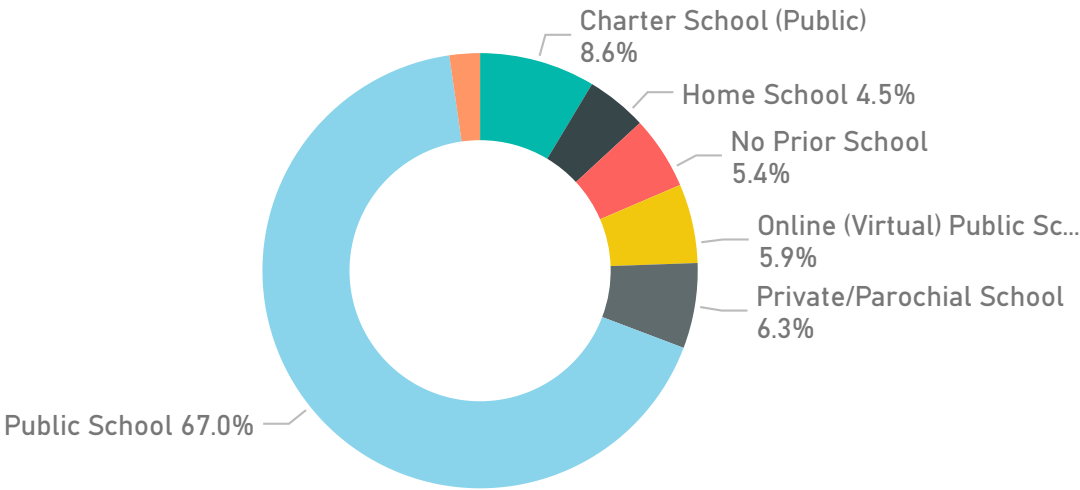


California Connections Academy at North Bay  
May 31, 2020

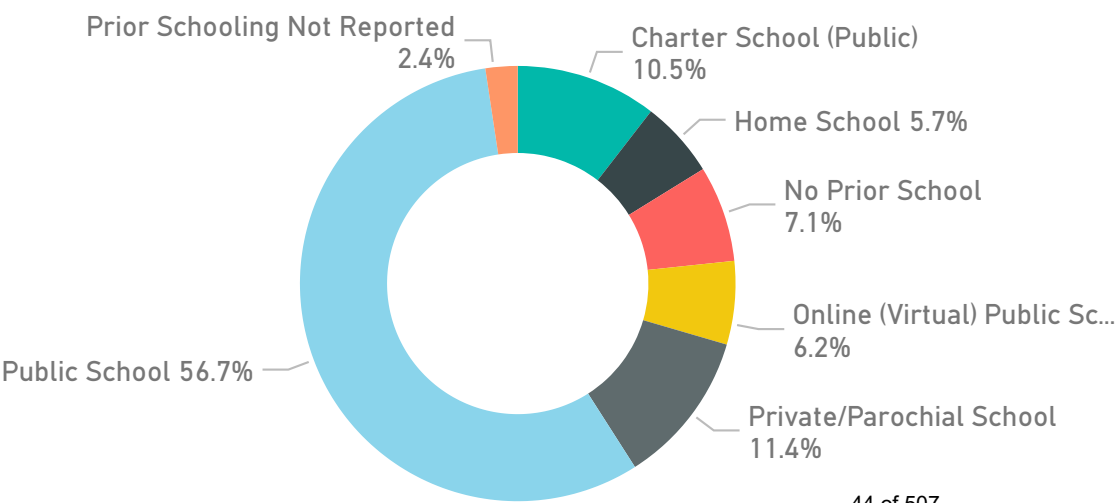
Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	22	22	19	19
Home School	12	12	10	10
No Prior School	15	15	12	12
Online (Virtual) Public School	13	13	16	13
Private/Parochial School	24	24	14	14
Public School	119	119	154	148
Prior Schooling Not Reported	5	5	5	5

Prior Schooling  
May 31, 2020



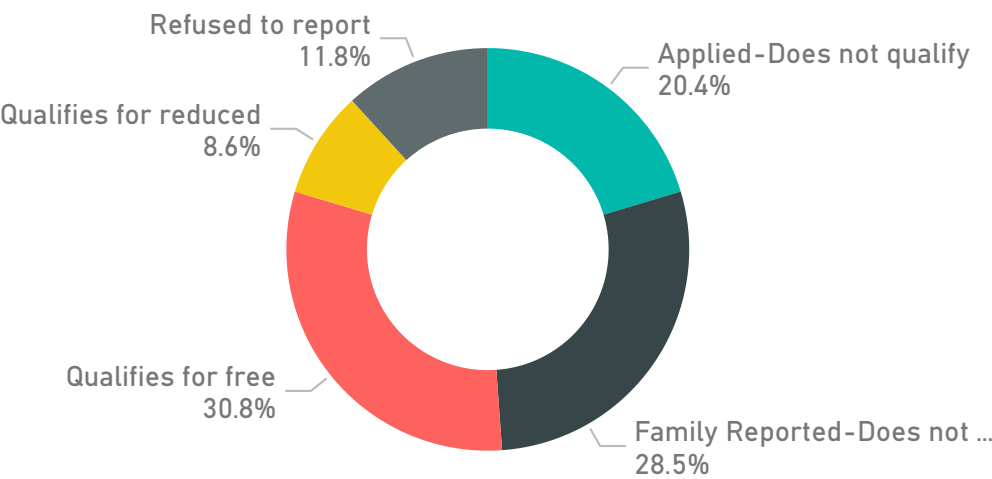
Prior Schooling  
May 31, 2019



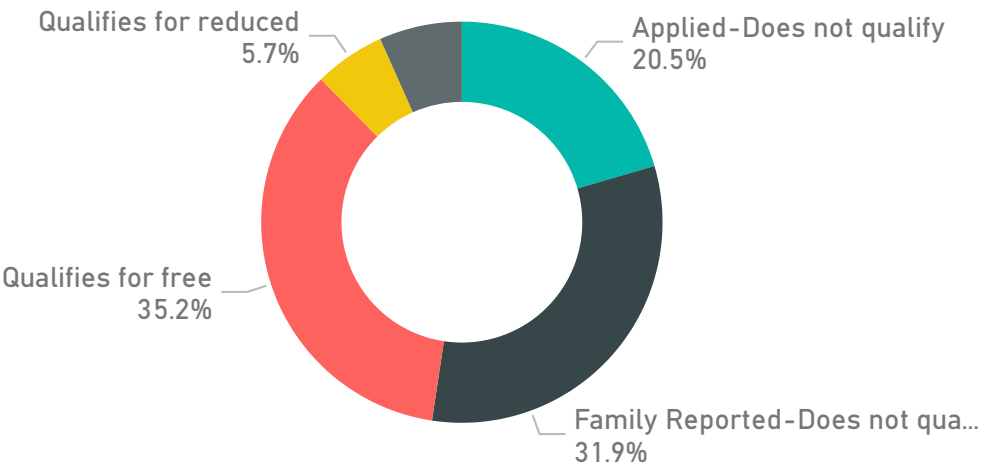


California Connections Academy at North Bay  
May 31, 2020

FARM Eligibility  
May 31, 2020

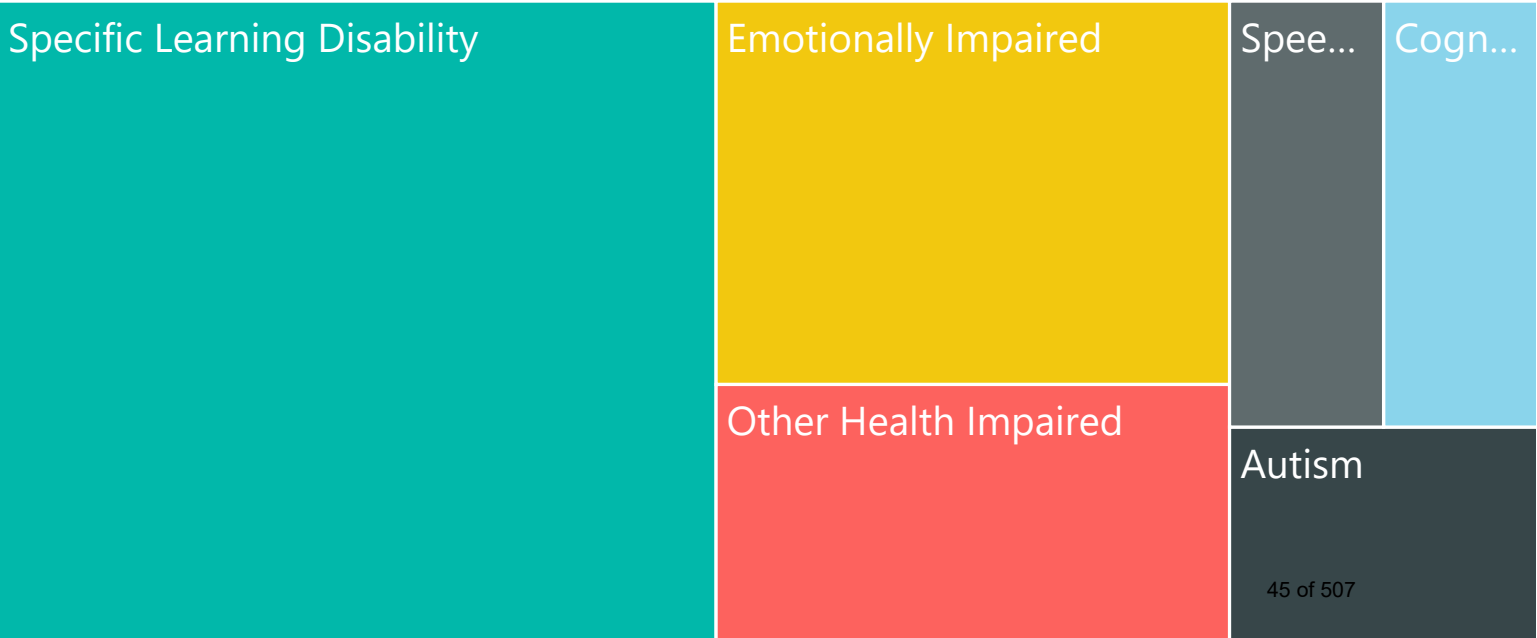


FARM Eligibility  
May 31, 2019



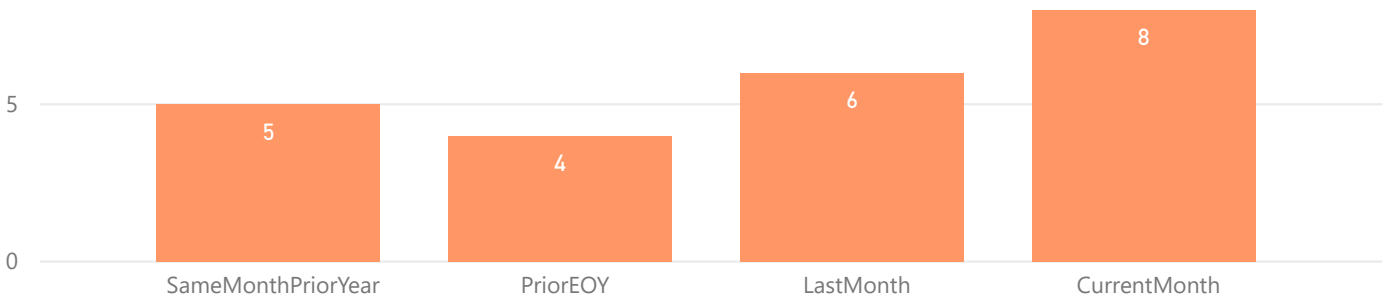
Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	2	2	3	2
Cognitive Disability		1	2	2
Emotionally Impaired	7	7	6	6
Other Health Impaired	5	5	4	4
Specific Learning Disability	14	14	15	14
Speech/Language Impaired	2	1	2	2

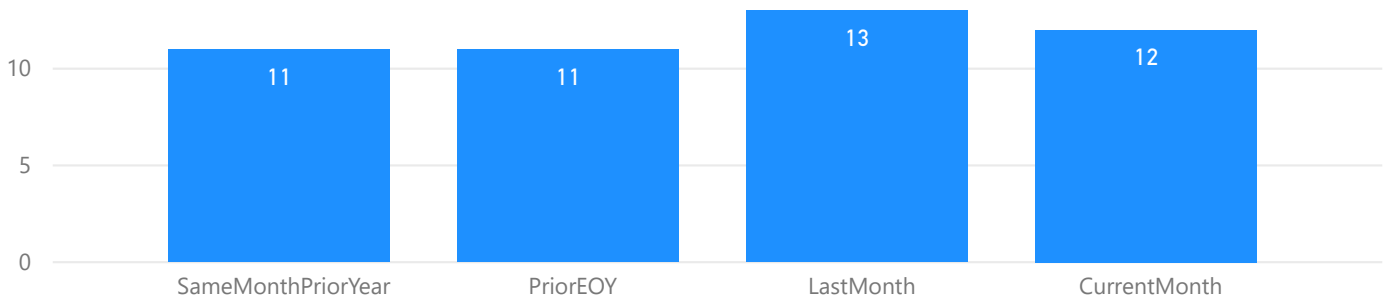


California Connections Academy at North Bay  
May 31, 2020

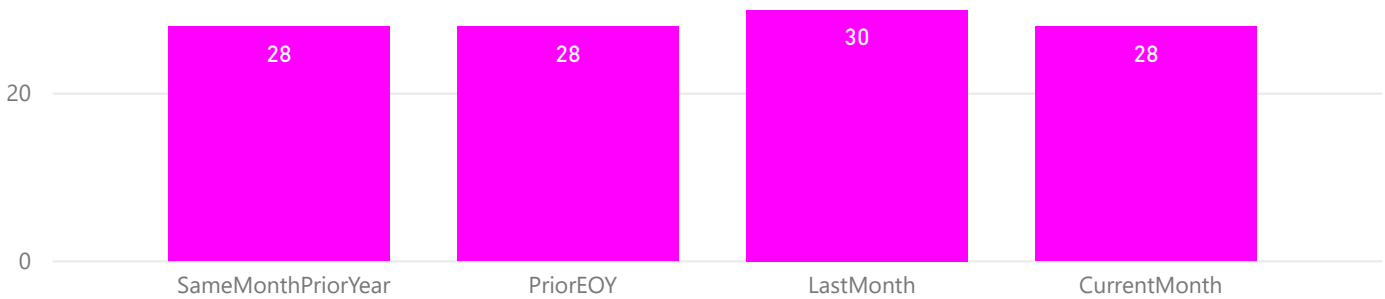
Gifted



Plan504



IEP



Currently Enrolled

221

Gifted

4%

Plan504

5%

IEP

13%

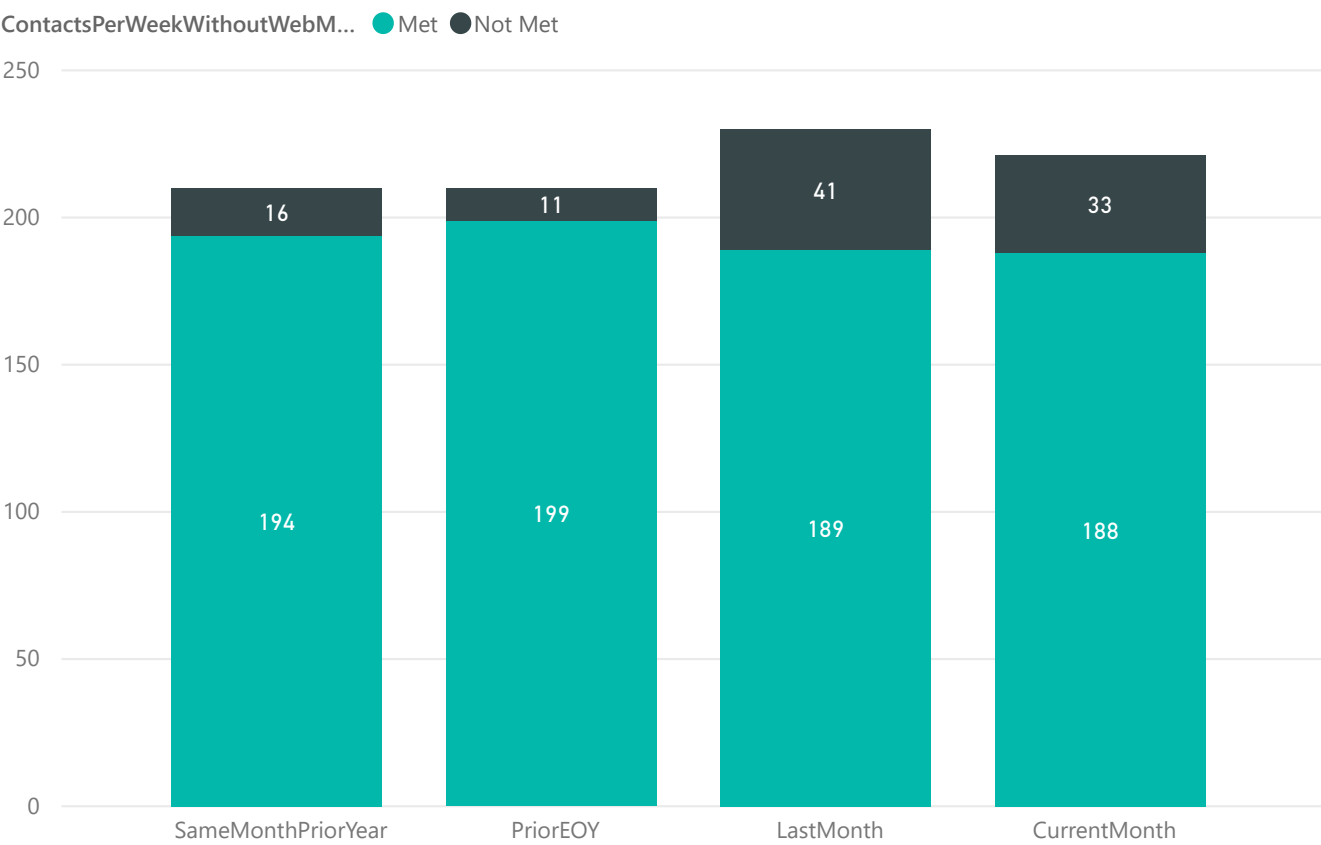
Not in Special Population

78%

# California Connections Academy at North Bay

## May 31, 2020

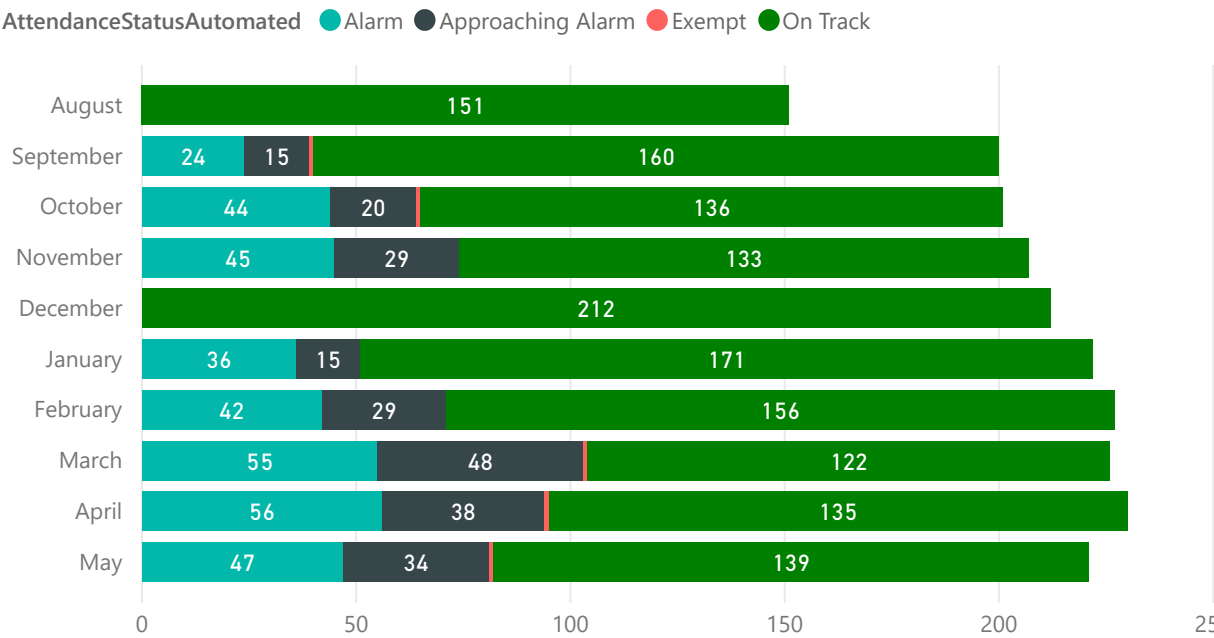
### Contacts Per Week



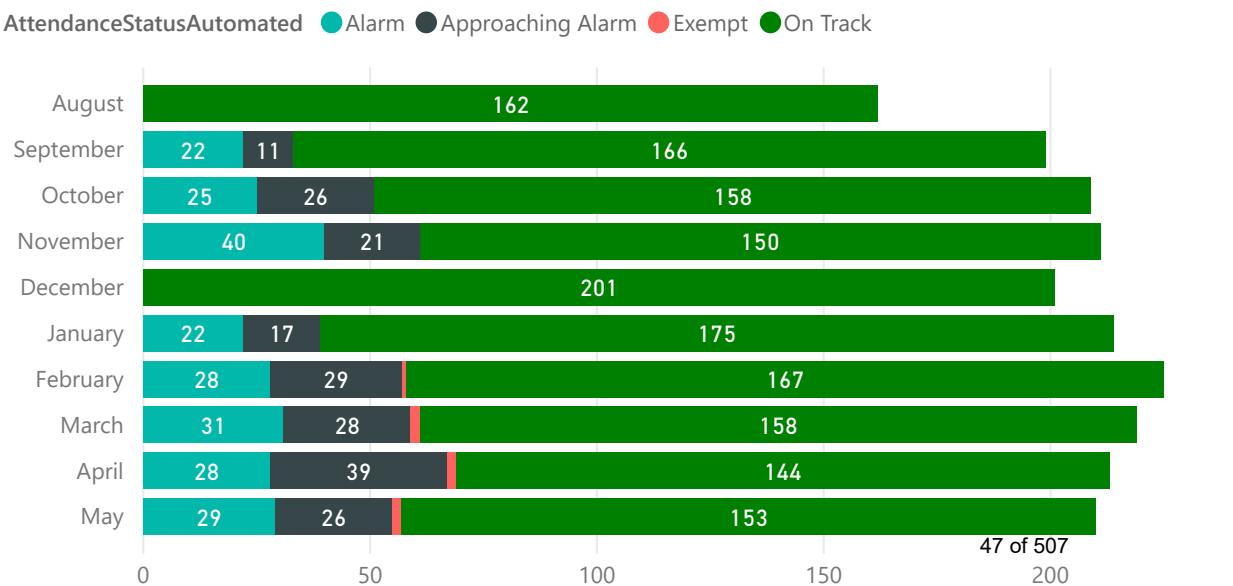
### Currently Enrolled

221

### School Year: 2019-2020



### School Year: 2018-2019



California Connections Academy at North Bay  
May 31, 2020

Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	89%	79%	81%
3-5	92%	87%	94%	94%
6-8	101%	96%	94%	98%
9-12	94%	95%	90%	90%
Total	96%	94%	90%	91%

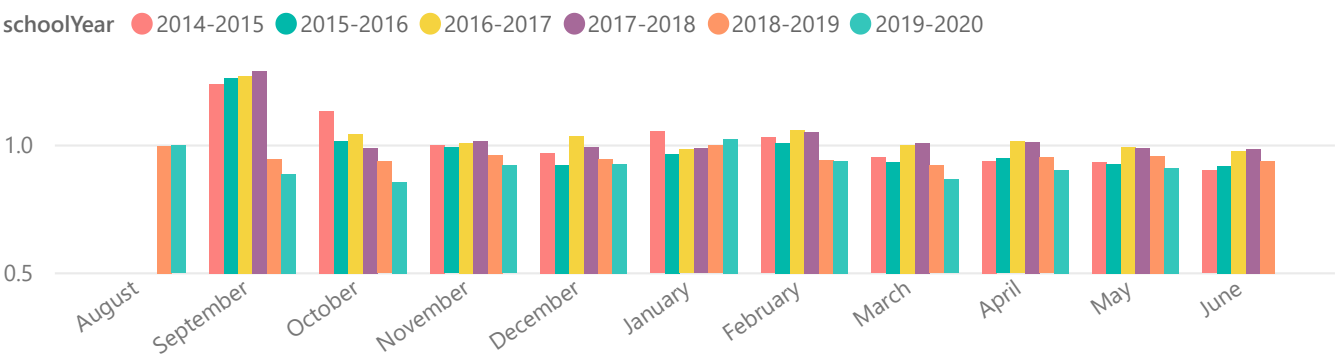
Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	92%	89%	88%	88%
3-5	72%	71%	79%	80%
6-8	77%	77%	68%	71%
9-12	72%	75%	66%	65%
Total	75%	76%	70%	70%

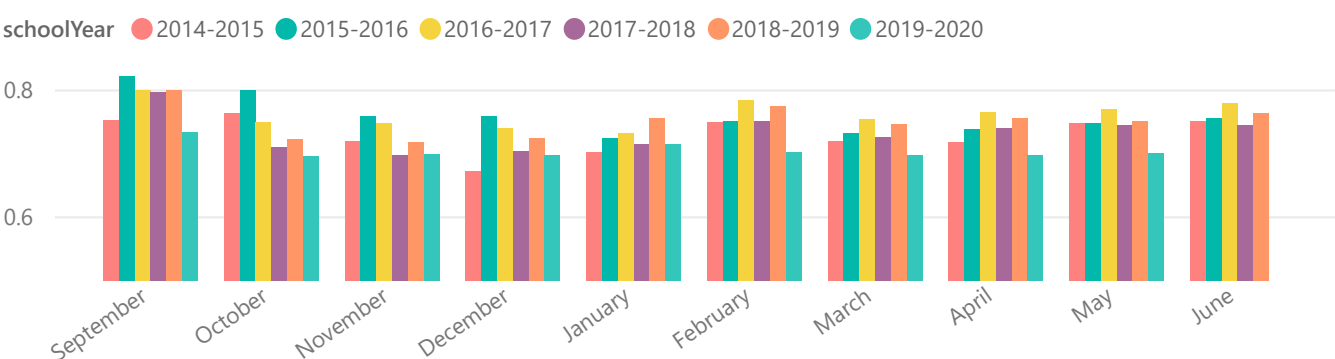
Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	96%	89%	89%
3-5	90%	91%	95%	93%
6-8	95%	95%	88%	93%
9-12	84%	84%	80%	80%
Total	88%	89%	84%	85%

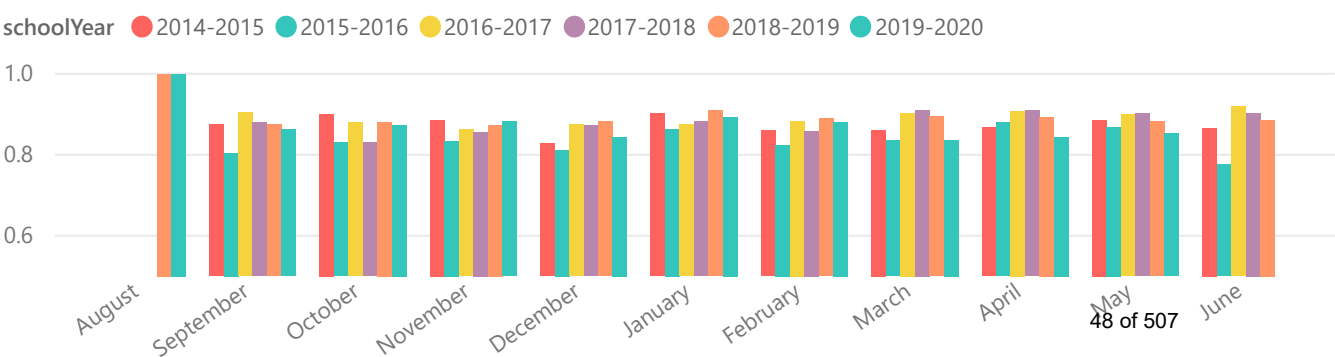
Average Total Participation

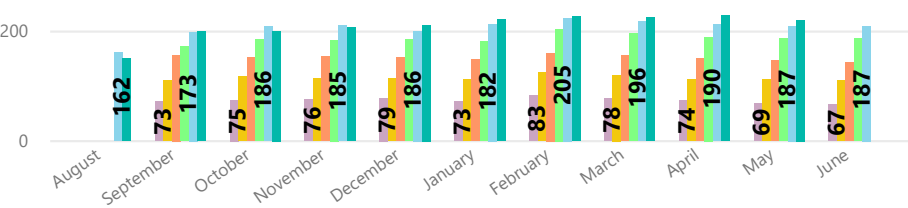


Average Total Performance



Average Total Attendance



Currently Enrolled		Total YTD Enrolled		California Connections Academy at North Bay May 31, 2020				Current Enrollment Month-Over-Month Change		
221		308						-4%		
Enrollment Services Complete (Stage 4)								Current Enrollment Year-Over-Year Change		
313								5%		
Monthly Student Current Enrollment Comparison					Total YTD Enrollment					
schoolYear <span>●</span> 2014-2015 <span>●</span> 2015-2016 <span>●</span> 2016-2017 <span>●</span> 2017-2018 <span>●</span> 2018-2019 ▶					ReportPeriod		SameMonthPriorYear		CurrentMonth	
					Withdrawal Category		Student Count	%CT Student Count	Student Count	%CT Student Count
					Enrolled, Not Grad		210	71%	221	72%
					Graduated		3	1%	4	1%
					Prior To Engagement		18	6%	14	5%
					Withdrawal During School Year		63	21%	69	22%
					Total		294	100%	308	100%
New & Returning					Household Data			Students Per Active Household		
ReportPeriod		SameMonthPriorYear		CurrentMonth		Household Data		SameMonthPriorYear	CurrentMonth	
New or Returning		Students	%CT Students	Students	%CT Students	Active		181	179	
New		130	61.90%	126	57.01%	Graduated		3	4	
Returning		80	38.10%	95	42.99%	WD During School Year		54	61	
					WD Prior To Engagement		18	14		
Grade Distribution					Withdrawal Reason					
ReportPeriod		SameMonthPriorYear		CurrentMonth		Withdrawal Reason				
GradeDistribution		Students	%CT Students	Students	%CT Students	SameMont				
PK-2		22	10%	19	9%	Different/Better Schooling Option (Not related to socialization)				
PK				1	0%	Life change				
KG		9	4%	5	2%	My student wants to return to a traditional school setting for other (non-socialization related) reasons.				
1		6	3%	7	3%	My student wants to return to a traditional school setting for socialization reasons.				
2		7	3%	6	3%	No reason provided				
3-5		15	7%	24	11%	Regulation				
3		4	2%	8	4%	Student wants more socialization				
4		4	2%	5	2%	The curriculum is too hard.				
5		7	3%	11	5%	The program/schedule is not flexible enough.				
6-8		52	25%	50	23%	The transition to virtual school was too difficult.				
6		8	4%	10	5%	There was not enough help/guidance setting us up in the school.				
7		18	9%	15	7%	Violation of state regulations				
8		26	12%	25	11%	We are moving.				
9-12		121	58%	128	58%					
9		28	13%	36	16%					
10		34	16%	32	14%					
11		34	16%	29	12%					
Total		210	100%	221	100%					
					49 of 507					

Gender		
Gender	SameMonthPriorYear	CurrentMonth
F	109	125
M	101	96

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	195	208
Spanish	11	10
Russian	1	
Arabic	1	1
Another Language	2	2

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	55	64
Not Hispanic or Latino	155	157

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	22	14
Asian	17	22
Black/African American	21	23
Native Hawaiian or Other Pacific Islander	6	7
White	179	196

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied-Does not qualify	38	35
Family Reported-Does not qualify	56	56
Qualifies for free	63	59
Qualifies for reduced	11	17
Refused to report	12	24

California Connections Academy at North Bay

May 31, 2020

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	2	2
Cognitive Disability		2
Emotionally Impaired	7	6
Other Health Impaired	5	4
Specific Learning Disability	14	14
Speech/Language Impaired	2	2

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	5	8

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	11	12

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	28	28

Gifted	Plan504
4%	5%
IEP	Not in Special Population
13%	78%

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	3	3
Asian	8	6
Black/African American	3	4
Hispanic or Latino	55	64
Multiple Races	21	31
Native Hawaiian or Other Pacific Islander	2	1
White	118	112

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	22	19
Home School	12	10
No Prior School	15	12
Online (Virtual) Public School	13	13
Private/Parochial School	24	14
Public School	119	148
Prior Schooling Not Reported	5	5

California Connections Academy at North Bay  
May 31, 2020

Contacts Per Week

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	194	188
Not Met	16	33

Attendance Status

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	29	47
Approaching Alarm	26	34
Exempt	2	1
On Track	153	139

Average Participation

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	81%
3-5	92%	94%
6-8	101%	98%
9-12	94%	90%
<b>Total</b>	<b>96%</b>	<b>91%</b>

Average Performance

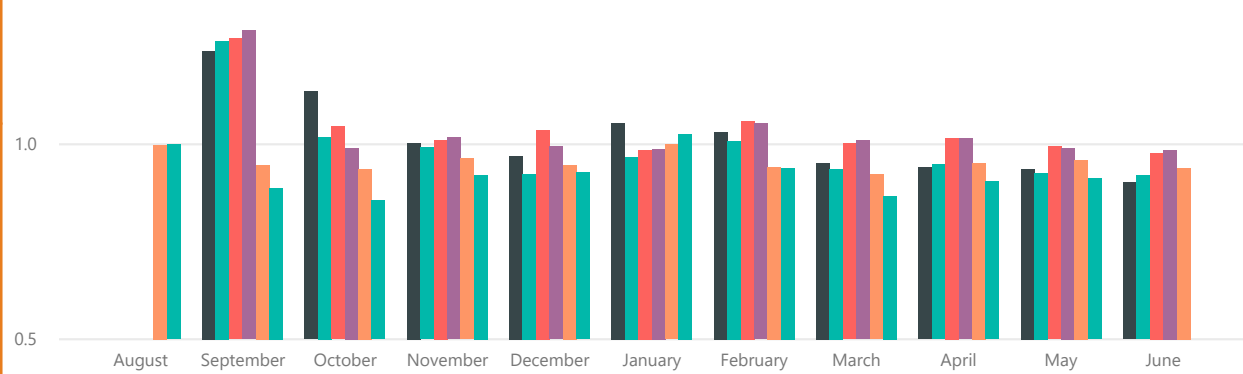
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	92%	88%
3-5	72%	80%
6-8	77%	71%
9-12	72%	65%
<b>Total</b>	<b>75%</b>	<b>70%</b>

Average Attendance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	89%
3-5	90%	93%
6-8	95%	93%
9-12	84%	80%
<b>Total</b>	<b>88%</b>	<b>85%</b>

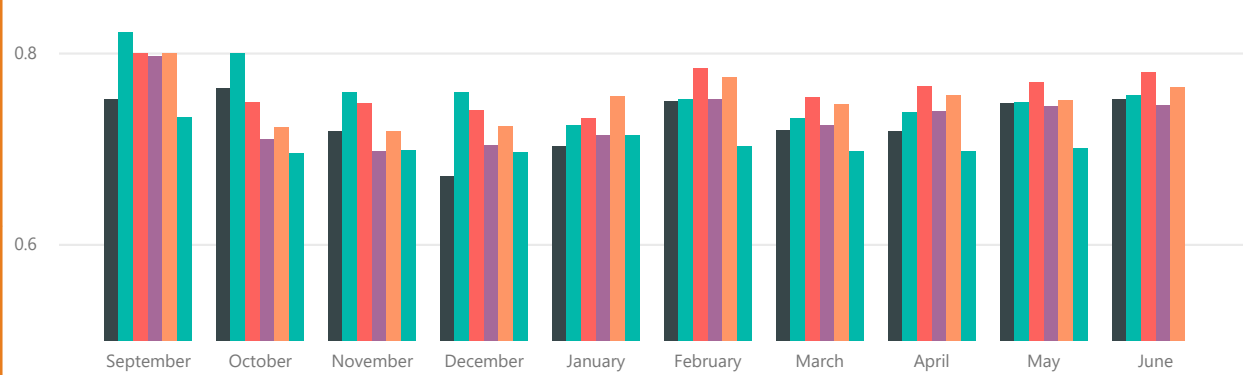
Average Total Participation

schoolYear ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



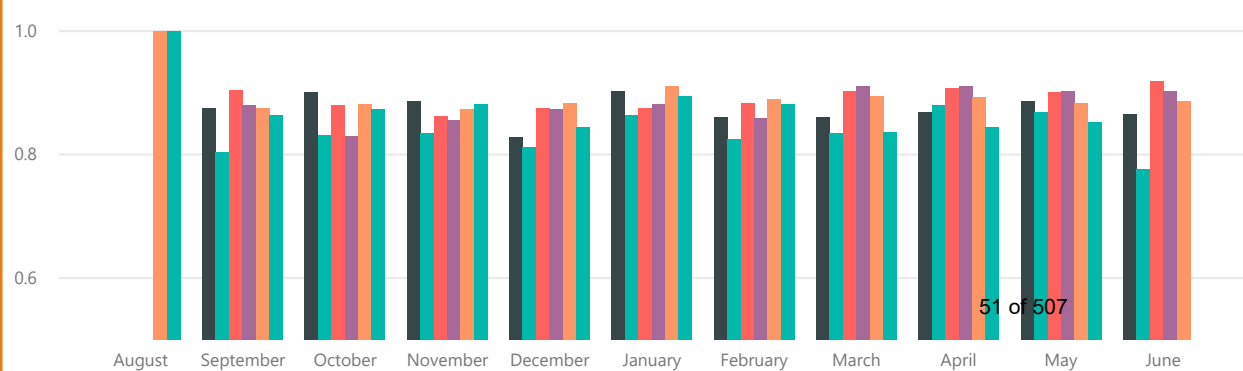
Average Total Performance

schoolYear ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020




Average Total Attendance

schoolYear ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



# MONTHLY SCHOOL REPORT

## School & Date Selection

School
California Connections Academy @ Ripon 

Report Date

May 31, 2020

## Currently Enrolled

**1558**

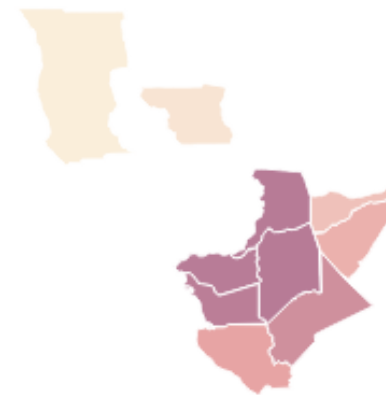
## Total YTD Enrolled

# 2020

## Enrollment Services Complete (Stage 4)

# 2085

## Enrolled Students by County



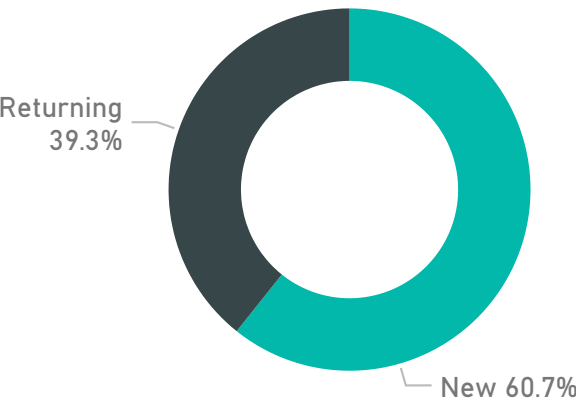


California Connections Academy at Ripon  
May 31, 2020

Current Enrollment Month-Over-Month Change  
**-1%**

Current Enrollment Year-Over-Year Change  
**11%**

New and Returning

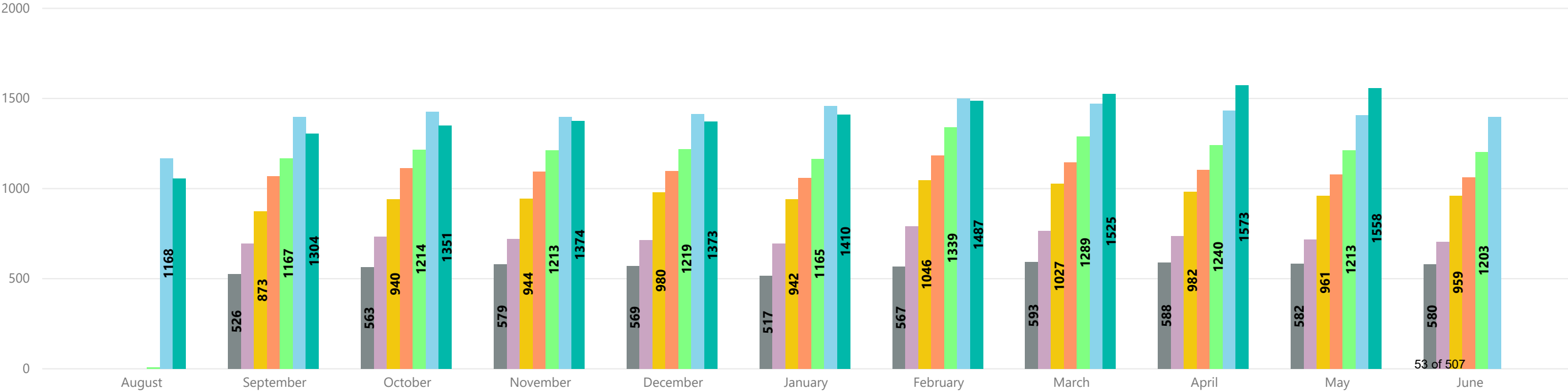


New and Returning Prior Year



Monthly Student Current Enrollment Comparison

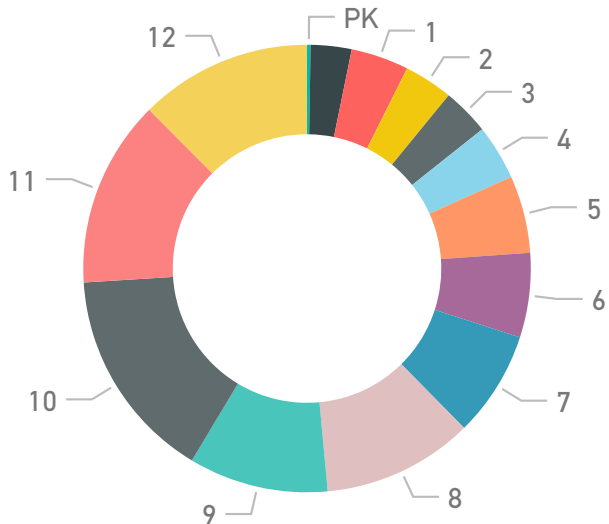
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



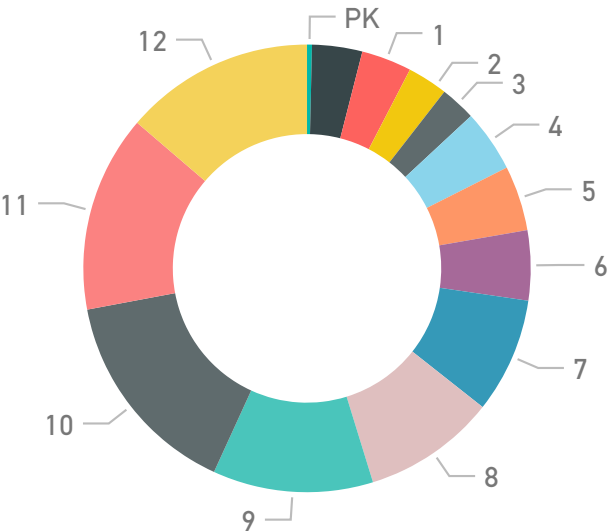
# California Connections Academy at Ripon

## May 31, 2020

Enrolled Students by Final Grade



Enrolled Students Prior Year by Final Grade



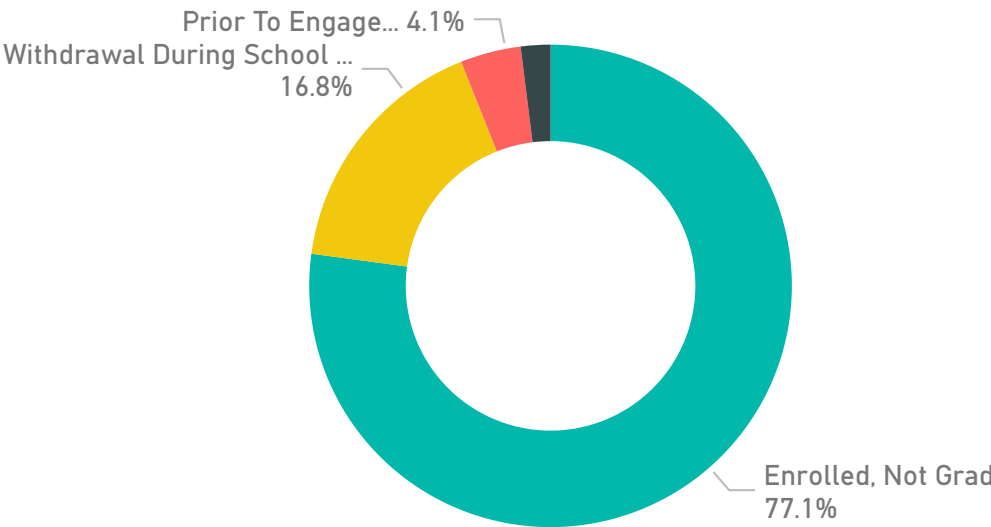
Grade Distribution

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>148</b>	<b>11%</b>	<b>147</b>	<b>11%</b>	<b>168</b>	<b>11%</b>	<b>170</b>	<b>11%</b>
PK	5	0%	5	0%	4	0%	4	0%
KG	51	4%	50	4%	46	3%	46	3%
1	51	4%	51	4%	64	4%	65	4%
2	41	3%	41	3%	54	3%	55	4%
<b>3-5</b>	<b>165</b>	<b>12%</b>	<b>164</b>	<b>12%</b>	<b>198</b>	<b>13%</b>	<b>202</b>	<b>13%</b>
3	36	3%	36	3%	54	3%	53	3%
4	63	4%	64	5%	58	4%	62	4%
5	66	5%	64	5%	86	5%	87	6%
<b>6-8</b>	<b>323</b>	<b>23%</b>	<b>323</b>	<b>23%</b>	<b>387</b>	<b>25%</b>	<b>384</b>	<b>25%</b>
6	71	5%	71	5%	99	6%	95	6%
7	117	8%	117	8%	118	8%	119	8%
8	135	10%	135	10%	170	11%	170	11%
<b>9-12</b>	<b>770</b>	<b>55%</b>	<b>762</b>	<b>55%</b>	<b>820</b>	<b>52%</b>	<b>802</b>	<b>51%</b>
9	163	12%	162	12%	156	10%	157	10%
10	214	15%	212	15%	244	16%	240	15%
11	200	14%	198	14%	214	14%	211	14%
12	193	14%	190	14%	206	13%	194	12%
<b>Total</b>	<b>1406</b>	<b>100%</b>	<b>1396</b>	<b>100%</b>	<b>1573</b>	<b>100%</b>	<b>1558</b>	<b>100%</b>

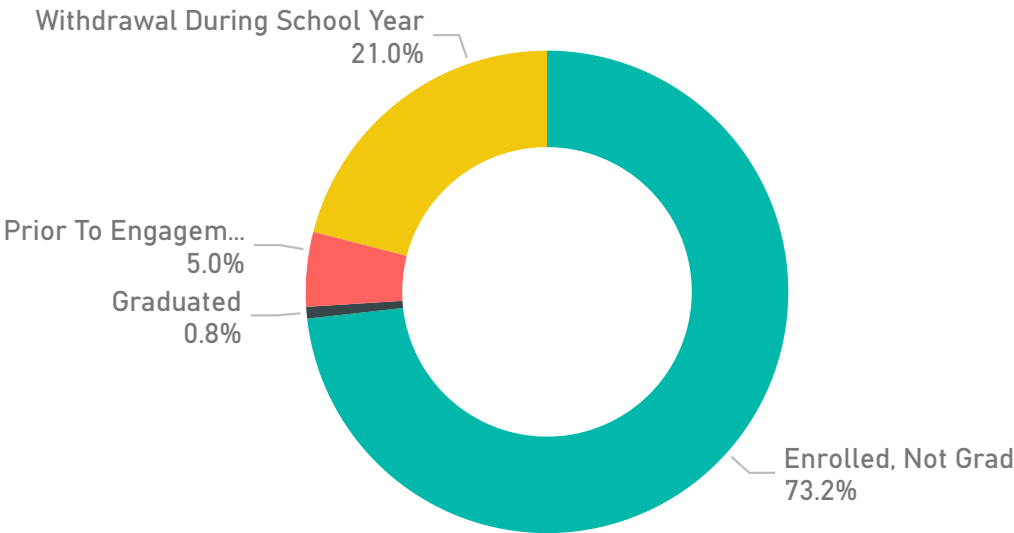
# California Connections Academy at Ripon

May 31, 2020

Total YTD Enrollment by Withdrawal Category



Total YTD Enrollment Prior Year by Withdrawal Category



Total YTD Enrollment								
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	1406	73%	1396	73%	1574	79%	1558	77%
Graduated	15	1%	17	1%	33	2%	40	2%
Prior To Engagement	96	5%	96	5%	75	4%	82	4%
Withdrawal During School Year	403	21%	411	21%	314	16%	340	17%
Total	1920	100%	1920	100%	1996	100%	2020	100%

Enrollment Services Complete (Stage 4)

2085

California Connections Academy at Ripon  
May 31, 2020

Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
			48	65
Another Reason			4	4
Different/Better Schooling Option (Not related to socialization)	220	222	47	49
Generally dissatisfied with curriculum/course options			1	1
Getting started with the school was too difficult	1	1		
Inactivity	1	1	6	6
Life change	52	53		
Mismatch Academic	18	18		
Mismatch Family Schedule	2	2		
No longer able to provide a Learning Coach			10	10
No Reason Given			114	116
Program not flexible enough			2	2
Program takes too much of Learning Coach's time			2	2
Program takes too much of student's time			4	4
Pursuing GED			9	10
Regulation	99	104		
Student wants more socialization	10	10	17	18
Technical Difficulties			1	1
The curriculum is too hard			8	8
Transition to virtual school too difficult			9	12
We are moving			29	29
We have chosen to home school			3	3



# California Connections Academy at Ripon

## May 31, 2020

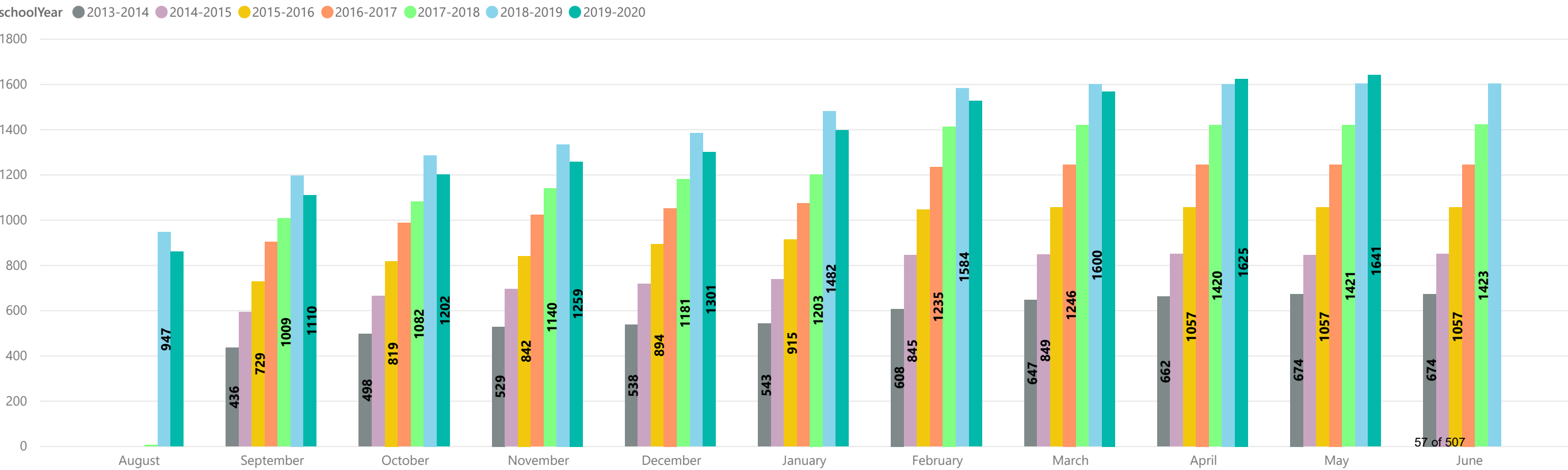
### Household Data

Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	1190	1182	1287	1273
Graduated	15	17	32	39
WD During School Year	345	352	271	294
WD Prior To Engagement	86	86	71	77

### Students Per Active Household

	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1.18	1.18	1.22	1.22

### Monthly Total Households



# California Connections Academy at Ripon

May 31, 2020

## Ethnicity

Ethnicity ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	420	416	497	490
Not Hispanic or Latino	986	980	1076	1068

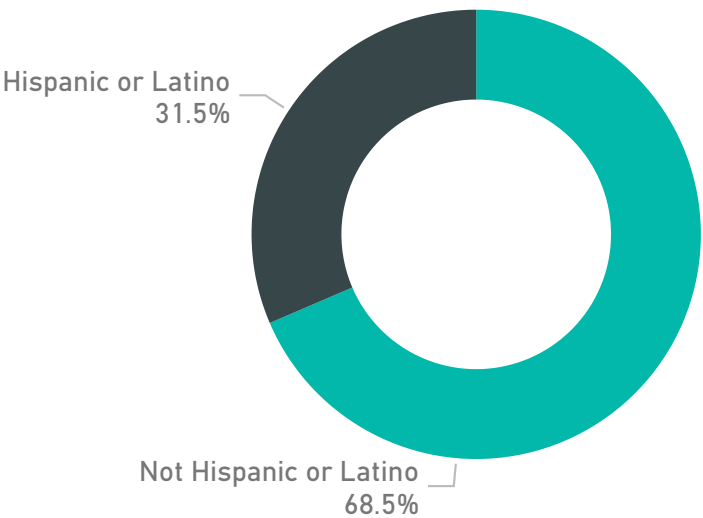
## Race

Race ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	145	144	170	164
Asian	220	219	238	235
Black/African American	265	264	349	348
Native Hawaiian or Other Pacific Islander	57	57	72	70
White	959	952	1050	1039

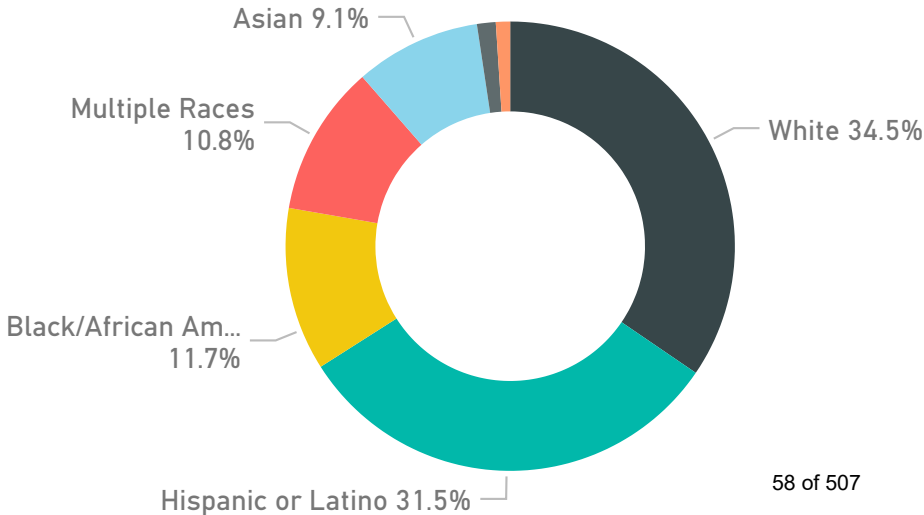
## Distinct Race/Ethnicity

Distinct Race/Ethnicity ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	18	17	23	21
Asian	133	132	143	141
Black/African American	151	150	181	183
Hispanic or Latino	420	416	497	490
Multiple Races	143	143	174	169
Native Hawaiian or Other Pacific Islander	19	19	16	16
White	522	519	539	538

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



California Connections Academy at Ripon  
May 31, 2020

Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
F	793	788	874	869
M	613	608	699	689

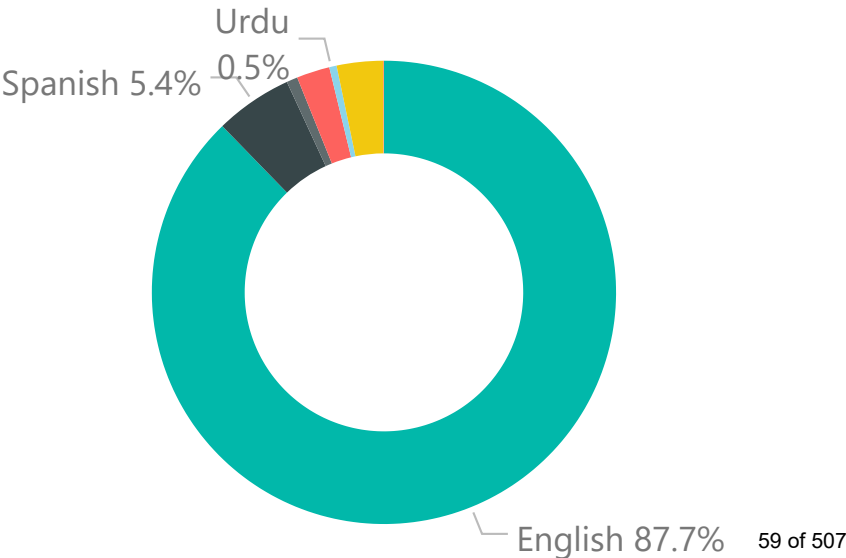
Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	1222	1213	1380	1367
Spanish	76	75	87	84
Russian	11	11	11	12
Arabic	27	27	37	36
Urdu	4	4	8	8
Another Language	66	66	49	50
No Language Reported			1	1

Enrolled Students by Gender



Enrolled Students by Language



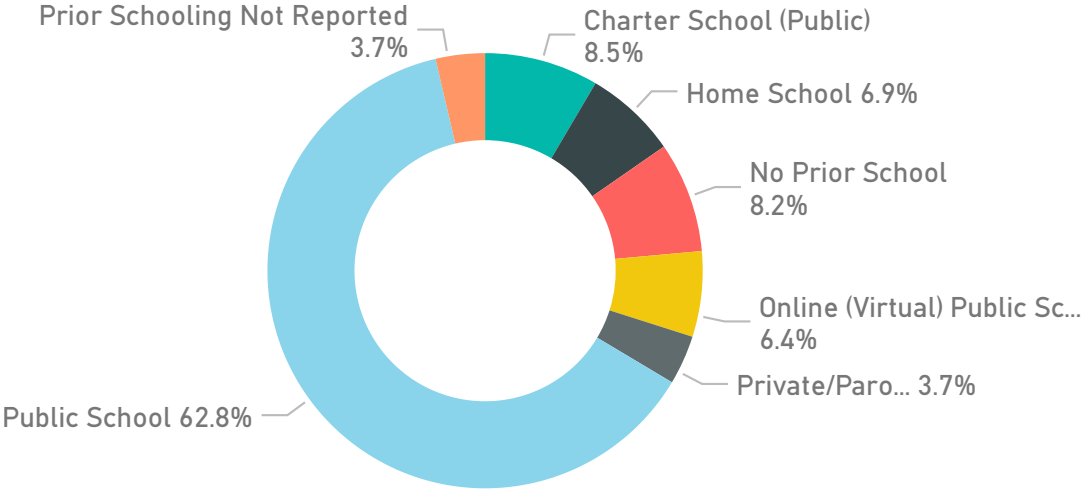
# California Connections Academy at Ripon

## May 31, 2020

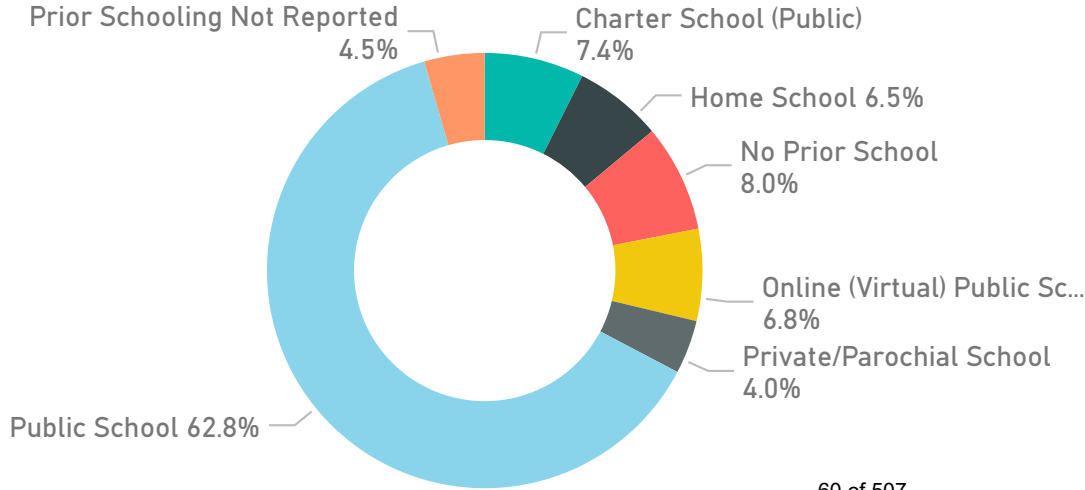
### Prior Schooling

Prior Schooling ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	104	103	136	132
Home School	92	91	109	107
No Prior School	112	112	132	128
Online (Virtual) Public School	96	96	100	99
Private/Parochial School	56	56	52	57
Public School	883	875	987	978
Prior Schooling Not Reported	63	63	57	57

### Prior Schooling May 31, 2020



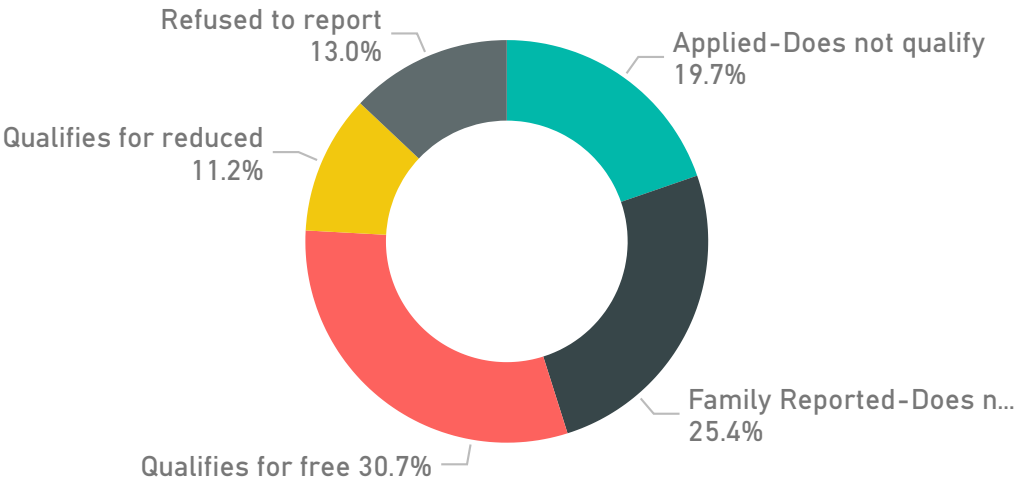
### Prior Schooling May 31, 2019



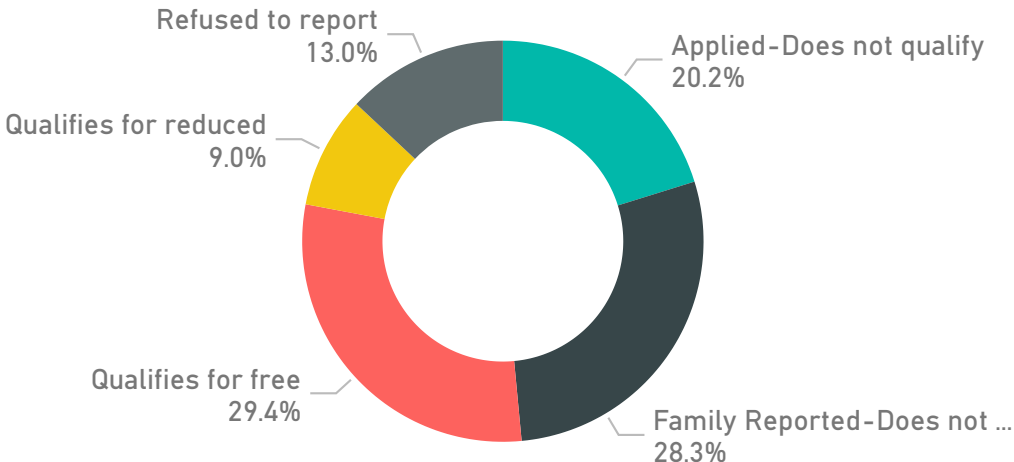


California Connections Academy at Ripon  
May 31, 2020

FARM Eligibility  
May 31, 2020



FARM Eligibility  
May 31, 2019



Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	35	35	40	40
Cognitive Disability	5	5	7	7
Emotionally Impaired	18	18	28	27
Hearing Impaired	2	2	2	2
Other	1	1	2	2
Other Health Impaired	45	47	45	44
Specific Learning Disability	51	50	73	73
Speech/Language Impaired	16	16	25	25
Traumatic Brain Injury	1	1	1	1
Visually Impaired	1	1	1	1

Specific Learning Disability

Other Health Impaired

Emotional...

Speech/L...

Autism

Cognitive ...

Other

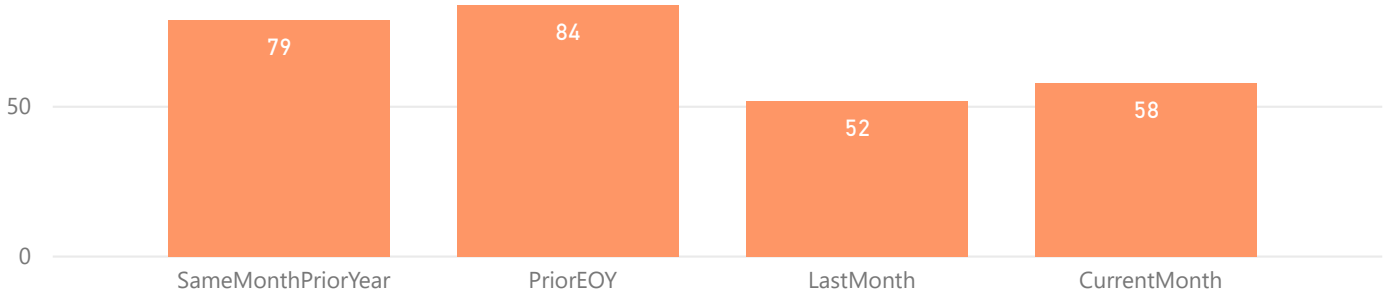
...

Hear...

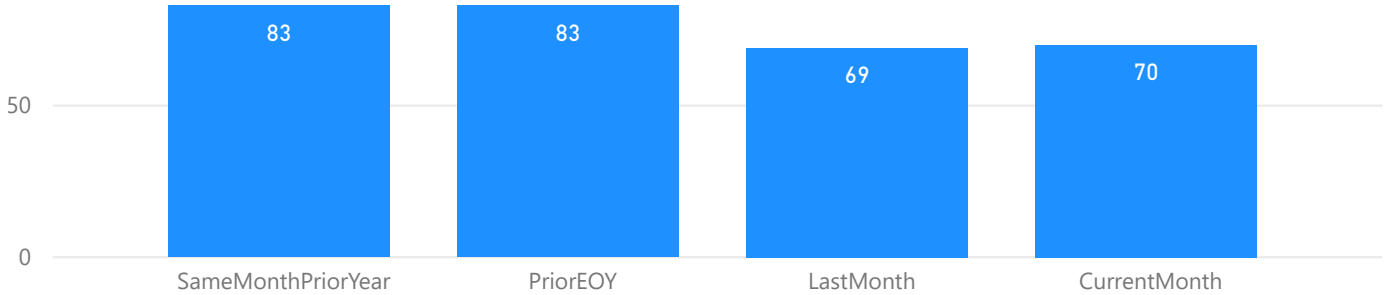
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California Connections Academy at Ripon  
May 31, 2020

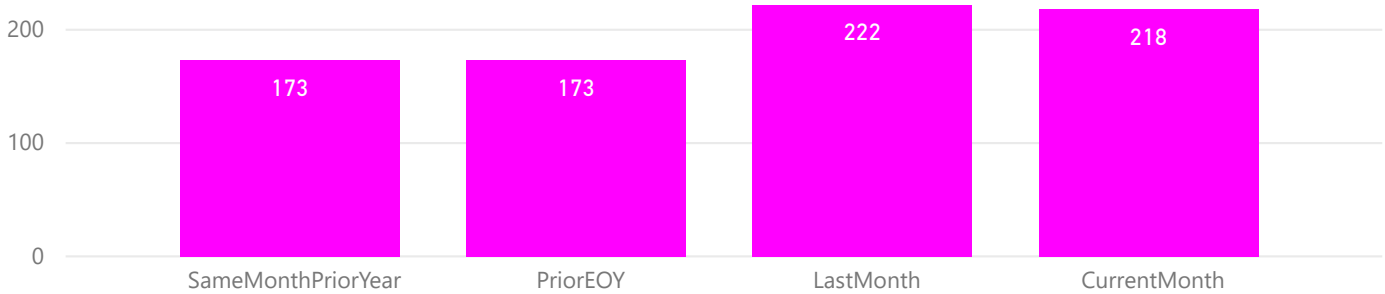
Gifted



Plan504



IEP



Currently Enrolled

1558

Gifted

4%

Plan504

4%

IEP

14%

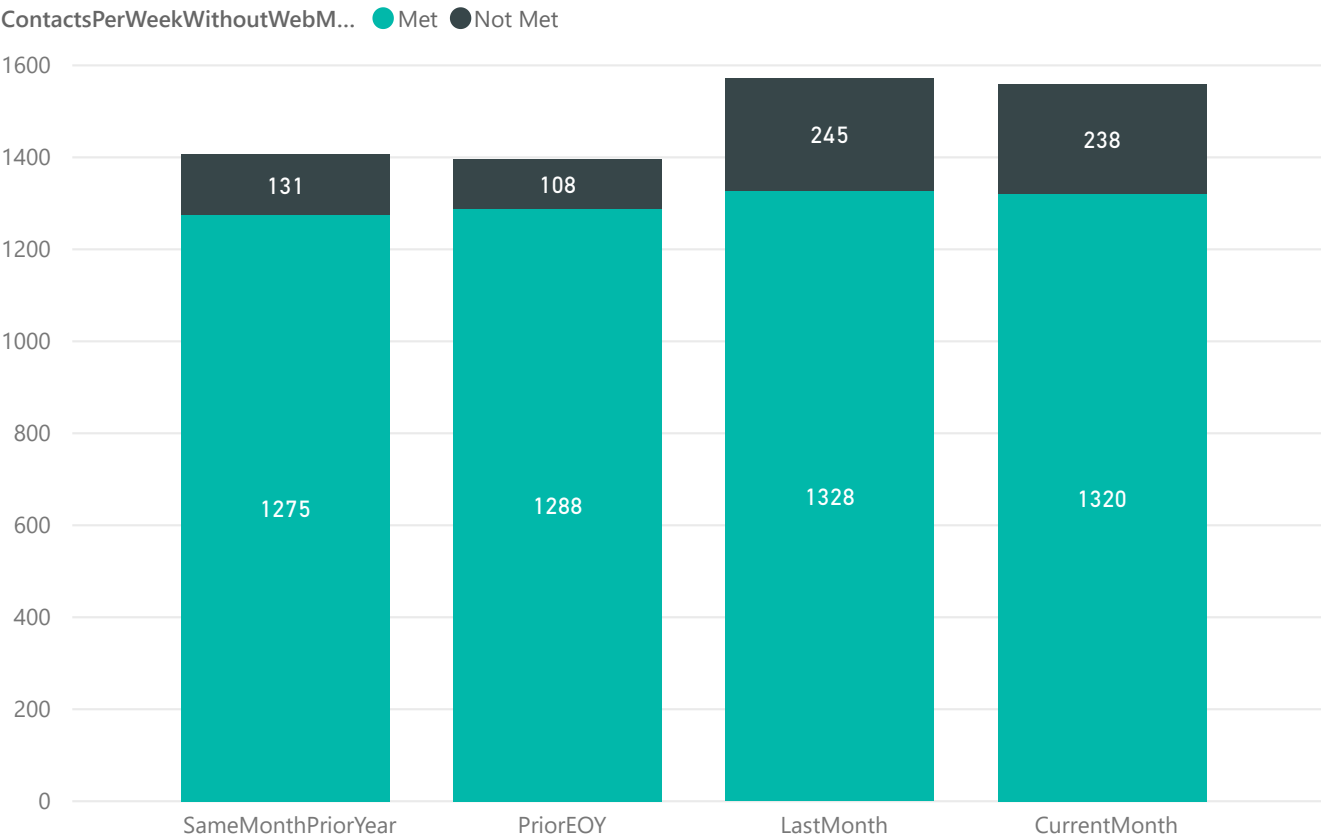
Not in Special Population

78%

# California Connections Academy at Ripon

## May 31, 2020

### Contacts Per Week

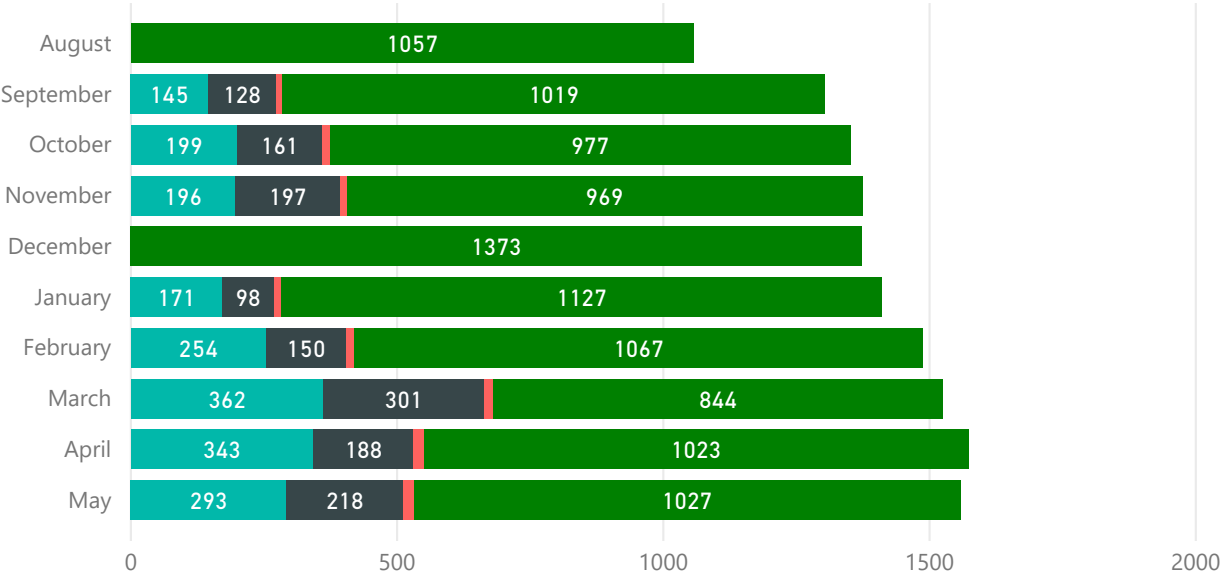


### Currently Enrolled

1558

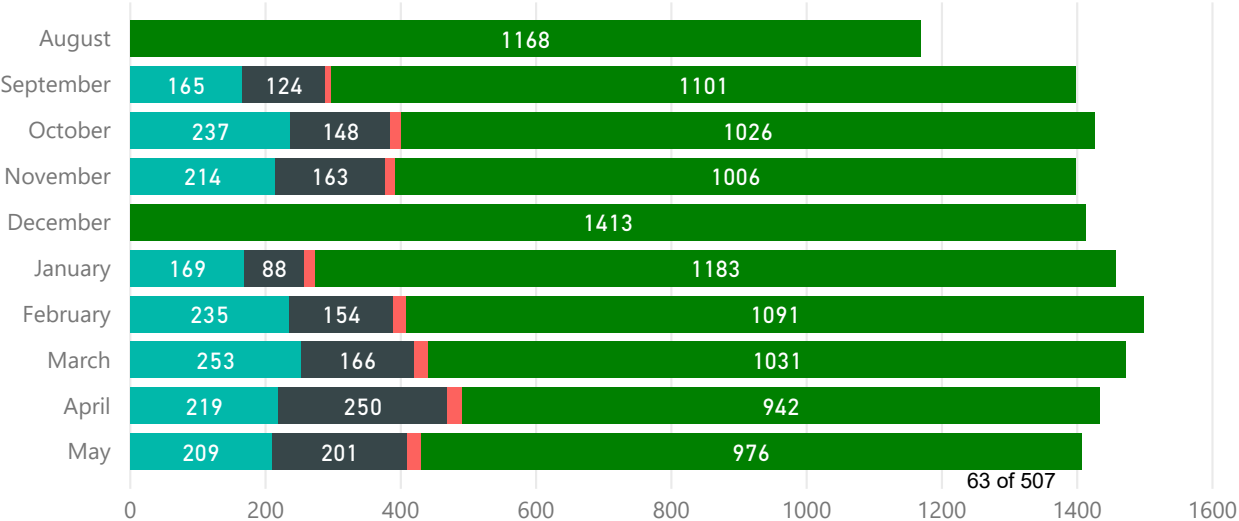
### School Year: 2019-2020

AttendanceStatusAutomated Alarm Approaching Alarm Exempt On Track



### School Year: 2018-2019

AttendanceStatusAutomated Alarm Approaching Alarm Exempt On Track



California Connections Academy at Ripon  
May 31, 2020

Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	100%	93%	92%
3-5	98%	103%	98%	96%
6-8	99%	99%	94%	93%
9-12	91%	91%	90%	90%
Total	94%	96%	92%	92%

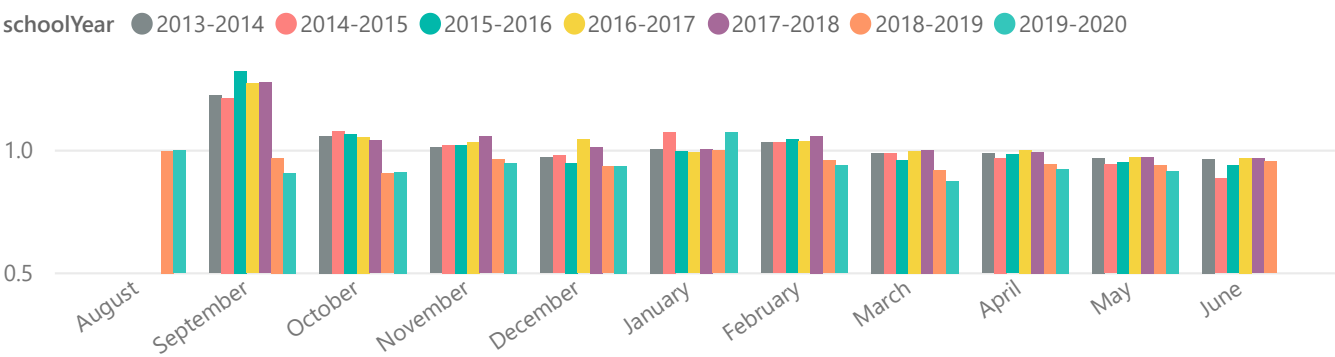
Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	91%	90%	90%	89%
3-5	80%	79%	72%	74%
6-8	74%	75%	70%	71%
9-12	69%	72%	66%	64%
Total	74%	76%	70%	70%

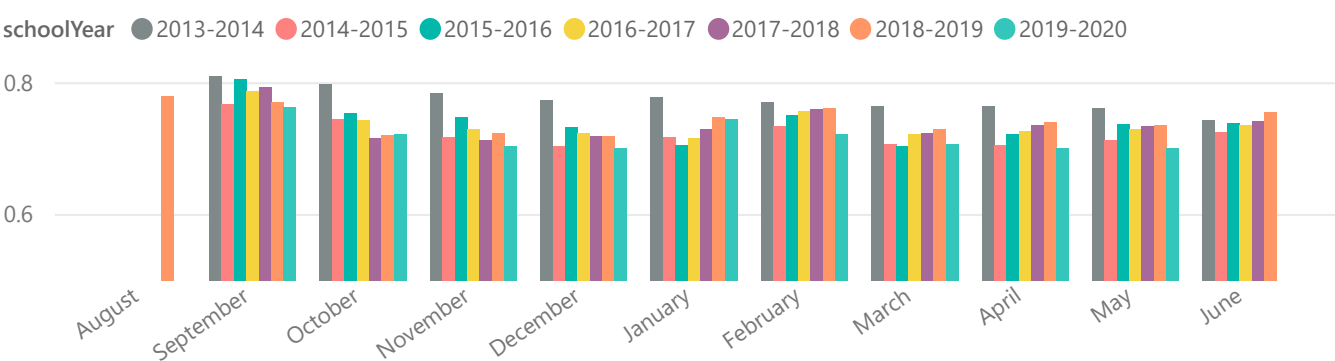
Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	93%	95%	90%	90%
3-5	92%	93%	90%	90%
6-8	92%	93%	88%	88%
9-12	84%	85%	82%	83%
Total	88%	89%	85%	86%

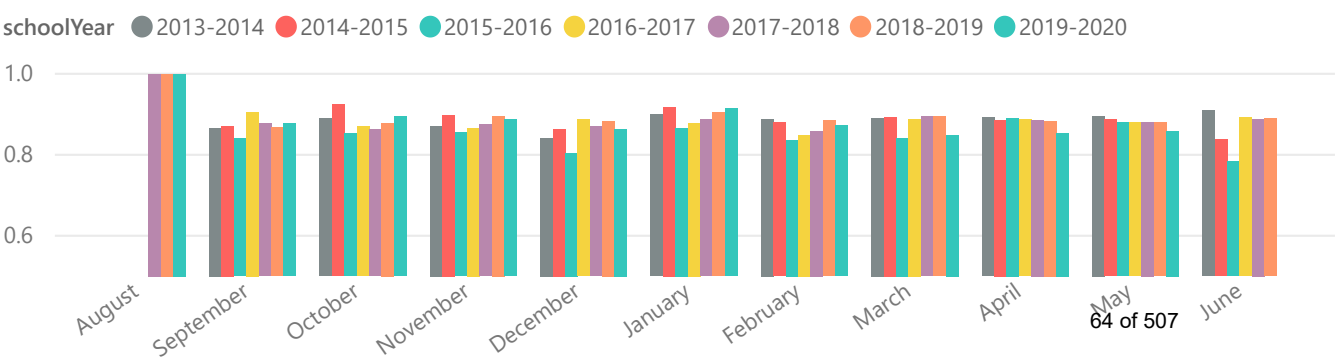
Average Total Participation



Average Total Performance



Average Total Attendance



Currently Enrolled 1558		Total YTD Enrolled 2020		California Connections Academy at Ripon May 31, 2020				Current Enrollment Month-Over-Month Change -1%																																																																									
Enrollment Services Complete (Stage 4)				Current Enrollment Year-Over-Year Change																																																																													
2085				11%																																																																													
Monthly Student Current Enrollment Comparison				Total YTD Enrollment																																																																													
schoolYear <div><div></div> 2013-2014</div> <div><div></div> 2014-2015</div> <div><div></div> 2015-2016</div> <div><div></div> 2016-2017</div> <div><div></div> 2017-2018</div> <div></div>				ReportPeriod		SameMonthPriorYear		CurrentMonth																																																																									
<div>2K</div> <div>1K</div> <div>0K</div> <table><caption>Monthly Student Current Enrollment Comparison Data</caption><thead><tr><th>Month</th><th>2013-2014</th><th>2014-2015</th><th>2015-2016</th><th>2016-2017</th><th>2017-2018</th></tr></thead><tbody><tr><td>August</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>September</td><td>696</td><td>1168</td><td>1398</td><td></td><td></td></tr><tr><td>October</td><td>734</td><td>1426</td><td></td><td></td><td></td></tr><tr><td>November</td><td>719</td><td>1398</td><td></td><td></td><td></td></tr><tr><td>December</td><td>714</td><td>1413</td><td></td><td></td><td></td></tr><tr><td>January</td><td>694</td><td>1457</td><td></td><td></td><td></td></tr><tr><td>February</td><td>792</td><td>1499</td><td></td><td></td><td></td></tr><tr><td>March</td><td>764</td><td>1472</td><td></td><td></td><td></td></tr><tr><td>April</td><td>735</td><td>1433</td><td></td><td></td><td></td></tr><tr><td>May</td><td>717</td><td>1406</td><td></td><td></td><td></td></tr><tr><td>June</td><td>704</td><td>1396</td><td></td><td></td><td></td></tr></tbody></table>				Month	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	August						September	696	1168	1398			October	734	1426				November	719	1398				December	714	1413				January	694	1457				February	792	1499				March	764	1472				April	735	1433				May	717	1406				June	704	1396				Withdrawal Category		Student Count	%CT Student Count	Student Count	%CT Student Count
Month	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018																																																																												
August																																																																																	
September	696	1168	1398																																																																														
October	734	1426																																																																															
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February	792	1499																																																																															
March	764	1472																																																																															
April	735	1433																																																																															
May	717	1406																																																																															
June	704	1396																																																																															
				Enrolled, Not Grad		1406	73%	1558	77%																																																																								
				Graduated		15	1%	40	2%																																																																								
				Prior To Engagement		96	5%	82	4%																																																																								
				Withdrawal During School Year		403	21%	340	17%																																																																								
				Total		1920	100%	2020	100%																																																																								
New & Returning				Household Data			Students Per Active Household																																																																										
ReportPeriod		SameMonthPriorYear		CurrentMonth		Household Data		SameMonthPriorYear																																																																									
New or Returning		Students	%CT Students	Students		%CT Students		CurrentMonth																																																																									
New		793	56.40%	946		60.72%		1.18																																																																									
Returning		613	43.60%	612		39.28%		1.22																																																																									
Grade Distribution				Household Data			Students Per Active Household																																																																										
ReportPeriod		SameMonthPriorYear		CurrentMonth		Household Data		SameMonthPriorYear																																																																									
GradeDistribution		Students	%CT Students	Students		%CT Students		CurrentMonth																																																																									
PK-2		148	11%	170		11%		1.18																																																																									
PK		5	0%	4		0%		1.22																																																																									
KG		51	4%	46		3%		1.18																																																																									
1		51	4%	65		4%		1.22																																																																									
2		41	3%	55		4%		1.18																																																																									
3-5		165	12%	202		13%		1.22																																																																									
3		36	3%	53		3%		1.18																																																																									
4		63	4%	62		4%		1.22																																																																									
5		66	5%	87		6%		1.18																																																																									
6-8		323	23%	384		25%		1.22																																																																									
6		71	5%	95		6%		1.18																																																																									
7		117	8%	119		8%		1.22																																																																									
8		135	10%	170		11%		1.18																																																																									
9-12		770	55%	802		51%		1.22																																																																									
9		163	12%	157		10%		1.18																																																																									
10		214	15%	240		15%		1.22																																																																									
11		200	14%	211		14%		1.18																																																																									
Total		1406	100%	1558		100%		1.22																																																																									
Withdrawal Reason				Withdrawal Reason																																																																													
				Different/Better Schooling Option (Not related to socialization)																																																																													
				Enrollment was intended to be short term and is no longer needed for my student.																																																																													
				Generally dissatisfied with curriculum/course options																																																																													
				Getting started with the school was too difficult																																																																													
				Inactivity																																																																													
				Inactivity/Lack of Attendance																																																																													
				Life change																																																																													
				Mismatch Academic																																																																													
				Mismatch Family Schedule																																																																													
				My student is pursuing GED																																																																													
				My student wants to return to a traditional school setting for other (non-socialization related) reasons.																																																																													
				My student wants to return to a traditional school setting for socialization reasons.																																																																													
				No reason provided																																																																													
				Regulation																																																																													
				Student wants more socialization																																																																													
				65 of 507																																																																													
				< >																																																																													

Gender		
Gender	SameMonthPriorYear	CurrentMonth
F	793	869
M	613	689

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	1222	1367
Spanish	76	84
Russian	11	12
Arabic	27	36
Urdu	4	8
Another Language	66	50
No Language Reported		1

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	420	490
Not Hispanic or Latino	986	1068

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	145	164
Asian	220	235
Black/African American	265	348
Native Hawaiian or Other Pacific Islander	57	70
White	959	1039

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied-Does not qualify	248	263
Family Reported-Does not qualify	348	354
Qualifies for free	360	392
Qualifies for reduced	109	155
Refused to report	166	172

California Connections Academy at Ripon

May 31, 2020

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	35	40
Cognitive Disability	5	7
Emotionally Impaired	18	27
Hearing Impaired	2	2
Other	1	2
Other Health Impaired	45	44
Specific Learning Disability	51	73
Speech/Language Impaired	16	25
Traumatic Brain Injury	1	1
Visually Impaired	1	1

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	79	58

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	83	70

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	173	218

Gifted	Plan504
4%	4%
IEP	Not in Special Population
14%	78%

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	18	21
Asian	133	141
Black/African American	151	183
Hispanic or Latino	420	490
Multiple Races	143	169
Native Hawaiian or Other Pacific Islander	19	16
White	522	538

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	104	132
Home School	92	107
No Prior School	112	128
Online (Virtual) Public School	96	99
Private/Parochial School	56	57
Public School	883	978
Prior Schooling Not Reported	63	57

California Connections Academy at Ripon  
May 31, 2020

Contacts Per Week

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	1275	1320
Not Met	131	238

Attendance Status

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	209	293
Approaching Alarm	201	218
Exempt	20	20
On Track	976	1027

Average Participation

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	92%
3-5	98%	96%
6-8	99%	93%
9-12	91%	90%
<b>Total</b>	<b>94%</b>	<b>92%</b>

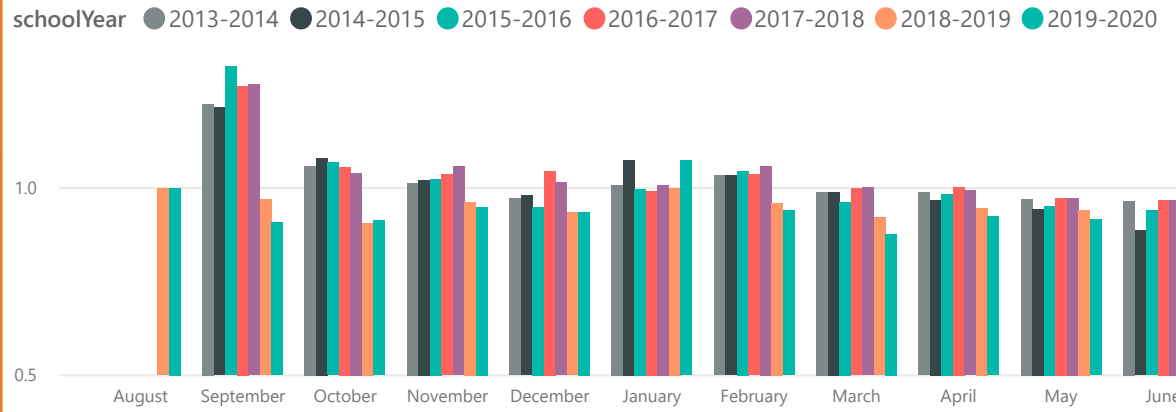
Average Performance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	91%	89%
3-5	80%	74%
6-8	74%	71%
9-12	69%	64%
<b>Total</b>	<b>74%</b>	<b>70%</b>

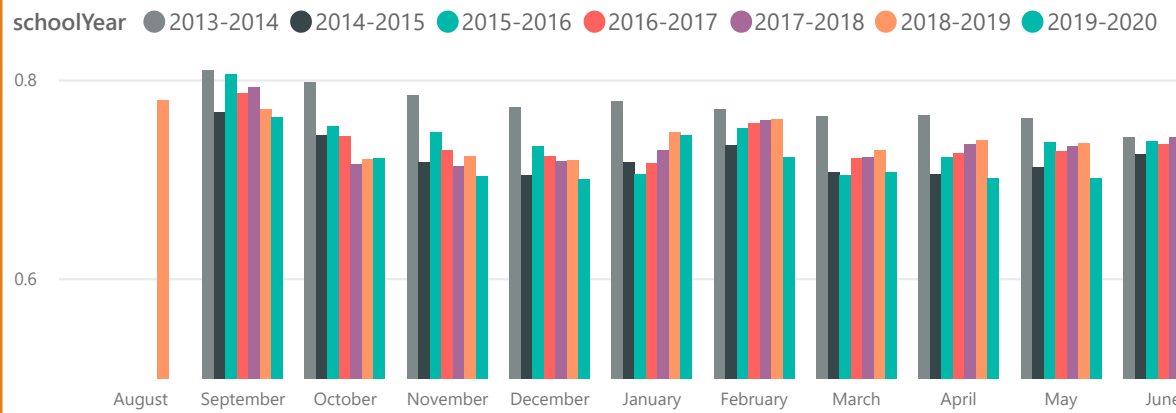
Average Attendance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	93%	90%
3-5	92%	90%
6-8	92%	88%
9-12	84%	83%
<b>Total</b>	<b>88%</b>	<b>86%</b>

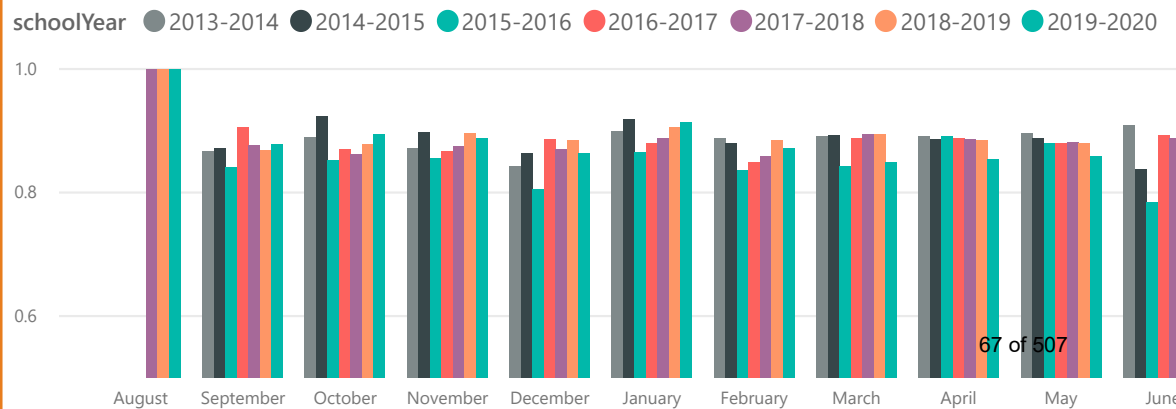
Average Total Participation



Average Total Performance



Average Total Attendance



# MONTHLY SCHOOL REPORT

School & Date Selection

School

California Connections Academy @ Capistrano

Report Date

May 31, 2020

Currently Enrolled

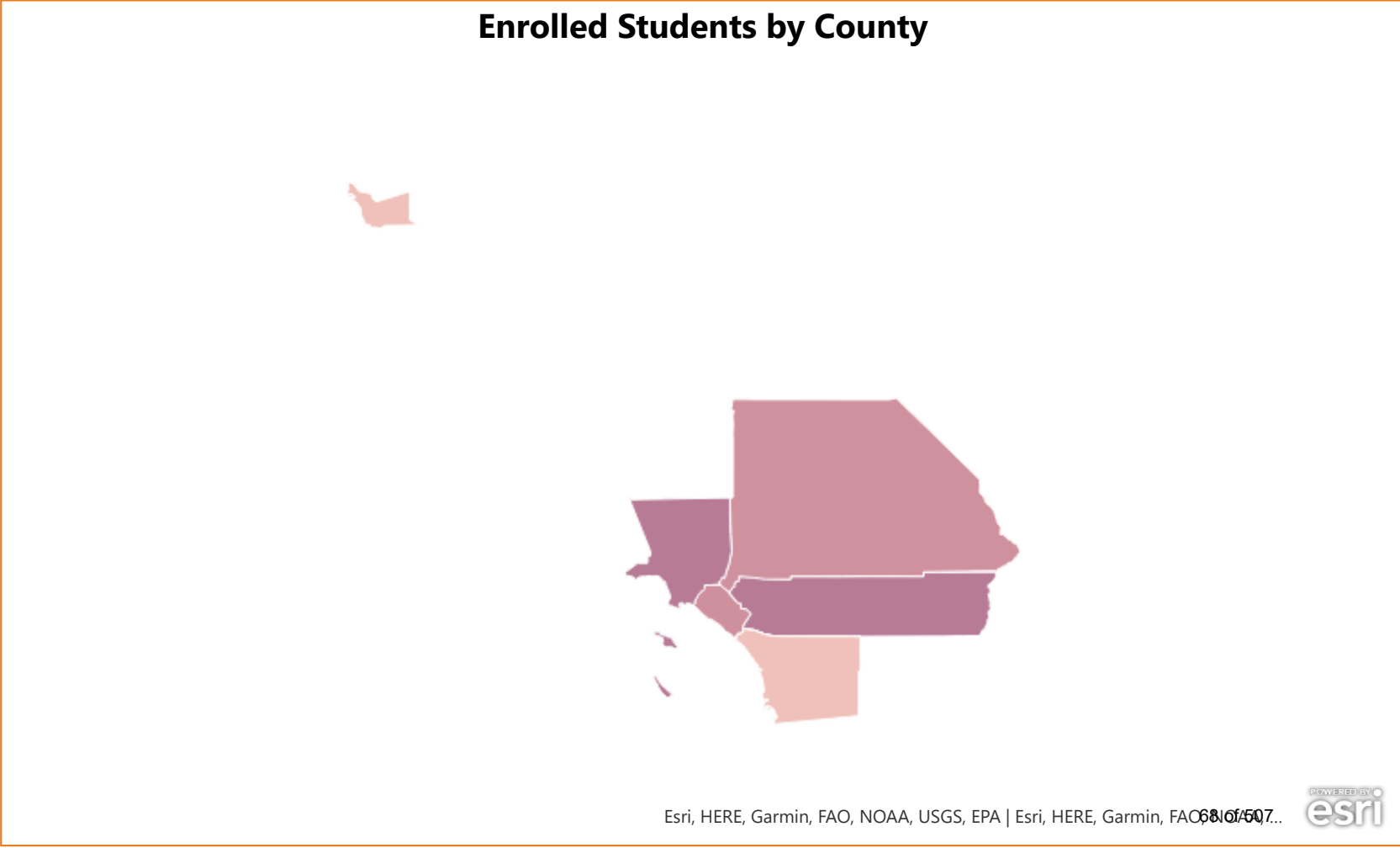
4750

Total YTD Enrolled

6022

Enrollment Services Complete (Stage 4)

6127



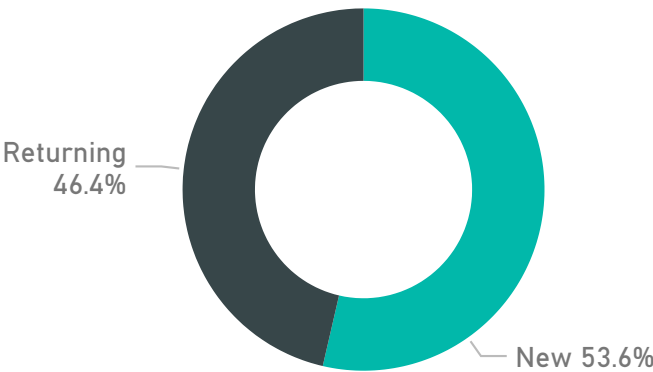


Capistrano Connections Academy  
May 31, 2020

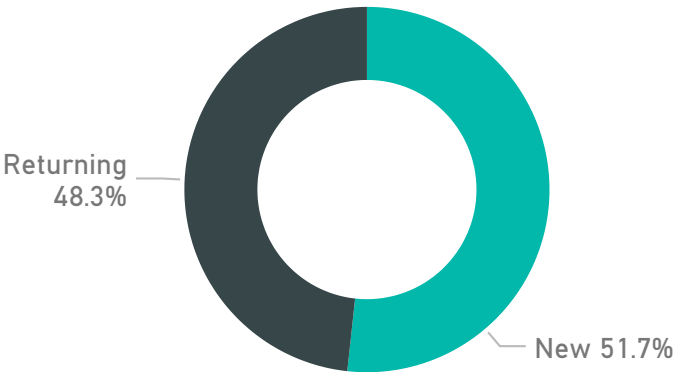
Current Enrollment Month-Over-Month Change  
**0%**

Current Enrollment Year-Over-Year Change  
**15%**

New and Returning

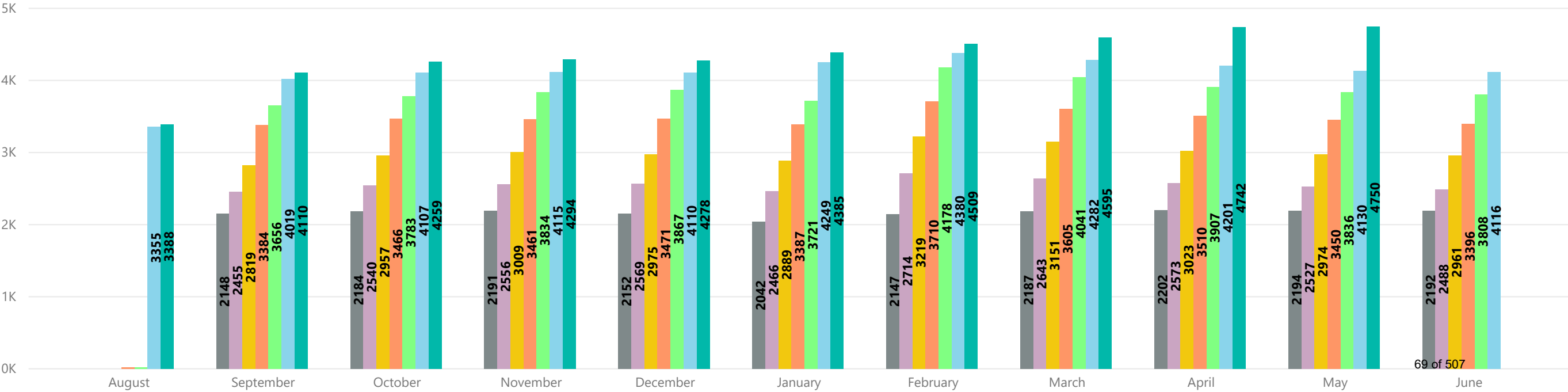


New and Returning Prior Year



Monthly Student Current Enrollment Comparison

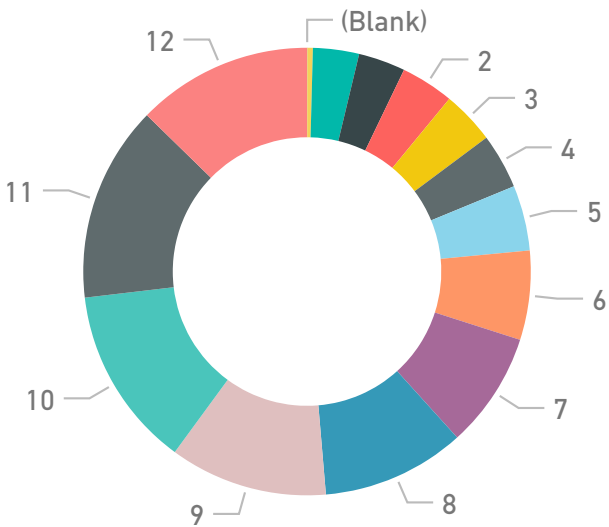
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



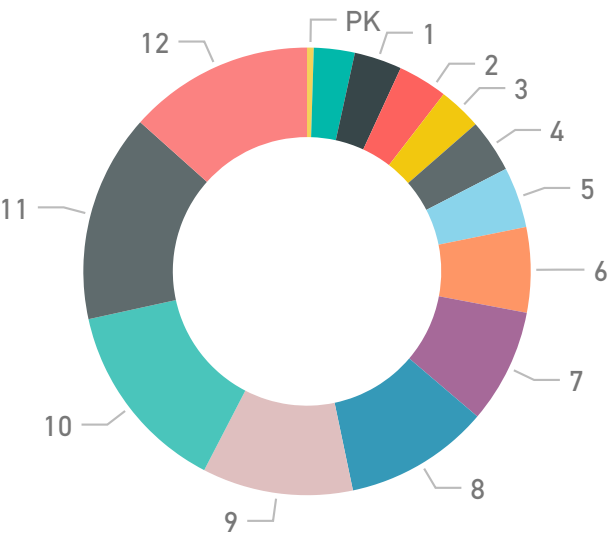
# Capistrano Connections Academy

## May 31, 2020

Enrolled Students by Final Grade



Enrolled Students Prior Year by Final Grade



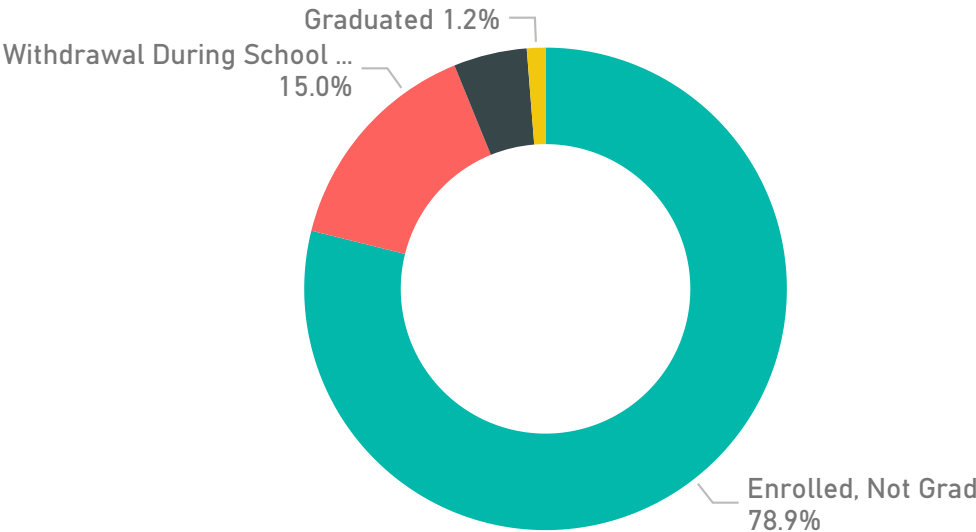
Grade Distribution

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>432</b>	<b>10%</b>	<b>431</b>	<b>10%</b>	<b>511</b>	<b>11%</b>	<b>520</b>	<b>11%</b>
PK	20	0%	20	0%	17	0%	19	0%
KG	122	3%	122	3%	157	3%	158	3%
1	142	3%	141	3%	159	3%	161	3%
2	148	4%	148	4%	178	4%	182	4%
<b>3-5</b>	<b>469</b>	<b>11%</b>	<b>467</b>	<b>11%</b>	<b>582</b>	<b>12%</b>	<b>595</b>	<b>13%</b>
3	129	3%	129	3%	179	4%	182	4%
4	159	4%	157	4%	183	4%	189	4%
5	181	4%	181	4%	220	5%	224	5%
<b>6-8</b>	<b>1028</b>	<b>25%</b>	<b>1027</b>	<b>25%</b>	<b>1194</b>	<b>25%</b>	<b>1195</b>	<b>25%</b>
6	254	6%	254	6%	302	6%	306	6%
7	341	8%	340	8%	399	8%	397	8%
8	433	10%	433	11%	493	10%	492	10%
<b>9-12</b>	<b>2201</b>	<b>53%</b>	<b>2191</b>	<b>53%</b>	<b>2455</b>	<b>52%</b>	<b>2439</b>	<b>51%</b>
9	450	11%	449	11%	540	11%	542	11%
10	577	14%	571	14%	623	13%	621	13%
11	621	15%	620	15%	676	14%	673	14%
12	553	13%	551	13%	616	13%	603	13%
<b>Total</b>	<b>4130</b>	<b>100%</b>	<b>4116</b>	<b>100%</b>	<b>4742</b>	<b>100%</b>	<b>4749</b>	<b>100%</b>

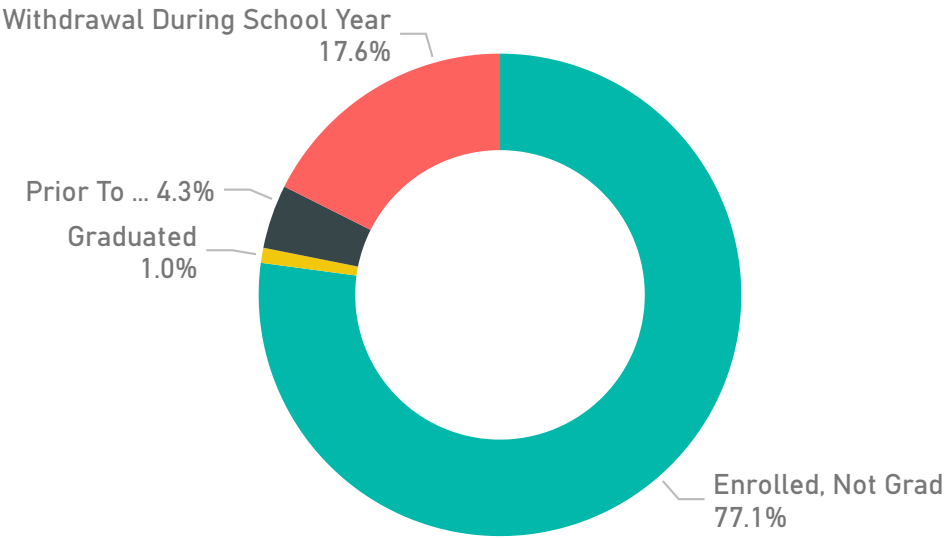
# Capistrano Connections Academy

May 31, 2020

Total YTD Enrollment by Withdrawal Category



Total YTD Enrollment Prior Year by Withdrawal Category



Total YTD Enrollment								
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	4130	77%	4116	77%	4742	80%	4750	79%
Graduated	54	1%	57	1%	71	1%	75	1%
Prior To Engagement	229	4%	230	4%	281	5%	296	5%
Withdrawal During School Year	942	18%	952	18%	836	14%	901	15%
Total	5355	100%	5355	100%	5930	100%	6022	100%

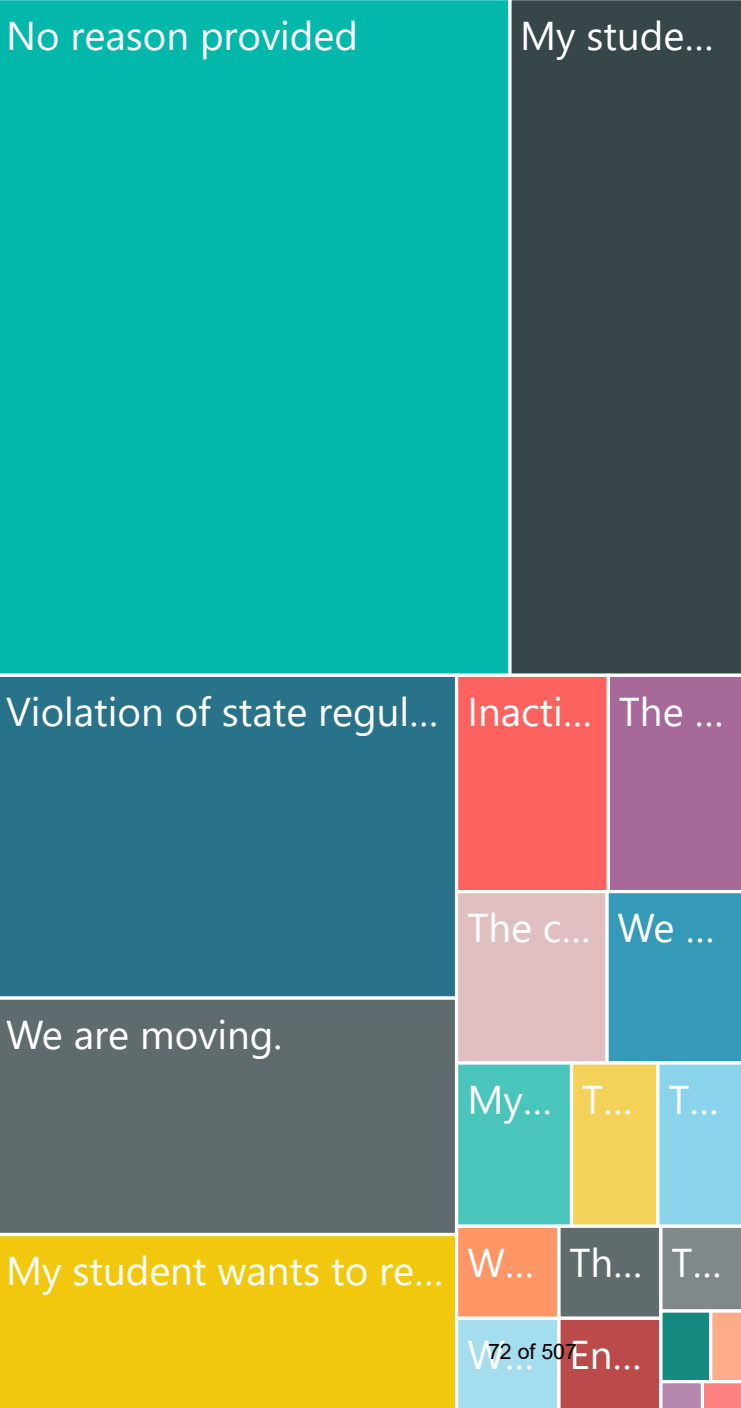
Enrollment Services Complete (Stage 4)

6127

Capistrano Connections Academy  
May 31, 2020

Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
			98	130
Another Reason			10	10
Deceased	1	1		
Different/Better Schooling Option (Not related to socialization)	532	537	126	135
Generally dissatisfied with curriculum/course options			1	1
Getting started with the school was too difficult	5	5		
Inactivity	1	1	28	28
Life change	129	131		
Mismatch Academic	44	44		
Mismatch Family Schedule	6	6		
Missed Deadline			1	1
No longer able to provide a Learning Coach			19	20
No Reason Given			289	297
Program not flexible enough			7	8
Program takes too much of Learning Coach's time			10	12
Program takes too much of student's time			12	12
Pursuing GED			12	16
Regulation	183	186		
Student wants more socialization	34	34	68	69
Technical Difficulties			6	6
The curriculum is too hard			22	22
Transition to virtual school too difficult			21	25
Unhappy with the school	7	7	8	8
We are moving			90	93
We have chosen to home school			8	8



# Capistrano Connections Academy

May 31, 2020

## Household Data

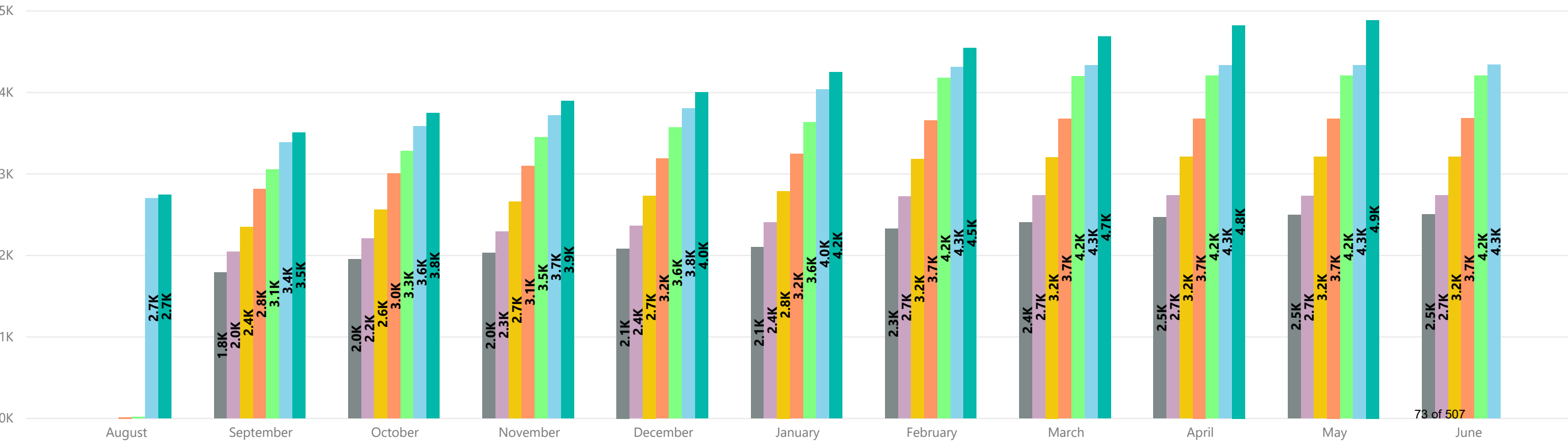
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	3372	3360	3882	3880
Graduated	54	57	72	76
WD During School Year	785	792	718	775
WD Prior To Engagement	215	216	258	272

## Students Per Active Household

	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1.22	1.23	1.22	1.22

## Monthly Total Households

schoolYear 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020



Capistrano Connections Academy  
May 31, 2020

Ethnicity

Ethnicity ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	1452	1446	1780	1782
Not Hispanic or Latino	2678	2670	2961	2967

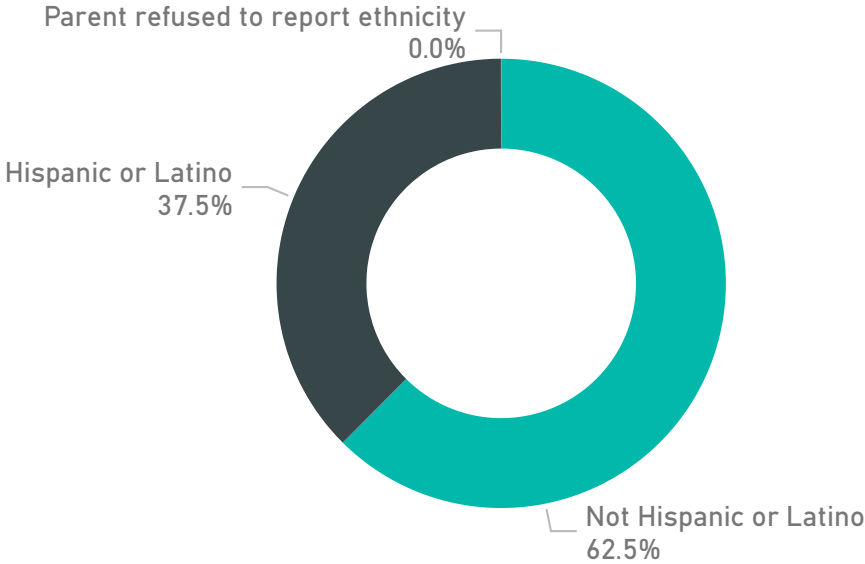
Race

Race ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	283	283	344	345
Asian	469	468	540	545
Black/African American	843	839	924	943
Native Hawaiian or Other Pacific Islander	125	124	140	139
White	2943	2932	3350	3342

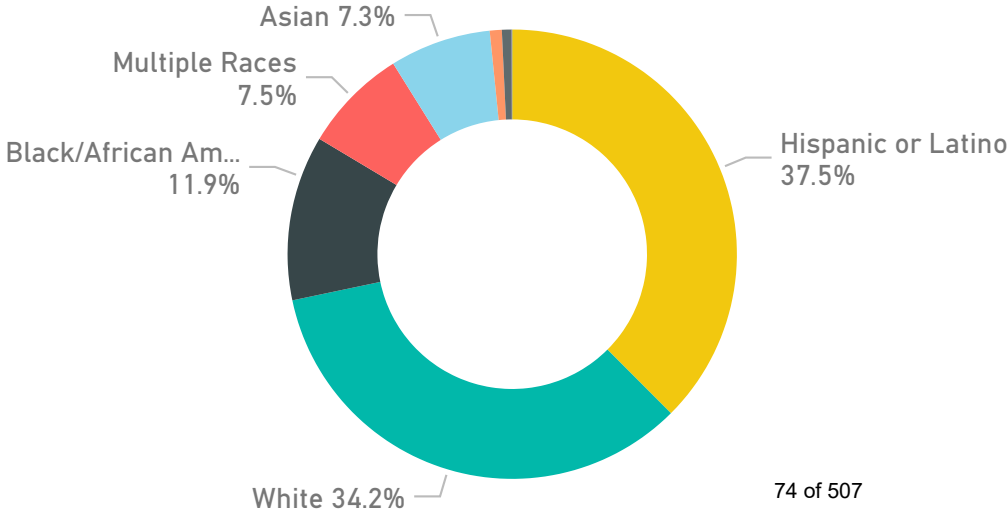
Distinct Race/Ethnicity

Distinct Race/Ethnicity ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	20	20	36	33
Asian	280	280	349	346
Black/African American	513	511	553	564
Hispanic or Latino	1452	1446	1780	1782
Multiple Races	343	340	352	358
Native Hawaiian or Other Pacific Islander	31	31	41	41
Not Indicated	1	1	1	1
Parent refused to report race			1	1
White	1490	1487	1629	1624

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



Capistrano Connections Academy  
May 31, 2020

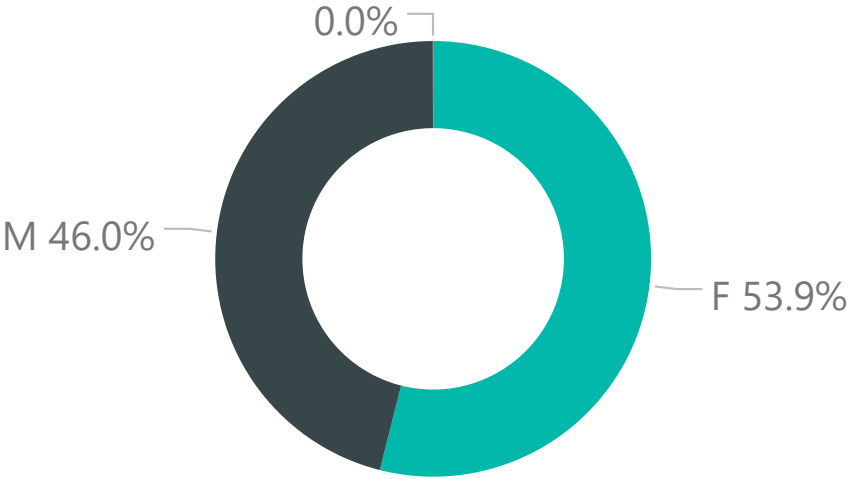
Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1	1	1	1
F	2261	2255	2544	2562
M	1868	1860	2197	2187

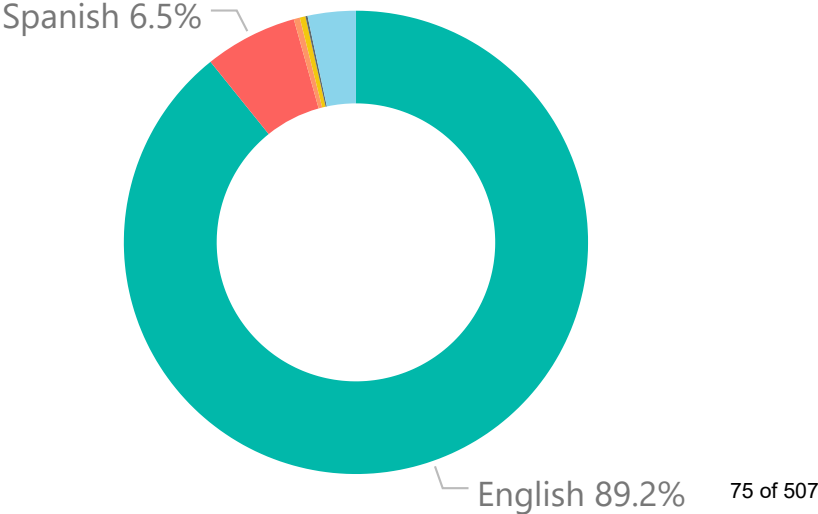
Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	3702	3690	4227	4238
Spanish	269	266	309	307
Russian	8	8	20	20
Arabic	16	16	18	19
Urdu	2	2	7	7
Another Language	133	133	161	159
No Language Reported		1		

Enrolled Students by Gender



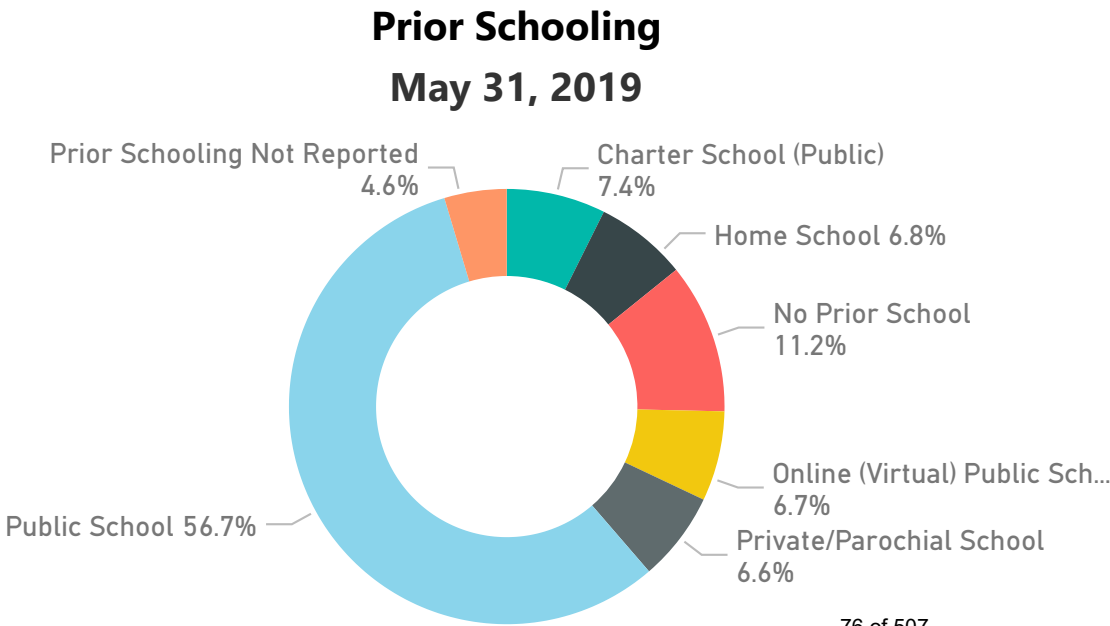
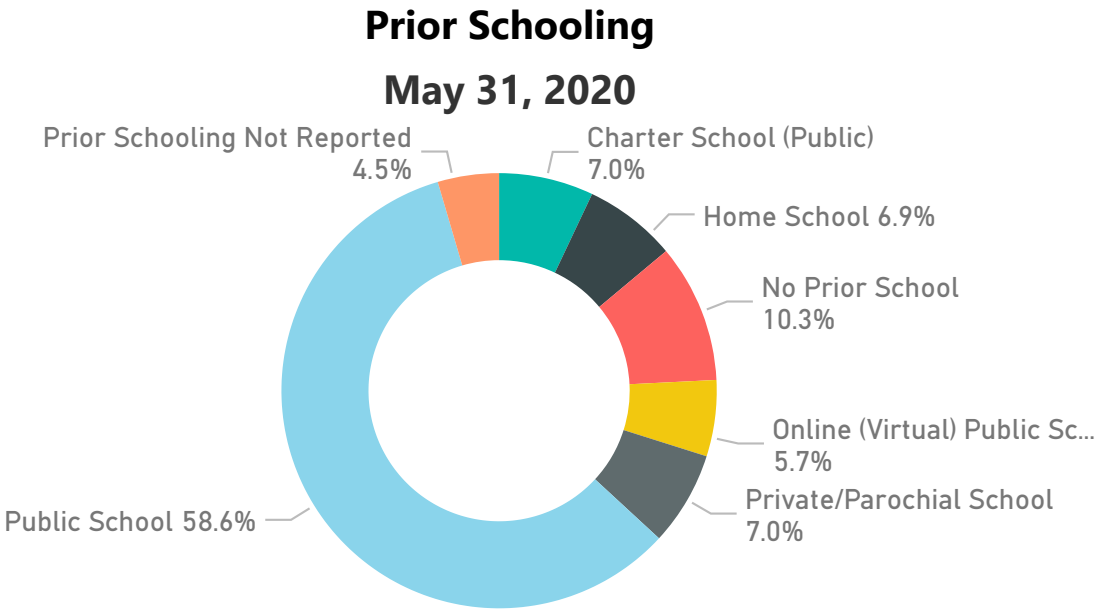
Enrolled Students by Language



Capistrano Connections Academy  
May 31, 2020

Prior Schooling

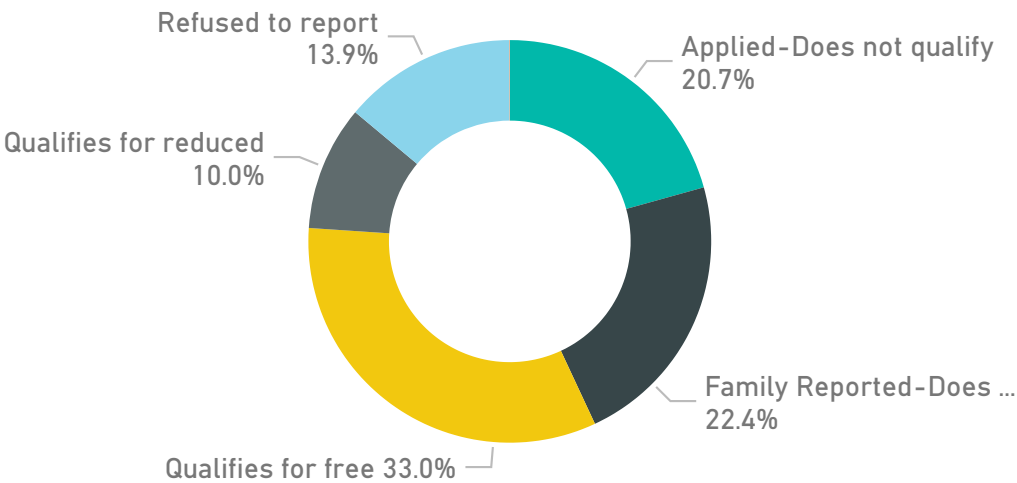
Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	304	302	331	334
Home School	282	280	327	327
No Prior School	461	461	489	489
Online (Virtual) Public School	276	274	270	269
Private/Parochial School	274	274	332	332
Public School	2342	2335	2777	2783
Prior Schooling Not Reported	191	190	216	216



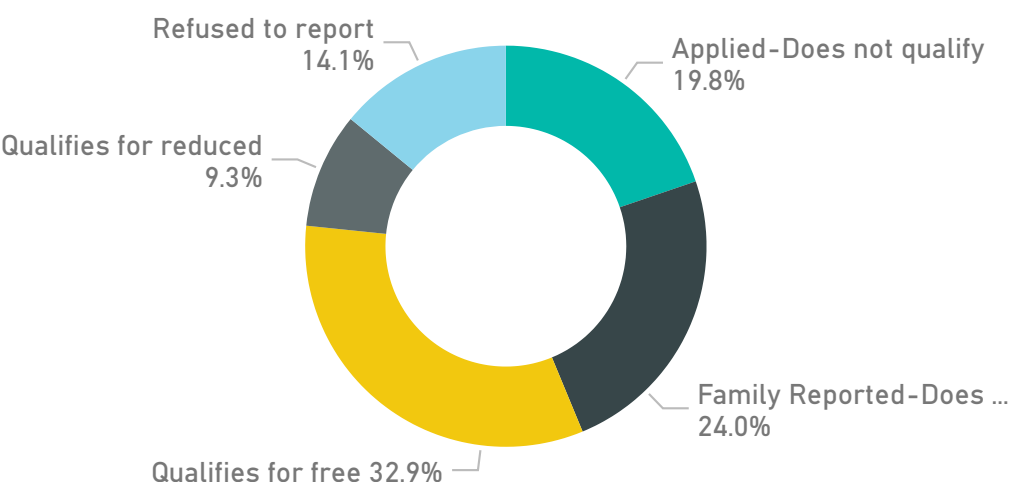


Capistrano Connections Academy  
May 31, 2020

FARM Eligibility  
May 31, 2020



FARM Eligibility  
May 31, 2019



Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	98	100	106	110
Cognitive Disability	8	8	10	11
Emotionally Impaired	48	48	49	50
Hearing Impaired	3	3	3	3
Multiple Disabilities	2	2		
Other			1	1
Other Health Impaired	102	100	135	142
Physical Disability	5	5	6	6
Specific Learning Disability	163	162	211	215
Speech/Language Impaired	52	52	61	62
Traumatic Brain Injury	3	3	3	3
Visually Impaired	3	4	5	6

Specific Learning Disability

Other Health Impaired

Speech/...

Emoti...

Autism

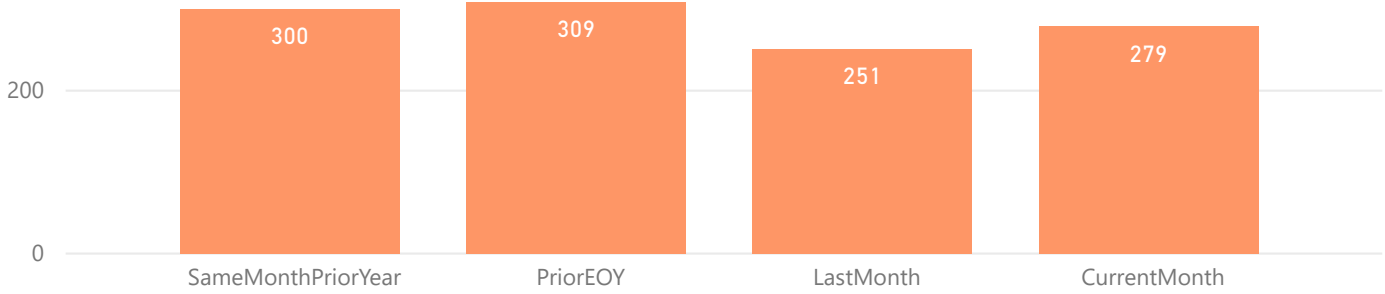
Cog...

Visu...

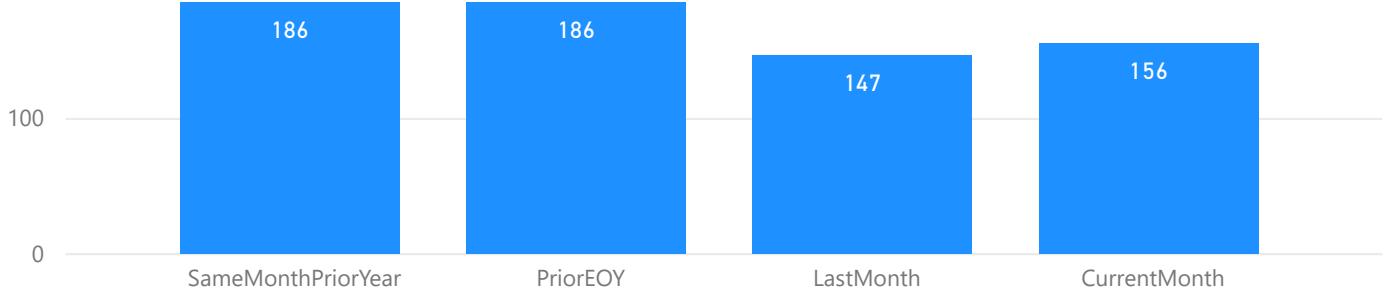
Physi...

Capistrano Connections Academy  
May 31, 2020

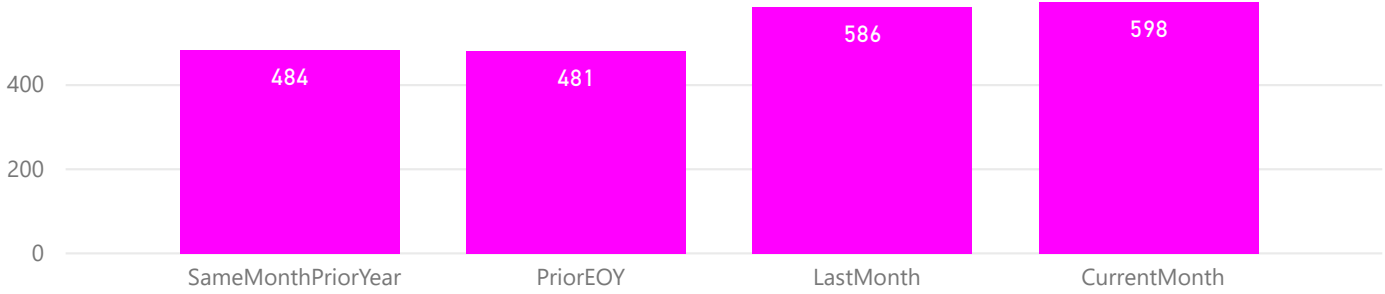
Gifted



Plan504



IEP



Currently Enrolled

4750

Gifted

6%

Plan504

3%

IEP

13%

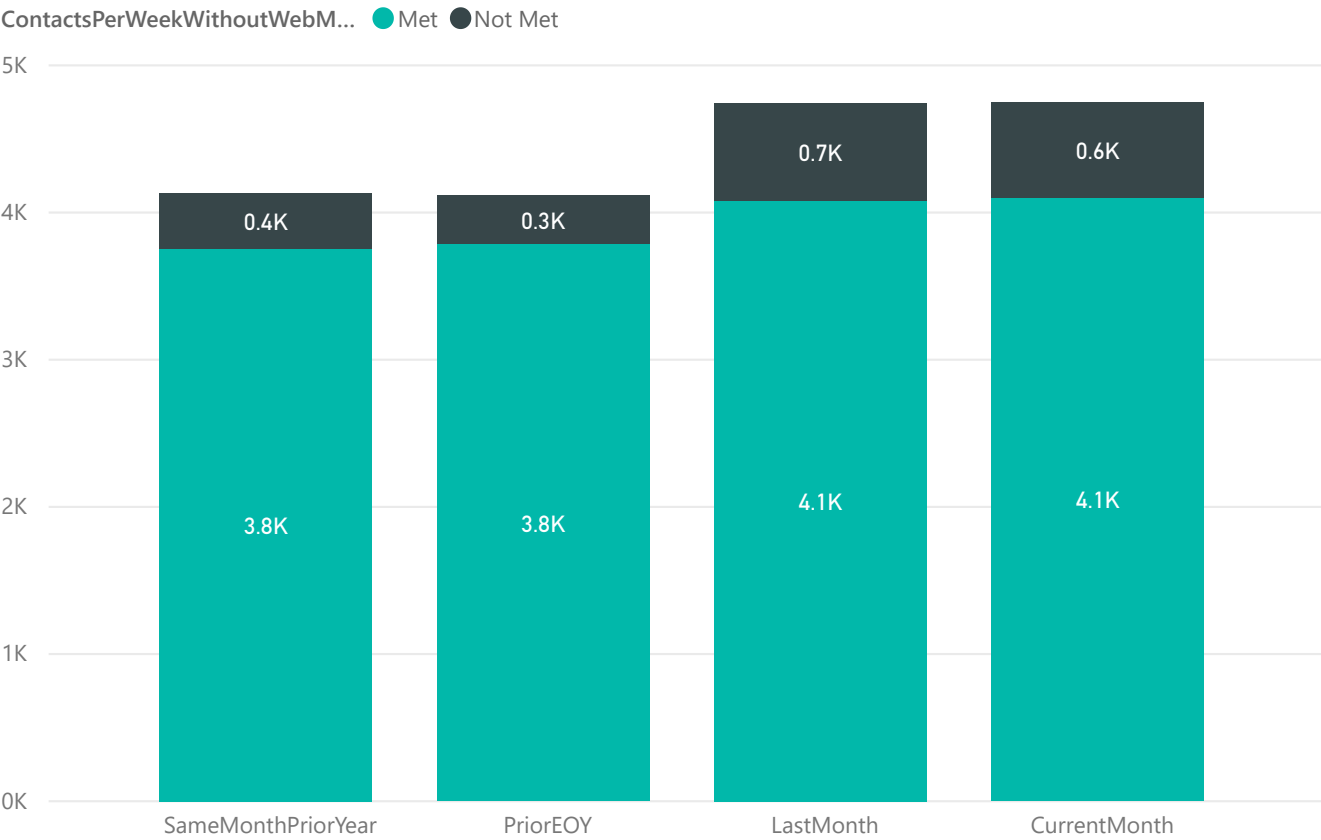
Not in Special Population

79%

# Capistrano Connections Academy

May 31, 2020

## Contacts Per Week

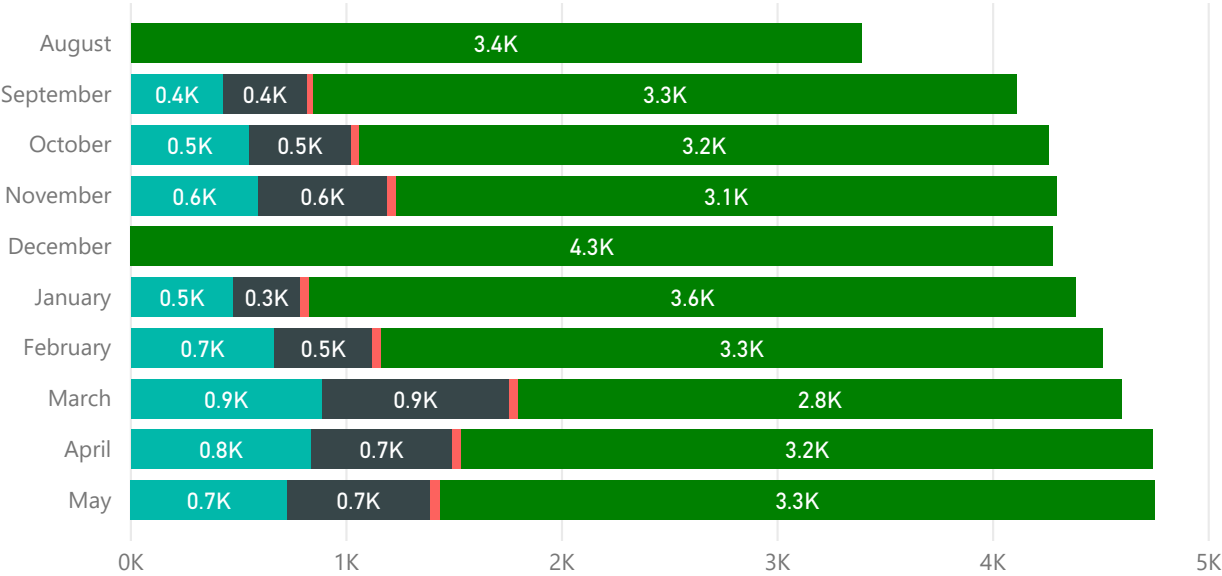


## Currently Enrolled

4750

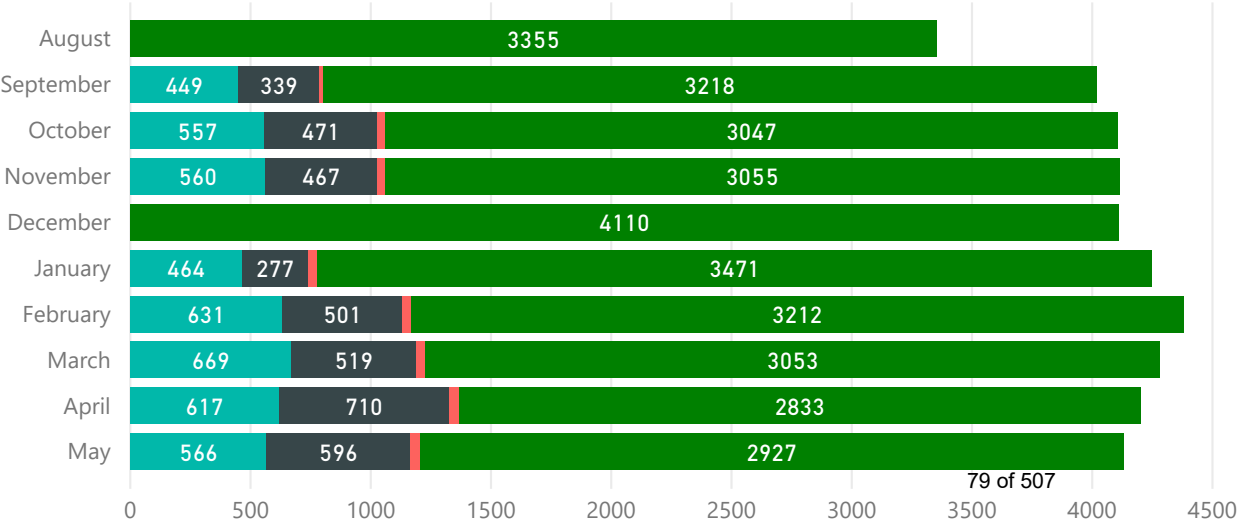
## School Year: 2019-2020

AttendanceStatusAutomated Alarm Approaching Alarm Exempt On Track



## School Year: 2018-2019

AttendanceStatusAutomated Alarm Approaching Alarm Exempt On Track



# Capistrano Connections Academy

## May 31, 2020

### Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	99%	92%	92%
3-5	97%	99%	99%	95%
6-8	99%	99%	98%	98%
9-12	93%	94%	93%	92%
Total	95%	96%	95%	93%

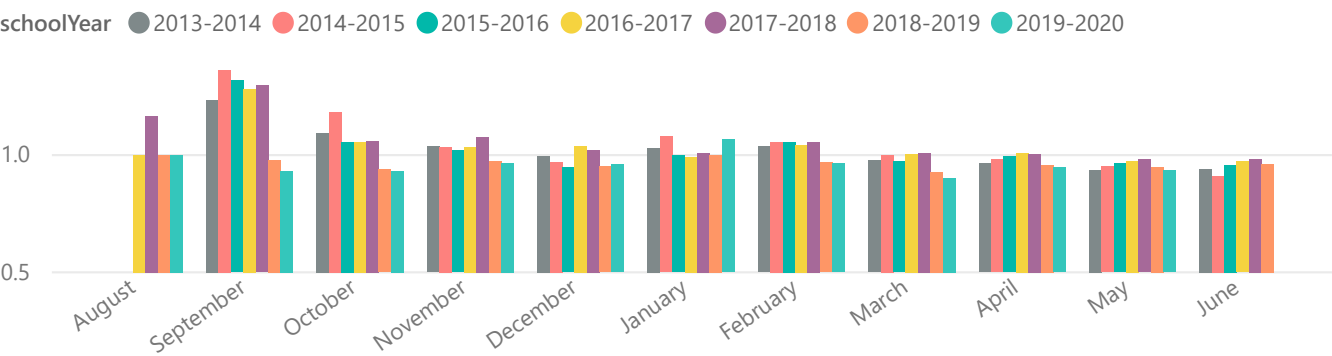
### Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	90%	88%	90%	88%
3-5	77%	77%	76%	78%
6-8	76%	77%	74%	75%
9-12	72%	75%	70%	69%
Total	76%	77%	74%	73%

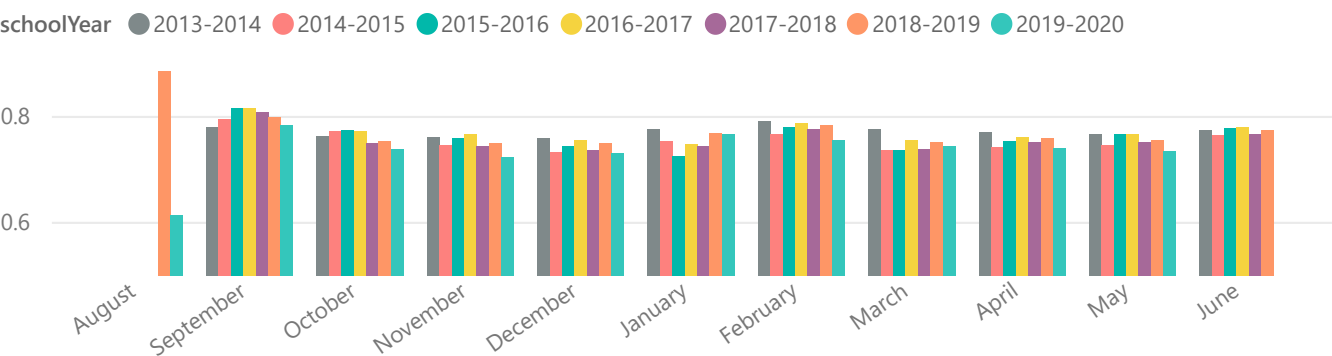
### Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	93%	94%	91%	90%
3-5	93%	94%	91%	90%
6-8	93%	94%	90%	91%
9-12	86%	87%	85%	85%
Total	89%	90%	87%	87%

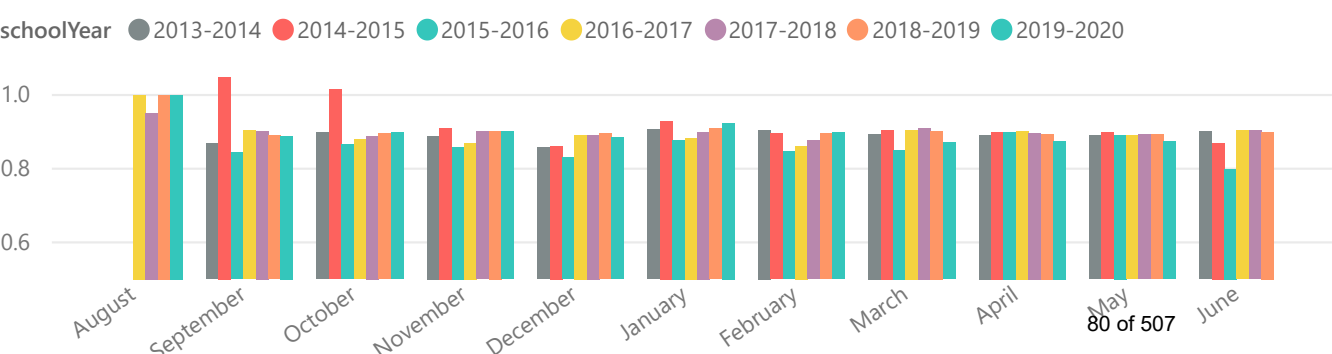
### Average Total Participation

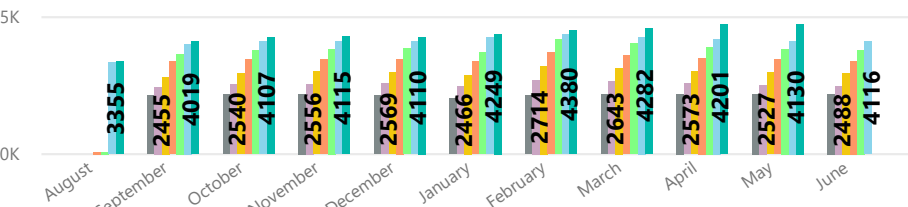


### Average Total Performance



### Average Total Attendance



Currently Enrolled 4750		Total YTD Enrolled 6022		Capistrano Connections Academy May 31, 2020				Current Enrollment Month-Over-Month Change 0%		
Enrollment Services Complete (Stage 4)								Current Enrollment Year-Over-Year Change 15%		
6127										
Monthly Student Current Enrollment Comparison					Total YTD Enrollment					
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ▶					ReportPeriod		SameMonthPriorYear		CurrentMonth	
					Withdrawal Category		Student Count	%CT Student Count	Student Count	%CT Student Count
					Enrolled, Not Grad		4130	77%	4750	79%
					Graduated		54	1%	75	1%
					Prior To Engagement		229	4%	296	5%
					Withdrawal During School Year		942	18%	901	15%
					Total		5355	100%	6022	100%
New & Returning					Household Data				Students Per Active Household	
ReportPeriod		SameMonthPriorYear		CurrentMonth		Household Data		SameMonthPriorYear	CurrentMonth	
New or Returning		Students	%CT Students	Students	%CT Students	Active		3372	3880	1.22 1.22
New		2136	51.72%	2547	53.62%	Graduated		54	76	
Returning		1994	48.28%	2203	46.38%	WD During School Year		785	775	
					WD Prior To Engagement		215	272		
Grade Distribution					Withdrawal Reason					
ReportPeriod		SameMonthPriorYear		CurrentMonth		Withdrawal Reason				
GradeDistribution		Students	%CT Students	Students	%CT Students	SameMonthPriorYear				
PK-2		432	10%	520	11%					
PK		20	0%	19	0%					
KG		122	3%	158	3%					
1		142	3%	161	3%					
2		148	4%	182	4%					
3-5		469	11%	595	13%					
3		129	3%	182	4%					
4		159	4%	189	4%					
5		181	4%	224	5%					
6-8		1028	25%	1195	25%					
6		254	6%	306	6%					
7		341	8%	397	8%					
8		433	10%	492	10%					
9-12		2201	53%	2439	51%					
9		450	11%	542	11%					
10		577	14%	621	13%					
11		621	15%	673	14%					
Total		4130	100%	4749	100%					
						81 of 507				

Gender			Capistrano Connections Academy May 31, 2020			Gifted		
Gender	SameMonthPriorYear	CurrentMonth				Gifted	SameMonthPriorYear	CurrentMonth
	1	1	Disability			Yes	300	279
F	2261	2562	Disability	SameMonthPriorYear	CurrentMonth	Plan 504		
M	1868	2187	Autism	98	110	Plan504	SameMonthPriorYear	CurrentMonth
			Cognitive Disability	8	11	504	186	156
			Emotionally Impaired	48	50	IEP		
			Hearing Impaired	3	3	IEP	SameMonthPriorYear	CurrentMonth
			Multiple Disabilities	2		IEP	484	598
			Other		1	Gifted		Plan504
			Other Health Impaired	102	142	6%		3%
			Physical Disability	5	6	IEP		Not in Special Population
			Specific Learning Disability	163	215	13%		79%
			Speech/Language Impaired	52	62			
			Traumatic Brain Injury	3	3			
			Visually Impaired	3	6			
Primary Language								
Home Language	SameMonthPriorYear	CurrentMonth						
English	3702	4238	Ethnicity			Distinct Race/Ethnicity		
Spanish	269	307	Ethnicity ▲	SameMonthPriorYear	CurrentMonth	Distinct Race/Ethnicity ▲	SameMonthPriorYear	CurrentMonth
Russian	8	20		1452	1782		20	33
Arabic	16	19		2678	2967		280	346
Urdu	2	7	Race					
Another Language	133	159	Race ▲	SameMonthPriorYear	CurrentMonth			
			American Indian or Alaskan Native	283	345			
			Asian	469	545			
			Black/African American	843	943			
			Native Hawaiian or Other Pacific Islander	125	139			
			White	2943	3342			
Household FARM Eligibility						Prior Schooling		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth				Prior Schooling ▲	SameMonthPriorYear	CurrentMonth
Applied-Does not qualify	723	854				Charter School (Public)	304	334
Family Reported-Does not qualify	905	940				Home School	282	327
Qualifies for free	1149	1331				No Prior School	461	489
Qualifies for reduced	326	415				Online (Virtual) Public School	276	269
Refused to report	540	599				Private/Parochial School	274	332
Refused to report,Applied-Does not qualify		2				Public School	2342	2783
						Prior Schooling Not Reported	191	216
								82 of 507

**Capistrano Connections Academy**  
May 31, 2020

**Contacts Per Week**

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	3752	4101
Not Met	378	649

**Attendance Status**

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	566	724
Approaching Alarm	596	664
Exempt	41	46
On Track	2927	3316

**Average Participation**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	92%
3-5	97%	95%
6-8	99%	98%
9-12	93%	92%
<b>Total</b>	<b>95%</b>	<b>93%</b>

**Average Performance**

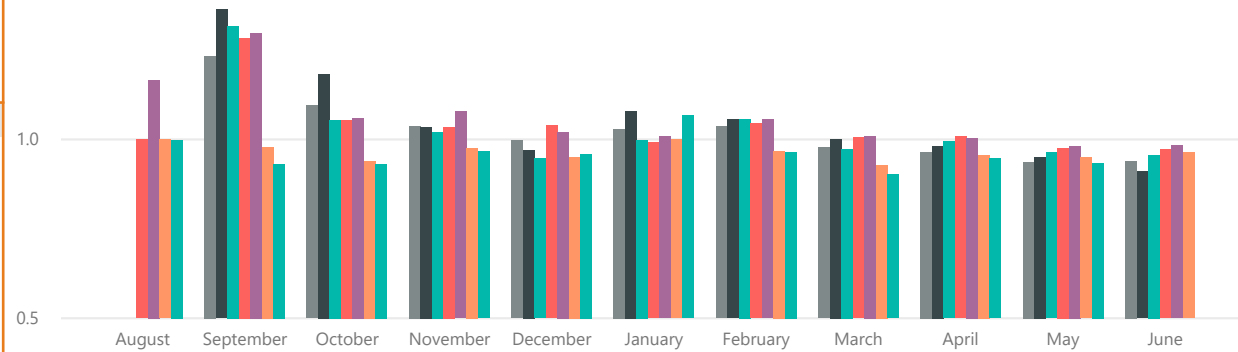
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	90%	88%
3-5	77%	78%
6-8	76%	75%
9-12	72%	69%
<b>Total</b>	<b>76%</b>	<b>73%</b>

**Average Attendance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	93%	90%
3-5	93%	90%
6-8	93%	91%
9-12	86%	85%
<b>Total</b>	<b>89%</b>	<b>87%</b>

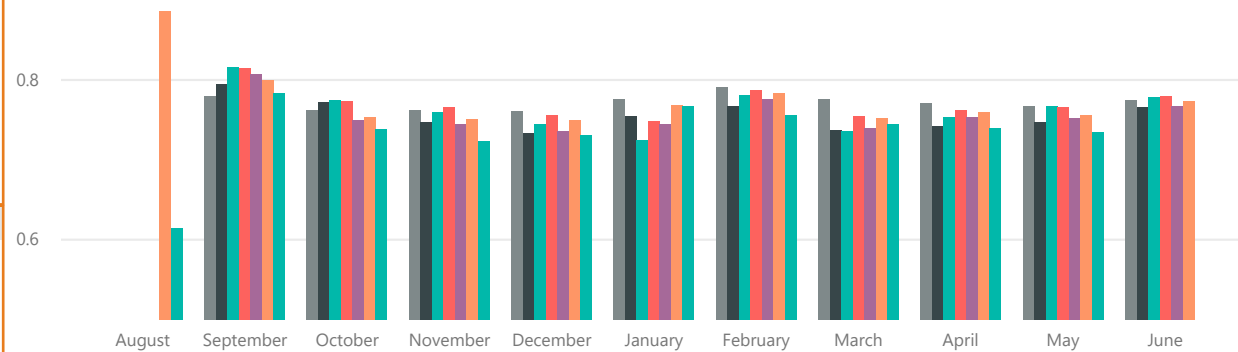
**Average Total Participation**

schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



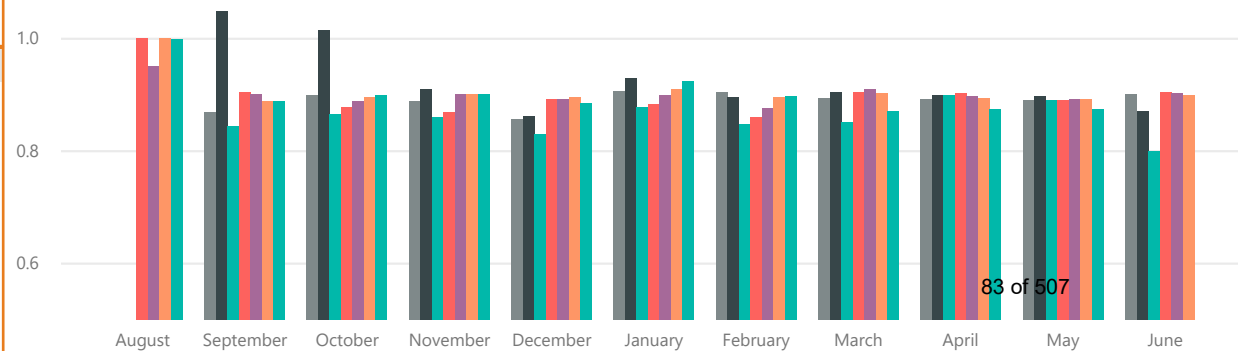
**Average Total Performance**

schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



**Average Total Attendance**

schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



# MONTHLY SCHOOL REPORT

## School & Date Selection

School
California Connections Academy @ Central

Report Date

May 31, 2020

## Currently Enrolled

686

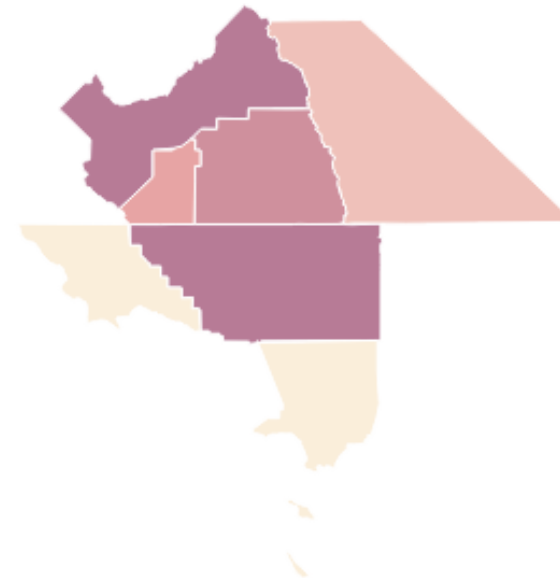
## Total YTD Enrolled

929

## Enrollment Services Complete (Stage 4)

944

## Enrolled Students by County





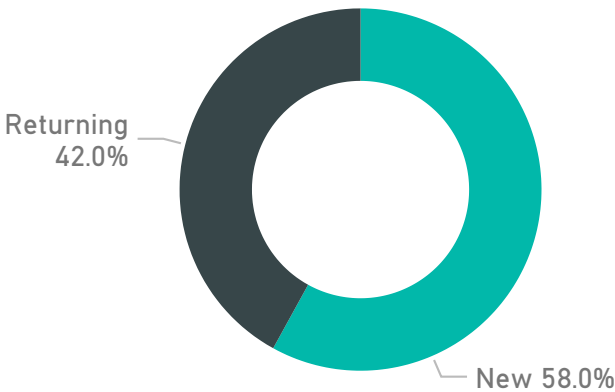
# Central California Connections Academy

May 31, 2020

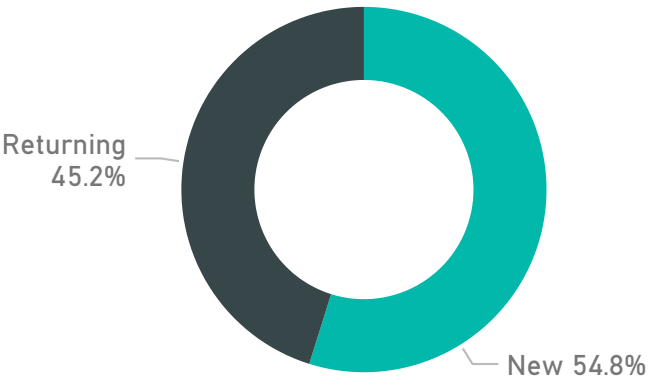
**Current Enrollment Month-Over-Month Change**  
**-2%**

**Current Enrollment Year-Over-Year Change**  
**33%**

New and Returning

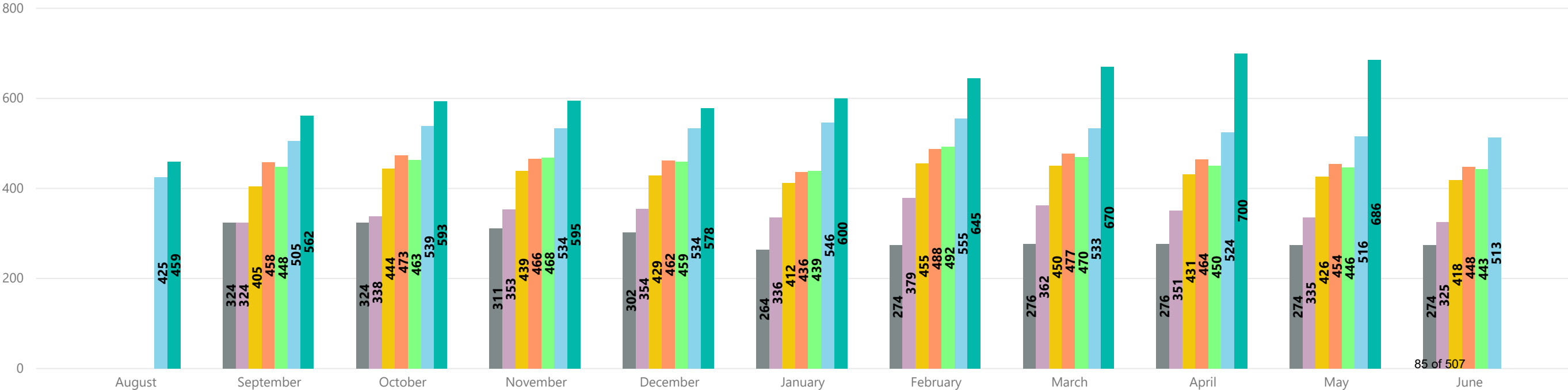


New and Returning Prior Year



Monthly Student Current Enrollment Comparison

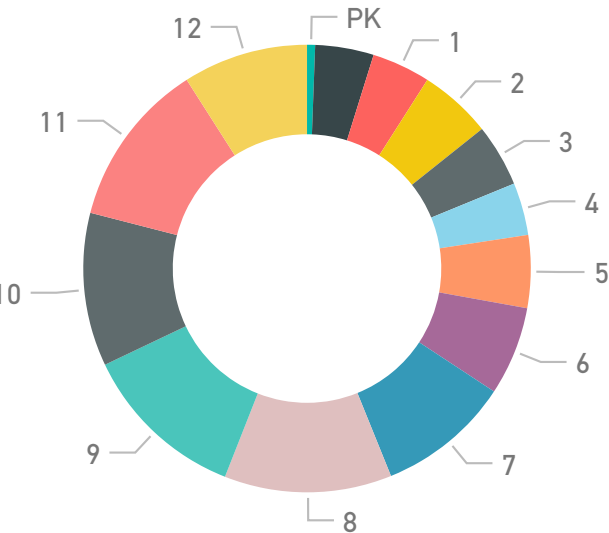
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



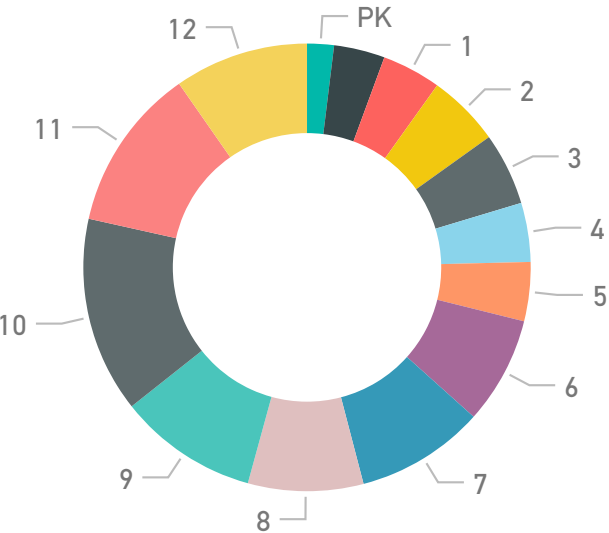
# Central California Connections Academy

## May 31, 2020

Enrolled Students by Final Grade



Enrolled Students Prior Year by Final Grade



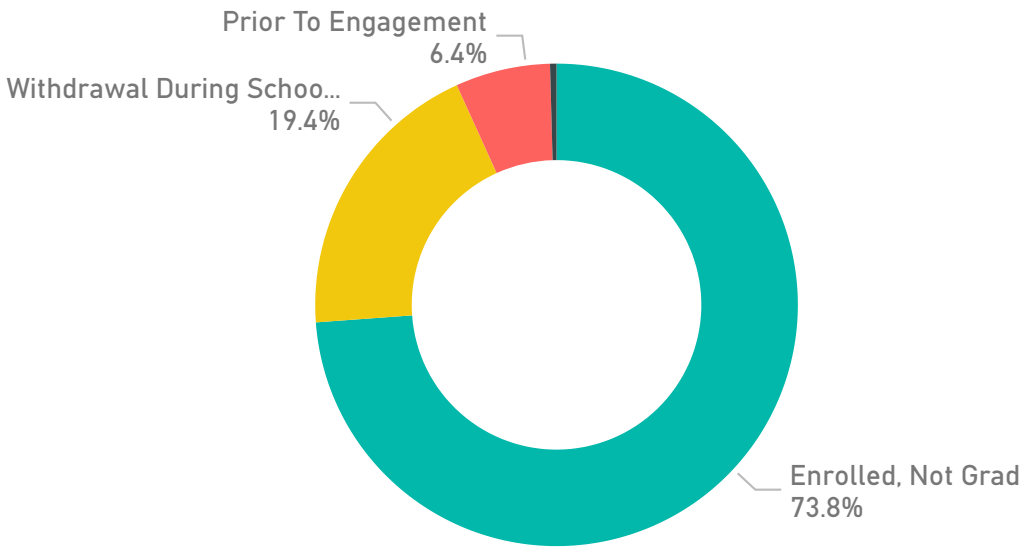
Grade Distribution

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>78</b>	<b>15%</b>	<b>77</b>	<b>15%</b>	<b>99</b>	<b>14%</b>	<b>98</b>	<b>14%</b>
PK	10	2%	10	2%	4	1%	4	1%
KG	19	4%	18	4%	29	4%	29	4%
1	22	4%	22	4%	30	4%	29	4%
2	27	5%	27	5%	36	5%	36	5%
<b>3-5</b>	<b>71</b>	<b>14%</b>	<b>70</b>	<b>14%</b>	<b>94</b>	<b>13%</b>	<b>93</b>	<b>14%</b>
3	27	5%	27	5%	31	4%	31	5%
4	22	4%	22	4%	27	4%	26	4%
5	22	4%	21	4%	36	5%	36	5%
<b>6-8</b>	<b>131</b>	<b>25%</b>	<b>131</b>	<b>26%</b>	<b>199</b>	<b>28%</b>	<b>193</b>	<b>28%</b>
6	40	8%	40	8%	45	6%	44	6%
7	48	9%	48	9%	70	10%	66	10%
8	43	8%	43	8%	84	12%	83	12%
<b>9-12</b>	<b>236</b>	<b>46%</b>	<b>235</b>	<b>46%</b>	<b>308</b>	<b>44%</b>	<b>302</b>	<b>44%</b>
9	52	10%	51	10%	84	12%	82	12%
10	73	14%	73	14%	77	11%	76	11%
11	61	12%	61	12%	83	12%	82	12%
12	50	10%	50	10%	64	9%	62	9%
<b>Total</b>	<b>516</b>	<b>100%</b>	<b>513</b>	<b>100%</b>	<b>700</b>	<b>100%</b>	<b>686</b>	<b>100%</b>

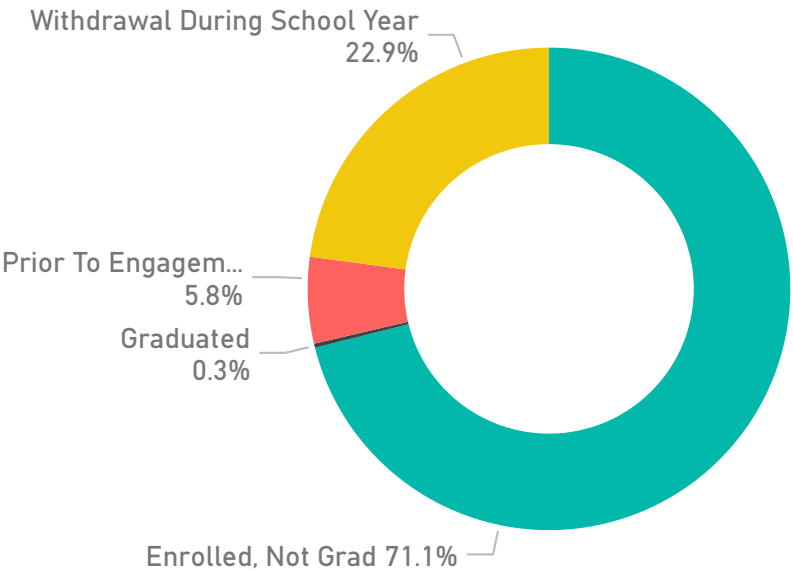
# Central California Connections Academy

May 31, 2020

Total YTD Enrollment by Withdrawal Category



Total YTD Enrollment Prior Year by Withdrawal Category



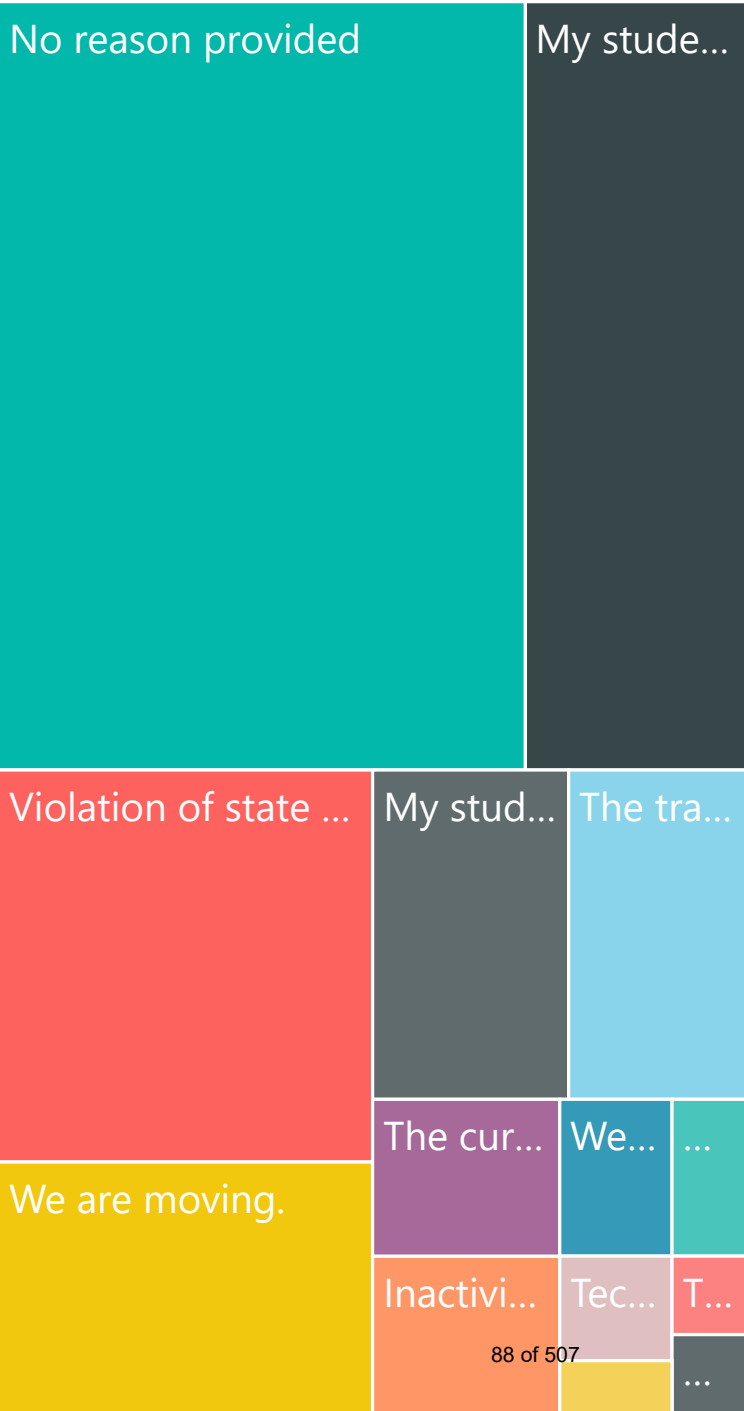
Total YTD Enrollment								
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	516	71%	513	71%	700	76%	686	74%
Graduated	2	0%	2	0%	4	0%	4	0%
Prior To Engagement	42	6%	42	6%	51	6%	59	6%
Withdrawal During School Year	166	23%	169	23%	168	18%	180	19%
Total	726	100%	726	100%	923	100%	929	100%

Enrollment Services Complete (Stage 4)

944

Central California Connections Academy  
May 31, 2020

Withdrawal Reason				
WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
			18	25
Another Reason			1	1
Different/Better Schooling Option (Not related to socialization)	84	84	28	29
Getting started with the school was too difficult	1	1		
Inactivity			5	5
Life change	23	24		
Mismatch Academic	9	10		
Mismatch Family Schedule	1	1		
No longer able to provide a Learning Coach			2	2
No Reason Given			66	69
Program takes too much of Learning Coach's time			1	1
Pursuing GED			1	1
Regulation	39	40		
Student wants more socialization	9	9	10	11
Technical Difficulties			2	2
The curriculum is too hard			5	5
Transition to virtual school too difficult			10	10
We are moving			16	16
We have chosen to home school			3	3



# Central California Connections Academy

## May 31, 2020

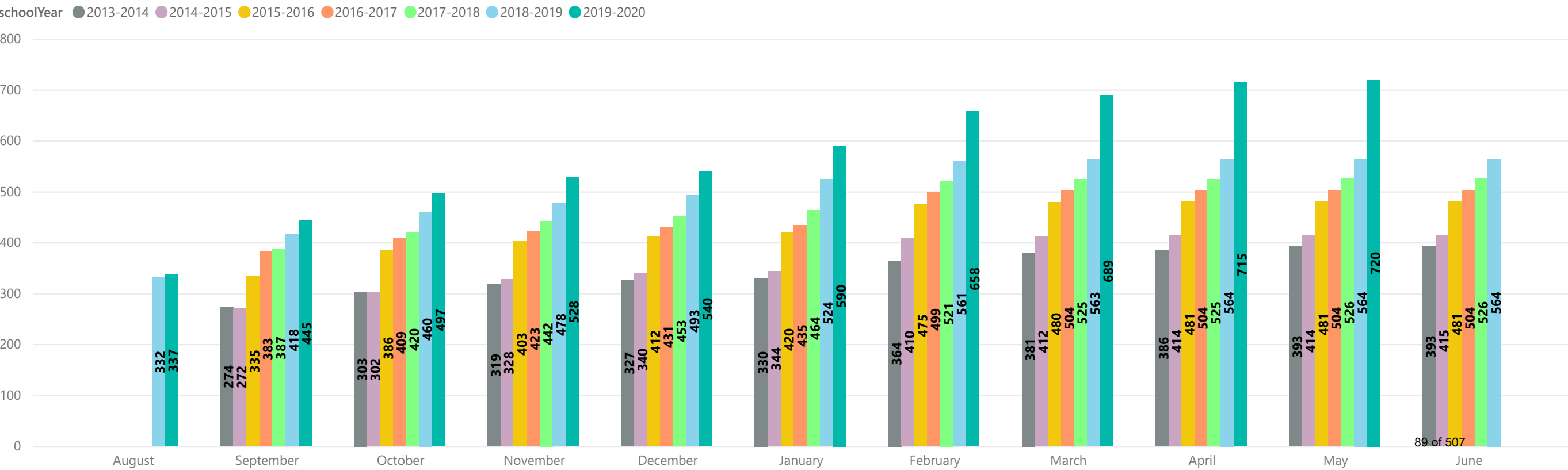
### Household Data

Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	403	400	549	538
Graduated	2	2	4	4
WD During School Year	137	140	135	144
WD Prior To Engagement	36	36	45	52

### Students Per Active Household

	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1.28	1.28	1.28	1.28

### Monthly Total Households



# Central California Connections Academy

May 31, 2020

## Ethnicity

Ethnicity ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	223	221	302	291
Not Hispanic or Latino	293	292	398	395

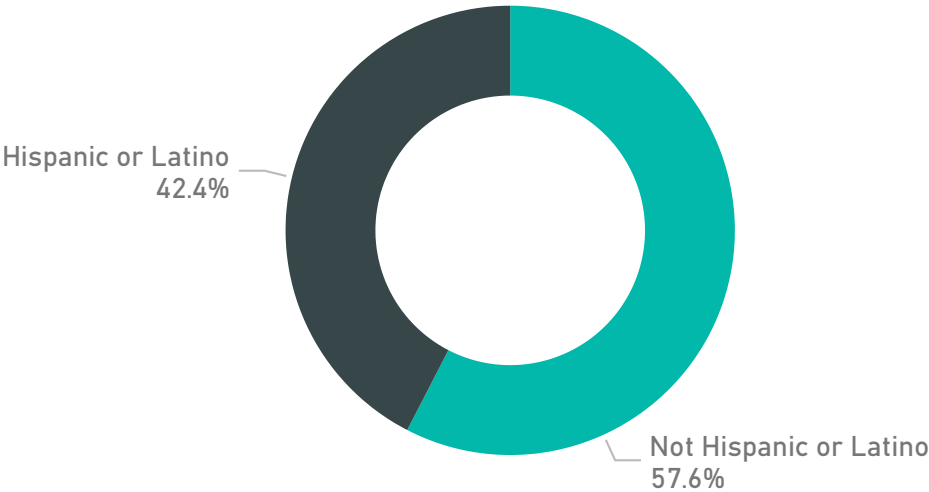
## Race

Race ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	65	65	84	81
Asian	26	26	38	36
Black/African American	54	53	89	90
Native Hawaiian or Other Pacific Islander	7	7	12	12
White	416	414	558	549

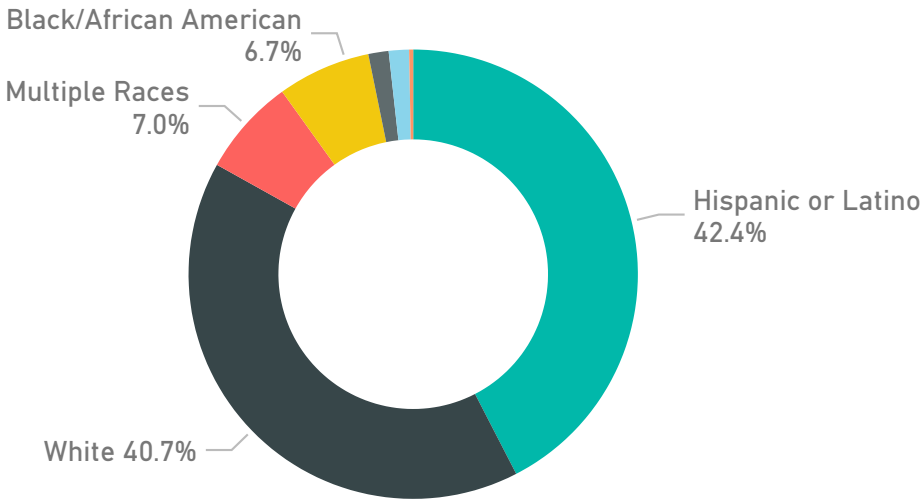
## Distinct Race/Ethnicity

Distinct Race/Ethnicity ▲	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	4	4	10	10
Asian	9	9	12	10
Black/African American	33	33	46	46
Hispanic or Latino	223	221	302	291
Multiple Races	31	31	48	48
Native Hawaiian or Other Pacific Islander	2	2	2	2
White	214	213	280	279

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



Central California Connections Academy  
May 31, 2020

Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
F	269	269	368	364
M	247	244	332	322

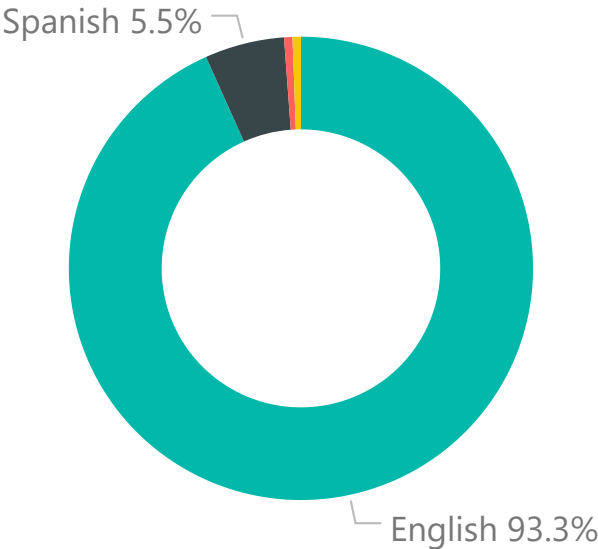
Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	480	478	653	640
Spanish	31	30	38	38
Arabic	3	3	4	4
Another Language	2	2	5	4

Enrolled Students by Gender



Enrolled Students by Language



# Central California Connections Academy

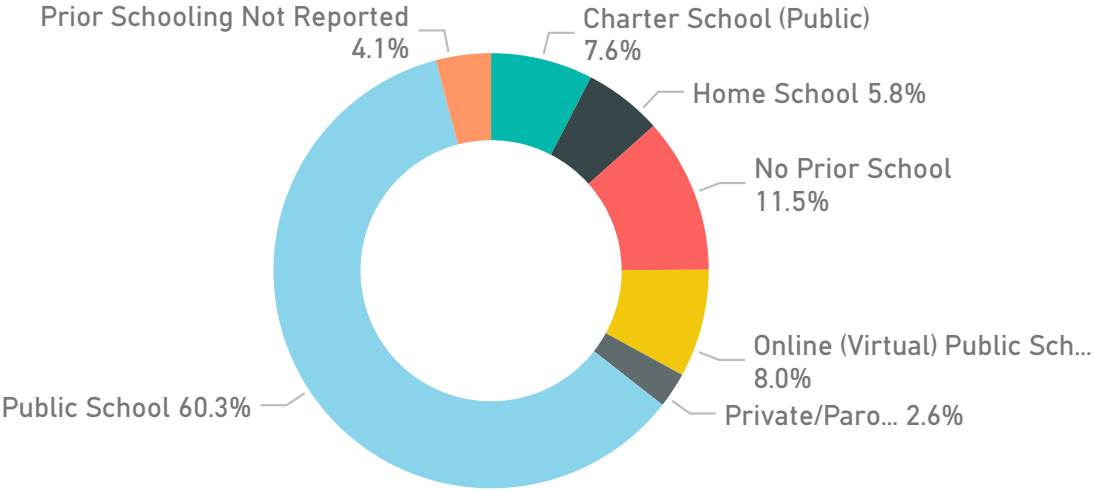
## May 31, 2020

### Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	34	34	52	52
Home School	36	36	42	40
No Prior School	64	63	78	79
Online (Virtual) Public School	40	40	56	55
Private/Parochial School	18	18	18	18
Public School	301	299	426	414
Prior Schooling Not Reported	23	23	28	28

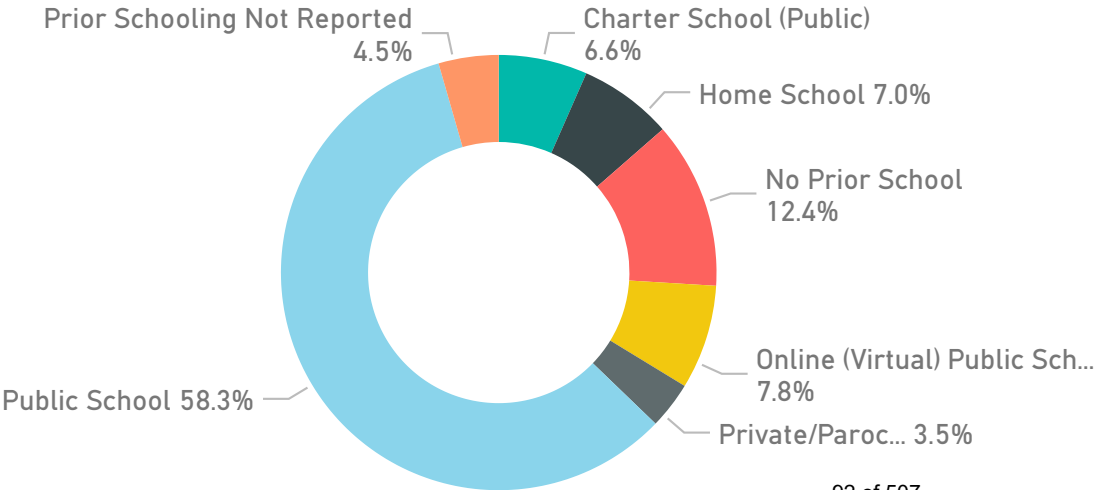
### Prior Schooling

#### May 31, 2020



### Prior Schooling

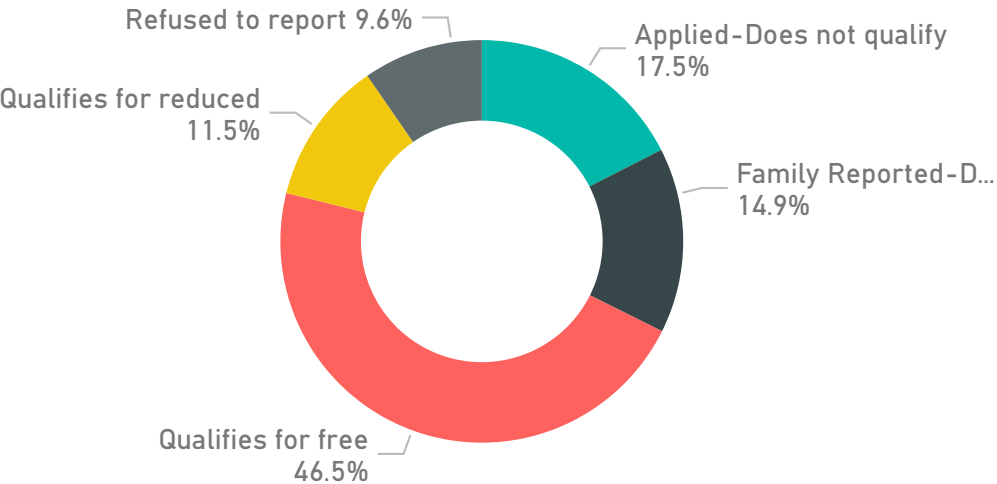
#### May 31, 2019



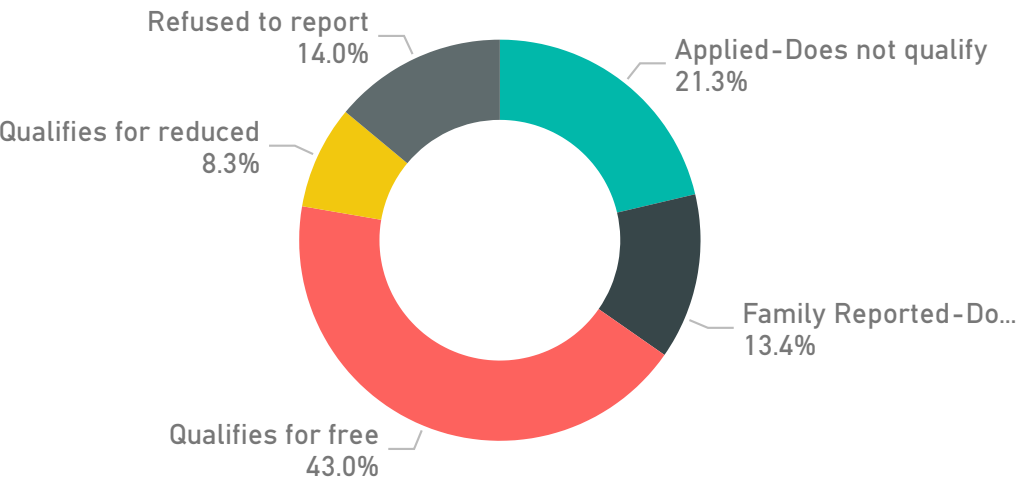


Central California Connections Academy  
May 31, 2020

FARM Eligibility  
May 31, 2020



FARM Eligibility  
May 31, 2019



Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	15	15	23	24
Cognitive Disability	4	4	7	7
Emotionally Impaired	7	7	12	11
Other Health Impaired	15	15	19	19
Physical Disability	2	2	2	2
Specific Learning Disability	22	24	35	33
Speech/Language Impaired	9	9	9	10

Specific Learning Disability

Other Health Impaired

Speech/Lan...

Autism

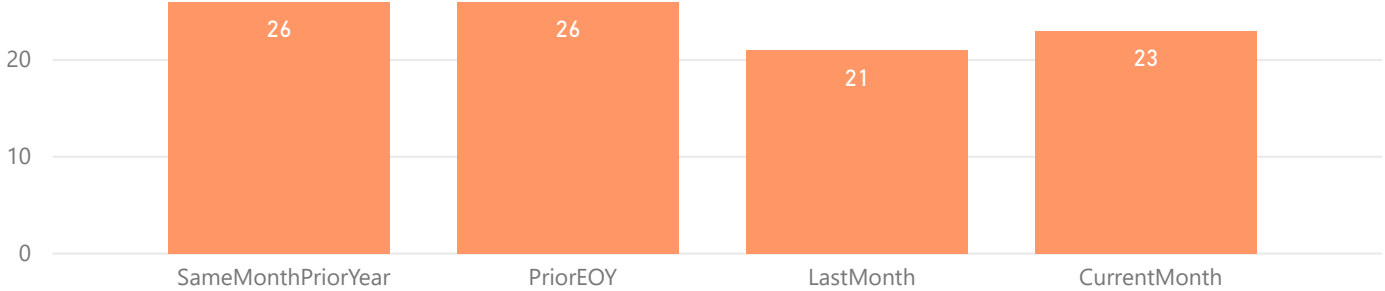
Emotionally Impaired

Cognitive Di...

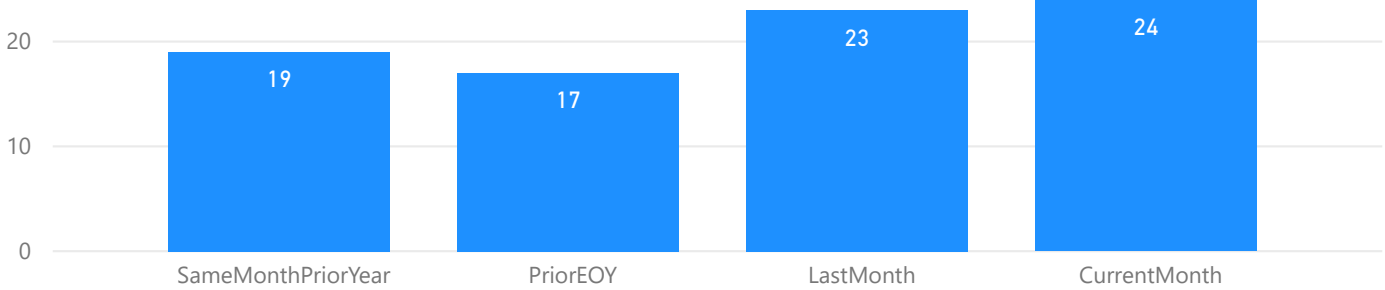
Physical Dis...

Central California Connections Academy  
May 31, 2020

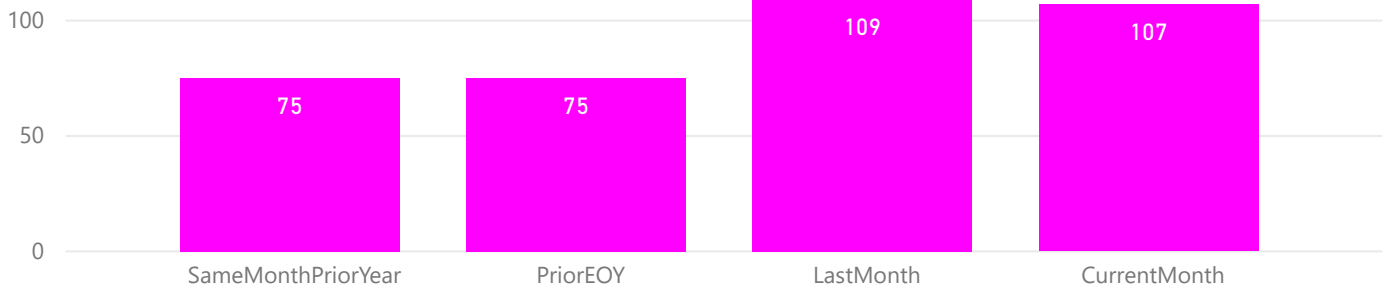
Gifted



Plan504



IEP



Currently Enrolled

686

Gifted

3%

Plan504

3%

IEP

16%

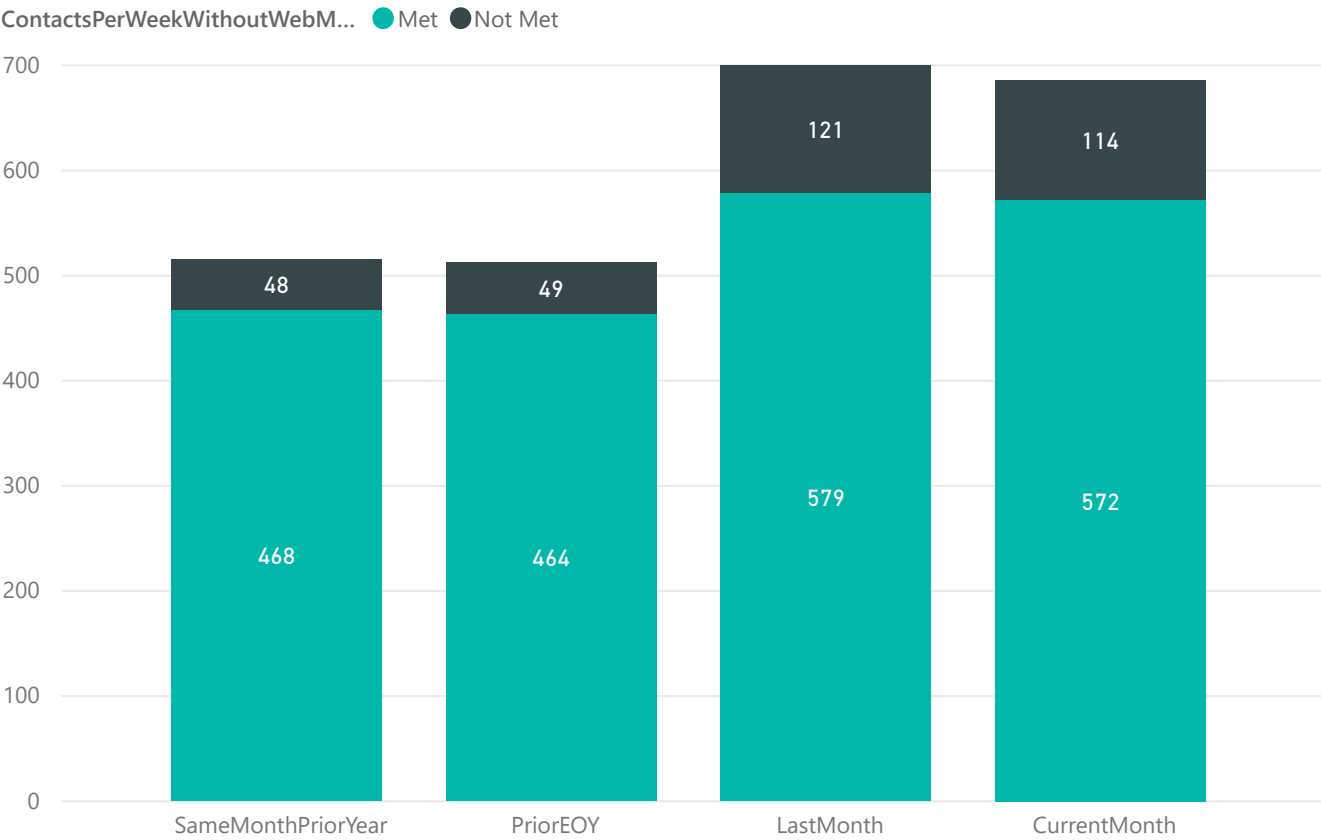
Not in Special Population

78%

# Central California Connections Academy

## May 31, 2020

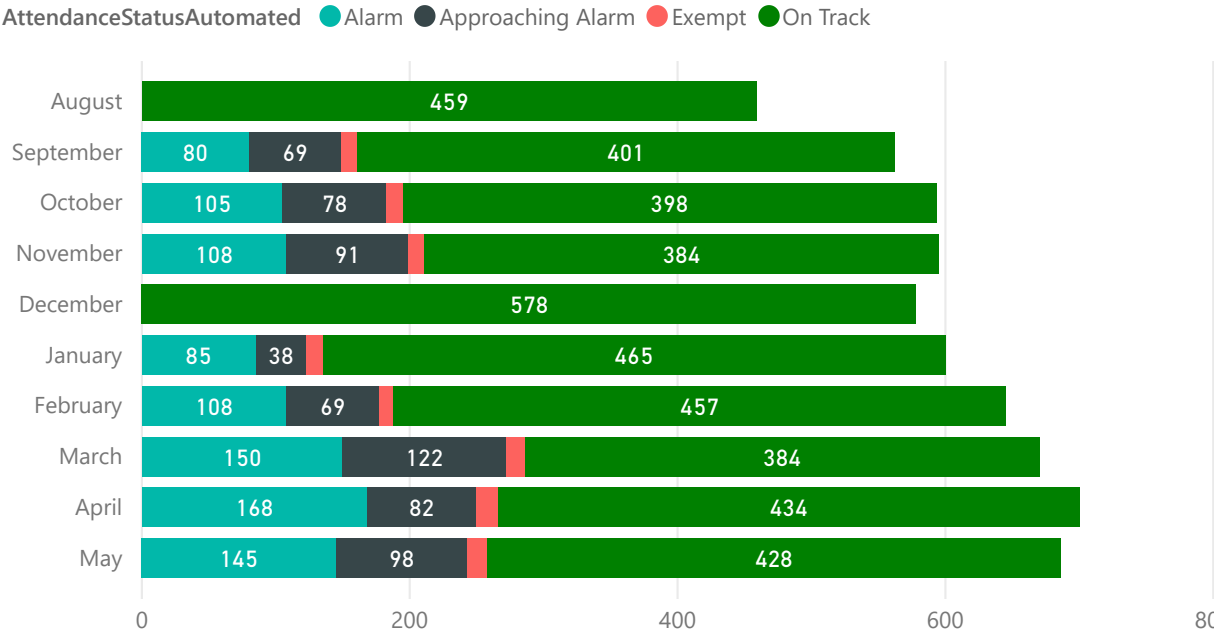
### Contacts Per Week



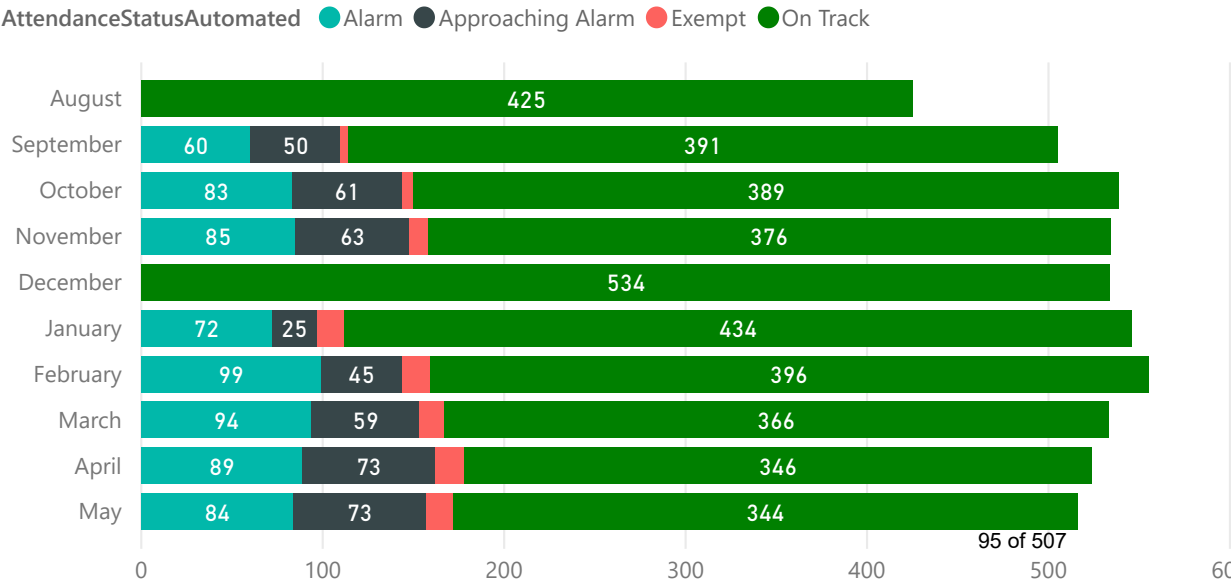
### Currently Enrolled

686

### School Year: 2019-2020



### School Year: 2018-2019



# Central California Connections Academy

## May 31, 2020

### Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	99%	101%	88%	88%
3-5	93%	96%	96%	94%
6-8	99%	99%	95%	95%
9-12	89%	93%	89%	86%
Total	93%	96%	91%	90%

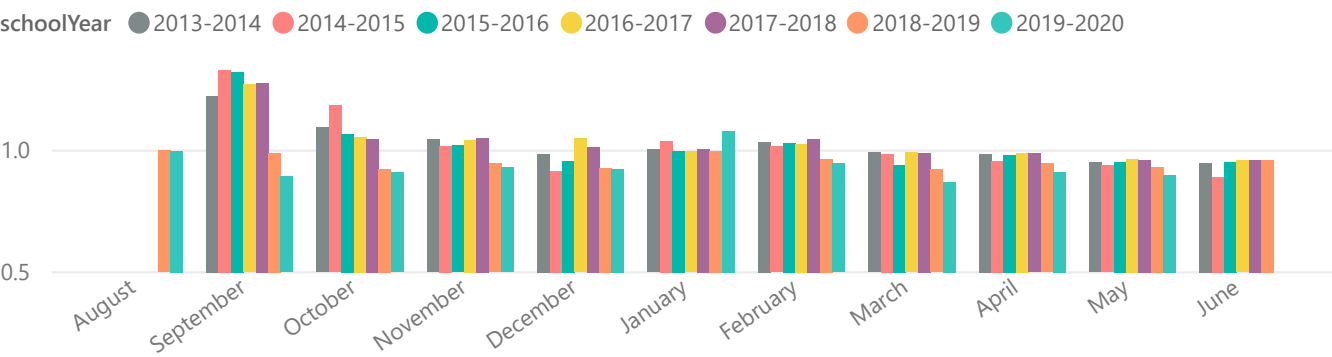
### Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	90%	89%	89%	88%
3-5	76%	74%	74%	75%
6-8	73%	74%	67%	67%
9-12	66%	69%	64%	63%
Total	73%	74%	70%	69%

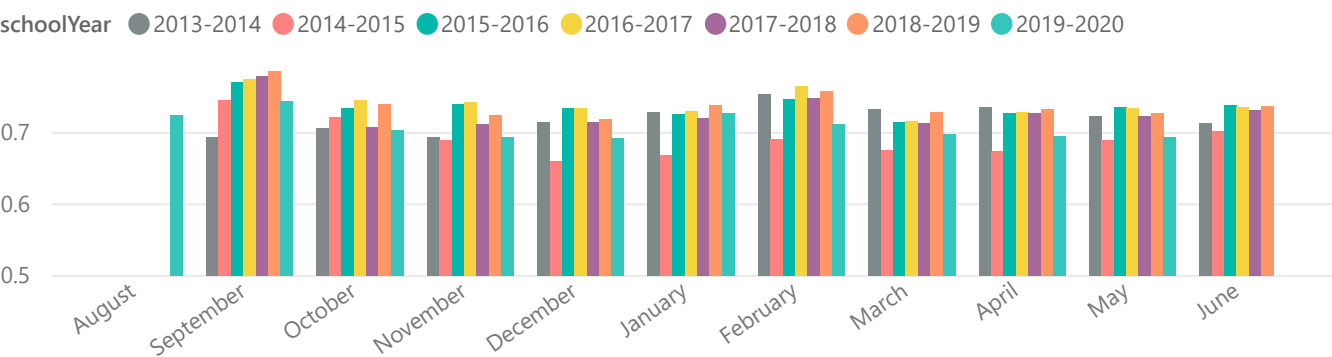
### Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	93%	94%	91%	90%
3-5	91%	92%	90%	90%
6-8	92%	93%	89%	90%
9-12	83%	84%	82%	82%
Total	88%	89%	86%	87%

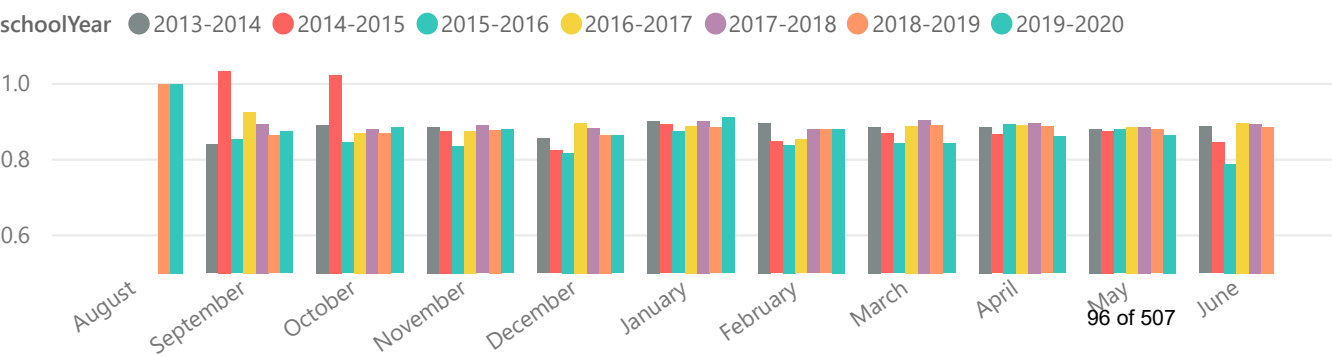
### Average Total Participation

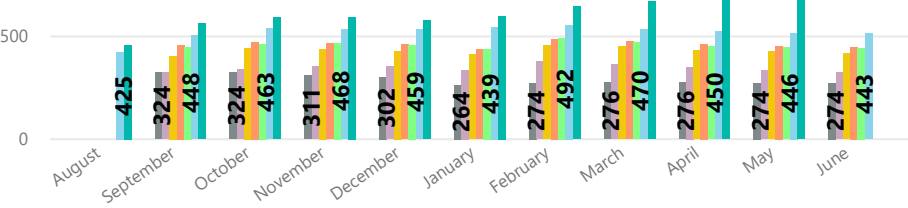


### Average Total Performance



### Average Total Attendance



Currently Enrolled 686		Total YTD Enrolled 929		Central California Connections Academy May 31, 2020				Current Enrollment Month-Over-Month Change -2%		
Enrollment Services Complete (Stage 4)				Current Enrollment Year-Over-Year Change 33%						
944										
Monthly Student Current Enrollment Comparison					Total YTD Enrollment					
schoolYear <span>●</span> 2013-2014 <span>●</span> 2014-2015 <span>●</span> 2015-2016 <span>●</span> 2016-2017 <span>●</span> 2017-2018					ReportPeriod		SameMonthPriorYear		CurrentMonth	
					Withdrawal Category		Student Count	%CT Student Count	Student Count	%CT Student Count
					Enrolled, Not Grad		516	71%	686	74%
					Graduated		2	0%	4	0%
					Prior To Engagement		42	6%	59	6%
					Withdrawal During School Year		166	23%	180	19%
					Total		726	100%	929	100%
New & Returning					Household Data			Students Per Active Household		
ReportPeriod		SameMonthPriorYear		CurrentMonth		Household Data		SameMonthPriorYear	CurrentMonth	
New or Returning		Students	%CT Students	Students	%CT Students	Active		403	538	
New		283	54.84%	398	58.02%	Graduated		2	4	
Returning		233	45.16%	288	41.98%	WD During School Year		137	144	
					WD Prior To Engagement		36	52		
Grade Distribution					Withdrawal Reason					
ReportPeriod		SameMonthPriorYear		CurrentMonth		Withdrawal Reason				
GradeDistribution		Students	%CT Students	Students	%CT Students	SameMonthPriorYear				
PK-2		78	15%	98	14%					
PK		10	2%	4	1%					
KG		19	4%	29	4%					
1		22	4%	29	4%					
2		27	5%	36	5%					
3-5		71	14%	93	14%					
3		27	5%	31	5%					
4		22	4%	26	4%					
5		22	4%	36	5%					
6-8		131	25%	193	28%					
6		40	8%	44	6%					
7		48	9%	66	10%					
8		43	8%	83	12%					
9-12		236	46%	302	44%					
9		52	10%	82	12%					
10		73	14%	76	11%					
11		61	12%	82	12%					
Total		516	100%	686	100%					

Gender			Central California Connections Academy May 31, 2020			Gifted		
Gender	SameMonthPriorYear	CurrentMonth				Gifted	SameMonthPriorYear	CurrentMonth
F	269	364				Yes	26	23
M	247	322				Plan 504		
						Plan504	SameMonthPriorYear	CurrentMonth
						504	19	24
						IEP		
						IEP	SameMonthPriorYear	CurrentMonth
						IEP	75	107
						Gifted		Plan504
						3%		3%
						IEP		Not in Special Population
						16%		78%
Ethnicity			Disability			Distinct Race/Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth	Disability	SameMonthPriorYear	CurrentMonth	Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	223	291	Autism	15	24	American Indian or Alaskan Native	4	10
Not Hispanic or Latino	293	395	Cognitive Disability	4	7	Asian	9	10
			Emotionally Impaired	7	11	Black/African American	33	46
			Other Health Impaired	15	19	Hispanic or Latino	223	291
			Physical Disability	2	2	Multiple Races	31	48
			Specific Learning Disability	22	33	Native Hawaiian or Other Pacific Islander	2	2
			Speech/Language Impaired	9	10	White	214	279
						Prior Schooling		
						Prior Schooling	SameMonthPriorYear	CurrentMonth
						Charter School (Public)	34	52
						Home School	36	40
						No Prior School	64	79
						Online (Virtual) Public School	40	55
						Private/Parochial School	18	18
						Public School	301	414
						Prior Schooling Not Reported	23	28
						98 of 507		
Household FARM Eligibility								
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth						
Applied-Does not qualify	92	97						
Family Reported-Does not qualify	59	93						
Qualifies for free	194	268						
Qualifies for reduced	33	61						
Refused to report	64	61						

Central California Connections Academy  
May 31, 2020

Contacts Per Week

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	468	572
Not Met	48	114

Attendance Status

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	84	145
Approaching Alarm	73	98
Exempt	15	15
On Track	344	428

Average Participation

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	99%	88%
3-5	93%	94%
6-8	99%	95%
9-12	89%	86%
<b>Total</b>	<b>93%</b>	<b>90%</b>

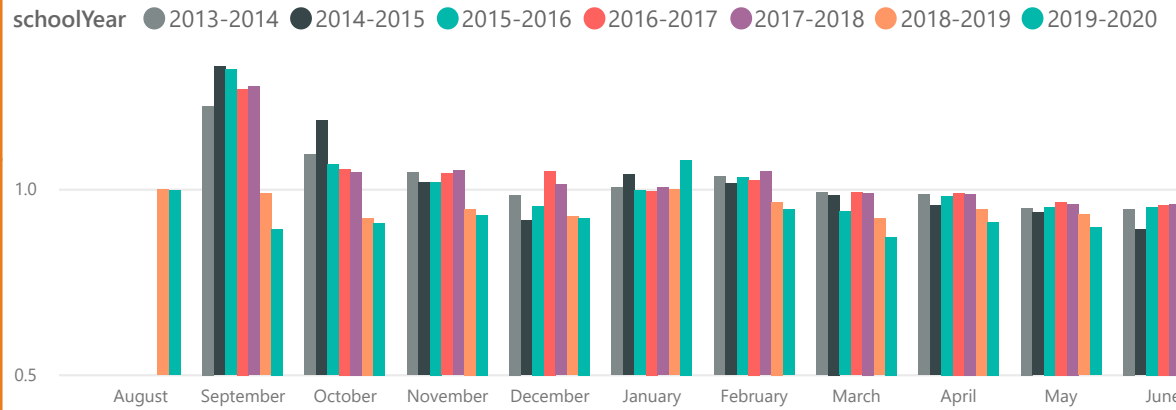
Average Performance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	90%	88%
3-5	76%	75%
6-8	73%	67%
9-12	66%	63%
<b>Total</b>	<b>73%</b>	<b>69%</b>

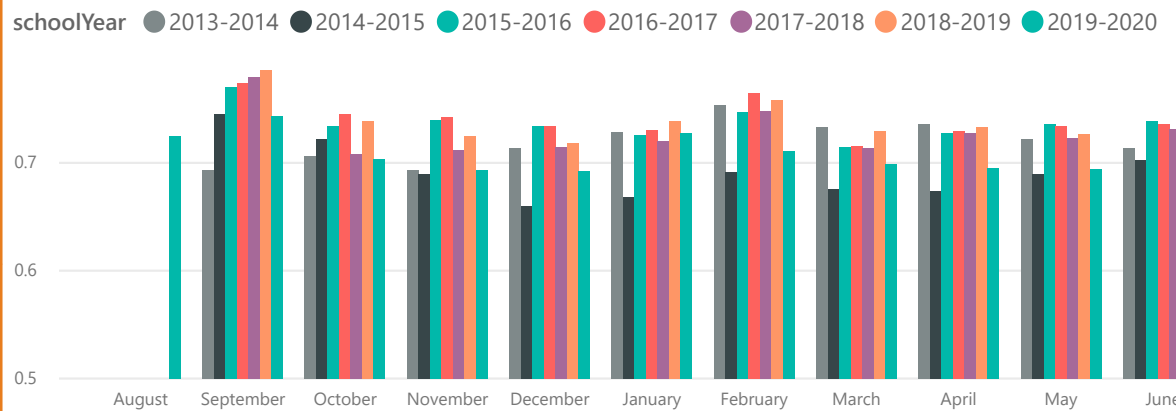
Average Attendance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	93%	90%
3-5	91%	90%
6-8	92%	90%
9-12	83%	82%
<b>Total</b>	<b>88%</b>	<b>87%</b>

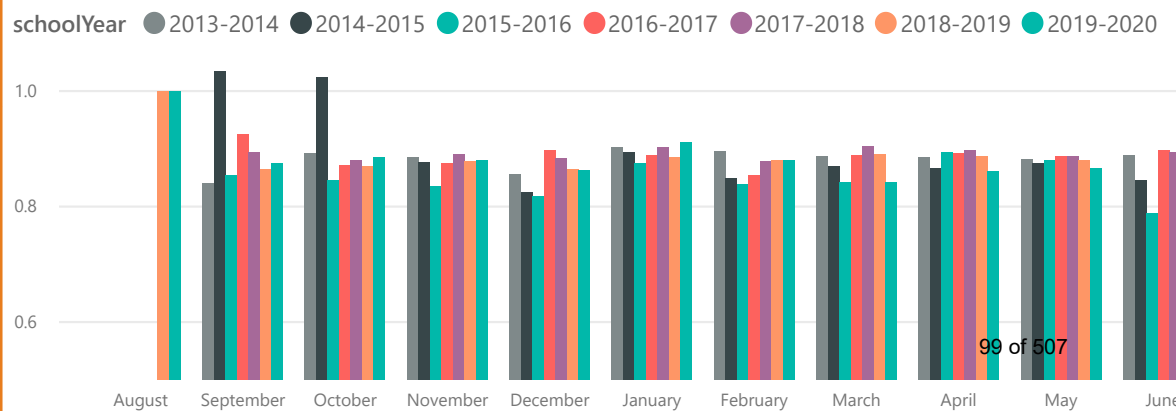
Average Total Participation



Average Total Performance



Average Total Attendance





## Principals' Report California Connections Academy Schools 2019-20

**Month for Report: June**

### Enrollment Update

DATA as of June 9, 2020							
	SoCal	Ripon	Central	North Bay	Central Coast	Monterey Bay	All CalCA
<b>19-20 Enrolled</b>	4752	1559	685	221	68	368	7653
<b>20-21 Intent to Attend</b>	285	111	46	8	15	60	525
<b>20-21 Tell Us About Your Student</b>	1597	521	235	66	53	170	2642
<b>20-21 Offer of Enrollment</b>	449	142	77	28	24	56	776

### Field Trip Update

**Total Attendance\* for Recent Field Trips**

**\*Includes students, staff, adults, and non-CA students**

### Upcoming Field Trips

*Northern Region - Monterey Bay, North Bay, and Ripon*

- 6/15: Online 8th Grade Promotion
- 6/17: Online Senior Commencement



*Central Region - Central and Central Coast*

- 6/15: Online 8th Grade Promotion
- 6/17: Online Senior Commencement

*Southern Region - Southern California*

- 6/15: Online 8th Grade Promotion
- 6/17: Online Senior Commencement

**Recent Field Trips**

*Northern Region - Monterey Bay, North Bay, and Ripon*

- In-person events cancelled

*Central Region - Central and Central Coast*

- In-person events cancelled

*Southern Region - Southern California*

- In-person events cancelled

*Virtual*

- 5/14: Geology: 30
- 5/15: Carnivorous Plants of the World: 32
- 5/20: Shell-ebrate Turtles: 30
- 5/26: Fingerprints and Impressions: 20
- 5/28: Laser Demonstration :19
- 6/4: Math Batter Up: 11
- 6/5: Dolphins 101: 13

## **Outreach Update**

The marketing outreach team hosted four webinars for prospective families from May 14 through June 5 with 289 attendees total, averaging 72 people per session. This is a 323% increase of average attendance from the same period in 2019; at that time we hosted three sessions with 53 attendees averaging 17 attendees per session. We will host an additional three sessions in June. Additionally, in the spirit of continuous improvement, we utilized our first webinar using video to showcase our hosting staff in May and will be trialing a new presentation later in June.

As of this writing, PR efforts celebrating our class of 2020 are underway. Graduates have been accepted into prestigious universities such as Columbia, UC Berkeley, UCLA, Brigham Young University, and more.

Richard appeared on San Diego KOGO radio program the weekend of May 30th and June 6th!

We are developing a school mascot, a friendly Grizzly, to use for internal purposes in 2020/2021.

## **SITE REPORTS**

### **Northern Region:**

**Kara Mannix, High School Principal**

**Site Administrator for Monterey Bay, North Bay, and Ripon**

We are nearing the end of a challenging school year, and starting to see great results from our students who have worked diligently through these challenging times, and are coming through it all with great success. We are truly appreciative for our teachers, counselors, case managers, and staff who have all done whatever it takes this year, even through many of their own personal challenges, to support each and every student and ensure that they are successful. While we have missed seeing each other in person at state testing, field trips, and the end of year festival, we are thankful for our online community and the connections we have built with staff, students and families.

**Central Region:**  
**Marcus White, Elementary Principal**  
**Site Administrator for Central and Central Coast**

Greetings from Central! We are extremely busy supporting students and families as the end of the year draws near. Students are working hard to finish up their course work. As a school, we are really proud of the level of service and support we have provided our students this year. Obviously, it has been a challenging year. However, throughout all of our challenges we have continued to focus on supporting our students. I am so proud of our staff and their commitment to our families.

**Southern Region:**  
**Heather Tamayo, Middle School Principal**  
**Site Administrator of Southern California**

Another school year in the books! As we wind up the 19/20 year, we are profoundly grateful for the ability to work with our kids through unprecedented times and provide consistency. Our staff has truly gone above and beyond in supporting their students. They have taken the time to get to know their students at even deeper levels, and ensure that their needs are being met during possibly turbulent times for them in their young lives. We could not be more proud of both our students and staff. Looking ahead, we are excited to see what 20/21 holds. Our staff is eager for the PCx rollout and look forward to digging deeper into this new tool.

**California Online Public Schools  
Revenue and Expense Statement  
For the Period Ended May 31, 2020**

	May-19 Actual	YTD Actual	Annual Forecast	Revised Budget	Forecast vs Budget
<b>Forecasted Enrollment</b>					
Forecasted ADM			6,844	6,668	176
Forecasted Total Enrollment			10,005	9,107	898
Forecasted Funded Enrollment			6,013	5,962	51
<b>Revenue</b>					
State Funding	3,336,517.45	29,145,672.83	31,172,497.03	30,921,093	251,404
Federal & Other Program Funding	11,300.00	895,838.00	1,859,820.00	1,859,989	(169)
Local Aid	3,319,756.07	28,435,762.13	30,466,888.00	30,283,250	183,638
Other Funding Sources	17,363.74	239,104.00	235,414.57	221,014	14,400
<b>Total Revenue</b>	<b>6,684,937.26</b>	<b>58,716,376.96</b>	<b>63,734,619.60</b>	<b>63,285,346</b>	<b>449,274</b>
<b>Program Expenses</b>					
<b>Compensation Expense</b>					
Administration Staff	372,866.95	4,174,801.97	4,557,712.00	4,543,118	(14,594)
Instructional Staff	2,020,951.80	19,595,703.40	24,488,250.75	24,785,109	296,858
<b>Total Compensation Expense</b>	<b>2,393,818.75</b>	<b>23,770,505.37</b>	<b>29,045,962.74</b>	<b>29,328,227</b>	<b>282,265</b>
<b>Fee Based Expenses</b>					
Enrollment/Unit Based Fees	2,184,393.35	21,721,945.77	24,737,130.72	22,780,700	(1,956,431)
Revenue Based Fees	437,466.51	4,815,449.03	5,242,556.36	5,206,091	(36,465)
<b>Total Fee Based Expenses</b>	<b>2,621,859.86</b>	<b>26,537,394.80</b>	<b>29,979,687.08</b>	<b>27,986,791</b>	<b>(1,992,896)</b>
<b>Other School Expenses</b>					
Assessment	(29,379.65)	488,802.77	537,814.84	710,643	172,828
Authorizer Oversight	54,853.80	587,456.56	642,310.34	637,484	(4,826)
Employee Related	(4,170.69)	470,790.09	509,363.71	719,654	210,290
Facilities	49,203.28	771,906.21	851,989.67	856,947	4,957
Governance	6,645.64	104,370.11	114,310.21	125,234	10,923
Internet Service Provider	344.45	198,041.81	314,000.00	314,000	0
Instructional	-	185,114.41	281,658.17	288,212	6,553
Professional Services	16,457.64	87,139.80	178,086.22	211,859	33,773
Student Related	358,814.76	2,665,991.11	3,153,745.92	2,460,407	(693,339)
Taxes	(243,773.99)	139,296.10	471,222.70	417,012	(54,211)
Pending Allocation	(3,690.21)	1,245.80	-	0	0
<b>Total Other School Expenses</b>	<b>205,305.02</b>	<b>5,700,154.77</b>	<b>7,054,501.78</b>	<b>6,741,452</b>	<b>(313,050)</b>
<b>Adjustments and Credits</b>					
Discretionary Service Credit	-	-	(1,573,500.00)	(703,500)	870,000
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(1,573,500.00)</b>	<b>(703,500)</b>	<b>870,000</b>
<b>Total Program Expenses</b>	<b>5,220,983.63</b>	<b>56,008,054.94</b>	<b>64,506,651.61</b>	<b>63,352,970</b>	<b>(1,153,682)</b>
<b>Net Increase (Decrease)</b>	<b>1,463,953.63</b>	<b>2,708,322.01</b>	<b>(772,032.00)</b>	<b>(67,624.26)</b>	
<b>Beginning fund balance</b>	<b>2,507,437.71</b>	<b>1,263,069.33</b>	<b>1,263,069.33</b>		
<b>Ending fund balance</b>	<b>3,971,391.34</b>	<b>3,971,391.34</b>	<b>491,037.33</b>		

**California Online Public Schools  
Balance Sheet  
May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Checking	\$	201,477.94
Payroll		1,251,250.32
CALOPS - Operation		433,829.26
CALOPS - Holding		6,894,000.91
Savings - CALOPS		584,446.16
OCDE Cash Account		1,553,741.51
Petty Cash		474.37

**Total Cash and Short Term Investments** **10,919,220.47**

**Other Current Assets:**

Pupil Funding	10,153,776.13
SPED Funding State	238,747.13
Other State Receivables	316,661.02
Federal Programs	897.00
Prepaid Expenses	81,116.54

**Total Other Current Assets** **10,791,197.82**

**Total Current Assets** **21,710,418.29**

**Fixed Assets:**

Office Equipment - Shelving System	32,521.50
Accumulated Depreciation	(3,794.28)

**Net Fixed Assets** **28,727.22**

**Other Assets:**

Ripon Unified School District - Science Lab Deposit	300.00
Rent Deposit InterPres Corporation	20,287.30
Utilities Deposit	100.00

**Total Other Assets** **20,687.30**

**Total Assets** **\$ 21,759,832.81**

**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	16,366,083.23
CalOPS Payroll Liability		(690.59)
Pension Payable		419,406.65
Accrued Expenses		30,014.28
Deferred Revenue		530,838.17
Accounts Payable		442,789.73

**Total Current Liabilities** **17,788,441.47**

**Total Liabilities** **17,788,441.47**

**FUND BALANCE**

Beginning Fund Balance	1,263,069.33
Change in Fund Balance	2,708,322.01

**Ending Fund Balance** **3,971,391.34**

**Total Liabilities and Fund Balance** **\$ 21,759,832.81**

**California Connections Academy North Bay**  
**Revenue and Expense Statement**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			207	210	(3)	-1.51%
Forecasted Total Enrollment			312	294	18	6.12%
Forecasted Funded Enrollment			181	185	(4)	-1.97%
<b>Revenue</b>						
State Funding	119,133.59	1,161,082.94	1,242,795.21	1,289,888.15	(47,092.94)	-3.65%
Federal & Other Program Funding	11,300.00	38,996.00	66,296.00	65,865.00	431.00	0.65%
Local Aid	83,444.45	561,332.80	601,428.00	592,026.35	9,401.65	1.59%
Other Funding Sources	1,405.29	19,901.60	20,004.99	18,908.77	1,096.22	5.80%
<b>Total Revenue</b>	<b>215,283.33</b>	<b>1,781,313.34</b>	<b>1,930,524.20</b>	<b>1,966,688.26</b>	<b>(36,164.06)</b>	<b>-1.84%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	13,870.65	157,408.46	163,710.23	163,167.34	(542.89)	-0.33%
Instructional Staff	62,089.43	642,705.45	753,823.00	768,848.73	15,025.73	1.95%
<b>Total Compensation Expense</b>	<b>75,960.08</b>	<b>800,113.91</b>	<b>917,533.23</b>	<b>932,016.07</b>	<b>14,482.84</b>	<b>1.55%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	47,727.77	643,414.11	746,367.35	720,890.35	(25,477.00)	-3.53%
Revenue Based Fees	13,160.62	144,692.74	157,526.07	160,646.31	3,120.24	1.94%
<b>Total Fee Based Expenses</b>	<b>60,888.39</b>	<b>788,106.85</b>	<b>903,893.42</b>	<b>881,536.66</b>	<b>(22,356.76)</b>	<b>-2.54%</b>
<b>Other School Expenses</b>						
Assessment	-	17,431.77	18,431.77	25,703.70	7,271.93	28.29%
Authorizer Oversight	1,475.87	17,341.46	18,817.29	19,145.26	327.97	1.71%
Employee Related	(128.12)	16,381.82	17,181.82	19,250.00	2,068.18	10.74%
Facilities	1,750.63	20,497.08	23,005.12	24,773.61	1,768.49	7.14%
Governance	10.13	2,822.16	3,522.16	5,328.62	1,806.46	33.90%
Internet Service Provider	98.20	4,980.72	8,500.00	8,500.00	-	0.00%
Instructional	-	4,095.39	8,446.38	8,946.38	500.00	5.59%
Professional Services	513.64	3,714.78	11,944.69	13,948.10	2,003.41	14.36%
Student Related	5,490.18	50,729.19	120,762.81	109,551.52	(11,211.29)	-10.23%
Taxes	(8,623.47)	3,303.19	14,403.49	13,636.81	(766.68)	-5.62%
Pending Allocation	(137.28)	177.23	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>449.78</b>	<b>141,474.79</b>	<b>245,015.53</b>	<b>248,784.01</b>	<b>3,768.47</b>	<b>1.51%</b>
<b>Total Program Expenses</b>	<b>137,298.25</b>	<b>1,729,695.55</b>	<b>2,066,442.18</b>	<b>2,062,336.73</b>	<b>(4,105.45)</b>	<b>-0.20%</b>
<b>Net Increase (Decrease)</b>	<b>77,985.08</b>	<b>51,617.79</b>	<b>(135,917.98)</b>	<b>(95,648.47)</b>	<b>(40,269.51)</b>	
<b>Beginning fund balance</b>	<b>127,895.55</b>	<b>154,262.84</b>	<b>154,262.84</b>	<b>154,262.84</b>		
<b>Ending fund balance</b>	<b>205,880.63</b>	<b>205,880.63</b>	<b>18,344.86</b>	<b>58,614.37</b>		

**California Connections Academy @ North Bay**  
**Balance Sheet**  
**May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Checking	\$	103,805.80
Savings		376,578.77

<b>Total Cash and Short Term Investments</b>		<b>480,384.57</b>
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**Other Current Assets:**

Pupil Funding	268,039.21
SPED Funding State	2,263.24
Other State Receivables	8,686.79
Federal Programs	897.00
Due from CalOPS Schools	(824.63)
Prepaid Expenses	1,501.09

<b>Total Other Current Assets</b>		<b>280,562.70</b>
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<b>Total Current Assets</b>		<b>760,947.27</b>
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<b>Total Assets</b>	<b>\$</b>	<b>760,947.27</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	477,475.14
CalOPS Payroll Liability		57,625.02
Accrued Expenses		439.02
Accounts Payable		19,527.46

<b>Total Current Liabilities</b>		<b>555,066.64</b>
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<b>Total Liabilities</b>		<b>555,066.64</b>
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**FUND BALANCE**

Beginning Fund Balance	154,262.84
Change in Fund Balance	51,617.79

<b>Ending Fund Balance</b>		<b>205,880.63</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>760,947.27</b>
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**California Connections Academy North Bay**  
**Schedule of Revenue**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b><u>Revenue</u></b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	108,406.95	1,050,329.47	1,125,353.00	1,166,889.60	(41,536.60)
LCFF / General Purpose Block Grant - State EPA	4,029.40	33,853.87	36,272.00	36,934.00	(662.00)
Star Testing Reimbursement	-	460.00	460.00	364.44	95.56
Lottery	667.41	31,535.36	33,787.89	38,226.19	(4,438.30)
Special Education Pass through funds - State	6,029.83	28,253.24	30,271.32	30,822.92	(551.60)
Mandated Cost Reimbursement	-	6,123.00	6,123.00	6,123.00	-
Low Performing Student Block Grant	-	10,528.00	10,528.00	10,528.00	-
<b>Total State Funding</b>	<b>119,133.59</b>	<b>1,161,082.94</b>	<b>1,242,795.21</b>	<b>1,289,888.15</b>	<b>(47,092.94)</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	11,300.00	23,333.00	23,333.00	23,333.00	-
Title II	-	5,663.00	5,663.00	5,232.00	431.00
Title IV	-	10,000.00	10,000.00	10,000.00	-
IDEA	-	-	27,000.00	27,000.00	-
E-Rate	-	-	300.00	300.00	-
<b>Total Federal &amp; Other Programs Funding</b>	<b>11,300.00</b>	<b>38,996.00</b>	<b>66,296.00</b>	<b>65,865.00</b>	<b>431.00</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	83,444.45	561,332.80	601,428.00	592,026.35	9,401.65
<b>Total Local Funding</b>	<b>83,444.45</b>	<b>561,332.80</b>	<b>601,428.00</b>	<b>592,026.35</b>	<b>9,401.65</b>
<b>Other Funding</b>					
Interest	1,054.05	15,186.36	15,186.36	14,090.14	1,096.22
OBL Grant	351.24	4,715.24	4,818.63	4,818.63	-
<b>Total Other Funding</b>	<b>1,405.29</b>	<b>19,901.60</b>	<b>20,004.99</b>	<b>18,908.77</b>	<b>1,096.22</b>
<b>Total Revenue</b>	<b>215,283.33</b>	<b>1,781,313.34</b>	<b>1,930,524.20</b>	<b>1,966,688.26</b>	<b>(36,164.06)</b>



**California Connections Academy North Bay**  
**Schedule of Fees**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	929.38	9,494.38	10,341.00	10,495.00	154.00
Connexus Annual License (EMS)	11,152.50	113,932.50	124,092.00	125,940.00	1,848.00
Curriculum Postage	1,185.25	9,407.75	10,296.00	9,702.00	(594.00)
Direct Course Instruction Support	690.00	5,340.60	5,618.75	5,207.20	(411.55)
Educational Resource Center	2,342.03	23,925.83	26,059.32	26,447.40	388.08
Enrollment and Records Management	1,436.66	11,403.33	12,480.00	11,760.00	(720.00)
Facility Support Services	72.50	797.50	1,116.46	1,116.46	-
Hardware/Software - Employees	190.00	5,500.00	6,291.59	6,373.40	81.82
Human Resources Support	395.83	11,458.33	13,107.47	13,277.92	170.45
ISP Processing Fee	452.09	3,597.92	3,055.53	6,282.05	3,226.52
School Curriculum Supplies	390.41	4,294.58	4,621.89	4,684.48	62.59
Short-Term Sub Teaching Services	2,043.00	18,469.39	18,469.39	10,828.39	(7,641.00)
Special Populations Consultative Services	6,360.00	47,488.00	60,420.00	61,692.00	1,272.00
Student Technology Assistance- Laptops	10,397.91	82,752.08	90,275.00	85,100.00	(5,175.00)
Tangible/Intangible Instr. Materials	6,902.08	267,068.75	325,325.00	306,675.00	(18,650.00)
Technical Support and Repairs	2,788.13	28,483.17	31,023.00	31,485.00	462.00
Voice Over IP Services	-	-	3,774.95	3,824.04	49.09
<b>Total Enrollment/Unit Based Fees</b>	<b>47,727.77</b>	<b>643,414.11</b>	<b>746,367.35</b>	<b>720,890.35</b>	<b>(25,477.00)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	1,548.31	17,022.68	18,532.48	18,899.57	367.09
School Administration	9,289.85	102,136.05	111,194.87	113,397.39	2,202.52
Treasury Services	2,322.46	25,534.01	27,798.72	28,349.35	550.63
<b>Total Revenue Based Fees</b>	<b>13,160.62</b>	<b>144,692.74</b>	<b>157,526.07</b>	<b>160,646.31</b>	<b>3,120.24</b>
<b>Total Fee-Based Expenses</b>	<b>60,888.39</b>	<b>788,106.85</b>	<b>903,893.42</b>	<b>881,536.66</b>	<b>(22,356.76)</b>
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	9,918.72	113,972.67	118,387.67	118,185.51	(202.16)
Benefits	2,430.09	27,923.31	29,004.98	28,955.45	(49.53)
Pension	1,171.74	11,158.65	11,751.27	10,989.05	(762.22)
Taxes	350.11	4,353.83	4,566.30	5,037.33	471.03
<b>Total Administrative Compensation</b>	<b>13,870.65</b>	<b>157,408.46</b>	<b>163,710.23</b>	<b>163,167.34</b>	<b>(542.89)</b>
<b>Instructional Compensation</b>					
Salaries	42,496.99	450,109.85	533,493.22	544,035.81	10,542.59
Benefits	10,411.76	110,276.91	130,705.84	133,288.77	2,582.94
Pension	8,568.24	73,805.89	79,391.18	80,868.42	1,477.24
Taxes	612.44	8,512.80	10,232.76	10,655.72	422.96
<b>Total Instructional Compensation</b>	<b>62,089.43</b>	<b>642,705.45</b>	<b>753,823.00</b>	<b>768,848.73</b>	<b>15,025.73</b>
<b>Total Compensation</b>	<b>75,960.08</b>	<b>800,113.91</b>	<b>917,533.23</b>	<b>932,016.07</b>	<b>14,482.84</b>
<b>SCHEDULE OF CREDITS AND ADJUSTMENTS</b>					
Discretionary Service Credit	-	-	-	-	-
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**California Connections Academy North Bay**  
**Schedule Other Expenses**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	5,321.18	5,821.18	6,900.00	1,078.82
Student Testing & Assessment Travel	-	285.06	785.06	8,453.70	7,668.64
Student Testing Technology	-	11,825.53	11,825.53	10,350.00	(1,475.53)
<b>Total Assessment</b>	<b>-</b>	<b>17,431.77</b>	<b>18,431.77</b>	<b>25,703.70</b>	<b>7,271.93</b>
<b>Authorizer Oversight</b>					
District Oversight	1,376.97	16,253.56	17,630.53	17,958.50	327.97
STRS Reporting	98.90	1,087.90	1,186.76	1,186.76	-
<b>Total Authorizer Oversight</b>	<b>1,475.87</b>	<b>17,341.46</b>	<b>18,817.29</b>	<b>19,145.26</b>	<b>327.97</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	5.90	203.41	303.41	750.00	446.59
Staff Training/Prof. Dvlpmt	(142.12)	15,200.72	15,200.72	15,000.00	(200.72)
Team Building	8.10	194.57	294.57	500.00	205.43
Travel and Conferences - Administration	-	650.35	950.35	2,000.00	1,049.65
Travel and Conferences - Teachers	-	132.77	432.77	1,000.00	567.23
<b>Total Employee Related</b>	<b>(128.12)</b>	<b>16,381.82</b>	<b>17,181.82</b>	<b>19,250.00</b>	<b>2,068.18</b>
<b>Facilities</b>					
Copiers/ Reproduction	31.99	528.78	628.78	1,084.84	456.06
Expensed Furniture and Equipment	-	-	-	500.00	500.00
Internet	46.09	454.98	600.00	600.00	-
Maintenance & Repairs	74.01	967.98	1,167.98	1,500.00	332.02
Office Postage	204.44	1,124.38	1,374.38	1,395.82	21.44
Office Rent	1,064.52	12,819.63	13,884.15	13,813.03	(71.12)
Office Supplies	17.08	1,219.15	1,469.15	1,882.44	413.29
Rent Operating Expense	127.67	1,408.56	1,608.56	1,797.50	188.94
Rent Storage Unit	21.79	415.30	450.00	450.00	-
Telephone	45.43	586.20	750.00	750.00	-
Utilities	117.61	972.12	1,072.12	1,000.00	(72.12)
<b>Total Facilities</b>	<b>1,750.63</b>	<b>20,497.08</b>	<b>23,005.12</b>	<b>24,773.61</b>	<b>1,768.49</b>
<b>Governance</b>					
Accreditation	-	-	-	1,000.00	1,000.00
Banking Fees	-	-	400.00	400.00	-
Board-Related Expenses	-	83.85	183.85	500.00	316.15
Dues - Staff	10.13	183.74	283.74	500.00	216.26
Dues - School	-	2,225.95	2,325.95	2,600.00	274.05
Insurance Expenses	-	328.62	328.62	328.62	-
<b>Total Governance</b>	<b>10.13</b>	<b>2,822.16</b>	<b>3,522.16</b>	<b>5,328.62</b>	<b>1,806.46</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	98.20	4,980.72	8,500.00	8,500.00	-
<b>Total Internet Service Provider</b>	<b>98.20</b>	<b>4,980.72</b>	<b>8,500.00</b>	<b>8,500.00</b>	<b>-</b>
<b>Instructional</b>					
LiveSpeech	-	-	-	-	-
Math Time to Talk	-	-	2,694.38	2,694.38	-
Other Curriculum	-	843.39	2,500.00	2,500.00	-
Summer School	-	3,252.00	3,252.00	3,252.00	-
Title I - SES Tutoring	-	-	-	500.00	500.00
<b>Total Instructional</b>	<b>-</b>	<b>4,095.39</b>	<b>8,446.38</b>	<b>8,946.38</b>	<b>500.00</b>
<b>Professional Services</b>					
Accounting Services/Audit	-	996.59	6,996.59	9,000.00	2,003.41
AERIES	-	185.76	750.00	750.00	-
Legal Services	-	653.56	1,500.00	1,500.00	-
Other School Contracted Services	513.64	1,870.98	2,474.81	2,474.81	-
Other School Expense	-	7.89	223.29	223.29	-
<b>Total Professional Services</b>	<b>513.64</b>	<b>3,714.78</b>	<b>11,944.69</b>	<b>13,948.10</b>	<b>2,003.41</b>
<b>Student Related</b>					
College and Career Grant	-	-	56,000.00	56,000.00	-
Graduation Expense	-	100.82	5,000.00	5,000.00	-
SPED Related Services	5,577.18	50,026.39	54,026.39	42,815.10	(11,211.29)
Student Activities	(87.00)	601.98	5,736.42	5,736.42	-
<b>Total Student Related</b>	<b>5,490.18</b>	<b>50,729.19</b>	<b>120,762.81</b>	<b>109,551.52</b>	<b>(11,211.29)</b>
<b>Taxes</b>					
Sales Tax and Use	(8,623.47)	3,303.19	14,403.49	13,636.81	(766.68)
<b>Total Taxes</b>	<b>(8,623.47)</b>	<b>3,303.19</b>	<b>14,403.49</b>	<b>13,636.81</b>	<b>(766.68)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	(137.28)	177.23	-	-	-
<b>Total Pending Allocation</b>	<b>(137.28)</b>	<b>177.23</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>449.78</b>	<b>141,474.79</b>	<b>245,015.53</b>	<b>248,784.01</b>	<b>3,768.47</b>

**California Connections Academy @ Central**  
**Revenue and Expense Statement**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			591	569	22	3.82%
Forecasted Total Enrollment			942	825	117	14.18%
Forecasted Funded Enrollment			506	502	4	0.74%
<b>Revenue</b>						
State Funding	568,982.53	4,727,677.17	5,063,457.10	5,014,129.97	49,327.12	0.98%
Federal & Other Program Funding	-	96,071.00	186,786.00	186,786.00	-	0.00%
Local Aid	8,681.93	237,860.00	254,850.00	276,306.80	(21,456.80)	-7.77%
Other Funding Sources	1,042.95	12,322.50	12,299.92	11,826.95	472.97	4.00%
<b>Total Revenue</b>	<b>578,707.41</b>	<b>5,073,930.67</b>	<b>5,517,393.02</b>	<b>5,489,049.72</b>	<b>28,343.30</b>	<b>0.52%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	30,276.80	340,497.52	386,175.10	384,990.08	(1,185.02)	-0.31%
Instructional Staff	179,173.46	1,662,853.07	2,177,154.86	2,157,463.76	(19,691.11)	-0.91%
<b>Total Compensation Expense</b>	<b>209,450.25</b>	<b>2,003,350.59</b>	<b>2,563,329.96</b>	<b>2,542,453.84</b>	<b>(20,876.12)</b>	<b>-0.82%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	125,728.72	1,888,800.41	2,264,853.58	2,051,499.05	(213,354.53)	-10.40%
Revenue Based Fees	37,790.34	418,868.43	456,032.06	453,706.21	(2,325.85)	-0.51%
<b>Total Fee Based Expenses</b>	<b>163,519.06</b>	<b>2,307,668.84</b>	<b>2,720,885.65</b>	<b>2,505,205.26</b>	<b>(215,680.39)</b>	<b>-8.61%</b>
<b>Other School Expenses</b>						
Assessment	(3,650.00)	34,737.06	35,737.06	49,554.55	13,817.49	27.88%
Authorizer Oversight	5,654.05	59,667.99	65,322.04	64,951.41	(370.63)	-0.57%
Employee Related	(369.81)	39,130.30	41,358.16	53,000.00	11,641.84	21.97%
Facilities	4,064.88	45,878.57	53,832.07	56,359.87	2,527.79	4.49%
Governance	708.89	8,933.02	9,033.02	11,275.32	2,242.30	19.89%
Internet Service Provider	-	18,912.76	29,000.00	29,000.00	-	0.00%
Instructional	-	8,748.07	19,263.52	19,263.52	-	0.00%
Professional Services	1,482.25	8,245.92	19,813.78	19,888.30	74.52	0.37%
Student Related	50,304.98	315,808.92	420,665.21	282,400.00	(138,265.21)	-48.96%
Taxes	(25,366.84)	11,714.46	48,871.10	43,101.24	(5,769.86)	-13.39%
Pending Allocation	(299.65)	58.94	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>32,528.75</b>	<b>551,836.01</b>	<b>742,895.97</b>	<b>628,794.20</b>	<b>(114,101.77)</b>	<b>-18.15%</b>
<b>Adjustments and Credits</b>						
Discretionary Service Credit		-	(372,000.00)	(50,000.00)	322,000.00	100.00%
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(372,000.00)</b>	<b>(50,000.00)</b>	<b>322,000.00</b>	<b>0.00%</b>
<b>Total Program Expenses</b>	<b>405,498.06</b>	<b>4,862,855.44</b>	<b>5,655,111.58</b>	<b>5,626,453.30</b>	<b>(28,658.27)</b>	<b>-0.51%</b>
<b>Net Increase (Decrease)</b>	<b>173,209.35</b>	<b>211,075.23</b>	<b>(137,718.56)</b>	<b>(137,403.58)</b>	<b>(314.98)</b>	
<b>Beginning fund balance</b>	<b>186,049.19</b>	<b>148,183.31</b>	<b>148,183.31</b>	<b>148,183.31</b>		
<b>Ending fund balance</b>	<b>359,258.54</b>	<b>359,258.54</b>	<b>10,464.75</b>	<b>10,779.73</b>		

**California Connections Academy @ Central**  
**Balance Sheet**  
**May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Checking	\$	123,369.21
Savings		207,867.39

	-----	<b>331,236.60</b>
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**Other Current Assets:**

Pupil Funding	1,632,701.17
SPED Funding State	19,688.96
Other State Receivables	60,816.11
Due from CalOPS Schools	(63,975.80)
Prepaid Expenses	8,290.18

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	-----	<b>1,988,757.23</b>
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**Other Assets:**

Utilities Deposit	100.00
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	-----	<b>100.00</b>
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<b>Total Assets</b>	<b>\$</b>	<b>1,988,857.23</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	1,345,375.25
CalOPS Payroll Liability		158,958.02
Accrued Expenses		2,922.76
Deferred Revenue		43,111.00
Accounts Payable		79,231.66

	-----	<b>1,629,598.69</b>
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<b>Total Liabilities</b>	<b>1,629,598.69</b>
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**FUND BALANCE**

Beginning Fund Balance	148,183.31
Change in Fund Balance	211,075.23

	-----	<b>359,258.54</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>1,988,857.23</b>
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**California Connections Academy @ Central**  
**Schedule of Revenue**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	623,643.09	3,899,600.58	4,178,143.48	3,949,633.24	228,510.23
LCFF / General Purpose Block Grant - State EPA	(64,191.04)	634,863.16	680,210.52	850,201.05	(169,990.53)
Star Testing Reimbursement	-	10.00	1,012.34	1,004.90	7.44
Lottery	1,862.71	88,013.10	94,299.75	104,007.15	(9,707.40)
Special Education Pass through funds - State	7,667.78	64,409.34	69,010.01	68,502.63	507.38
One Time State Funding	-	-	-	-	-
Mandated Cost Reimbursement	-	13,709.00	13,709.00	13,709.00	(0.00)
Classified Employee PD Grant	-	-	-	-	-
Low Performing Student Block Grant	-	27,072.00	27,072.00	27,072.00	-
<b>Total State Funding</b>	<b>568,982.53</b>	<b>4,727,677.17</b>	<b>5,063,457.10</b>	<b>5,014,129.97</b>	<b>49,327.12</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	-	71,068.00	88,598.00	88,598.00	-
Title II	-	15,003.00	16,288.00	16,288.00	-
Title IV	-	10,000.00	10,000.00	10,000.00	-
IDEA	-	-	71,000.00	71,000.00	-
E-Rate	-	-	900.00	900.00	-
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>96,071.00</b>	<b>186,786.00</b>	<b>186,786.00</b>	<b>-</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	8,681.93	237,860.00	254,850.00	276,306.80	(21,456.80)
<b>Total Local Funding</b>	<b>8,681.93</b>	<b>237,860.00</b>	<b>254,850.00</b>	<b>276,306.80</b>	<b>(21,456.80)</b>
<b>Other Funding</b>					
Interest	29.34	1,783.22	1,783.22	1,310.25	472.97
OBL Grant	1,013.61	10,539.28	10,516.70	10,516.70	-
<b>Total Other Funding</b>	<b>1,042.95</b>	<b>12,322.50</b>	<b>12,299.92</b>	<b>11,826.95</b>	<b>472.97</b>
<b>Total Revenue</b>	<b>578,707.41</b>	<b>5,073,930.67</b>	<b>5,517,393.02</b>	<b>5,489,049.72</b>	<b>28,343.30</b>

**California Connections Academy @ Central**  
**Schedule of Fees**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	2,836.63	27,105.38	29,556.00	28,467.50	(1,088.50)
Community Outreach	2,083.34	22,916.67	25,000.00	25,000.00	-
Connexus Annual License (EMS)	34,039.50	325,264.50	354,672.00	341,610.00	(13,062.00)
Curriculum Postage	3,811.50	28,314.00	31,086.00	27,225.00	(3,861.00)
Direct Course Instruction Support	1,012.00	9,114.90	9,765.96	10,865.20	1,099.24
Educational Resource Center	7,148.30	68,305.55	74,481.12	71,738.10	(2,743.02)
Enrollment and Records Management	4,620.00	34,320.00	37,680.00	33,000.00	(4,680.00)
Facility Support Services	197.50	2,172.50	2,436.68	2,436.68	-
Hardware/Software - Employees	2,100.00	17,600.00	18,936.28	17,199.04	(1,737.24)
Human Resources Support	4,375.00	36,666.67	39,450.59	35,831.33	(3,619.25)
ISP Processing Fee	1,462.50	11,504.17	12,313.80	15,988.37	3,674.57
School Curriculum Supplies	1,583.33	12,833.33	13,910.86	12,641.38	(1,269.48)
Short-Term Sub Teaching Services	5,835.00	51,569.53	51,569.53	30,200.53	(21,369.00)
Special Populations Consultative Services	23,108.00	146,103.34	210,940.00	201,824.00	(9,116.00)
Student Technology Assistance- Laptops	33,637.50	264,595.83	292,100.00	257,600.00	(34,500.00)
Tangible/Intangible Instr. Materials	(10,631.26)	749,097.91	960,925.00	844,150.00	(116,775.00)
Technical Support and Repairs	8,509.88	81,316.13	88,668.00	85,402.50	(3,265.50)
Voice Over IP Services	-	-	11,361.77	10,319.42	(1,042.34)
<b>Total Enrollment/Unit Based Fees</b>	<b>125,728.72</b>	<b>1,888,800.41</b>	<b>2,264,853.58</b>	<b>2,051,499.05</b>	<b>(213,354.53)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	4,445.92	49,278.63	53,650.83	53,377.20	(273.63)
School Administration	26,675.54	295,671.84	321,904.99	320,263.21	(1,641.78)
Treasury Services	6,668.88	73,917.96	80,476.25	80,065.80	(410.44)
<b>Total Revenue Based Fees</b>	<b>37,790.34</b>	<b>418,868.43</b>	<b>456,032.06</b>	<b>453,706.21</b>	<b>(2,325.85)</b>
<b>Total Fee-Based Expenses</b>	<b>163,519.06</b>	<b>2,307,668.84</b>	<b>2,720,885.65</b>	<b>2,505,205.26</b>	<b>(215,680.39)</b>
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	21,650.53	246,668.85	279,587.98	279,146.71	(441.27)
Benefits	5,304.38	60,433.88	68,499.07	68,390.95	(108.12)
Pension	2,557.67	23,990.84	27,100.22	25,436.44	(1,663.78)
Taxes	764.22	9,403.95	10,987.83	12,015.98	1,028.15
<b>Total Administrative Compensation</b>	<b>30,276.80</b>	<b>340,497.52</b>	<b>386,175.10</b>	<b>384,990.08</b>	<b>(1,185.02)</b>
<b>Instructional Compensation</b>					
Salaries	122,634.92	1,159,935.48	1,541,638.51	1,526,161.58	(15,476.93)
Benefits	30,045.55	284,184.18	377,701.42	373,909.58	(3,791.84)
Pension	24,725.65	196,379.94	227,923.42	227,213.00	(710.42)
Taxes	1,767.34	22,353.46	29,891.51	30,179.60	288.09
<b>Total Instructional Compensation</b>	<b>179,173.46</b>	<b>1,662,853.07</b>	<b>2,177,154.86</b>	<b>2,157,463.76</b>	<b>(19,691.11)</b>
<b>Total Compensation</b>	<b>209,450.25</b>	<b>2,003,350.59</b>	<b>2,563,329.96</b>	<b>2,542,453.84</b>	<b>(20,876.12)</b>
<b>SCHEDULE OF CREDITS AND ADJUSTMENTS</b>					
Discretionary Service Credit	-	-	(372,000.00)	(50,000.00)	322,000.00
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(372,000.00)</b>	<b>(50,000.00)</b>	<b>322,000.00</b>

**California Connections Academy @ Central**  
**Schedule Other Expenses**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	(3,650.00)	10,150.83	10,150.83	15,000.00	4,849.17
Student Testing & Assessment Travel	-	755.17	1,755.17	13,554.55	11,799.38
Student Testing Technology	-	23,831.06	23,831.06	21,000.00	(2,831.06)
<b>Total Assessment</b>	<b>(3,650.00)</b>	<b>34,737.06</b>	<b>35,737.06</b>	<b>49,554.55</b>	<b>13,817.49</b>
<b>Authorizer Oversight</b>					
District Administrative Fees	966.67	10,633.37	11,600.00	11,600.00	-
District Oversight	4,471.55	46,660.49	51,132.04	50,761.41	(370.63)
STRS Reporting	215.83	2,374.13	2,590.00	2,590.00	-
<b>Total Authorizer Oversight</b>	<b>5,654.05</b>	<b>59,667.99</b>	<b>65,322.04</b>	<b>64,951.41</b>	<b>(370.63)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	17.02	522.14	1,000.00	1,000.00	-
Staff Training/Prof. Dvlpmnt	(410.20)	36,108.81	37,108.81	45,000.00	7,891.19
Team Building	23.37	467.21	717.21	1,500.00	782.79
Travel and Conferences - Administration		1,726.14	1,976.14	3,500.00	1,523.86
Travel and Conferences - Teachers		306.00	556.00	2,000.00	1,444.00
<b>Total Employee Related</b>	<b>(369.81)</b>	<b>39,130.30</b>	<b>41,358.16</b>	<b>53,000.00</b>	<b>11,641.84</b>
<b>Facilities</b>					
Copiers/ Reproduction	92.30	1,366.44	1,866.44	2,367.66	501.22
Internet	133.00	1,161.81	1,561.81	2,000.00	438.19
Maintenance & Repairs	161.53	2,112.72	2,512.72	3,000.00	487.28
Office Postage	589.96	2,188.88	3,688.88	4,922.09	1,233.21
Office Rent	2,323.62	28,050.59	30,617.81	30,147.06	(470.75)
Office Supplies	49.29	3,353.56	3,853.56	4,500.00	646.44
Rent Operating Expense	278.68	3,074.54	3,923.05	3,923.05	-
Rent Storage Unit	48.70	840.52	1,500.00	1,500.00	-
Telephone	131.11	1,607.81	1,807.81	1,500.00	(307.81)
Utilities	256.69	2,121.70	2,500.00	2,500.00	-
<b>Total Facilities</b>	<b>4,064.88</b>	<b>45,878.57</b>	<b>53,832.07</b>	<b>56,359.87</b>	<b>2,527.79</b>
<b>Governance</b>					
Accreditation	-	-	-	1,000.00	1,000.00
Banking Fees	680.25	810.25	910.25	600.00	(310.25)
Board-Related Expenses	-	182.99	182.99	1,000.00	817.01
Dues - Staff	28.64	684.46	684.46	1,420.00	735.54
Dues - School	-	6,538.00	6,538.00	6,538.00	-
Insurance Expenses	-	717.32	717.32	717.32	-
<b>Total Governance</b>	<b>708.89</b>	<b>8,933.02</b>	<b>9,033.02</b>	<b>11,275.32</b>	<b>2,242.30</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	18,912.76	29,000.00	29,000.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>18,912.76</b>	<b>29,000.00</b>	<b>29,000.00</b>	<b>-</b>
<b>Instructional</b>					
LiveSpeech	-	-	-	-	-
Math Time to Talk		-	5,880.52	5,880.52	-
Other Curriculum		1,865.07	6,000.00	6,000.00	-
Summer School	-	6,883.00	6,883.00	6,883.00	-
Title I - SES Tutoring	-	-	500.00	500.00	-
<b>Total Instructional</b>	<b>-</b>	<b>8,748.07</b>	<b>19,263.52</b>	<b>19,263.52</b>	<b>-</b>
<b>Professional Services</b>					
Accounting Services/Audit	-	2,394.98	9,000.00	9,000.00	-
AERIES	-	1,925.48	1,925.48	2,000.00	74.52
Legal Services	-	1,621.41	3,000.00	3,000.00	-
Other School Contracted Services	1,482.25	2,281.48	5,401.30	5,401.30	-
Other School Expense		22.57	487.00	487.00	-
<b>Total Professional Services</b>	<b>1,482.25</b>	<b>8,245.92</b>	<b>19,813.78</b>	<b>19,888.30</b>	<b>74.52</b>
<b>Student Related</b>					
College and Career Grant	-	-	40,000.00	40,000.00	-
Graduation Expense	-	87.64	5,800.00	5,800.00	-
SPED Related Services	47,867.47	308,265.21	358,265.21	220,000.00	(138,265.21)
Student Activities	2,437.51	7,456.07	16,600.00	16,600.00	-
<b>Total Student Related</b>	<b>50,304.98</b>	<b>315,808.92</b>	<b>420,665.21</b>	<b>282,400.00</b>	<b>(138,265.21)</b>
<b>Taxes</b>					
Sales Tax and Use	(25,366.84)	11,714.46	48,871.10	43,101.24	(5,769.86)
<b>Total Taxes</b>	<b>(25,366.84)</b>	<b>11,714.46</b>	<b>48,871.10</b>	<b>43,101.24</b>	<b>(5,769.86)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	(299.65)	58.94	-	-	-
<b>Total Pending Allocation</b>	<b>(299.65)</b>	<b>58.94</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>32,528.75</b>	<b>551,836.01</b>	<b>742,895.97</b>	<b>628,794.20</b>	<b>(114,101.77)</b>

**California Connections Academy Central Coast**  
**Revenue and Expense Statement**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			49	46	3	5.67%
Forecasted Total Enrollment			100	68	32	47.06%
Forecasted Funded Enrollment			39	41	(2)	-4.37%
<b>Revenue</b>						
State Funding	(134,384.00)	103,149.87	110,517.73	302,146.47	(191,628.74)	-63.42%
Federal & Other Program Funding	-	-	-	200.00	(200.00)	-100.00%
Local Aid	177,158.31	263,070.26	281,861.00	109,284.30	172,576.70	157.92%
Other Funding Sources	92.13	2,825.48	3,023.09	3,523.09	(500.00)	-14.19%
<b>Total Revenue</b>	<b>42,866.44</b>	<b>369,045.62</b>	<b>395,401.82</b>	<b>415,153.86</b>	<b>(19,752.04)</b>	<b>-4.76%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	8,687.80	97,438.60	82,677.37	82,337.33	(340.04)	-0.41%
Instructional Staff	16,286.48	252,886.17	185,571.26	173,506.96	(12,064.30)	-6.95%
<b>Total Compensation Expense</b>	<b>24,974.28</b>	<b>350,324.77</b>	<b>268,248.63</b>	<b>255,844.29</b>	<b>(12,404.33)</b>	<b>-4.85%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	8,931.23	163,877.81	204,782.49	157,082.37	(47,700.12)	-30.37%
Revenue Based Fees	2,643.83	29,238.06	31,827.51	33,365.25	1,537.73	4.61%
<b>Total Fee Based Expenses</b>	<b>11,575.06</b>	<b>193,115.87</b>	<b>236,610.00</b>	<b>190,447.61</b>	<b>(46,162.39)</b>	<b>-24.24%</b>
<b>Other School Expenses</b>						
Assessment	-	4,035.67	4,235.67	5,982.57	1,746.90	29.20%
Authorizer Oversight	162.81	4,223.38	4,386.14	4,553.31	167.16	3.67%
Employee Related	(33.63)	7,942.98	8,515.99	12,945.77	4,429.78	34.22%
Facilities	970.49	11,683.18	13,466.50	16,025.86	2,559.36	15.97%
Governance	102.53	1,824.52	2,080.98	2,660.84	579.86	21.79%
Internet Service Provider	-	1,006.60	2,000.00	2,000.00	-	0.00%
Instructional	-	512.45	3,898.42	3,898.42	-	0.00%
Professional Services	134.73	585.24	3,635.09	3,635.09	-	0.00%
Student Related	156.09	3,910.62	10,971.13	13,955.00	2,983.87	21.38%
Taxes	(2,365.94)	1,147.66	4,761.67	3,293.28	(1,468.39)	-44.59%
Pending Allocation	(85.98)	885.52	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>(958.90)</b>	<b>37,757.82</b>	<b>57,951.58</b>	<b>68,950.12</b>	<b>10,998.54</b>	<b>15.95%</b>
<b>Adjustments and Credits</b>						
Discretionary Service Credit	-	-	(177,500.00)	(111,000.00)	66,500.00	59.91%
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(177,500.00)</b>	<b>(111,000.00)</b>	<b>66,500.00</b>	<b>59.91%</b>
<b>Total Program Expenses</b>	<b>35,590.43</b>	<b>581,198.46</b>	<b>385,310.22</b>	<b>404,242.03</b>	<b>18,931.81</b>	<b>4.68%</b>
<b>Net Increase (Decrease)</b>	<b>7,276.01</b>	<b>(212,152.84)</b>	<b>10,091.61</b>	<b>10,911.84</b>	<b>(820.23)</b>	<b>-7.52%</b>
<b>Beginning fund balance</b>	<b>(219,428.85)</b>	<b>-</b>	<b>-</b>			
<b>Ending fund balance</b>	<b>(212,152.84)</b>	<b>(212,152.84)</b>	<b>10,091.61</b>			



**California Connections Academy Central Coast**  
**Balance Sheet**  
**May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Operating Account	\$	299.25
Holding Account		11,238.25

<b>Total Cash and Short Term Investments</b>		<b>11,537.50</b>
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**Other Current Assets:**

Pupil Funding		339,882.66
SPED Funding State		8,624.11
Other State Receivables		6,774.36
Due from CalOPS Schools		(12,899.15)

<b>Total Other Current Assets</b>		<b>342,381.99</b>
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<b>Total Current Assets</b>		<b>353,919.49</b>
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<b>Total Assets</b>	<b>\$</b>	<b>353,919.49</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	298,023.91
CalOPS Payroll Liability		266,409.25
Accrued Expenses		(1,429.83)
Accounts Payable		3,069.00

<b>Total Current Liabilities</b>		<b>566,072.33</b>
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<b>Total Liabilities</b>		<b>566,072.33</b>
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**FUND BALANCE**

Beginning Fund Balance		-
Change in Fund Balance		(212,152.84)

<b>Ending Fund Balance</b>		<b>(212,152.84)</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>353,919.49</b>
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**California Connections Academy Central Coast**  
**Schedule of Revenue**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b><u>Revenue</u></b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	(137,561.92)	69,539.87	74,507.00	263,443.83	(188,936.83)
LCFF / General Purpose Block Grant - State EPA	865.78	7,272.54	7,792.00	8,148.00	(356.00)
Star Testing Reimbursement	-	-	-	-	-
Lottery	143.37	6,774.36	7,258.25	8,433.08	(1,174.83)
Special Education Pass through funds - State	2,168.77	19,563.11	20,960.48	22,121.56	(1,161.08)
Mandated Cost Reimbursement	-	-	-	-	-
<b>Total State Funding</b>	<b>(134,384.00)</b>	<b>103,149.87</b>	<b>110,517.73</b>	<b>302,146.47</b>	<b>(191,628.74)</b>
<b>Federal &amp; Other Programs Funding</b>					
E-Rate	-	-	-	200.00	(200.0)
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200.00</b>	<b>(200.00)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	177,158.31	263,070.26	281,861.00	109,284.30	172,576.70
Donations/Tax Credits	-	-	-	-	-
<b>Total Local Funding</b>	<b>177,158.31</b>	<b>263,070.26</b>	<b>281,861.00</b>	<b>109,284.30</b>	<b>172,576.70</b>
<b>Other Funding</b>					
Interest	-	-	-	500.00	(500.00)
OBL Grant	92.13	2,825.48	3,023.09	3,023.09	-
<b>Total Other Funding</b>	<b>92.13</b>	<b>2,825.48</b>	<b>3,023.09</b>	<b>3,523.09</b>	<b>(500.00)</b>
<b>Total Revenue</b>	<b>42,866.44</b>	<b>369,045.62</b>	<b>395,401.82</b>	<b>415,153.86</b>	<b>(19,752.04)</b>

**California Connections Academy Central Coast**  
**Schedule of Fees**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	222.00	2,244.92	2,452.50	2,321.00	(131.50)
Connexus Annual License (EMS)	2,664.00	26,939.00	29,430.00	27,852.00	(1,578.00)
Curriculum Postage	569.25	2,934.25	3,300.00	2,244.00	(1,056.00)
Direct Course Instruction Support	92.00	816.50	874.82	828.00	(46.82)
Educational Resource Center	559.44	5,657.19	6,180.30	5,848.92	(331.38)
Enrollment and Records Management	690.00	3,556.67	4,000.00	2,720.00	(1,280.00)
Facility Support Services	197.50	2,172.50	700.44	700.44	-
Hardware/Software - Employees	188.50	1,688.50	1,840.13	1,372.26	(467.86)
Human Resources Support	392.71	3,517.71	3,833.60	2,858.88	(974.72)
ISP Processing Fee	216.67	1,237.50	653.03	1,428.57	775.54
School Curriculum Supplies	395.83	1,237.50	1,351.78	1,008.62	(343.16)
Short-Term Sub Teaching Services	483.00	3,913.32	3,913.32	2,152.32	(1,761.00)
Special Populations Consultative Services	636.00	2,915.00	3,816.00	5,936.00	2,120.00
Student Technology Assistance	4,983.33	28,462.50	31,625.00	21,850.00	(9,775.00)
Tangible/Intangible Instr. Materials	(4,025.00)	69,850.00	102,350.00	70,175.00	(32,175.00)
Technical Support and Repairs	666.00	6,734.75	7,357.50	6,963.00	(394.50)
Voice Over IP Services	-	-	1,104.08	823.36	(280.72)
<b>Total Enrollment/Unit Based Fees</b>	<b>8,931.23</b>	<b>163,877.81</b>	<b>204,782.49</b>	<b>157,082.37</b>	<b>(47,700.12)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	311.04	3,439.77	3,744.41	3,925.32	180.91
School Administration	1,866.23	20,638.63	22,466.48	23,551.94	1,085.46
Treasury Services	466.56	5,159.66	5,616.62	5,887.98	271.36
<b>Total Revenue Based Fees</b>	<b>2,643.83</b>	<b>29,238.06</b>	<b>31,827.51</b>	<b>33,365.25</b>	<b>1,537.73</b>
<b>Total Fee-Based Expenses</b>	<b>11,575.06</b>	<b>193,115.87</b>	<b>236,610.00</b>	<b>190,447.61</b>	<b>(46,162.39)</b>
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	6,212.53	70,335.29	59,455.85	59,329.23	(126.62)
Benefits	1,522.07	17,232.15	14,566.68	14,535.66	(31.02)
Pension	733.91	7,148.69	6,455.71	5,978.29	(477.41)
Taxes	219.29	2,722.48	2,199.13	2,494.15	295.02
<b>Total Administrative Compensation</b>	<b>8,687.80</b>	<b>97,438.60</b>	<b>82,677.37</b>	<b>82,337.33</b>	<b>(340.04)</b>
<b>Instructional Compensation</b>					
Salaries	11,147.25	179,121.53	130,956.82	122,061.28	(8,895.54)
Benefits	2,731.08	43,884.77	32,084.42	29,905.01	(2,179.41)
Pension	2,247.51	26,664.59	20,122.13	19,247.87	(874.27)
Taxes	160.65	3,215.28	2,407.89	2,292.80	(115.08)
<b>Total Instructional Compensation</b>	<b>16,286.48</b>	<b>252,886.17</b>	<b>185,571.26</b>	<b>173,506.96</b>	<b>(12,064.30)</b>
<b>Total Compensation</b>	<b>24,974.28</b>	<b>350,324.77</b>	<b>268,248.63</b>	<b>255,844.29</b>	<b>(12,404.33)</b>
<b>SCHEDULE OF CREDITS AND ADJUSTMENTS</b>					
Discretionary Service Credit	-	-	(177,500.00)	(111,000.00)	66,500.00
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(177,500.00)</b>	<b>(111,000.00)</b>	<b>66,500.00</b>

**California Connections Academy Central Coast**  
**Schedule Other Expenses**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	-	100.00	800.00	700.00
Student Testing & Assessment Travel	-	83.82	183.82	1,682.57	1,498.75
Student Testing Technology	-	3,951.85	3,951.85	3,500.00	(451.85)
<b>Total Assessment</b>	<b>-</b>	<b>4,035.67</b>	<b>4,235.67</b>	<b>5,982.57</b>	<b>1,746.90</b>
<b>Authorizer Oversight</b>					
District Oversight	100.76	3,540.85	3,641.60	3,808.76	167.16
STRS Reporting	62.05	682.53	744.54	744.54	-
<b>Total Authorizer Oversight</b>	<b>162.81</b>	<b>4,223.38</b>	<b>4,386.14</b>	<b>4,553.31</b>	<b>167.16</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	1.55	76.99	250.00	250.00	-
Staff Training/Prof. Dvlpmt	(37.30)	7,493.05	7,593.05	7,893.51	300.46
Team Building	2.12	92.79	192.79	250.00	57.21
Travel and Conferences - Administration	-	207.16	307.16	2,781.66	2,474.50
Travel and Conferences - Teachers	-	72.99	172.99	1,770.59	1,597.60
<b>Total Employee Related</b>	<b>(33.63)</b>	<b>7,942.98</b>	<b>8,515.99</b>	<b>12,945.77</b>	<b>4,429.78</b>
<b>Facilities</b>					
Copiers/ Reproduction	8.39	187.42	237.42	680.60	443.18
Expensed Furniture and Equipment	-	-	-	250.00	250.00
Internet	12.09	174.09	274.09	500.00	225.91
Maintenance & Repairs	46.41	606.90	706.90	1,414.89	707.99
Office Postage	53.63	263.83	363.83	875.70	511.87
Office Rent	666.75	8,029.44	8,696.19	8,665.97	(30.22)
Office Supplies	4.48	507.61	657.61	1,181.00	523.39
Rent Operating Expense	79.97	882.24	1,127.71	1,127.71	-
Rent Storage Unit	13.07	258.90	330.00	330.00	-
Telephone	11.92	162.97	362.97	500.00	137.03
Utilities	73.78	609.78	709.78	500.00	(209.78)
<b>Total Facilities</b>	<b>970.49</b>	<b>11,683.18</b>	<b>13,466.50</b>	<b>16,025.86</b>	<b>2,559.36</b>
<b>Governance</b>					
Accreditation	-	-	-	1,155.00	1,155.00
Banking Fees	100.00	401.50	502.50	200.00	(302.50)
Board-Related Expenses	-	52.56	152.56	500.00	347.44
Dues - Staff	2.53	44.54	100.00	100.00	-
Dues - School	-	1,120.08	1,120.08	500.00	(620.08)
Insurance Expenses	-	205.84	205.84	205.84	-
<b>Total Governance</b>	<b>102.53</b>	<b>1,824.52</b>	<b>2,080.98</b>	<b>2,660.84</b>	<b>579.86</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	1,006.60	2,000.00	2,000.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>1,006.60</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>
<b>Instructional</b>					
LiveSpeech	-	-	-	-	-
Math Time to Talk	-	-	1,690.39	1,690.39	-
Other Curriculum	-	512.45	2,208.02	2,208.02	-
<b>Total Instructional</b>	<b>-</b>	<b>512.45</b>	<b>3,898.42</b>	<b>3,898.42</b>	<b>-</b>
<b>Professional Services</b>					
Accounting Services/Audit	-	105.07	500.00	500.00	-
AERIES	-	-	995.00	995.00	-
Legal Services	-	284.15	1,000.00	1,000.00	-
Other School Contracted Services	134.73	194.46	1,000.00	1,000.00	-
Other School Expense	-	1.56	140.09	140.09	-
<b>Total Professional Services</b>	<b>134.73</b>	<b>585.24</b>	<b>3,635.09</b>	<b>3,635.09</b>	<b>-</b>
<b>Student Related</b>					
College and Career Grant	-	-	-	-	-
Graduation Expense	-	16.13	1,016.13	4,000.00	2,983.87
SPED Related Services	152.68	3,739.82	7,455.00	7,455.00	-
Student Activities	3.41	154.67	2,500.00	2,500.00	-
<b>Total Student Related</b>	<b>156.09</b>	<b>3,910.62</b>	<b>10,971.13</b>	<b>13,955.00</b>	<b>2,983.87</b>
<b>Taxes</b>					
Sales Tax and Use	(2,365.94)	1,147.66	4,761.67	3,293.28	(1,468.39)
<b>Total Taxes</b>	<b>(2,365.94)</b>	<b>1,147.66</b>	<b>4,761.67</b>	<b>3,293.28</b>	<b>(1,468.39)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	(85.98)	885.52	-	-	-
<b>Total Pending Allocation</b>	<b>(85.98)</b>	<b>885.52</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>(958.90)</b>	<b>37,757.82</b>	<b>57,951.58</b>	<b>68,950.12</b>	<b>10,998.54</b>

**California Connections Academy Monterey Bay**  
**Revenue and Expense Statement**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			305	296	9	3.00%
Forecasted Total Enrollment			466	414	52	12.56%
Forecasted Funded Enrollment			260	260	(0)	-0.01%
<b>Revenue</b>						
State Funding	(350,593.80)	1,236,469.79	1,324,789.06	1,929,692.45	(604,903.39)	-31.35%
Federal & Other Program Funding	-	-	-	400.00	(400.00)	-100.00%
Local Aid	637,525.91	1,219,863.87	1,306,997.00	708,023.45	598,973.55	84.60%
Other Funding Sources	554.09	6,032.54	6,046.19	6,546.19	(500.00)	-7.64%
<b>Total Revenue</b>	<b>287,486.20</b>	<b>2,462,366.20</b>	<b>2,637,832.25</b>	<b>2,644,662.09</b>	<b>(6,829.84)</b>	<b>-0.26%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	17,412.89	195,295.40	208,556.21	207,874.68	(681.53)	-0.33%
Instructional Staff	97,946.31	939,263.16	1,153,716.03	1,133,542.92	(20,173.10)	-1.78%
<b>Total Compensation Expense</b>	<b>115,359.19</b>	<b>1,134,558.56</b>	<b>1,362,272.24</b>	<b>1,341,417.61</b>	<b>(20,854.63)</b>	<b>-1.55%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	110,619.98	960,125.61	1,068,484.75	973,079.43	(95,405.31)	-9.80%
Revenue Based Fees	17,661.92	194,592.82	211,826.09	212,253.03	426.94	0.20%
<b>Total Fee Based Expenses</b>	<b>128,281.90</b>	<b>1,154,718.43</b>	<b>1,280,310.84</b>	<b>1,185,332.47</b>	<b>(94,978.37)</b>	<b>-8.01%</b>
<b>Other School Expenses</b>						
Assessment	-	16,401.84	16,401.84	40,031.38	23,629.54	59.03%
Authorizer Oversight	2,094.71	23,831.29	25,925.99	25,918.44	(7.55)	-0.03%
Employee Related	(202.18)	21,495.87	22,561.71	24,448.69	1,886.98	7.72%
Facilities	2,309.27	25,978.73	31,765.51	32,900.52	1,135.01	3.45%
Governance	115.49	4,282.28	4,783.28	7,163.82	2,380.54	33.23%
Internet Service Provider	-	6,977.04	10,500.00	10,500.00	-	0.00%
Instructional	-	1,064.37	5,380.78	5,380.78	-	0.00%
Professional Services	810.28	2,308.60	5,490.31	5,490.31	-	0.00%
Student Related	1,804.98	33,566.08	55,987.29	67,040.00	11,052.71	16.49%
Taxes	2,350.70	19,648.62	20,980.08	18,718.51	(2,261.58)	-12.08%
Pending Allocation	(172.33)	1,774.82	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>9,110.92</b>	<b>157,329.54</b>	<b>199,776.79</b>	<b>237,592.44</b>	<b>37,815.65</b>	<b>15.92%</b>
<b>Adjustments and Credits</b>						
Discretionary Service Credit	-	-	(215,000.00)	(130,000.00)	85,000.00	65.38%
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(215,000.00)</b>	<b>(130,000.00)</b>	<b>(85,000.00)</b>	<b>-65.38%</b>
<b>Total Program Expenses</b>	<b>252,752.01</b>	<b>2,446,606.53</b>	<b>2,627,359.87</b>	<b>2,634,342.52</b>	<b>6,982.64</b>	<b>0.27%</b>
<b>Net Increase (Decrease)</b>	<b>34,734.19</b>	<b>15,759.67</b>	<b>10,472.37</b>	<b>10,319.58</b>	<b>152.80</b>	
<b>Beginning fund balance</b>	<b>(18,974.52)</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Ending fund balance</b>	<b>15,759.67</b>	<b>15,759.67</b>	<b>10,472.37</b>	<b>10,319.58</b>		

**California Connections Academy Monterey Bay**  
**Balance Sheet**  
**May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Operating Account	\$	1,724.25
Holding Account		28,333.73

<b>Total Cash and Short Term Investments</b>		<b>30,057.98</b>
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**Other Current Assets:**

Pupil Funding		2,280,778.27
SPED Funding State		46,505.11
Other State Receivables		45,155.28
Due from CalOPS Schools		(4,747.05)

<b>Total Other Current Assets</b>		<b>2,367,691.61</b>
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<b>Total Current Assets</b>		<b>2,397,749.59</b>
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<b>Total Assets</b>	<b>\$</b>	<b>2,397,749.59</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	1,493,861.93
CalOPS Payroll Liability		865,555.81
Accrued Expenses		(309.32)
Accounts Payable		22,881.50

<b>Total Current Liabilities</b>		<b>2,381,989.92</b>
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<b>Total Liabilities</b>		<b>2,381,989.92</b>
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**FUND BALANCE**

Beginning Fund Balance		-
Change in Fund Balance		15,759.67

<b>Ending Fund Balance</b>		<b>15,759.67</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>2,397,749.59</b>
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**California Connections Academy Monterey Bay**  
**Schedule of Revenue**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b><u>Revenue</u></b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	(371,776.55)	1,012,438.94	1,084,756.00	1,682,969.52	(598,213.52)
LCFF / General Purpose Block Grant - State EPA	5,770.89	48,475.47	51,938.00	51,942.00	(4.00)
Star Testing Reimbursement	-	-	-	-	-
Lottery	955.67	45,155.28	48,380.66	53,759.54	(5,378.88)
Special Education Pass through funds - State	14,456.19	130,400.11	139,714.40	141,021.39	(1,306.99)
<b>Total State Funding</b>	<b>(350,593.80)</b>	<b>1,236,469.79</b>	<b>1,324,789.06</b>	<b>1,929,692.45</b>	<b>(604,903.39)</b>
<b>Federal &amp; Other Programs Funding</b>					
E-Rate	-	-	-	400.00	(400.00)
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400.00</b>	<b>(400.00)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	637,525.91	1,219,863.87	1,306,997.00	708,023.45	598,973.55
<b>Total Local Funding</b>	<b>637,525.91</b>	<b>1,219,863.87</b>	<b>1,306,997.00</b>	<b>708,023.45</b>	<b>598,973.55</b>
<b>Other Funding</b>					
Interest	-	-	-	500.00	(500.00)
OBL Grant	554.09	6,032.54	6,046.19	6,046.19	-
<b>Total Other Funding</b>	<b>554.09</b>	<b>6,032.54</b>	<b>6,046.19</b>	<b>6,546.19</b>	<b>(500.00)</b>
<b>Total Revenue</b>	<b>287,486.20</b>	<b>2,462,366.20</b>	<b>2,637,832.25</b>	<b>2,644,662.09</b>	<b>(6,829.84)</b>

**California Connections Academy Monterey Bay**  
**Schedule of Fees**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	1,350.91	13,966.33	15,239.50	14,796.00	(443.50)
Connexus Annual License (EMS)	16,211.00	167,596.00	182,874.00	177,552.00	(5,322.00)
Curriculum Postage	1,702.25	13,884.75	15,378.00	13,662.00	(1,716.00)
Direct Course Instruction Support	1,150.00	8,406.50	9,006.96	8,385.80	(621.16)
Educational Resource Center	3,404.31	35,195.16	38,403.54	37,285.92	(1,117.62)
Enrollment and Records Management	2,063.33	16,830.00	18,640.00	16,560.00	(2,080.00)
Facility Support Services	197.50	2,172.50	1,400.88	1,400.88	-
Hardware/Software - Employees	850.00	9,350.00	10,018.81	8,965.46	(1,053.35)
Human Resources Support	1,770.84	19,479.17	20,872.51	18,678.04	(2,194.48)
ISP Processing Fee	600.00	4,995.83	4,472.55	8,846.15	4,373.61
School Curriculum Supplies	625.00	6,875.00	7,359.96	6,589.66	(770.30)
Short-Term Sub Teaching Services	3,006.00	25,722.27	25,722.27	14,661.27	(11,061.00)
Special Populations Consultative Services	6,784.00	42,859.34	56,816.00	51,304.00	(5,512.00)
Student Technology Assistance- Laptops	13,800.00	114,904.17	127,650.00	113,850.00	(13,800.00)
Tangible/Intangible Instr. Materials	53,052.09	435,989.59	482,900.00	430,775.00	(52,125.00)
Technical Support and Repairs	4,052.75	41,899.00	45,718.50	44,388.00	(1,330.50)
Voice Over IP Services	-	-	6,011.28	5,379.27	(632.01)
<b>Total Enrollment/Unit Based Fees</b>	<b>110,619.98</b>	<b>960,125.61</b>	<b>1,068,484.75</b>	<b>973,079.43</b>	<b>(95,405.31)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	2,077.87	22,893.27	24,920.72	24,970.95	50.23
School Administration	12,467.24	137,359.64	149,524.30	149,825.67	301.37
Treasury Services	3,116.81	34,339.91	37,381.07	37,456.42	75.34
<b>Total Revenue Based Fees</b>	<b>17,661.92</b>	<b>194,592.82</b>	<b>211,826.09</b>	<b>212,253.03</b>	<b>426.94</b>
<b>Total Fee-Based Expenses</b>	<b>128,281.90</b>	<b>1,154,718.43</b>	<b>1,280,310.84</b>	<b>1,185,332.47</b>	<b>(94,978.37)</b>
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	12,451.72	140,972.44	150,416.70	150,162.91	(253.79)
Benefits	3,050.67	34,538.25	36,852.09	36,789.91	(62.18)
Pension	1,470.97	14,328.06	15,376.33	14,419.46	(956.88)
Taxes	439.52	5,456.64	5,911.09	6,502.40	591.31
<b>Total Administrative Compensation</b>	<b>17,412.89</b>	<b>195,295.40</b>	<b>208,556.21</b>	<b>207,874.68</b>	<b>(681.53)</b>
<b>Instructional Compensation</b>					
Salaries	67,039.16	653,538.17	813,582.43	798,521.23	(15,061.21)
Benefits	16,424.59	160,116.85	199,327.69	195,637.70	(3,689.99)
Pension	13,516.43	112,794.79	124,761.25	123,303.85	(1,457.39)
Taxes	966.13	12,813.35	16,044.65	16,080.14	35.49
<b>Total Instructional Compensation</b>	<b>97,946.31</b>	<b>939,263.16</b>	<b>1,153,716.03</b>	<b>1,133,542.92</b>	<b>(20,173.10)</b>
<b>Total Compensation</b>	<b>115,359.19</b>	<b>1,134,558.56</b>	<b>1,362,272.24</b>	<b>1,341,417.61</b>	<b>(20,854.63)</b>
<b>SCHEDULE OF CREDITS AND ADJUSTMENTS</b>					
Discretionary Service Credit	-	-	(215,000.00)	(130,000.00)	85,000.00
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(215,000.00)</b>	<b>(130,000.00)</b>	<b>85,000.00</b>



**California Connections Academy Monterey Bay**  
**Schedule Other Expenses**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/2020	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	213.66	213.66	14,250.00	14,036.34
Student Testing & Assessment Travel	-	395.79	395.79	11,781.38	<b>11,385.59</b>
Student Testing Technology	-	15,792.39	15,792.39	14,000.00	(1,792.39)
<b>Total Assessment</b>	<b>-</b>	<b>16,401.84</b>	<b>16,401.84</b>	<b>40,031.38</b>	<b>23,629.54</b>
<b>Authorizer Oversight</b>					
District Oversight	1,970.62	22,466.30	24,436.91	24,429.35	(7.56)
STRS Reporting	124.09	1,364.99	1,489.08	1,489.09	0.01
<b>Total Authorizer Oversight</b>	<b>2,094.71</b>	<b>23,831.29</b>	<b>25,925.99</b>	<b>25,918.44</b>	<b>(7.55)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	9.31	275.34	500.00	500.00	-
Staff Training/Prof. Dvlpmt	(224.27)	19,889.18	20,089.18	19,448.69	(640.49)
Team Building	12.78	258.82	500.00	500.00	-
Travel and Conferences - Administration	-	902.15	1,102.15	2,500.00	1,397.85
Travel and Conferences - Teachers	-	170.38	370.38	1,500.00	1,129.62
<b>Total Employee Related</b>	<b>(202.18)</b>	<b>21,495.87</b>	<b>22,561.71</b>	<b>24,448.69</b>	<b>1,886.98</b>
<b>Facilities</b>					
Copiers/ Reproduction	50.46	732.12	882.12	1,000.00	117.88
Expensed Furniture and Equipment	-	-	-	500.00	500.00
Internet	72.71	627.03	1,000.00	1,000.00	-
Maintenance & Repairs	92.88	1,214.78	2,214.78	2,829.77	614.99
Office Postage	322.51	1,179.25	1,751.40	1,751.40	-
Office Rent	1,336.37	16,093.43	17,429.80	17,331.93	(97.87)
Office Supplies	26.94	1,794.79	2,361.99	2,361.99	-
Rent Operating Expense	160.27	1,768.23	2,255.41	2,255.41	-
Rent Storage Unit	27.88	522.22	670.00	670.00	-
Telephone	71.67	827.06	1,200.00	1,200.00	-
Utilities	147.58	1,219.82	2,000.00	2,000.00	-
<b>Total Facilities</b>	<b>2,309.27</b>	<b>25,978.73</b>	<b>31,765.51</b>	<b>32,900.52</b>	<b>1,135.01</b>
<b>Governance</b>					
Accreditation	-	-	-	1,000.00	1,000.00
Banking Fees	100.00	401.50	502.50	584.81	82.31
Board-Related Expenses	-	105.22	305.22	1,000.00	694.78
Dues - Staff	15.49	262.65	362.65	816.48	453.83
Dues - School	-	3,100.37	3,200.37	3,350.00	149.63
Insurance Expenses	-	412.54	412.54	412.54	-
<b>Total Governance</b>	<b>115.49</b>	<b>4,282.28</b>	<b>4,783.28</b>	<b>7,163.82</b>	<b>2,380.54</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	6,977.04	10,500.00	10,500.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>6,977.04</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>-</b>
<b>Instructional</b>					
Math Time to Talk	-	-	3,380.78	3,380.78	-
Other Curriculum	-	1,064.37	2,000.00	2,000.00	-
<b>Total Instructional</b>	<b>-</b>	<b>1,064.37</b>	<b>5,380.78</b>	<b>5,380.78</b>	<b>-</b>
<b>Professional Services</b>					
Accounting Services/Audit	-	210.13	710.13	710.13	-
AERIES	-	-	1,000.00	1,000.00	-
Legal Services	-	866.35	1,500.00	1,500.00	-
Other School Contracted Services	810.28	1,220.72	2,000.00	2,000.00	-
Other School Expense	-	11.40	280.18	280.18	-
<b>Total Professional Services</b>	<b>810.28</b>	<b>2,308.60</b>	<b>5,490.31</b>	<b>5,490.31</b>	<b>-</b>
<b>Student Related</b>					
Graduation Expense	-	46.75	4,046.75	8,710.00	4,663.25
SPED Related Services	3,209.48	33,908.79	51,330.00	51,330.00	-
Student Activities	(1,404.50)	(389.46)	610.54	7,000.00	6,389.46
<b>Total Student Related</b>	<b>1,804.98</b>	<b>33,566.08</b>	<b>55,987.29</b>	<b>67,040.00</b>	<b>11,052.71</b>
<b>Taxes</b>					
Sales Tax and Use	2,350.70	16,873.06	20,980.08	18,718.51	(2,261.58)
<b>Total Taxes</b>	<b>2,350.70</b>	<b>16,873.06</b>	<b>20,980.08</b>	<b>18,718.51</b>	<b>(2,261.58)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	(172.33)	1,774.82	-	-	-
<b>Total Pending Allocation</b>	<b>(172.33)</b>	<b>1,774.82</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>9,110.92</b>	<b>154,553.98</b>	<b>199,776.79</b>	<b>237,592.44</b>	<b>37,815.65</b>

**California Connections Academy @ Ripon**  
**Revenue and Expense Statement**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			1,373	1,343	42	0
Forecasted Total Enrollment			2,069	1,863	154	0
Forecasted Funded Enrollment			1,204	1,189	36	0
<b>Revenue</b>						
State Funding	1,172,706.18	9,963,281.81	10,662,384.65	10,517,501.68	432,652.03	0.01
Federal & Other Program Funding	-	199,308.00	363,688.00	363,688.00	15,588.00	-
Local Aid	152,154.10	1,545,999.47	1,656,428.00	1,674,034.38	45,034.46	(0.01)
Other Funding Sources	5,249.11	37,703.86	37,706.83	33,100.83	(455.10)	0.14
<b>Total Revenue</b>	<b>1,330,109.38</b>	<b>11,746,293.13</b>	<b>12,720,207.49</b>	<b>12,588,324.89</b>	<b>492,819.39</b>	<b>0.01</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	72,298.90	811,237.85	910,178.00	907,348.26	(64,903.28)	(0.00)
Instructional Staff	415,601.99	3,876,961.24	4,996,952.19	5,036,134.53	(256,231.35)	0.01
<b>Total Compensation Expense</b>	<b>487,900.89</b>	<b>4,688,199.09</b>	<b>5,907,130.18</b>	<b>5,943,482.79</b>	<b>(321,134.64)</b>	<b>0.01</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	312,611.26	4,278,242.24	5,026,843.96	4,658,219.43	(477,353.59)	(0.08)
Revenue Based Fees	87,710.40	964,563.53	1,050,131.99	1,039,512.54	(49,462.17)	(0.01)
<b>Total Fee Based Expenses</b>	<b>400,321.66</b>	<b>5,242,805.77</b>	<b>6,076,975.96</b>	<b>5,697,731.97</b>	<b>(526,815.76)</b>	<b>(0.07)</b>
<b>Other School Expenses</b>						
Assessment	(12,378.00)	104,331.74	109,331.74	91,000.00	31,748.56	(0.20)
Authorizer Oversight	11,670.98	123,949.31	135,620.36	134,157.90	(4,514.28)	(0.01)
Employee Related	(857.76)	92,743.48	100,517.10	128,048.68	51,400.90	0.22
Facilities	9,637.82	157,010.16	174,374.37	181,809.14	42,225.18	0.04
Governance	329.90	21,407.01	22,969.27	24,978.25	4,851.99	0.08
Internet Service Provider	-	40,597.98	63,000.00	63,000.00	-	-
Instructional	-	36,484.65	55,520.03	61,573.38	21,386.63	0.10
Professional Services	3,438.14	18,946.42	37,391.61	42,391.61	15,502.56	0.12
Student Related	107,438.34	645,757.80	749,140.98	542,878.45	(205,858.03)	(0.38)
Taxes	(55,957.73)	24,256.84	97,773.15	97,773.15	(9,275.07)	-
Pending Allocation	(715.53)	(964.70)	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>62,606.16</b>	<b>1,264,520.69</b>	<b>1,545,638.61</b>	<b>1,367,610.54</b>	<b>(52,531.55)</b>	<b>(0.13)</b>
<b>Adjustments and Credits</b>						
Discretionary Service Credit	-	-	(809,000.00)	(412,500.00)	396,500.00	96.12%
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(809,000.00)</b>	<b>(412,500.00)</b>	<b>396,500.00</b>	<b>96.12%</b>
<b>Total Program Expenses</b>	<b>950,828.71</b>	<b>11,195,525.55</b>	<b>12,720,744.74</b>	<b>12,596,325.29</b>	<b>(503,981.95)</b>	<b>(0.01)</b>
<b>Net Increase (Decrease)</b>	<b>379,280.67</b>	<b>550,767.58</b>	<b>(537.26)</b>	<b>(8,000.40)</b>	<b>(662.55)</b>	
<b>Beginning fund balance</b>	<b>182,174.59</b>	<b>10,687.68</b>	<b>10,687.68</b>	<b>10,687.68</b>		
<b>Ending fund balance</b>	<b>561,455.26</b>	<b>561,455.26</b>	<b>10,150.42</b>	<b>2,687.28</b>		

**California Connections Academy @ Ripon**  
**Balance Sheet**  
**May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Checking	\$	(2,727.37)
Operating		115,915.93
Holding		788,372.11
Petty Cash		275.85

<b>Total Cash and Short Term Investments</b>		<b>901,836.52</b>
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**Other Current Assets:**

Pupil Funding	2,930,357.93
SPED Funding State	28,993.20
Other State Receivables	(11,195.86)
Due from CalOPS Schools	(94,841.91)
Prepaid Expenses	6,476.45

<b>Total Other Current Assets</b>		<b>2,859,789.81</b>
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<b>Total Current Assets</b>		<b>3,761,626.33</b>
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**Other Assets:**

Ripon Unified School District - Science Lab Deposit	300.00
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<b>Total Other Assets</b>		<b>300.00</b>
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<b>Total Assets</b>	<b>\$</b>	<b>3,761,926.33</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	2,499,486.31
CalOPS Payroll Liability		370,268.14
Accrued Expenses		7,390.09
Deferred Revenue		122,778.75
Accounts Payable		200,547.78

<b>Total Current Liabilities</b>		<b>3,200,471.07</b>
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<b>Total Liabilities</b>		<b>3,200,471.07</b>
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**FUND BALANCE**

Beginning Fund Balance	10,687.68
Change in Fund Balance	550,767.58

<b>Ending Fund Balance</b>		<b>561,455.26</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>3,761,926.33</b>
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**California Connections Academy @ Ripon**  
**Schedule of Revenue**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Annual Budget	Forecast vs Budget
<b>Revenue</b>						
<b>State Funding</b>						
LCFF / General Purpose Block Grant - State	1,378,293.70	7,876,780.55	8,439,407.73	7,804,804.38	8,179,436.05	634,603.36
LCFF / General Purpose Block Grant - State EPA	(230,020.56)	1,500,804.91	1,608,005.27	2,078,753.80	1,917,086.00	(470,748.53)
Star Testing Reimbursement	-	415.00	2,408.86	2,356.54	2,464.86	52.32
Lottery	4,432.30	209,426.24	224,385.25	246,073.32	248,268.00	(21,688.07)
Special Education Pass through funds - State	20,000.74	168,006.20	180,006.64	177,664.74	229,123.58	2,341.90
Prop 39 Clean Energy Funds	-	44,016.25	44,016.25	44,016.25	-	-
Mandated Cost Reimbursement	-	39,678.00	40,000.00	39,678.00	40,000.00	322.00
Prior Year Revenue	-	47,449.90	47,449.90	47,449.90	-	-
Low Performing Student Block Grant	-	76,704.75	76,704.75	76,704.75	-	-
<b>Total State Funding</b>	<b>1,172,706.18</b>	<b>9,963,281.81</b>	<b>10,662,384.65</b>	<b>10,517,501.68</b>	<b>10,616,378.49</b>	<b>144,882.97</b>
<b>Federal &amp; Other Programs Funding</b>						
Title I	-	160,254.00	165,275.00	165,275.00	161,000.00	-
Title II	-	32,984.00	36,172.00	36,172.00	27,000.00	-
Title IV	-	6,070.00	12,141.00	12,141.00	10,000.00	-
IDEA	-	-	148,000.00	148,000.00	148,000.00	-
E-Rate	-	-	2,100.00	2,100.00	2,100.00	-
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>199,308.00</b>	<b>363,688.00</b>	<b>363,688.00</b>	<b>348,100.00</b>	<b>-</b>
<b>Local Funding</b>						
LCFF / General Purpose Block Grant - Local	152,154.10	1,545,999.47	1,656,428.00	1,674,034.38	1,602,789.00	(17,606.38)
<b>Total Local Funding</b>	<b>152,154.10</b>	<b>1,545,999.47</b>	<b>1,656,428.00</b>	<b>1,674,034.38</b>	<b>1,602,789.00</b>	<b>(17,606.38)</b>
<b>Other Funding</b>						
Interest	2,898.00	12,606.00	12,606.00	8,000.00	2,500.00	4,606.00
OBL Grant	2,351.11	25,097.86	25,100.83	25,100.83	32,161.93	-
<b>Total Other Funding</b>	<b>5,249.11</b>	<b>37,703.86</b>	<b>37,706.83</b>	<b>33,100.83</b>	<b>34,661.93</b>	<b>4,606.00</b>
<b>Total Revenue</b>	<b>1,330,109.38</b>	<b>11,746,293.13</b>	<b>12,720,207.49</b>	<b>12,588,324.89</b>	<b>12,601,929.42</b>	<b>131,882.60</b>

**California Connections Academy @ Ripon**  
**Schedule of Fees**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	6,270.04	62,892.96	68,657.50	67,128.00	(1,529.50)
Community Outreach	4,166.66	45,833.33	50,000.00	50,000.00	-
Connexus Annual License (EMS)	75,240.50	754,715.50	823,890.00	805,536.00	(18,354.00)
Curriculum Postage	8,038.25	61,800.75	68,277.00	61,479.00	(6,798.00)
Direct Course Instruction Support	2,898.00	25,953.20	27,807.00	29,490.60	1,683.60
Educational Resource Center	15,800.51	158,490.26	173,016.90	169,162.56	(3,854.34)
Enrollment and Records Management	9,743.33	74,910.00	82,760.00	74,520.00	(8,240.00)
Facility Support Services	554.50	6,099.50	5,815.76	5,815.76	-
Hardware/Software - Employees	3,550.00	39,050.00	42,704.59	41,167.92	(1,536.67)
Human Resources Support	7,395.84	81,354.17	88,967.89	85,766.49	(3,201.39)
ISP Processing Fee	3,033.33	24,936.85	26,391.69	38,491.74	12,100.05
School Curriculum Supplies	2,625.00	28,875.00	31,371.40	30,258.62	(1,112.78)
Short-Term Sub Teaching Services	13,542.00	120,708.00	120,708.00	70,770.00	(49,938.00)
Special Populations Consultative Services	47,064.00	319,731.34	416,156.00	393,048.00	(23,108.00)
Student Technology Assistance- Laptops	69,766.67	572,412.50	631,350.00	577,875.00	(53,475.00)
Tangible/Intangible Instr. Materials	24,112.50	1,711,800.00	2,137,375.00	1,931,625.00	(205,750.00)
Technical Support and Repairs	18,810.13	188,678.88	205,972.50	201,384.00	(4,588.50)
Voice Over IP Services		-	25,622.75	24,700.75	(922.00)
<b>Total Enrollment/Unit Based Fees</b>	<b>312,611.26</b>	<b>4,278,242.24</b>	<b>5,026,843.96</b>	<b>4,658,219.43</b>	<b>(368,624.54)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	10,318.87	113,478.06	123,544.94	122,295.59	(1,249.35)
School Administration	61,913.23	680,868.38	741,269.64	733,773.56	(7,496.08)
Treasury Services	15,478.30	170,217.09	185,317.41	183,443.39	(1,874.02)
<b>Total Revenue Based Fees</b>	<b>87,710.40</b>	<b>964,563.53</b>	<b>1,050,131.99</b>	<b>1,039,512.54</b>	<b>(10,619.45)</b>
<b>Total Fee-Based Expenses</b>	<b>400,321.66</b>	<b>5,242,805.77</b>	<b>6,076,975.96</b>	<b>5,697,731.97</b>	<b>(379,243.99)</b>
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	51,699.97	588,029.42	659,246.35	658,192.62	(1,053.73)
Benefits	12,666.49	144,067.20	161,515.35	161,257.17	(258.18)
Pension	6,107.54	56,776.95	63,625.44	59,652.45	(3,972.99)
Taxes	1,824.90	22,364.28	25,790.86	28,246.02	2,455.16
<b>Total Administrative Compensation</b>	<b>72,298.90</b>	<b>811,237.85</b>	<b>910,178.00</b>	<b>907,348.26</b>	<b>(2,829.74)</b>
<b>Instructional Compensation</b>					
Salaries	284,457.96	2,707,197.98	3,539,012.29	3,564,733.26	25,720.96
Benefits	69,692.20	663,263.50	867,058.00	873,359.65	6,301.65
Pension	57,352.40	454,632.69	522,541.09	527,799.06	5,257.97
Taxes	4,099.43	51,867.07	68,340.81	70,242.56	1,901.76
<b>Total Instructional Compensation</b>	<b>415,601.99</b>	<b>3,876,961.24</b>	<b>4,996,952.19</b>	<b>5,036,134.53</b>	<b>39,182.34</b>
<b>Total Compensation</b>	<b>487,900.89</b>	<b>4,688,199.09</b>	<b>5,907,130.18</b>	<b>5,943,482.79</b>	<b>36,352.60</b>
<b>SCHEDULE OF CREDITS AND ADJUSTMENTS</b>					
Discretionary Service Credit	-	-	(809,000.00)	(412,500.00)	396,500.00
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>(809,000.00)</b>	<b>(412,500.00)</b>	<b>396,500.00</b>

California Connections Academy @ Ripon  
Schedule Other Expenses  
For the Period Ended May 31, 2020

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	(12,378.00)	62,986.39	62,986.39	6,500.00	(56,486.39)
Student Testing & Assessment Travel	-	1,776.92	6,776.92	50,000.00	43,223.08
Student Testing Technology	-	39,568.43	39,568.43	34,500.00	(5,068.43)
<b>Total Assessment</b>	<b>(12,378.00)</b>	<b>104,331.74</b>	<b>109,331.74</b>	<b>91,000.00</b>	<b>(18,331.74)</b>
<b>Authorizer Oversight</b>					
District Administrative Fees	1,033.33	11,366.63	12,399.98	12,400.00	0.02
District Oversight	10,122.49	106,915.92	117,038.41	115,575.93	(1,462.48)
STRS Reporting	515.16	5,666.76	6,181.97	6,181.97	-
<b>Total Authorizer Oversight</b>	<b>11,670.98</b>	<b>123,949.31</b>	<b>135,620.36</b>	<b>134,157.90</b>	<b>(1,462.47)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	39.48	1,226.38	2,000.00	2,000.00	-
Staff Training/Prof. Dvlpmt	(951.45)	85,631.47	89,631.47	93,548.68	3,917.21
Team Building	54.21	1,107.41	2,107.41	3,500.00	1,392.59
Travel and Conferences - Administration	-	4,050.79	5,050.79	17,000.00	11,949.21
Travel and Conferences - Teachers	-	727.43	1,727.43	12,000.00	10,272.57
<b>Total Employee Related</b>	<b>(857.76)</b>	<b>92,743.48</b>	<b>100,517.10</b>	<b>128,048.68</b>	<b>27,531.58</b>
<b>Facilities</b>					
Copiers/ Reproduction	214.10	3,214.78	3,714.78	5,651.05	1,936.27
Equipment/Supplies	-	-	-	2,500.00	2,500.00
Expensed Furniture and Equipment	-	-	-	1,000.00	1,000.00
Internet	308.50	2,740.64	4,000.00	4,000.00	-
Maintenance & Repairs	385.61	8,855.72	10,355.72	11,747.84	1,392.12
Office Postage	1,368.44	5,148.30	7,270.98	7,270.98	-
Office Rent	5,548.65	66,820.34	72,368.99	71,953.79	(415.20)
Office Supplies	114.32	7,858.61	9,805.85	9,805.85	-
Prop 39 Clean Energy Planning	-	44,016.25	44,016.25	44,016.25	-
Rent Operating Expense	665.46	7,341.80	8,341.80	9,363.38	1,021.58
Rent Storage Unit	115.97	2,169.06	2,500.00	2,500.00	-
Telephone	304.11	3,772.72	5,000.00	5,000.00	-
Utilities	612.66	5,071.94	7,000.00	7,000.00	-
<b>Total Facilities</b>	<b>9,637.82</b>	<b>157,010.16</b>	<b>174,374.37</b>	<b>181,809.14</b>	<b>7,434.76</b>
<b>Governance</b>					
Accreditation	-	-	-	1,000.00	1,000.00
Banking Fees	263.28	1,685.99	1,840.74	1,765.33	(75.41)
Board-Related Expenses	-	436.86	1,436.86	2,000.00	563.14
Dues - Staff	66.62	1,192.50	1,500.00	1,500.00	-
Dues - School	-	16,378.75	16,478.75	17,000.00	521.25
Insurance Expenses	-	1,712.91	1,712.92	1,712.92	-
<b>Total Governance</b>	<b>329.90</b>	<b>21,407.01</b>	<b>22,969.27</b>	<b>24,978.25</b>	<b>2,008.98</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	40,597.98	63,000.00	63,000.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>40,597.98</b>	<b>63,000.00</b>	<b>63,000.00</b>	<b>-</b>
<b>Instructional</b>					
LiveSpeech	-	-	-	-	-
Math Time to Talk	-	-	14,035.38	14,035.38	-
Other Curriculum	-	4,446.65	9,446.65	15,000.00	5,553.35
Summer School	-	32,038.00	32,038.00	32,038.00	-
Title I - SES Tutoring	-	-	-	500.00	500.00
<b>Total Instructional</b>	<b>-</b>	<b>36,484.65</b>	<b>55,520.03</b>	<b>61,573.38</b>	<b>6,053.35</b>
<b>Professional Services</b>					
Accounting Services/Audit	-	6,444.48	9,500.00	9,500.00	-
AERIES	-	1,309.00	5,000.00	5,000.00	-
Legal Services	-	3,717.12	7,500.00	7,500.00	-
Manager Services	-	-	-	5,000.00	5,000.00
Other School Contracted Services	3,438.14	5,422.24	12,891.61	12,891.61	-
Other School Expense	-	2,053.58	2,500.00	2,500.00	-
<b>Total Professional Services</b>	<b>3,438.14</b>	<b>18,946.42</b>	<b>37,391.61</b>	<b>42,391.61</b>	<b>5,000.00</b>
<b>Student Related</b>					
Graduation Expense	-	463.56	9,000.00	9,000.00	-
SPED Related Services	108,011.34	641,262.53	716,262.53	510,000.00	(206,262.53)
Student Activities	(573.00)	4,031.71	23,878.45	23,878.45	-
<b>Total Student Related</b>	<b>107,438.34</b>	<b>645,757.80</b>	<b>749,140.98</b>	<b>542,878.45</b>	<b>(206,262.53)</b>
<b>Taxes</b>					
Sales Tax and Use	(55,957.73)	24,256.84	97,773.15	89,278.49	(8,494.65)
<b>Total Taxes</b>	<b>(55,957.73)</b>	<b>24,256.84</b>	<b>97,773.15</b>	<b>89,278.49</b>	<b>(8,494.65)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	(715.53)	(964.70)	-	-	-
<b>Total Pending Allocation</b>	<b>(715.53)</b>	<b>(964.70)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>62,606.16</b>	<b>1,264,520.69</b>	<b>1,545,638.61</b>	<b>1,359,115.88</b>	<b>(186,522.72)</b>

**California Connections Academy Southern California**  
**Revenue and Expense Statement**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			4,319	4,204	115	2.74%
Forecasted Total Enrollment			6,116	5,643	473	8.38%
Forecasted Funded Enrollment			3,822	3,785	37	0.98%
<b>Revenue</b>						
State Funding	1,960,672.95	11,954,011.24	12,768,553.28	11,867,734.10	900,819.18	7.59%
Federal & Other Program Funding	-	561,463.00	1,243,050.00	1,243,050.00	-	0.00%
Local Aid	2,260,791.37	24,607,635.73	26,365,324.00	26,923,574.54	(558,250.54)	-2.07%
Other Funding Sources	9,020.17	160,318.02	156,333.55	147,108.31	9,225.24	6.27%
<b>Total Revenue</b>	<b>4,230,484.49</b>	<b>37,283,427.99</b>	<b>40,533,260.83</b>	<b>40,181,466.95</b>	<b>1,638,486.10</b>	<b>0.06%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	230,319.91	2,572,924.15	2,806,415.09	2,797,400.51	(9,014.58)	-0.32%
Instructional Staff	1,249,854.14	12,221,034.31	15,221,033.41	15,515,612.32	294,578.92	1.90%
<b>Total Compensation Expense</b>	<b>1,480,174.05</b>	<b>14,793,958.46</b>	<b>18,027,448.50</b>	<b>18,313,012.83</b>	<b>(92,438.73)</b>	<b>1.58%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	1,578,774.39	13,787,485.59	15,425,798.59	14,219,929.10	(1,205,869.49)	-7.82%
Revenue Based Fees	278,499.40	3,063,493.45	3,335,212.63	3,306,607.77	(28,604.86)	-0.86%
<b>Total Fee Based Expenses</b>	<b>1,857,273.79</b>	<b>16,850,979.04</b>	<b>18,761,011.22</b>	<b>17,526,536.87</b>	<b>(1,353,364.08)</b>	<b>-6.58%</b>
<b>Other School Expenses</b>						
Assessment	(13,351.65)	311,864.69	353,676.76	498,371.00	144,694.24	40.91%
Authorizer Oversight	33,795.38	358,443.13	392,238.51	388,757.79	(3,480.73)	-0.89%
Employee Related	(2,579.19)	293,095.64	319,228.93	481,961.00	162,732.07	50.98%
Facilities	30,470.19	510,858.49	555,546.09	545,078.12	(10,467.97)	-1.88%
Governance	5,378.70	65,101.12	71,921.50	73,826.76	1,905.26	2.65%
Internet Service Provider	246.25	125,566.71	201,000.00	201,000.00	-	0.00%
Instructional	-	134,209.48	189,149.05	189,149.05	-	0.00%
Professional Services	10,078.60	53,338.84	99,810.74	126,505.96	26,695.22	26.75%
Student Related	193,620.19	1,616,218.50	1,796,218.50	1,444,582.00	(351,636.50)	-19.58%
Taxes	(153,810.71)	79,225.33	284,433.21	240,488.79	(43,944.42)	-15.45%
Pending Allocation	(2,279.44)	(686.01)	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>101,568.32</b>	<b>3,547,235.91</b>	<b>4,263,223.30</b>	<b>4,189,720.47</b>	<b>(73,502.83)</b>	<b>-1.72%</b>
<b>Total Program Expenses</b>	<b>3,439,016.16</b>	<b>35,192,173.41</b>	<b>41,051,683.01</b>	<b>40,029,270.17</b>	<b>(1,519,305.63)</b>	<b>-1.22%</b>
<b>Net Increase (Decrease)</b>	<b>791,468.33</b>	<b>2,091,254.58</b>	<b>(518,422.19)</b>	<b>152,196.78</b>	<b>(670,618.97)</b>	
<b>Beginning fund balance</b>	<b>2,249,721.75</b>	<b>949,935.50</b>	<b>949,935.50</b>	<b>949,935.50</b>		
<b>Ending fund balance</b>	<b>3,041,190.08</b>	<b>3,041,190.08</b>	<b>431,513.31</b>	<b>1,102,132.28</b>		

**California Connections Academy Southern California**  
**Balance Sheet**  
**May 31, 2020**

**ASSETS**

**Cash and Short Term Investments:**

Analysis Checking	\$	(22,969.70)
Payroll		1,251,250.32
Operating Account		315,889.83
Holding		6,066,056.82
OCDE Cash Account		1,553,741.51
Petty Cash		198.52

**Total Cash and Short Term Investments** **9,164,167.30**

**Other Current Assets:**

Pupil Funding	2,702,016.89
SPED Funding State	132,672.51
Other State Receivables	206,424.34
Due from CalOPS Schools	177,288.54
Prepaid Expenses	64,848.82

**Total Other Current Assets** **3,283,251.09**

**Total Current Assets** **12,447,418.39**

**Fixed Assets:**

Office Equipment - Shelving System	32,521.50
Accumulated Depreciation	(3,794.28)

**Net Fixed Assets** **28,727.22**

**Other Assets:**

Rent Deposit InterPres Corporation	20,287.30
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**Total Other Assets** **20,287.30**

**Total Assets** **\$ 12,496,432.91**

**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	10,251,860.69
CalOPS Payroll Liability		(1,719,506.83)
Pension Payable		419,406.65
Accrued Expenses		21,001.57
Deferred Revenue		364,948.42
Accounts Payable		117,532.33

**Total Current Liabilities** **9,455,242.83**

**Total Liabilities** **9,455,242.83**

**FUND BALANCE**

Beginning Fund Balance	949,935.50
Change in Fund Balance	2,091,254.58

**Ending Fund Balance** **3,041,190.08**

**Total Liabilities and Fund Balance** **\$ 12,496,432.91**



**California Connections Academy Southern California**  
**Schedule of Revenue**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	1,779,757.63	9,337,413.87	10,004,372.00	9,105,496.86	898,875.14
LCFF / General Purpose Block Grant - State EPA	84,945.05	713,531.47	764,498.00	757,050.00	7,448.00
Star Testing Reimbursement	-	10,936.00	10,936.00	7,570.50	3,365.50
Lottery	14,066.76	664,653.83	712,129.10	783,546.75	(71,417.65)
Special Education Pass through funds - State	68,903.51	578,789.52	620,131.63	614,090.78	6,040.85
Prop 39 Clean Energy Funds	-	162,084.58	162,084.58	105,577.25	56,507.33
Mandated Cost Reimbursement	13,000.00	109,200.00	117,000.00	117,000.00	-
Prior Year Revenue	-	103,671.97	103,671.97	103,671.97	-
Low Performing Student Block Grant	-	273,730.00	273,730.00	273,730.00	-
<b>Total State Funding</b>	<b>1,960,672.95</b>	<b>11,954,011.24</b>	<b>12,768,553.28</b>	<b>11,867,734.10</b>	<b>900,819.18</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	-	519,145.00	566,766.00	566,766.00	-
Title II	-	31,910.00	108,851.00	108,851.00	-
Title IV	-	10,408.00	41,633.00	41,633.00	-
IDEA	-	-	519,000.00	519,000.00	-
E-Rate	-	-	6,800.00	6,800.00	-
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>561,463.00</b>	<b>1,243,050.00</b>	<b>1,243,050.00</b>	<b>-</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	2,260,791.37	24,607,635.73	26,365,324.00	26,923,574.54	(558,250.54)
<b>Total Local Funding</b>	<b>2,260,791.37</b>	<b>24,607,635.73</b>	<b>26,365,324.00</b>	<b>26,923,574.54</b>	<b>(558,250.54)</b>
<b>Other Funding</b>					
Interest	1,934.60	76,358.99	76,358.99	67,133.75	9,225.24
OBL Grant	7,070.57	79,534.09	79,974.56	79,974.56	-
Miscellaneous	15.00	4,424.94	-	-	-
<b>Total Other Funding</b>	<b>9,020.17</b>	<b>160,318.02</b>	<b>156,333.55</b>	<b>147,108.31</b>	<b>9,225.24</b>
<b>Total Revenue</b>	<b>4,230,484.49</b>	<b>37,283,427.99</b>	<b>40,533,260.83</b>	<b>40,181,466.95</b>	<b>351,793.88</b>

**California Connections Academy Southern California**  
**Schedule of Fees**  
**For the Period Ended May 31, 2020**

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	19,008.25	197,128.25	215,960.00	210,193.00	(5,767.00)
Community Outreach	45,833.34	504,166.68	550,000.00	550,000.00	-
Connexus Annual License (EMS)	228,099.00	2,365,539.00	2,591,520.00	2,522,316.00	(69,204.00)
Curriculum Postage	22,987.25	182,074.75	201,828.00	186,219.00	(15,609.00)
Direct Course Instruction Support	11,730.00	101,876.20	109,153.07	111,283.20	2,130.13
Educational Resource Center	47,900.79	496,763.19	544,219.20	529,686.36	(14,532.84)
Enrollment and Records Management	27,863.34	220,696.67	244,640.00	225,720.00	(18,920.00)
Facility Support Services	1,675.50	18,430.50	18,529.79	18,529.79	-
Hardware/Software - Employees	10,650.00	117,150.00	127,933.88	128,321.92	388.04
Human Resources Support	22,187.50	244,062.50	266,528.92	267,337.33	808.41
ISP Processing Fee	8,383.33	70,873.77	81,386.36	114,695.12	33,308.76
School Curriculum Supplies	7,570.84	86,166.67	93,982.05	94,317.24	335.19
Short-Term Sub Teaching Services	42,441.00	380,214.00	380,214.00	223,734.00	(156,480.00)
Special Populations Consultative Services	124,232.00	884,958.66	1,155,188.00	1,121,904.00	(33,284.00)
Student Technology Assistance- Laptops	192,816.67	1,625,525.00	1,804,925.00	1,358,150.00	(446,775.00)
Tangible/Intangible Instr. Materials	708,370.83	5,700,475.00	6,315,150.00	5,849,950.00	(465,200.00)
Technical Support and Repairs	57,024.75	591,384.75	647,880.00	630,579.00	(17,301.00)
Voice Over IP Services	-	-	76,760.33	76,993.15	232.82
<b>Total Enrollment/Unit Based Fees</b>	<b>1,578,774.39</b>	<b>13,787,485.59</b>	<b>15,425,798.59</b>	<b>14,219,929.10</b>	<b>(1,205,869.49)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	32,764.63	360,410.99	392,377.96	389,012.68	(3,365.28)
School Administration	196,587.82	2,162,465.97	2,354,267.74	2,334,076.07	(20,191.67)
Treasury Services	49,146.95	540,616.49	588,566.93	583,519.02	(5,047.92)
<b>Total Revenue Based Fees</b>	<b>278,499.40</b>	<b>3,063,493.45</b>	<b>3,335,212.63</b>	<b>3,306,607.77</b>	<b>(28,604.86)</b>
<b>Total Fee-Based Expenses</b>	<b>1,857,273.79</b>	<b>16,850,979.04</b>	<b>18,761,011.22</b>	<b>17,526,536.87</b>	<b>(1,234,474.35)</b>
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	164,698.68	1,864,444.49	2,031,731.16	2,028,374.33	(3,356.83)
Benefits	40,351.18	456,788.90	497,774.13	496,951.67	(822.46)
Pension	19,456.55	180,684.83	197,854.58	185,197.98	(12,656.60)
Taxes	5,813.50	71,005.93	79,055.22	86,876.53	7,821.31
<b>Total Administrative Compensation</b>	<b>230,319.91</b>	<b>2,572,924.15</b>	<b>2,806,415.09</b>	<b>2,797,400.51</b>	<b>(9,014.58)</b>
<b>Instructional Compensation</b>					
Salaries	855,460.19	8,533,086.20	10,766,880.02	10,972,094.93	205,214.91
Benefits	209,587.74	2,090,606.09	2,637,885.57	2,688,163.25	50,277.68
Pension	172,477.85	1,433,429.92	1,607,659.87	1,638,516.40	30,856.54
Taxes	12,328.35	163,912.11	208,607.95	216,837.74	8,229.79
<b>Total Instructional Compensation</b>	<b>1,249,854.14</b>	<b>12,221,034.31</b>	<b>15,221,033.41</b>	<b>15,515,612.32</b>	<b>294,578.92</b>
<b>Total Compensation</b>	<b>1,480,174.05</b>	<b>14,793,958.46</b>	<b>18,027,448.50</b>	<b>18,313,012.83</b>	<b>285,564.33</b>

California Connections Academy Southern California  
Schedule Other Expenses  
For the Period Ended May 31, 2020

	May-20 Actual	YTD Actual	Annual Forecast	Revised Budget 2/25/20	Forecast vs Budget	Prior Year
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>						
<b>Assessment</b>						
Student Testing & Assessment Facilities & Services	(13,351.65)	147,437.93	179,250.00	179,250.00	-	166,581.31
Student Testing & Assessment Travel	-	5,640.59	15,640.59	179,121.00	163,480.41	137,262.23
Student Testing Technology	-	158,786.17	158,786.17	140,000.00	(18,786.17)	23,287.43
<b>Total Assessment</b>	<b>(13,351.65)</b>	<b>311,864.69</b>	<b>353,676.76</b>	<b>498,371.00</b>	<b>144,694.24</b>	<b>327,130.97</b>
<b>Authorizer Oversight</b>						
District Administrative Fees	100.00	1,100.00	1,200.00	1,200.00	-	1,200.00
District Oversight	32,054.00	339,287.95	371,341.94	367,861.21	(3,480.73)	341,178.92
STRS Reporting	1,641.38	18,055.18	19,696.57	19,696.57	-	21,642.00
<b>Total Authorizer Oversight</b>	<b>33,795.38</b>	<b>358,443.13</b>	<b>392,238.51</b>	<b>388,757.79</b>	<b>(3,480.73)</b>	<b>364,020.92</b>
<b>Employee Related</b>						
Staff Recruiting/Background Checks	118.74	3,866.71	10,000.00	10,000.00	-	12,219.63
Staff Training/Prof. Dvlpmnt	(2,860.96)	270,951.53	275,951.53	312,305.00	36,353.47	391,576.27
Team Building	163.03	3,486.36	8,486.36	15,000.00	6,513.64	10,468.05
Travel and Conferences - Administration	-	12,479.29	17,479.29	55,466.00	37,986.71	20,969.56
Travel and Conferences - Teachers	-	2,311.75	7,311.75	89,190.00	81,878.25	5,825.48
<b>Total Employee Related</b>	<b>(2,579.19)</b>	<b>293,095.64</b>	<b>319,228.93</b>	<b>481,961.00</b>	<b>162,732.07</b>	<b>441,058.99</b>
<b>Facilities</b>						
Copiers/ Reproduction	643.86	10,057.93	12,057.93	18,004.97	5,947.04	15,168.70
Depreciation	180.68	1,987.48	2,168.16	2,000.00	(168.16)	1,806.80
Equipment/Supplies	-	-	-	15,000.00	15,000.00	-
Expensed Furniture and Equipment	-	-	-	10,000.00	10,000.00	1,646.63
Internet	927.77	8,585.92	10,585.92	17,000.00	6,414.08	14,467.11
Maintenance & Repairs	1,228.55	16,068.27	18,068.27	25,000.00	6,931.73	17,594.63
Office Postage	4,115.37	15,943.93	18,943.93	23,166.00	4,222.07	17,928.82
Office Rent	17,676.11	212,867.16	231,971.68	229,254.22	(2,717.46)	202,105.96
Office Supplies	343.78	25,005.95	28,005.95	31,242.72	3,236.77	25,589.22
Prop 39 Clean Energy Planning	-	162,084.58	162,084.58	105,577.25	(56,507.33)	-
Rent Operating Expense	2,119.95	23,388.49	29,832.96	29,832.96	-	25,004.31
Rent Storage Unit	367.54	6,907.03	9,000.00	9,000.00	-	6,243.60
Telephone	914.56	11,826.72	12,826.72	10,000.00	(2,826.72)	6,996.81
Utilities	1,952.02	16,135.03	20,000.00	20,000.00	-	18,305.79
<b>Total Facilities</b>	<b>30,470.19</b>	<b>510,858.49</b>	<b>555,546.09</b>	<b>545,078.12</b>	<b>(10,467.97)</b>	<b>352,858.38</b>
<b>Governance</b>						
Accreditation	-	1,070.00	1,070.00	1,070.00	-	1,060.00
Banking Fees	617.11	4,206.82	4,706.82	3,300.00	(1,406.82)	2,045.80
Board-Related Expenses	-	1,391.79	4,391.79	10,000.00	5,608.21	2,855.53
Dues - Staff	202.59	3,737.13	5,737.13	8,000.00	2,262.87	49,920.60
Dues - School	4,559.00	49,238.62	50,559.00	46,000.00	(4,559.00)	-
Insurance Expenses	-	5,456.76	5,456.76	5,456.76	-	9,182.39
<b>Total Governance</b>	<b>5,378.70</b>	<b>65,101.12</b>	<b>71,921.50</b>	<b>73,826.76</b>	<b>1,905.26</b>	<b>65,064.32</b>
<b>Internet Service Provider</b>						
ISP Payment Reimbursement	246.25	125,566.71	201,000.00	201,000.00	-	191,119.11
<b>Total Internet Service Provider</b>	<b>246.25</b>	<b>125,566.71</b>	<b>201,000.00</b>	<b>201,000.00</b>	<b>-</b>	<b>191,119.11</b>
<b>Instructional</b>						
LiveSpeech	-	-	-	-	-	26,880
Math Time to Talk	-	-	44,718.55	44,718.55	-	25,080
Other Curriculum	-	56,778.98	65,000.00	65,000.00	-	5,470
Summer School	-	77,430.50	77,430.50	77,430.50	-	60,199
Title I - SES Tutoring	-	-	2,000.00	2,000.00	-	-
<b>Total Instructional</b>	<b>-</b>	<b>134,209.48</b>	<b>189,149.05</b>	<b>189,149.05</b>	<b>-</b>	<b>198,730.66</b>
<b>Professional Services</b>						
Accounting Services/Audit	-	18,978.75	20,978.75	12,500.00	(8,478.75)	21,471.50
AERIES	-	3,793.21	30,300.00	30,300.00	-	12,843.60
Legal Services	-	12,041.42	25,000.00	25,000.00	-	61,978.15
Manager Services	-	-	-	10,000.00	10,000.00	-
Other School Contracted Services	10,339.66	16,826.03	19,826.03	45,000.00	25,173.97	14,072.08
Other School Expense	(261.06)	1,699.43	3,705.96	3,705.96	-	2,117.12
<b>Total Professional Services</b>	<b>10,078.60</b>	<b>53,338.84</b>	<b>99,810.74</b>	<b>126,505.96</b>	<b>26,695.22</b>	<b>112,482.45</b>
<b>Student Related</b>						
Graduation Expense	-	2,447.05	12,447.05	43,000.00	30,552.95	48,374.26
SPED Related Services	202,654.81	1,584,933.45	1,734,933.45	1,315,582.00	(419,351.45)	-
Student Activities	(9,034.62)	28,838.00	48,838.00	86,000.00	37,162.00	89,471.35
<b>Total Student Related</b>	<b>193,620.19</b>	<b>1,616,218.50</b>	<b>1,796,218.50</b>	<b>1,444,582.00</b>	<b>(351,636.50)</b>	<b>137,845.61</b>
<b>Taxes</b>						
Sales Tax And Use	(153,810.71)	79,225.33	284,433.21	240,488.79	(43,944.42)	-
<b>Total Taxes</b>	<b>(153,810.71)</b>	<b>79,225.33</b>	<b>284,433.21</b>	<b>240,488.79</b>	<b>(43,944.42)</b>	<b>-</b>
<b>Pending Allocation</b>						
Expenses Pending Allocation	(2,279.44)	(686.01)	-	-	-	-
<b>Total Pending Allocation</b>	<b>(2,279.44)</b>	<b>(686.01)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>						
<b>Total Other Expenses</b>	<b>101,568.32</b>	<b>3,547,235.91</b>	<b>4,263,223.30</b>	<b>4,189,720.47</b>	<b>(73,502.83)</b>	<b>2,190,311.41</b>



California Online Public Schools (CalOPS)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
GOVERNING BOARD for:  
CalCA North Bay  
CalCA Central  
CalCA Central Coast  
CalCA Monterey Bay  
CalCA Ripon  
CalCA Southern California

Tuesday, May 26, 2020 at 3:30 p.m. PT

**Telephone Conference Call Location:**

Via Teleconference due to State Precautions regarding Public Health and Safety  
During COVID-19 Pandemic and in accordance with the Governor's Executive Order N-29-20

1 (800) 504-8071; Passcode 843-8063

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**I. Call to Order**

Ms. Pavlich called the meeting to order at 3:35 p.m. when all participants were present and able to hear each other. The meeting was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

**II. Roll Call**

Board Members Present at Roll Call: Elaine Pavlich, Diana Rivas, Adam Pulsipher, Dave Souza and Paul Hedrick (via phone);

Board Members Absent: Mike Henjum and Brooke Watkins;

Guests Present: Richard Savage, Executive Director; Marcus White, Kara Mannix, Richie Romero, Heather Tamayo, Franci Sassin, School staff; Melissa Brown, Eileen Sigmund, Donna Kozub, Emily Lee and Megann Arthur, Online & Blended Learning (OBL) staff (via phone).

**III. Public Comment**

There were no public comments at this time.

[Ms. Tamayo joined the meeting at 3:37 p.m.]

#### IV. Routine Business

##### a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting and posted by May 22, 2020 in compliance with the Brown Act requirements. There being no changes noted, the following motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 26, 2020 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

#### V. Oral Reports

##### a. Executive Director's Report

###### i. COVID-19 Response

Dr. Savage advised the Board that school staff continues to work from home under the guidelines of the state due to the COVID-19 pandemic. Dr. Savage further advised the Board that he has begun initial discussions for the re-opening of both offices to ensure preparedness when allowed by state and local guidance.

###### ii. Graduation Plans Update

Dr. Savage presented this item to the Board. He reviewed the upcoming graduation ceremony, which will be held virtually, on June 17 at 6:00 p.m. and advised of the staff's ongoing work to ensure a successful commencement.

###### iii. PCx Update

Dr. Savage provided the Board with an update on the preparations for the new learning management system, PCx.

##### b. Principal's Reports

###### i. Elementary School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the Elementary School Principal, Mr. White. There were no questions from the Board at this time.

###### ii. Middle School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the Middle School Principal, Ms. Tamayo. There were no questions from the Board at this time.

###### iii. High School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the High School Principal, Ms. Mannix. There were no questions from the Board at this time.

c. CalCA Financial Report

i. Special Education Service Contracts Update

Dr. Sassin referred the Board to the updated document on Special Education service providers and expenses as included in the Board meeting materials, and reviewed details of the proposed vendors under negotiation.

ii. Consolidated Financial Report

Dr. Sassin provided the Board with an update on all the CalCA School's financials. Ms. Pavlich asked the Board whether they had any questions or comments on the consolidated financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

iii. CalCA North Bay Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA North Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

iv. CalCA Central Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Central financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

v. CalCA Central Coast Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Central Coast financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

vi. CalCA Monterey Bay Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Monterey Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

vii. CalCA Ripon Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Ripon financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

viii. CalCA Southern California Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Southern California financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

d. Policy and Compliance Report

i. New Schools Financial Update

Dr. Sassin provided the Board with an update on the new school's banking accounts status and funding from district sources.

ii. Form 990 (Tax Return) Update

Dr. Sassin provided the Board with an update on the annual review and filing process for the schools' Form 990s. She advised the Board that the Form 990s will be sent for their review as required by law prior to submission to the Internal Revenue Service (IRS). She reminded the Board that the submission deadline had been moved to July.

iii. CalCA Central Coast Access for New Charter School

Dr. Sassin presented this item to the Board. Dr. Sassin advised the Board of the consent items on the agenda related to necessary authorizations in furtherance of accessing funding for the new school.

Dr. Sassin provided the Board with an update on budget preparations, discussing with the Board the methodology used for the draft budget including anticipated changes due to the COVID-19 pandemic. She informed the Board that the overall enrollment target numbers previously presented to the Board were being included in the draft budget, however, enrollment in each of the six schools was being modified to better adjust to the actual expectations. These enrollment targets are higher than what the organization has experienced in past years, but is consistent with past assumptions in the initial budgets, and the effect of COVID 19 on enrollment next year is still unknown. She advised the board that the Governor's May revise would be the basis to estimate revenue in the draft budget, and that spending cuts would need to be made, so discussions are going on now to determine how to do that. The final version of the budgets for 20-21 will be brought to the Board in June for approval, as required by law.

**VI. Consent Agenda**

Ms. Pavlich asked Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion. The Board requested to table Consent Agenda item (h) Approval of Employee Handbook Revision(s) as that item was not yet ready for Board consideration. There being no further changes, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 28, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Online & Blended Learning (OBL) Invoice(s);
- d. Approval of Annual Charter School Information Surveys;
- e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2020-2021 School Year;
- f. Approval of SELPA Plan(s) Documentation; and
- g. Approval of CalCA Central Coast Designees Access to Funds and Account Information Through Santa Barbara County Education Office; are hereby approved.

The motion passed unanimously.

## **VII. Action Items**

### **a. Approval of Revision(s) to Master Agreement for Returning Students**

Dr. Sassin presented this item to the Board. She advised Board members of the revisions to the Master Agreement for returning students including a digital signature option. This is the first time this has been done for parents and students, but it has been used for teachers in the past. This is being piloted due to the COVID 10 pandemic as well as the transition to PCx for 20-21. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revision(s) to Master Agreement for Returning Students, as presented, is hereby accepted.

The motion passed unanimously.

### **b. Approval of Board Meeting Schedule Change**

Ms. Arthur confirmed with the Board their availability to hold their Annual Meeting on June 23, 2020, moving it back in the month to hopefully have more budget related information from the state. The Board expressed their desire to move their Annual Meeting date to June 23, 2020. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board meeting schedule change, as presented, is hereby accepted.

The motion passed unanimously.

## **VIII. Information Items**

### **a. LCAP Update and Timeline**

Mr. Romero provided the Board with an update on the Local Control Accountability Plan (LCAP), which will be brought to the board in the fall after the state revises the LCAP template for 2019-20. Mr. Romero provided the Board with an overview of the COVID-19 Written Operations Report template, which must be approved no later than June 30 this year, and submitted to multiple agencies, plus posted on the schools' websites.

[Ms. Tamayo left the meeting at 4:09 p.m.]

### **b. State Account Relations (STAR) Update.**

#### **i. State Budget Update**

Ms. Sigmund discussed with the Board potential state budget changes due to the COVID-19 pandemic. Ms. Sigmund further discussed the continued monitoring that will remain in place as updates come from the state.

#### **ii. Federal CARES Funding Update**

Ms. Sigmund presented this item to the Board. Ms. Sigmund advised the Board of anticipated funding for 2020-21 to four of the CalCA schools under this act.

[Ms. Tamayo re-joined the meeting at 4:12 p.m.]



c. Partner School Leadership Team (PSLT) Update

i. School Leader Performance Review Planning

Ms. Brown outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Brown further reminded the Board that Dr. Savage's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

ii. Facility Reopening Plans

Ms. Brown advised the Board of OBL's ongoing assistance to the School Leader regarding the re-opening of the school office(s). She highlighted key points in a guidance document sent to school leadership describing work being completed to ensure safety, minimize associated risks with re-opening and confirm all spaces are ready for occupancy. She further outlined all the support OBL's Facilities Team, as well as PSLT, are providing to the school throughout the coming months as their school leadership determines appropriate re-opening measures.

d. Sponsoring District(s) Update

i. Distance Learning Plan for CUSD

Dr. Sassin presented this item to the Board. She advised the Board of a written report provided to CUSD outlining changes at the school due to the COVID-19 pandemic.

e. Charter Renewal Update

Dr. Savage updated the Board that, due to the COVID-19 pandemic, the Charter renewal timeline is in flux and he anticipates providing further information at a later date.

**IX. Adjournment and Confirmation of Annual Meeting on Tuesday, June 23, 2020 at 3:30 p.m. PT**

There being no further business to discuss, the meeting was adjourned at 4:22 pm. The Annual Meeting is scheduled for Tuesday, June 23, 2020 at 3:30 p.m. PT.

## Staffing Reports

### New Hires

Name	Area	Compensation	Bonus Potential	Start Date
Escobar, Paulina	Registrar	\$23.07	0.00	05/20/2020
Gelfuso, Christine A.	Teacher - Elementary	\$55,740.00	0.00	06/02/2020
Kulikov, Alexe R.	Teacher - Special Ed	\$58,000.00	0.00	06/02/2020

### Departing Employees

Name	Area	Last Day Worked	Reason
Lee, Tabia	Teacher - Secondary	05/01/2020	Career Change

### Promotions/Transfers

Name	Previous Position	New Position	Compensation	Bonus	Effective Date
Jespersen, Danielle M.	School Admin Asst III	Registrar	\$23.07	0.00	05/20/2020

## SKILLS

- Bilingual – English/Spanish
- Communication
- Analytical Skills
- Detail Oriented
- Knowledgeable in Microsoft Suite of products
- Administrative Support
- Customer & Client Relations

## EDUCATION

BACHELOR OF ARTS,

SOCIOLOGY

Minor – Ethnic Studies & Counseling

San Francisco State University

08/2017 – 05/2019

SOCIOLOGY, AA-T

Fullerton College

08/2011 – 05/2017

## CERTIFICATIONS

### DOMESTIC VIOLENCE

Women's Transitional Living Center Nonviolent Crisis

March 17, 2017

### INTERVENTION CERTIFIED

Crisis Prevention Institute

03/24/17- 03/24/20

### VOLUNTEER WORK

### H.O.M.E.Y. - SF

San Francisco, Ca

01/2019-05/2019

### LATINO HEALTH ACCESS

Santa Ana, Ca

10/2019- Present

References available upon request.

## PROFESSIONAL PROFILE

Accomplished graduate possessing a bachelors' degree in sociology with a minor in ethnic studies and counseling. Proven relationship-builder with unsurpassed customer service skills and office management experience. Actively seeking a role to promote growth and impact within a diverse company.

## EXPERIENCE

### HUMAN RESOURCES ADMINISTRATOR

Irvine Company | November 2019 – January 2020

- Manage the onboarding process for new hires, including collections of new hire paperwork every week and verification of Ig documents.
- Process terminations and the coordination of final pay checks.
- Maintain employee files and records management.
- Keep an open line of communication with all internal organizations under the HR umbrella (HRIS, Benefits, Compensation, Talent Acquisition, etc.)
- Provide administrative assistance to managers and supervisors.

### OPERATIONS & STAFFING SUPERVISOR

Victoria's Secret | 08/2016 – 05/2019

- Supported the Leadership Team in search of quality candidates through social media, career fairs/events, and mall. Utilizing outreach tools and resources to build high performing teams.
- Coordinated with Store Manager to create a weekly store schedule
- Managed all associate engagement and communication materials including: store manuals, bulletin boards, and break rooms.
- Reviewed rest and meal compliance, audit time and attendance reporting in the back-office PC and leverage weekly compliance report to gain insight on the execution of policy and procedures.

### INSTRUCTIONAL ASSISTANT

ANAHEIM UNIFIED SCHOOL DISTRICT | 03/2017 – 06/2017

- Interacted with students to build social skills through verbal and visual communications. Assisted with instruction and related activities in an assigned special education programs.
- Implemented lesson plans developed by the teacher and assisted with group or one-on-one instruction.
- Reinforced instruction to students with learning disabilities, severe handicaps and language, communication and behavioral problems.

### COLLEGE TUTOR

GARDEN GROVE UNIFIED SCHOOL DISTRICT | 08/2011 – 01/2016

- Assisted students in conflict resolution based settings which in turn promoted in personal growth and helped to promote positive collaboration.
- Prepared students to utilize important skills necessary for college preparation such as vital writing processes, create personal and academic goals.
- Participated in training and professional development meetings with supervisors and peers to collaborate in ideas to conduct the most effective way to tutor students.

**Christine A. Gelfuso**

4055 Twin Falls Drive, Reno, Nevada 89511

(909) 702-6001

cgrasshopper2@hotmail.com

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**Summary**

Demonstrated achiever with exceptional knowledge of public education administration including both theory and practice.

A collaborative team-player and problem solver that is capable of envisioning the big picture, creating action plans, and leading individuals to accomplish the necessary phases to achieve it.

A business professional with a strong work ethic and drive for new challenges exemplified by my diverse experience including: classroom teacher, grade level leader, administrative designee, mentor teacher, and site specialist.

An analytical thinker with a passion for technology and how it can improve learning demonstrated by my extracurricular role as Site Technology Coordinator. This involved organizing and acting as chairperson for the technology committee. Procured new computers and printers and established a computer lab. Organized and conducted orientation for all grade levels including students and teachers. I have also had lots of experience setting up remote testing sites and troubleshooting connectivity issues

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**Education**

**M.A. Education Administration**

2005

*Chapman University, Orange, CA*

**B.A. Political Science**

1997

*California State Polytechnic University, Pomona, CA*

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**Career History & Accomplishments**

**4<sup>th</sup> Grade Teacher and Elementary Sectioning Rep, Nevada Connections Academy**

In this role, I am responsible for creating and delivering weekly Live Lessons over content that is applicable to my students' grade level standards

I am responsible for creating and implementing interventions for struggling students which included small group live lessons, 1-1 assistance in the Live Lesson room or more frequent contact as needed for students who need motivation

I am responsible for monitoring my class metrics to make sure that my students and families were meeting all areas of participation (assessment completion, sufficient contacts with teacher, attendance requirements)

Learning Coach support: In my role, I assist learning coaches in their role by offering technical support, offering tips and advice on motivating and supporting students, and directly supporting their students

Extra-Curricular activities: I have planned and coordinated no less than 4 educational field trips each year, attended those, and attended field trips planned by other teachers

Testing Duties: I have proctored all varieties of state tests, traveling to locations as needed. I have also been responsible for running some test sites, and making sure that students showed up for testing, calling students as needed. I have also managed the test site by addressing parent concerns, facilitating experiences for kids and problem solving tech issues as they arose

As the sectioning rep, I am responsible for assigning students to courses over the summer for the upcoming year, which meant copying and creating sections for each teacher, and assigning students to those courses

As the sectioning rep: I am responsible for reconciling the weekly sectioning report for elementary and sectioning all students grades k-8 into elective courses.

As the sectioning rep I add and transfer students mid-year as needs dictated (for IEP, gifted programs, changing grade levels, teachers etc)

**5<sup>th</sup> Grade Teacher, Sunny Hills Elementary School**

2007-2009

- In this certified position, duties were to design and implement the district's curriculum
- I was also responsible for maintaining individual files and records of student achievements and updating those as needed
- There were a lot of extra-curricular activities that our program had, including camp, a musical, field trips, community service, and outside speakers and visitors to enrich the curriculum
- Parental involvement was key, and I was responsible for maintaining a weekly communication with parents through a newsletter, and I had oftentimes daily interactions as needed via email, or just in person visits

**Magnet Teacher, Sunny Hills Elementary School**

2006-2007

- In this certified position, duties were to design and implement a curriculum that infused science in technology in all areas of the curriculum
- The setting was a self-contained class with 25 fourth graders and 25 fifth graders and a partner teacher. This program accepted students through an application process
- Due to the fact that this program drew students from all around the district, there was also a strong need to establish a positive, working rapport amongst the students and foster a sense of closeness
- There was also an aspect of budgeting, as this program had special funding and the teachers of the class were responsible for allocating the funds subject to the program administrator's final approval.
- Parent involvement was especially high in this program and a daily part of the curriculum, up to and including parent trainings, conferences and working closely with parents to deliver parts of the curriculum to the kids at school and at home

**Site Specialist, Decker and Harrison Elementary Schools**

2005-2006

- In this administrative position, duties are to provide direct support to the Principal in various areas.
- The first area deals with discipline. My responsibilities include counseling, reprimanding, suspension for students for violations of district rules, and repeated or extreme violations of classroom/teacher rules.
- In the area of teacher support, duties include mentoring and observing faculty for the sole purpose of improving instruction and student achievement.
- The final area is staff development. Duties in this area include identifying areas of need in terms of student achievement and instruction, attending trainings or researching information in that area, and finally organizing, developing, and delivering presentations to the staff.

**Mentor Teacher, Pomona Unified School District**

2004-2005

- In addition to my responsibilities as a fifth grade teacher, I was accepted in the Beginning Teacher Support Assessment (BTSA) Program.
- Duties were to provide support to new teachers in the Pomona Unified School District.
- Support was in the form of counseling, resource acquisition, classroom observations, and conference attendance.
- This included designing and leading workshops for the mentees and reporting progress to the Department of Instructional Services.

**Classroom Teacher, Decker Elementary**

1999-2005

- In this position, duties included differentiated classroom instruction meant to accommodate the needs of struggling, below level students as well as average and gifted (GATE) students.
- This included developing lesson plans, maintaining parent communications of student performance, recordkeeping, and reporting thereof.
- Other duties included analyzing student performance and composing tailored curriculum to meet their individual learning needs.

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**Accounts Clerk/Athletics and Activities, Diamond Ranch High School**

1997-1999

- For this new school, I established a bookkeeping system for the athletic department in compliance with the California Association of School Business Officials (CASBO).
  - Duties included accepting and disbursing funds, creating event tickets and bulletins, in addition to coordinating events and fundraisers.
  - Additional responsibilities included scheduling home and away games and to coordinate transportation, as well as practice times.
  - Procured and managed inventory of uniforms and athletic equipment.
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**Certifications**

WA State Administration Certificate. 2006

WA State Elementary Teaching Certificate. 2006

CA State Preliminary Administration Credential. 2005

CA State Clear Multiple-Subject Teaching Credential with Cross-Cultural Emphasis. 1998

## Alexe Kulikov

9329 Palmer House Ave  
Las Vegas, NV 89149  
Phone: (559) 765-2010

[alexekulikov@hotmail.com](mailto:alexekulikov@hotmail.com)



### **Educational history:**

2010 – 2012 Western Governors University Salt Lake City, UT

**Degree:** M.A. Special Education Teacher Licensure (K-12)

2003 – 2004 Western Governors University Salt Lake City, UT

**Degree:** B.A. Interdisciplinary Studies Teacher Licensure (K-8)  
(Specializing in language development, TEFL certified)

**Credentials:** SPED Credential (K-12) & Gen Ed (K-8) in California, Nevada and Utah.

### **Employment history:**

2018 – 2020 Nevada Connections Academy Reno, NV 89521

**Description:** Teaching special education students via support live lessons in a virtual environment. Progress monitoring IEP goals while developing, writing, and ensuring IEPs/504 plans are in compliance.

2013 – 2018 Clark County School District Las Vegas, NV 89146

**Description:** Teaching special education students in both self-contained resource and inclusion classroom settings at K-12 schools Title I schools while developing, writing, and ensuring IEPs/504 plans are in compliance.

2010 – 2012 Oamishirasato School District (Chiba, Japan)

**Description:** Worked in Japan for the Oamishirasato school district as a TEFL certified English teacher helping students develop the proper grammar and verbal skills needed to achieve Japan's educational standards for English.

2006 – 2009 Lancaster School District Lancaster, CA 93534

**Description:** Taught math, reading, writing, science, history, art and physical education to socially-economic and culturally diversified students in a self-contained 4<sup>th</sup> grade class at Sierra Elementary School, classified as a Title I school.

2005 – 2006 Ramona Adult School Ramona, CA 92065

**Description:** Taught ESL to adult students from various countries, focused on grammatical structure and articulate pronunciation.

### **International Work Experience:**

2010 – 2012 Government of Japan Chiba, Japan

**Description:** Worked in Japan for the Oamishirasato school district as an English teacher helping students develop the proper grammar and verbal skills needed to achieve Japan's educational standards for English.

2004 – 2005 Chong Wen Educational Center Tainan, Taiwan

**Description:** Instructed elementary grade students in the usage of proper English grammar and helped develop both oral and reading skills in English.





## INVOICE

**Customer Bill-to:**  
California Connections Academy @ North  
Bay  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy @  
North Bay  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Connections Education LLC dba  
Pearson Online & Blended Learning  
K-12 USA**  
10960 Grantchester Way  
Columbia, MD 21044  
**Tel:** 1-800-843-0019  
**Email:**  
poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000005272  
**Date :** 12-JUN-2020  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3903212  
**Project Number :** 82037922  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CALCAN  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 2				<b>REMITTANCE INFORMATION</b>			
<b>Net Amount :</b>	USD	\$80,317.40		<b>Make Checks Payable to:</b>		<b>Bank Wire to:</b>	
<b>Tax Total :</b>	USD	\$-8,623.47		Pearson Online & Blended Learning		<b>Bank Name</b>	:
<b>Invoice Total :</b>	USD	\$71,693.93		32369 Collection Center Drive		<b>Bank Address</b>	:
<b>Amount Due :</b>	USD	\$71,693.93		Chicago, IL 60693-0323		<b>ABA ACH No</b>	:
						<b>ABA Wire No</b>	:
						<b>SWIFT Code</b>	:
						<b>A/C No</b>	:
						<b>Bank Account Name</b>	:

Invoice Number: 91000005272							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82037922	CALCAN	Direct Charges	19		73,665.01	-8,623.47	65,041.54
82037922	CALCAN	Pass Through	12		6,652.39	0.00	6,652.39

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Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$80,317.40	\$-8,623.47	\$71,693.93



# Pearson

Charges for the Following Period:

May 2020

## Compensation Expenses

Benefits - Administration	2,430.09
Benefits - Instructional	10,411.76
Credit for Nonbillable Earnings Paid by the School	(198.92)
Withholdings	5,692.12
	<b>18,335.05</b>

## Enrollment/Unit Based Charges

Accounting and Regulatory Reporting	929.38
Connexus™ Annual License (EMS)	11,152.50
Curriculum Postage	1,185.25
Direct Course Instruction Support	690.00
Educational Resource Center	2,342.03
Enrollment and Records Management	1,436.66
Facility Support Services	72.50
Hardware/Software - Employees	190.00
Human Resources Support	395.83
Internet Subsidy Payment Processing	452.09
Monthly Fee per Student on an IEP	6,360.00
School Curriculum Supplies	390.41
Short Term Substitute Teaching Services	2,043.00
Student Technology Assistance	10,397.91
Tangible and Intangible Instructional Materials	6,902.08
Technical Support and Repairs	2,788.13
	<b>47,727.77</b>

## Revenue Based Charges

Marketing Services	1,548.31
School Administration	9,289.85
Treasury Services	2,322.46
	<b>13,160.62</b>

OBL Grant (351.24)

## Pass Through Expenses

Internet Subsidy Payment	98.20
Miscellaneous	1,347.00
	<b>1,445.20</b>

**Total Amount Due 80,317.40**



## INVOICE

**Customer Bill-to:**  
California Connections Academy @ Ripon  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy @  
Ripon  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Connections Education LLC dba  
Pearson Online & Blended Learning  
K-12 USA**  
10960 Grantchester Way  
Columbia, MD 21044  
**Tel:** 1-800-843-0019  
**Email:**  
poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000005271  
**Date :** 12-JUN-2020  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3922560  
**Project Number :** 82037921  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CALCAR  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 2				<b>REMITTANCE INFORMATION</b>			
<b>Net Amount :</b>	USD	\$516,775.21		<b>Make Checks Payable to:</b>		<b>Bank Wire to:</b>	
<b>Tax Total :</b>	USD	\$-55,957.73		Pearson Online & Blended Learning		<b>Bank Name</b>	:
<b>Invoice Total :</b>	USD	\$460,817.48		32369 Collection Center Drive		<b>Bank Address</b>	:
<b>Amount Due :</b>	USD	\$460,817.48		Chicago, IL 60693-0323		<b>ABA ACH No</b>	:
						<b>ABA Wire No</b>	:
						<b>SWIFT Code</b>	:
						<b>A/C No</b>	:
						<b>Bank Account Name</b>	:

Invoice Number: 91000005271							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82037921	CALCAR	Direct Charges	20		482,243.69	-55,957.73	426,285.96
82037921	CALCAR	Pass Through	11		34,531.52	0.00	34,531.52

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Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$516,775.21	\$-55,957.73	\$460,817.48



# Pearson

Charges for the Following Period:

May 2020

## Compensation Expenses

Benefits - Administration	12,666.49
Benefits - Instructional	69,692.20
Credit for Nonbillable Earnings Paid by the School	(1,314.06)
Withholdings	36,588.10
	<b>117,632.73</b>

## Enrollment/Unit Based Charges

Accounting and Regulatory Reporting	6,270.04
Community Outreach	4,166.66
Connexus™ Annual License (EMS)	75,240.50
Curriculum Postage	8,038.25
Direct Course Instruction Support	2,898.00
Educational Resource Center	15,800.51
Enrollment and Records Management	9,743.33
Facility Support Services	554.50
Hardware/Software - Employees	3,550.00
Human Resources Support	7,395.84
Internet Subsidy Payment Processing	3,033.33
Monthly Fee per Student on an IEP	47,064.00
School Curriculum Supplies	2,625.00
Short Term Substitute Teaching Services	13,542.00
Student Technology Assistance	69,766.67
Tangible and Intangible Instructional Materials	24,112.50
Technical Support and Repairs	18,810.13
	<b>312,611.26</b>

## Revenue Based Charges

Marketing Services	10,318.87
School Administration	61,913.23
Treasury Services	15,478.30
	<b>87,710.40</b>

## Additional Services

OBL Grant (2,351.11)

## Pass Through Expenses

Miscellaneous	1,171.93
	<b>1,171.93</b>

**Total Amount Due**

**516,775.21**



## INVOICE

**Customer Bill-to:**  
CALIFORNIA CONNECTIONS ACADEMY  
@ CENTRAL COAST  
33272 VALLE RD  
SAN JUAN CAPISTRANO, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
CALIFORNIA CONNECTIONS  
ACADEMY @ CENTRAL COAST  
33272 VALLE RD  
SAN JUAN CAPISTRANO, CA 92675

**Connections Education LLC dba  
Pearson Online & Blended Learning  
K-12 USA**  
10960 Grantchester Way  
Columbia, MD 21044  
**Tel:** 1-800-843-0019  
**Email:**  
poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000005273  
**Date :** 12-JUN-2020  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 4235156  
**Project Number :** 82038492  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CalCACC  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 2				<b>REMITTANCE INFORMATION</b>			
<b>Net Amount :</b>	USD	\$18,303.80		<b>Make Checks Payable to:</b>		<b>Bank Wire to:</b>	
<b>Tax Total :</b>	USD	\$-2,365.94		Pearson Online & Blended Learning		<b>Bank Name</b>	:
<b>Invoice Total :</b>	USD	\$15,937.86		32369 Collection Center Drive		<b>Bank Address</b>	:
<b>Amount Due :</b>	USD	\$15,937.86		Chicago, IL 60693-0323		<b>ABA ACH No</b>	:
						<b>ABA Wire No</b>	:
						<b>SWIFT Code</b>	:
						<b>A/C No</b>	:
						<b>Bank Account Name</b>	:

Invoice Number: 91000005273							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82038492	CalCACC	Direct Charges	19		15,811.10	-2,365.94	13,445.16
82038492	CalCACC	Pass Through	12		2,492.70	0.00	2,492.70

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Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$18,303.80	\$-2,365.94	\$15,937.86





# Pearson

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Charges for the Following Period:

May 2020

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**Compensation Expenses**

Benefits - Administration	1,522.07
Benefits - Instructional	2,731.08
Credit for Nonbillable Earnings Paid by the School	(56.44)
Withholdings	1,864.89
	<b>6,061.60</b>

**Enrollment/Unit Based Charges**

Accounting and Regulatory Reporting	222.00
Connexus™ Annual License (EMS)	2,664.00
Curriculum Postage	569.25
Direct Course Instruction Support	92.00
Educational Resource Center	559.44
Enrollment and Records Management	690.00
Facility Support Services	197.50
Hardware/Software - Employees	188.50
Human Resources Support	392.71
Internet Subsidy Payment Processing	216.67
Monthly Fee per Student on an IEP	636.00
School Curriculum Supplies	395.83
Short Term Substitute Teaching Services	483.00
Student Technology Assistance	4,983.33
Tangible and Intangible Instructional Materials	(4,025.00)
Technical Support and Repairs	666.00
	<b>8,931.23</b>

**Revenue Based Charges**

Marketing Services	311.04
School Administration	1,866.23
Treasury Services	466.56
	<b>2,643.83</b>

**OBL Grant** (92.13)

**Pass Through Expenses**

Miscellaneous	759.27
	<b>759.27</b>

**Total Amount Due** **18,303.80**



## INVOICE

**Customer Bill-to:**  
CALIFORNIA CONNECTIONS ACADEMY  
@ MONTEREY BAY  
33272 Valle Road  
SAN JUAN CAPISTRANO, CA 92675-4842

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
CALIFORNIA CONNECTIONS  
ACADEMY @ MONTEREY BAY  
33272 Valle Road  
SAN JUAN CAPISTRANO, CA  
92675-4842

**Connections Education LLC dba  
Pearson Online & Blended Learning  
K-12 USA**  
10960 Grantchester Way  
Columbia, MD 21044  
**Tel:** 1-800-843-0019  
**Email:**  
poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000005274  
**Date :** 12-JUN-2020  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3973052  
**Project Number :** 82038493  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CALCAMB  
**Number of Pages :** Page 1 of 2

Total Ordered Quantity (No. Of Items) : 2				REMITTANCE INFORMATION			
Net Amount	:	USD	\$157,308.42	Make Checks Payable to: Pearson Online & Blended Learning 32369 Collection Center Drive Chicago, IL 60693-0323		Bank Wire to:	
Tax Total	:	USD	\$2,350.70			Bank Name	:
Invoice Total	:	USD	\$159,659.12			Bank Address	:
Amount Due	:	USD	\$159,659.12			ABA ACH No	:
						ABA Wire No	:
						SWIFT Code	:
						A/C No	:
						Bank Account Name	:

Invoice Number: 91000005274							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82038493	CALCAMB	Direct Charges	25		147,654.25	2,350.70	150,004.95
82038493	CALCAMB	Pass Through	12		9,654.17	0.00	9,654.17

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Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$157,308.42	\$2,350.70	\$159,659.12



# Pearson

Charges for the Following Period:

May 2020

## Compensation Expenses

Benefits - Administration	3,050.67
Benefits - Instructional	16,424.59
Credit for Nonbillable Earnings Paid by the School	(310.00)
Withholdings	8,650.40
	<b>27,815.66</b>

## Enrollment/Unit Based Charges

Accounting and Regulatory Reporting	1,350.91
Connexus™ Annual License (EMS)	16,211.00
Curriculum Postage	1,702.25
Direct Course Instruction Support	1,150.00
Educational Resource Center	3,404.31
Enrollment and Records Management	2,063.33
Facility Support Services	197.50
Hardware/Software - Employees	850.00
Human Resources Support	1,770.84
Internet Subsidy Payment Processing	600.00
Monthly Fee per Student on an IEP	6,784.00
School Curriculum Supplies	625.00
Short Term Substitute Teaching Services	3,006.00
Student Technology Assistance	13,800.00
Tangible and Intangible Instructional Materials	53,052.09
Technical Support and Repairs	4,052.75
	<b>110,619.98</b>

## Revenue Based Charges

Marketing Services	2,077.87
School Administration	12,467.24
Treasury Services	3,116.81
	<b>17,661.92</b>

OBL Grant

(554.09)

## Pass Through Expenses

Miscellaneous	1,764.95
	<b>1,764.95</b>

**Total Amount Due**

**157,308.42**



## INVOICE

**Customer Bill-to:**  
Central California Connections Academy  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
Central California Connections  
Academy  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Connections Education LLC dba  
Pearson Online & Blended Learning  
K-12 USA**  
10960 Grantchester Way  
Columbia, MD 21044  
**Tel:** 1-800-843-0019  
**Email:**  
poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000005270  
**Date :** 12-JUN-2020  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3922001  
**Project Number :** 82037920  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CENCA  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 2				<b>REMITTANCE INFORMATION</b>			
<b>Net Amount :</b>	USD	\$216,099.58		<b>Make Checks Payable to:</b>		<b>Bank Wire to:</b>	
<b>Tax Total :</b>	USD	\$-25,366.84		Pearson Online & Blended Learning		<b>Bank Name</b>	:
<b>Invoice Total :</b>	USD	\$190,732.74		32369 Collection Center Drive		<b>Bank Address</b>	:
<b>Amount Due :</b>	USD	\$190,732.74		Chicago, IL 60693-0323		<b>ABA ACH No</b>	:
						<b>ABA Wire No</b>	:
						<b>SWIFT Code</b>	:
						<b>A/C No</b>	:
						<b>Bank Account Name</b>	:

Invoice Number: 91000005270							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82037920	CENCA	Direct Charges	20		198,680.75	-25,366.84	173,313.91
82037920	CENCA	Pass Through	12		17,418.83	0.00	17,418.83

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Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$216,099.58	\$-25,366.84	\$190,732.74



Charges for the Following Period:

May 2020

**Compensation Expenses**

Benefits - Administration	5,304.38
Benefits - Instructional	30,045.56
Credit for Nonbillable Earnings Paid by the School	(565.76)
Withholdings	15,708.05
	<b>50,492.23</b>

**Enrollment/Unit Based Charges**

Accounting and Regulatory Reporting	2,836.63
Community Outreach	2,083.34
Connexus™ Annual License (EMS)	34,039.50
Curriculum Postage	3,811.50
Direct Course Instruction Support	1,012.00
Educational Resource Center	7,148.30
Enrollment and Records Management	4,620.00
Facility Support Services	197.50
Hardware/Software - Employees	2,100.00
Human Resources Support	4,375.00
Internet Subsidy Payment Processing	1,462.50
Monthly Fee per Student on an IEP	23,108.00
School Curriculum Supplies	1,583.33
Short Term Substitute Teaching Services	5,835.00
Student Technology Assistance	33,637.50
Tangible and Intangible Instructional Materials	(10,631.26)
Technical Support and Repairs	8,509.88
	<b>125,728.72</b>

**Revenue Based Charges**

Marketing Services	4,445.92
School Administration	26,675.54
Treasury Services	6,668.88
	<b>37,790.34</b>

OBL grant (1,013.61)

**Pass Through Expenses**

Miscellaneous	3,101.90
	<b>3,101.90</b>

**Total Amount Due 216,099.58**



## INVOICE

**Customer Bill-to:**  
Capistrano Connections Academy  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
Capistrano Connections Academy  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Connections Education LLC dba  
Pearson Online & Blended Learning  
K-12 USA**  
10960 Grantchester Way  
Columbia, MD 21044  
**Tel:** 1-800-843-0019  
**Email:**  
poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000005275  
**Date :** 12-JUN-2020  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3921999  
**Project Number :** 82037919  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CAPOCA  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 2				<b>REMITTANCE INFORMATION</b>			
<b>Net Amount :</b>	USD	\$2,229,237.43		<b>Make Checks Payable to:</b>		<b>Bank Wire to:</b>	
<b>Tax Total :</b>	USD	\$-153,810.71		Pearson Online & Blended Learning		<b>Bank Name</b>	:
<b>Invoice Total :</b>	USD	\$2,075,426.72		32369 Collection Center Drive		<b>Bank Address</b>	:
<b>Amount Due :</b>	USD	\$2,075,426.72		Chicago, IL 60693-0323		<b>ABA ACH No</b>	:
						<b>ABA Wire No</b>	:
						<b>SWIFT Code</b>	:
						<b>A/C No</b>	:
						<b>Bank Account Name</b>	:



Invoice Number: 91000005275							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82037919	CAPOCA	Direct Charges	20		2,105,899.55	- 153,810.7 1	1,952,088.84
82037919	CAPOCA	Pass Through	11		123,337.88	0.00	123,337.88

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Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$2,229,237.43	\$-153,810.71	\$2,075,426.72



# Pearson

Charges for the Following Period:

May 2020

## Compensation Expenses

Benefits - Administration	40,351.18
Benefits - Instructional	209,587.75
Credit for Nonbillable Earnings Paid by the School	(3,962.75)
Withholdings	110,981.89
	<b>356,958.07</b>

## Enrollment/Unit Based Charges

Accounting and Regulatory Reporting	19,008.25
Community Outreach	45,833.34
Connexus™ Annual License (EMS)	228,099.00
Curriculum Postage	22,987.25
Direct Course Instruction Support	11,730.00
Educational Resource Center	47,900.79
Enrollment and Records Management	27,863.34
Facility Support Services	1,675.50
Hardware/Software - Employees	10,650.00
Human Resources Support	22,187.50
Internet Subsidy Payment Processing	8,383.33
Monthly Fee per Student on an IEP	124,232.00
School Curriculum Supplies	7,570.84
Short Term Substitute Teaching Services	42,441.00
Student Technology Assistance	192,816.67
Tangible and Intangible Instructional Materials	708,370.83
Technical Support and Repairs	57,024.75
	<b>1,578,774.39</b>

## Revenue Based Charges

Marketing Services	32,764.63
School Administration	196,587.82
Treasury Services	49,146.95
	<b>278,499.40</b>

## OBL Grant

(7,070.57)

## Pass Through Expenses

Internet Subsidy Payment	246.25
Miscellaneous	21,829.89
	<b>22,076.14</b>

**Total Amount Due**

**2,229,237.43**

**2019-20 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

**Note: Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.**

**CDE Program Contact:**

Lisa Fassett, Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963  
Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

**Title II, Part A Transfers**

2019-20 Title II, Part A allocation	\$5,318
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2019-20 Title II, Part A allocation after transfers out	\$5,318

**Title IV, Part A Transfers**

2019-20 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$8,247
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$8,247
2019-20 Title IV, Part A allocation after transfers out	\$1,753

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2019-20 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**Sylvia Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948Rina DeRose, Federal Programs and Reporting Office, [RDerosc@cde.ca.gov](mailto:RDerosc@cde.ca.gov), 916-323-0472

2019-20 Title I, Part A LEA allocation (+)	\$27,699
Transferred-in amount (+)	\$8,247
Nonprofit private school equitable services proportional share amount (-)	\$0
2019-20 Title I, Part A LEA available allocation	\$35,946

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$1,095

**Authorized Reservations**

Public school Choice transportation	
Other authorized activities	
2019-20 Approved indirect cost rate	5.12%
Indirect cost reservation	\$1,751
Administrative reservation	\$3,641

**Reservation Summary**

Total LEA required and authorized reservations	\$6,487
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$29,459

**\*\*\*Warning\*\*\***

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**2019-20 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Arianna Bobadilla (Fiscal), Division Support Office, [abobadilla@cde.ca.gov](mailto:abobadilla@cde.ca.gov), 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963

2019-20 Title II, Part A allocation	\$5,318
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$5,318
Repayment of funds	
2019-20 Total allocation	\$5,318
Administrative and indirect costs	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title II, Part A adjusted allocation	\$5,318

**\*\*\*Warning\*\*\***

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**2019-20 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title IV, Part A and to report reservations.

**CDE Program Contact:**

Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

2019-20 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$8,247
2019-20 Title IV, Part A LEA available allocation	\$1,753
Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title IV, Part A LEA adjusted allocation	\$1,753

**\*\*\*Warning\*\*\***

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2019-20 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Lana Zhou, Federal Programs and Reporting Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
Rina DeRose, Federal Programs and Reporting Office, [RDeros@cd.ca.gov](mailto:RDeros@cd.ca.gov), 916-323-0472

LEA meets small LEA criteria.

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:  
Is a single school LEA  
Has enrollment total for all schools less than 1,000  
If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure FRPM  
Ranking Schools Highest to Lowest Within the LEA  
LEA-wide low income % 39.29%  
Available Title I, Part A school allocations \$29,459  
Available parent and family engagement reservation \$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
California Connections Academy North Bay	0129601	1	196	77	39.29	*	*	1	382.58	29458.66			29458.66	

\*\*\*Warning\*\*\*  
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**2019-20 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

**Note: Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.**

**CDE Program Contact:**

Lisa Fassett, Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963  
Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

**Title II, Part A Transfers**

2019-20 Title II, Part A allocation	\$16,554
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2019-20 Title II, Part A allocation after transfers out	\$16,554

**Title IV, Part A Transfers**

2019-20 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$5,373
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$5,373
2019-20 Title IV, Part A allocation after transfers out	\$4,627

**\*\*\*Warning\*\*\***

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**2019-20 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**Sylvia Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948Rina DeRose, Federal Programs and Reporting Office, [RDerosc@cde.ca.gov](mailto:RDerosc@cde.ca.gov), 916-323-0472

2019-20 Title I, Part A LEA allocation (+)	\$94,651
Transferred-in amount (+)	\$5,373
Nonprofit private school equitable services proportional share amount (-)	\$0
2019-20 Title I, Part A LEA available allocation	\$100,024

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$2,190

**Authorized Reservations**

Public school Choice transportation	\$0
Other authorized activities	\$0
2019-20 Approved indirect cost rate	5.12%
Indirect cost reservation	\$4,872
Administrative reservation	\$10,132

**Reservation Summary**

Total LEA required and authorized reservations	\$17,194
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$82,830

**\*\*\*Warning\*\*\***

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**2019-20 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Arianna Bobadilla (Fiscal), Division Support Office, [abobadilla@cde.ca.gov](mailto:abobadilla@cde.ca.gov), 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963

2019-20 Title II, Part A allocation	\$16,554
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$16,554
Repayment of funds	\$0
2019-20 Total allocation	\$16,554
Administrative and indirect costs	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title II, Part A adjusted allocation	\$16,554

**\*\*\*Warning\*\*\***

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**2019-20 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title IV, Part A and to report reservations.

**CDE Program Contact:**

Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

2019-20 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$5,373
2019-20 Title IV, Part A LEA available allocation	\$4,627
Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title IV, Part A LEA adjusted allocation	\$4,627

**\*\*\*Warning\*\*\***

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2019-20 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Lana Zhou, Federal Programs and Reporting Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
Rina DeRose, Federal Programs and Reporting Office, [RDerosc@cde.ca.gov](mailto:RDerosc@cde.ca.gov), 916-323-0472

LEA meets small LEA criteria.

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:  
Is a single school LEA  
Has enrollment total for all schools less than 1,000  
If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure FRPM  
Ranking Schools Highest to Lowest Within the LEA  
LEA-wide low income % 58.88%  
Available Title I, Part A school allocations \$82,830  
Available parent and family engagement reservation \$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
California Connections Academy@Central	0112458	1	552	325	58.88	*	*	1	254.86	82829.50			82829.50	

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**2019-20 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

**Note: Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.**

**CDE Program Contact:**

Lisa Fassett, Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963  
Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

**Title II, Part A Transfers**

2019-20 Title II, Part A allocation	\$36,768
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2019-20 Title II, Part A allocation after transfers out	\$36,768

**Title IV, Part A Transfers**

2019-20 Title IV, Part A allocation	\$12,329
Transferred to Title I, Part A	\$1,511
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$1,511
2019-20 Title IV, Part A allocation after transfers out	\$10,818

**\*\*\*Warning\*\*\***

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**2019-20 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**Sylvia Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948Rina DeRose, Federal Programs and Reporting Office, [RDerosc@cde.ca.gov](mailto:RDerosc@cde.ca.gov), 916-323-0472

2019-20 Title I, Part A LEA allocation (+)	\$190,758
Transferred-in amount (+)	\$1,511
Nonprofit private school equitable services proportional share amount (-)	\$0
2019-20 Title I, Part A LEA available allocation	\$192,269

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$5,191

**Authorized Reservations**

Public school Choice transportation	
Other authorized activities	
2019-20 Approved indirect cost rate	5.12%
Indirect cost reservation	\$0
Administrative reservation	\$0

**Reservation Summary**

Total LEA required and authorized reservations	\$5,191
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$187,078

**\*\*\*Warning\*\*\***

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**2019-20 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Arianna Bobadilla (Fiscal), Division Support Office, [abobadilla@cde.ca.gov](mailto:abobadilla@cde.ca.gov), 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963

2019-20 Title II, Part A allocation	\$36,768
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$36,768
Repayment of funds	
2019-20 Total allocation	\$36,768
Administrative and indirect costs	
Equitable services for nonprofit private schools	
2019-20 Title II, Part A adjusted allocation	\$36,768

**\*\*\*Warning\*\*\***

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**2019-20 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title IV, Part A and to report reservations.

**CDE Program Contact:**

Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

2019-20 Title IV, Part A LEA allocation	\$12,329
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$1,511
2019-20 Title IV, Part A LEA available allocation	\$10,818
Indirect cost reservation	
Administrative reservation	
Equitable services for nonprofit private schools	
2019-20 Title IV, Part A LEA adjusted allocation	\$10,818

**\*\*\*Warning\*\*\***

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2019-20 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Lana Zhou, Federal Programs and Reporting Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
Rina DeRose, Federal Programs and Reporting Office, [RDerosc@cde.ca.gov](mailto:RDerosc@cde.ca.gov), 916-323-0472

LEA meets small LEA criteria.

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:  
Is a single school LEA  
Has enrollment total for all schools less than 1,000  
If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure FRPM  
Ranking Schools Highest to Lowest Within the LEA  
LEA-wide low income % 38.75%  
Available Title I, Part A school allocations \$187,078  
Available parent and family engagement reservation \$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
California Connections Academy @ Ripon	0125849	1	1280	496	38.75	*	*	1	377.17	187076.32			187076.32	

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## California Online Public Schools (CalOPS)

CalCA NorthBay  
CalCA Central  
CalCA Central Coast  
CalCA Monterey Bay  
CalCA Ripon  
CalCA Southern California

### 2020-2021 Meeting Schedule for Board of Directors

CalCA North Bay	School Phone: (707) 232-5470	School Fax: (707) 987-5570
CalCA Central	School Phone: (559) 571-2300	School Fax: (559) 746-0497
CalCA Central Coast	School Phone: (661) 230-9820	School Fax: (661) 568-0053
CalCA Monterey Bay	School Phone: (831) 200-1006	School Fax: (831) 401-2669
CalCA Ripon	School Phone: (209) 253-1208	School Fax: (209) 253-0406
CalCA Southern California	School Phone: (949) 461-1667	School Fax: (949) 240-7895

CalCA Schools Website: <https://www.connectionsacademy.com/california-online-school/about>

All meetings are open to members of the public. For information about meetings or for members of the public who require special accommodations to attend, contact the Site Administrator at least 24 hours prior to the meeting.

Dr. Richard Savage, Executive Director  
[rsavage@calca.connectionsacademy.org](mailto:rsavage@calca.connectionsacademy.org)

DATE	TIME	LOCATION*
Tuesday, August 25, 2020	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, September 22, 2020	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, October 27, 2020	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, December 1, 2020	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, January 26, 2021	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, February 23, 2021	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, April 27, 2021	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Tuesday, May 25, 2021	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference
Annual Meeting Tuesday, June 22, 2021	3:30 p.m.– 5:30 p.m.	At School Locations and via Teleconference

\* Subject to all federal and state mandates regarding public health and safety



ORANGE COUNTY DEPARTMENT OF EDUCATION

Division of Administrative Services

Contracts Department

P. O. Box 9050

Costa Mesa, California 92628-9050

May 22, 2020

To: Richard Savage  
California Connector's Academy

Re: Contract For Business and Financial Servicest, Agreement Number 50209

Enclosed are two (2) Agreements signed on behalf of the Orange County Superintendent of Schools. Please have an authorized signer sign both Agreements.

Mail one (1) Agreement by inter-district mail to:

Julie Montgomery  
Orange County Department of Education  
Contracts Department  
P. O. Box 9050  
Costa Mesa, CA 92628-9050

Thank you for your assistance

Julie Montgomery  
Administrative Technician  
Contracts Department  
Phone: (714)966-4082  
Email: [jmontgomery@ocde.us](mailto:jmontgomery@ocde.us)

CALIFORNIA CONNECTIONS ACADEMY  
CONTRACT FOR BUSINESS AND FINANCIAL SERVICES

This AGREEMENT is hereby made and entered into this 1st day of July, 2020, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and California Connections Academy, 33272 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as SCHOOL. SUPERINTENDENT and SCHOOL shall be collectively referred to as the Parties.

WHEREAS, the SCHOOL has requested selected business and financial services of SUPERINTENDENT to fulfill or perform defined obligations and duties; and

WHEREAS, SUPERINTENDENT is willing to provide support services as requested by SCHOOL.

NOW, THEREFORE, the Parties hereto mutually agree as follows:

1.0 TERM. This AGREEMENT shall be in full force and effect for the period commencing July 1, 2020, and ending on June 30, 2021, subject to termination as set forth in this AGREEMENT. This AGREEMENT shall automatically terminate in the event that the SCHOOL is revoked, dissolved, abandoned, or closed.

2.0 SCOPE OF WORK. SCHOOL hereby engages SUPERINTENDENT as an independent contractor to perform selected business and financial services and SUPERINTENDENT hereby agrees to perform said work upon the terms and conditions set forth herein. SUPERINTENDENT'S responsibilities shall include the following:

2.1 SERVICES PROVIDED BY SUPERINTENDENT FOR CalPERS & CalSTRS  
RETIREMENT REPORTING.

- a. SUPERINTENDENT agrees to transmit retirement reporting and processing information, earnings and contributions for current fiscal year for SCHOOL to CalSTRS and/or CalPERS as specified in the SCHOOL'S charter.
- b. SUPERINTENDENT agrees to coordinate reporting and processing of retirement (CalSTRS and/or CalPERS) information, earnings and contributions for prior fiscal year(s) if not already reported at an additional cost.
- c. SUPERINTENDENT will serve as contact agency in working with CalSTRS and/or CalPERS in resolving problems and answering questions related to reporting and processing of retirement (CalSTRS and/or CalPERS) information.
- d. Upon notification from CalPERS or CalSTRS, SUPERINTENDENT will notify SCHOOL of errors and recommend possible resolutions.
- e. SUPERINTENDENT agrees to provide SCHOOL with training and information for completion of required reports:
  - 1) Instructions and training will be provided by SUPERINTENDENT'S Retirement Services Unit.  
SCHOOL agrees to send a representative to the

1 next available training following the  
2 effective date of this AGREEMENT.

3 2) Training will be provided in all areas  
4 necessary for retirement reporting and  
5 completion of forms. The following materials  
6 and documents will be provided at the  
7 training:

8 a) Procedures for completing forms to report  
9 CalPERS/CalSTRS payroll information (via  
10 secure e-mail or FTP).

11 b) Timelines for submitting reports/  
12 conditions.

13 c) CalPERS/CalSTRS Manuals.

14 3) SCHOOL staff will be included in all  
15 retirement workshops provided to school  
16 districts for ongoing training.

17 4) SCHOOL will be added to mailing list for  
18 distribution of information concerning  
19 CalPERS/CalSTRS.

20 f. SUPERINTENDENT will forward all Bulletins related to  
21 CalPERS/CalSTRS to the Business Manager of SCHOOL or  
22 their appointed designee.

23 3.0 SCHOOL RESPONSIBILITIES. The SCHOOL shall be responsible for the  
24 following retirement reporting and processing services:

25 a. SCHOOL may employ an outside vendor or payroll service  
agency to submit monthly retirement reporting

1 information. SCHOOL and vendor or agency will coordinate  
2 all reporting with SUPERINTENDENT'S Retirement Services  
3 Unit.

4 b. SCHOOL agrees to notify SUPERINTENDENT of any changes in  
5 outside vendor or payroll services immediately.

6 c. SCHOOL shall provide the required retirement system's  
7 resolution to SUPERINTENDENT prior to the beginning of  
8 retirement reporting and processing.

9 d. SCHOOL agrees to adhere to all current and future  
10 timelines as established by SUPERINTENDENT for retirement  
11 reporting and processes.

12 e. SCHOOL is solely responsible for accuracy of all data and  
13 compliance with timelines, deadlines, and security in  
14 remitting information to SUPERINTENDENT.

15 f. SCHOOL will provide SUPERINTENDENT accurate retirement  
16 and payroll data and/or information necessary for  
17 completing and implementing reporting and processing of  
18 retirement (CalSTRS and/or CalPERS).

19 g. SCHOOL shall send required retirement reporting  
20 information on an Excel spreadsheet provided by  
21 SUPERINTENDENT via secure e-mail or FTP to the  
22 SUPERINTENDENT'S Retirement Services Unit by the 3rd  
23 business day of each month.

24 h. Funding to cover employee and district retirement  
25 contributions will be transferred from SCHOOL's County  
Treasury account. If sufficient funding is not available

1 in the SCHOOL's County Treasury account to cover  
2 retirement contributions, SCHOOL must wire funds to  
3 SUPERINTENDENT by the 3rd business day of each month.  
4 This AGREEMENT does not provide for temporary borrowing  
5 or transferring of funds from the County Treasury by the  
6 SCHOOL.

7 i. SCHOOL shall provide completed CalSTRS and CalPERS forms  
8 as requested by SUPERINTENDENT.

9 j. SCHOOL is responsible for providing CalPERS/CalSTRS  
10 membership information to employees as required by  
11 California Education Code Sections 22455.5, 22460, and  
12 22509 and Government Code Sections 20280 through 20309.5.

13 k. SCHOOL is responsible for monitoring employees' earnings  
14 and hours for mandatory membership under California  
15 Government Code Section 20305 and California Education  
16 Code Sections 22500 through 22504.

17 l. SCHOOL is also responsible for monitoring employee  
18 membership status with regard to exclusions (Section  
19 20300) and choice of election (Section 20309).

20 m. SCHOOL is responsible for providing payroll vendor with  
21 access to CalPERS and CalSTRS systems for enrolling  
22 members and retirees. SCHOOL is responsible for  
23 enrolling CalPERS retiree within thirty (30) days of hire  
24 in the CalPERS system.

25 n. SCHOOL is responsible for monitoring CALPERS/CALSTRS  
Retirees for post-retirement earnings / hours compliance



as per California Education Code Section 22461 and Government Code Section 21229.

o. SCHOOL shall maintain all payroll/retirement records for employees. These records must be retained indefinitely for adjustment processing purposes.

p. SCHOOL will designate one of its employees to serve as contact person between SCHOOL and SUPERINTENDENT for matters related to reporting and processing of retirement (CalSTRS and/or CalPERS) information.

q. SCHOOL will submit CalPERS/CalSTRS required forms, reports and/or file to SUPERINTENDENT according to the SUPERINTENDENT provided schedule.

r. SCHOOL accepts financial responsibility for all CalPERS, CalSTRS, and/or SUPERINTENDENT fines and penalties resulting from incomplete, inaccurate, or late reports and/or inadequate or late deposits.

s. SCHOOL accepts financial responsibility for all CalPERS and CalSTRS fees and/or assessments required for participation in pension funds, such as those related to compliance with statements issued by the Governmental Accounting Standards Board (GASB).

#### 4.0 PAYMENT.

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2021. The fees to be paid to SUPERINTENDENT for services rendered are as follows:

4.1.1 Retirement reporting and processing fee: Nine dollars and twenty-seven cents (\$9.27) per Employee per Monthly Payroll.

4.1.2 Monthly services will be invoiced quarterly.

4.1.3 SUPERINTENDENT may assess fees for late report submission or late deposits in accordance with the schedule in 4.1.3.1. Fees associated with late submission or deposits will be included on quarterly invoice.

4.1.3.1 - Schedule of Late Fees

Late Report Submission:

1 - 7 days late - \$100

8+ days late - \$200

Late Retirement Funds (deposit):

The lesser of 5% of Funds due or \$500

4.1.4 Payment for services is due thirty (30) days from invoice date. Failure to remit payments on time could delay or terminate services.

4.1.5 SCHOOL agrees to designate the person and provide a current billing address for receiving invoices.

4.2 Payment shall be made no later than thirty (30) days from the date of SUPERINTENDENT'S invoice. SCHOOL shall direct all payments to: Orange County Superintendent of Schools, P.O. Box 9050,

Costa Mesa, California 92628-9050, Attn: Accounts Receivable, or at such other place as SUPERINTENDENT may designate in writing.

5.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT is and at all times to be an independent contractor and shall be wholly responsible for the manner in which the services required by the terms of this AGREEMENT are performed. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between SUPERINTENDENT and SCHOOL. SUPERINTENDENT assumes the responsibility for the acts and omissions of its employees or agents as they relate to the services to be provided. SUPERINTENDENT, its officers, agents and employees, shall not be entitled to any rights, and/or privileges of SCHOOL employees and shall not be considered in any manner to be SCHOOL employees.

6.0 INDEMNIFICATION/HOLD HARMLESS.

A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold harmless SCHOOL, its officers, agents, and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to any property, real personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of SUPERINTENDENT or the Orange County Board of Education during the period of this AGREEMENT.

B. SCHOOL hereby agrees to indemnify, defend, and hold harmless SUPERINTENDENT, the Orange County Board of Education, and its officers, agents, and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease, or

1 death of any person or persons, or damage to any property, real,  
2 personal, tangible or intangible, arising out of the negligent acts  
3 or omissions of employees, agents or officers of SCHOOL during the  
4 period of this AGREEMENT.

5 7.0 NON-DISCRIMINATION. SUPERINTENDENT and SCHOOL agree that they  
6 will not engage in unlawful discrimination of persons because of  
7 race, color, religious creed, national origin, ancestry, physical  
8 handicap, medical condition, marital status, or age or sex of such  
9 persons.

10 8.0 APPLICABLE LAW. The services completed herein must meet the  
11 approval of the SCHOOL'S general right of inspection to secure the  
12 satisfactory completion thereof. SCHOOL agrees to comply with all  
13 federal, state and local laws, rules, regulations and ordinances  
14 that are now or may in the future become applicable to SCHOOL,  
15 SCHOOL'S business, equipment and personnel engaged in operations  
16 covered by this AGREEMENT or occurring out of the performance of  
17 such operations.

18 9.0 ASSIGNMENT. SUPERINTENDENT shall not subcontract or assign the  
19 performance of any of the services in this AGREEMENT without prior  
20 written approval of the SCHOOL.

21 10.0 INSPECTION AND AUDIT. SCHOOL agrees that SUPERINTENDENT shall  
22 have access to and right to examine, audit, excerpt, copy or  
23 transcribe any applicable records of the SCHOOL pertinent to this  
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25 and right to examine, audit, excerpt, copy or transcribe any  
applicable records of the SUPERINTENDENT pertinent to this

1 AGREEMENT. SUPERINTENDENT and SCHOOL shall maintain records of  
2 services provided and financial records for a period of five (5)  
3 years.

4 11.0 TOBACCO USE POLICY. In the interest of public health,  
5 SUPERINTENDENT provides a tobacco-free environment. Smoking or the  
6 use of any tobacco products are prohibited in buildings and  
7 vehicles, and on any property owned, leased or contracted for by the  
8 SUPERINTENDENT pursuant to SUPERINTENDENT Policy 400.15. Failure to  
9 abide with conditions of this policy could result in the termination  
10 of this AGREEMENT.

11 12.0 TERMINATION. This AGREEMENT may be terminated by SUPERINTENDENT  
12 or SCHOOL, with or without cause, upon the giving of thirty (30)  
13 days prior written notice to the other party.

14 13.0 NOTICES. All notices or demands to be given under this  
15 Agreement by either party to the other shall be in writing and given  
16 either by: i) Personal service, or ii) U.S. Mail, mailed either by  
17 registered or certified mail, return receipt requested, with postage  
18 prepaid. Service shall be considered given when received if  
19 personally served or, if mailed, on the third (3rd) day after  
20 deposit in any U.S. Post Office. The address to which notices or  
21 demands may be given by either party may be changed by written  
22 notice given in accordance with the notice provisions of this  
23 section. As of the date of this AGREEMENT the addresses of the  
24 parties are as follows:

SCHOOL: California Connections Academy  
33272 Valle Road  
San Juan Capistrano, California 92675  
Attn: \_\_\_\_\_

SUPERINTENDENT: Orange County Superintendent of Schools  
200 Kalmus Drive  
Costa Mesa, California 92626  
Attn: Patricia McCaughey

14.0 SEVERABILITY. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected impaired or invalidated in any way.

15.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California, with venue in Orange County, California.

16.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits attached hereto constitute the entire agreement between SUPERINTENDENT and SCHOOL regarding the services and any agreement made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an Amendment to this AGREEMENT which has been signed by both Parties. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

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1 IN WITNESS WHEREOF, the Parties hereto have caused this  
2 AGREEMENT to be executed.

3 SCHOOL: CALIFORNIA CONNECTIONS  
4 ACADEMY

ORANGE COUNTY SUPERINTENDENT  
OF SCHOOLS

5 BY: \_\_\_\_\_  
6 Authorized Signature

BY:  \_\_\_\_\_  
Authorized Signature

7 PRINTED NAME: \_\_\_\_\_

PRINTED NAME: Patricia McCaughey

8 TITLE: \_\_\_\_\_

TITLE: Administrator

9 DATE: \_\_\_\_\_

DATE: May 21, 2020

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13 California Connections Academy(50209)-Business & Financial Services-CalPers & CalSTRS 2020-  
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CALIFORNIA CONNECTIONS ACADEMY  
CONTRACT FOR BUSINESS AND FINANCIAL SERVICES

This AGREEMENT is hereby made and entered into this 1st day of July, 2020, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and California Connections Academy, 33272 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as SCHOOL. SUPERINTENDENT and SCHOOL shall be collectively referred to as the Parties.

WHEREAS, the SCHOOL has requested selected business and financial services of SUPERINTENDENT to fulfill or perform defined obligations and duties; and

WHEREAS, SUPERINTENDENT is willing to provide support services as requested by SCHOOL.

NOW, THEREFORE, the Parties hereto mutually agree as follows:

1.0 TERM. This AGREEMENT shall be in full force and effect for the period commencing July 1, 2020, and ending on June 30, 2021, subject to termination as set forth in this AGREEMENT. This AGREEMENT shall automatically terminate in the event that the SCHOOL is revoked, dissolved, abandoned, or closed.

2.0 SCOPE OF WORK. SCHOOL hereby engages SUPERINTENDENT as an independent contractor to perform selected business and financial services and SUPERINTENDENT hereby agrees to perform said work upon the terms and conditions set forth herein. SUPERINTENDENT'S responsibilities shall include the following:



2.1 SERVICES PROVIDED BY SUPERINTENDENT FOR CalPERS & CalSTRS  
RETIREMENT REPORTING.

- a. SUPERINTENDENT agrees to transmit retirement reporting and processing information, earnings and contributions for current fiscal year for SCHOOL to CalSTRS and/or CalPERS as specified in the SCHOOL'S charter.
- b. SUPERINTENDENT agrees to coordinate reporting and processing of retirement (CalSTRS and/or CalPERS) information, earnings and contributions for prior fiscal year(s) if not already reported at an additional cost.
- c. SUPERINTENDENT will serve as contact agency in working with CalSTRS and/or CalPERS in resolving problems and answering questions related to reporting and processing of retirement (CalSTRS and/or CalPERS) information.
- d. Upon notification from CalPERS or CalSTRS, SUPERINTENDENT will notify SCHOOL of errors and recommend possible resolutions.
- e. SUPERINTENDENT agrees to provide SCHOOL with training and information for completion of required reports:
  - 1) Instructions and training will be provided by SUPERINTENDENT'S Retirement Services Unit. SCHOOL agrees to send a representative to the

1 next available training following the  
2 effective date of this AGREEMENT.

3 2) Training will be provided in all areas  
4 necessary for retirement reporting and  
5 completion of forms. The following materials  
6 and documents will be provided at the  
7 training:

8 a) Procedures for completing forms to report  
9 CalPERS/CalSTRS payroll information (via  
10 secure e-mail or FTP).

11 b) Timelines for submitting reports/  
12 conditions.

13 c) CalPERS/CalSTRS Manuals.

14 3) SCHOOL staff will be included in all  
15 retirement workshops provided to school  
16 districts for ongoing training.

17 4) SCHOOL will be added to mailing list for  
18 distribution of information concerning  
19 CalPERS/CalSTRS.

20 f. SUPERINTENDENT will forward all Bulletins related to  
21 CalPERS/CalSTRS to the Business Manager of SCHOOL or  
22 their appointed designee.

23 3.0 SCHOOL RESPONSIBILITIES. The SCHOOL shall be responsible for the  
24 following retirement reporting and processing services:

25 a. SCHOOL may employ an outside vendor or payroll service  
agency to submit monthly retirement reporting

1 information. SCHOOL and vendor or agency will coordinate  
2 all reporting with SUPERINTENDENT'S Retirement Services  
3 Unit.

4 b. SCHOOL agrees to notify SUPERINTENDENT of any changes in  
5 outside vendor or payroll services immediately.

6 c. SCHOOL shall provide the required retirement system's  
7 resolution to SUPERINTENDENT prior to the beginning of  
8 retirement reporting and processing.

9 d. SCHOOL agrees to adhere to all current and future  
10 timelines as established by SUPERINTENDENT for retirement  
11 reporting and processes.

12 e. SCHOOL is solely responsible for accuracy of all data and  
13 compliance with timelines, deadlines, and security in  
14 remitting information to SUPERINTENDENT.

15 f. SCHOOL will provide SUPERINTENDENT accurate retirement  
16 and payroll data and/or information necessary for  
17 completing and implementing reporting and processing of  
18 retirement (CalSTRS and/or CalPERS).

19 g. SCHOOL shall send required retirement reporting  
20 information on an Excel spreadsheet provided by  
21 SUPERINTENDENT via secure e-mail or FTP to the  
22 SUPERINTENDENT'S Retirement Services Unit by the 3rd  
23 business day of each month.

24 h. Funding to cover employee and district retirement  
25 contributions will be transferred from SCHOOL's County  
Treasury account. If sufficient funding is not available

1 in the SCHOOL's County Treasury account to cover  
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15 SCHOOL'S business, equipment and personnel engaged in operations  
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25 and right to examine, audit, excerpt, copy or transcribe any  
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5 SUPERINTENDENT provides a tobacco-free environment. Smoking or the  
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7 vehicles, and on any property owned, leased or contracted for by the  
8 SUPERINTENDENT pursuant to SUPERINTENDENT Policy 400.15. Failure to  
9 abide with conditions of this policy could result in the termination  
10 of this AGREEMENT.

11 12.0 TERMINATION. This AGREEMENT may be terminated by SUPERINTENDENT  
12 or SCHOOL, with or without cause, upon the giving of thirty (30)  
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15 Agreement by either party to the other shall be in writing and given  
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17 registered or certified mail, return receipt requested, with postage  
18 prepaid. Service shall be considered given when received if  
19 personally served or, if mailed, on the third (3rd) day after  
20 deposit in any U.S. Post Office. The address to which notices or  
21 demands may be given by either party may be changed by written  
22 notice given in accordance with the notice provisions of this  
23 section. As of the date of this AGREEMENT the addresses of the  
24 parties are as follows:

SCHOOL: California Connections Academy  
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San Juan Capistrano, California 92675  
Attn: \_\_\_\_\_

SUPERINTENDENT: Orange County Superintendent of Schools  
200 Kalmus Drive  
Costa Mesa, California 92626  
Attn: Patricia McCaughey

14.0 SEVERABILITY. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected impaired or invalidated in any way.

15.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California, with venue in Orange County, California.

16.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits attached hereto constitute the entire agreement between SUPERINTENDENT and SCHOOL regarding the services and any agreement made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an Amendment to this AGREEMENT which has been signed by both Parties. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

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IN WITNESS WHEREOF, the Parties hereto have caused this  
AGREEMENT to be executed.

SCHOOL: CALIFORNIA CONNECTIONS  
ACADEMY

ORANGE COUNTY SUPERINTENDENT  
OF SCHOOLS

BY: \_\_\_\_\_  
Authorized Signature

BY: Patricia McCaughey  
Authorized Signature

PRINTED NAME: \_\_\_\_\_

PRINTED NAME: Patricia McCaughey

TITLE: \_\_\_\_\_

TITLE: Administrator

DATE: \_\_\_\_\_

DATE: May 21, 2020

California Connections Academy(50209)-Business & Financial Services-CalPers & CalSTRS 2020-  
2021  
ZIP4

## MEMO

TO: Board of Directors  
California Online Public Schools

FROM: Franci Sassin  
Director of Business Services

RE: Charter Amendments for SELPA Change for 2020-21

DATE: June 15, 2020

### BACKGROUND INFORMATION:

As reported at the last board meeting and prior meetings, effective July 1, 2020, all six California Connections Academy Schools will be members of El Dorado Charter SELPA (Special Education Local Plan Area). We are in the final stages of that transfer, and one item remaining is to make minor modifications to the existing charter documents which state the name of the SELPA in several places. Even for the two new schools, when those charters were approved, we anticipated acceptance into Tulare County SELPA. This memo will restate some background information as well as a summary of the current recommendation. Board action is requested.

### TIMELINE:

March, 2019: CalCA applies to El Dorado Charter SELPA for membership, for both the two newly approved charters as well as the four operational charters. Applications are submitted April 5.

April, 2019: Board of Directors approves SELPA Participation Agreements and Assurances for all six CalCA schools. This includes an agreement that the organization will abide by the Local Plan of the SELPA.

May, 2019: El Dorado Charter SELPA accepts CalCA Monterey Bay and Central Coast. Tulare SELPA denies early release for the other four schools.

June, 2019: CalCA SoCal, Central, Ripon and North Bay submit letter of intent to exit Tulare SELPA by June 30, 2020 (attached).

November, 2019: CalCA applies to El Dorado Charter SELPA for the four remaining schools (attached).

December, 2019: Executive Director executes updated Participation Agreements for 2020-21 school year for the four CalCA schools who applied for 20-21.

January, 2020: El Dorado Charter SELPA accepts CalCA SoCal, Central, Ripon and North Bay (attached).

February, 2020: Letter of Intent to join El Dorado Charter SELPA submitted (attached).

May, 2020: Updated CDE Certifications and the El Dorado Charter SELPA Annual Plan is approved for 2020-21.

June, 2020: Submission for approval of charter amendments to change the name of the SELPA is requested.

### **CURRENT CONSIDERATIONS:**

Each of the charters contains the name of the current SELPA at several locations. Most of these references are found in the section of the charters that describes the provision of Special Education services to students. The proposed amendments simply change the name of the current SELPA from Tulare County/District SELPA to El Dorado Charter SELPA. No changes in the Special Education program or other areas of the charters are needed in order to transfer to a new SELPA. Any fiscal impact of the change is captured in the preliminary budgets slated for approval at this same board meeting.

For Capistrano Unified School District (CUSD), the authorizer for California Connections Academy Southern California, the approved charter states that an amendment to change SELPAs is considered a material amendment. Material amendments require board approval by both CalOPS as well as the authorizer. For the other schools, this minor change should not constitute a material revision, and is therefore considered a non-material amendment, with action by the CalOPS board sufficient to make the change. The updated charters will be submitted to the authorizers. For California Connections Academy @ Central, the change will be incorporated in the charter renewal being prepared for submission this summer.

Board resolutions describing the changes have been prepared and can be used for immediate documentation of the board action. Because the change is very simple, the redlined charter documents are not included in the board materials, but are available upon request. Each charter contains five references where the name of the SELPA has been updated. In addition, the supplementary materials include documents required by CUSD for the material amendment. CUSD plans to schedule their board approval on their consent agenda at their July 15 Board of Trustees meeting.

**REQUESTED ACTION:**

It is recommended that the Board take action to adopt the two resolutions making amendments to the organization's charters to change the name of the current SELPA from Tulare County/District SELPA to El Dorado Charter SELPA.

**California Online Public Schools**  
A California Nonprofit Public Benefit Corporation

**Operating**  
**California Connections Academy Schools**

**RESOLUTION OF THE BOARD OF DIRECTORS  
TO AUTHORIZE CHARTER AMENDMENTS**

RESOLUTION NUMBER 06-2020-2  
For consideration on June 23, 2020

WHEREAS, the California Online Public Schools Board of Directors governs the California Connections Academy charter schools, including California Connections Academy @ Central, California Connections Academy Central Coast, California Connections Academy Monterey Bay, California Connections Academy North Bay and California Connections Academy @ Ripon and,

WHEREAS, the changes to a charter constitute a charter amendment and require board approval, and,

WHEREAS, the California Online Public Schools Board of Directors had applied for admission and was accepted to El Dorado Charter SELPA (Special Education Local Plan Area) for California Connections Academy Central Coast and Monterey Bay effective July 1, 2019, and in addition, applied for a transfer from Tulare County/District SELPA to El Dorado Charter SELPA for California Connections Academy @Central, North Bay and @Ripon, and has been accepted as a member in El Dorado Charter SELPA for each of these schools, effective July 1, 2020, and,

WHEREAS, the charters approved by each respective authorizer therefore require a non-material amendment to the charter to transfer SELPAs and replace the name of the SELPA, and,

WHEREAS, the California Online Public Schools Board of Directors believes this change in SELPA membership will result in improvements to the Special Education program of the school, with benefits to students and staff,

NOW THEREFORE LET IT BE RESOLVED; that the California Online Public Schools Board of Directors hereby authorizes submission of a non-material charter amendment to each authorizer to make the change to the charter language, replacing Tulare County/District SELPA with El Dorado Charter SELPA, and,

LET IT BE FURTHER RESOLVED, that California Online Public Schools Board of Directors authorizes the Board President to approve any additional changes which are necessary and agreed upon between the charter school and the authorizer in order to receive approval and be able to implement the requested charter amendment.

Attested by:

---

Elaine Pavlich  
President, California Online Public Schools  
Board of Directors

---

Date

**California Online Public Schools**  
A California Nonprofit Public Benefit Corporation

**Operating**  
**California Connections Academy Southern California**  
California Public Charter School #664

**RESOLUTION OF THE BOARD OF DIRECTORS  
TO AUTHORIZE A CHARTER AMENDMENT**

RESOLUTION NUMBER 06-2020-1  
For consideration on June 23, 2020

WHEREAS, the California Online Public Schools Board of Directors governs the California Connections Academy Southern California charter school and,

WHEREAS, the policies of the authorizer of the charter school, Capistrano Unified School District, require board approval for material charter amendments, and,

WHEREAS, the California Online Public Schools Board of Directors had applied for a transfer from Tulare County/District SELPA (Special Education Local Plan Area) to El Dorado Charter SELPA and has been accepted as a member in El Dorado Charter SELPA, effective July 1, 2020, and

WHEREAS, the charter renewal approved by Capistrano Unified School District requires a material amendment to the charter if the school changes from one SELPA to another, and,

WHEREAS, the California Online Public Schools Board of Directors believes this change in SELPA membership will result in improvements to the Special Education program of the school, with benefits to students and staff,

NOW THEREFORE LET IT BE RESOLVED; that the California Online Public Schools Board of Directors hereby authorizes submission of a charter amendment to Capistrano Unified School District which allows for the transfer of the charter school to El Dorado Charter SELPA, replacing the name "Tulare County/District SELPA" with "El Dorado Charter SELPA" and,

LET IT BE FURTHER RESOLVED, that California Online Public Schools Board of Directors authorizes the Board President to approve any additional changes which are necessary and agreed upon between the charter school and the authorizer in order to receive approval and be able to implement the requested charter amendment.

Attested by:

---

Elaine Pavlich  
President, California Online Public Schools  
Board of Directors

---

Date



June 24, 2019

Tammy McKean  
SELPA Director  
Tulare County/District SELPA  
6200 S. Mooney Blvd.  
Visalia, CA 93277

Via email to [tammym@tcoe.org](mailto:tammym@tcoe.org)

Dear Ms. McKean;

Please accept this letter as a formal notification that the California Connections Academy Schools, including Capistrano Connections Academy (now known as California Connections Academy Southern California), California Connections Academy @ Ripon, California Connections Academy @ Central, and California Connections Academy North Bay, intend to explore their options for SELPA membership and may exit the Tulare County/District SELPA effective school year 2020-2021. California Connections Academy Schools are governed by California Online Public Schools, a California non-profit public benefit corporation.

In order to ensure that all the California Connections Academy Schools are best equipped to meet the needs of all their special needs students, they are considering membership in an alternate SELPA. We also remain open to formulating revised agreements with the Tulare County/District SELPA and welcome any related correspondence.

If the California Connections Academy Schools find that it is not in the best interest of their students to exit Tulare County/District SELPA at this time, they each retain the right to rescind this notification and remain for the 2020-2021 school year.

Please let me know if you require further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard Savage".

Dr. Richard Savage  
Executive Director  
California Online Public Schools (DBA California Connections Academy Schools)

INFORMATION FOR EACH EXITING SCHOOL:

SCHOOL NAME	CHARTER NUMBER	CDS CODE
Capistrano Connections Academy (known as California Connections Academy Southern California, effective for the 2019-20 school year)	664	30-66464-0106765
California Connections Academy @ Ripon	1398	39-68650-0125849
California Connections Academy @ Central	804	54-71803-0112458
California Connections Academy North Bay	1653	17-64055-0129601

CC: Alexa Slater, California Department of Education at [ASlater@cde.ca.gov](mailto:ASlater@cde.ca.gov)  
 Kate Dove, California Charter Schools Association at [kdove@ccsa.org](mailto:kdove@ccsa.org)  
 Capistrano Unified School District at [hacrowley@capousd.org](mailto:hacrowley@capousd.org)  
 Ripon Unified School District at [zrobson@sjcoe.net](mailto:zrobson@sjcoe.net)  
 Alpaugh Unified School District at [gmekeel@alpaugh.k12.ca.us](mailto:gmekeel@alpaugh.k12.ca.us)  
 Middletown Unified School District at [Catherine.stone@middletownusd.org](mailto:Catherine.stone@middletownusd.org)



November 20, 2019

Richard Savage  
California Online Public Schools  
33272 Valle Rd.  
San Juan Capistrano, CA 92675  
[rsavage@calca.connectionsacademy.org](mailto:rsavage@calca.connectionsacademy.org)

***Sent via email***

Dear Mr. Savage,

On November 20, 2019, the following charter school(s) submitted an application for admission to the El Dorado Charter SELPA for the 2020-21 school year:

- California Connections Academy @ Ripon
- California Connections Academy North Bay
- California Connections Academy Southern California
- California Connections Academy @ Central

We are in the process of evaluating the applications for membership and will notify you of the outcome in late January when the process is complete. Please contact Kelly Carnahan, [kcarnahan@edcoe.org](mailto:kcarnahan@edcoe.org), if you have any questions or need additional information.

Sincerely,

David M. Toston  
Associate Superintendent

DMT:kc

cc: Ziggy Robeson, Ripon Unified, Authorizer  
Kathy Skeels, San Joaquin County, Current/Geographic SELPA  
Catherine Stone, Middletown Unified, Authorizer  
Patty Langstom, Lake County, Current/Geographic SELPA  
Kirsten Vital, Capistrano Unified, Authorizer  
Donald Mahoney, Capistrano Unified, Current/Geographic SELPA  
Gary Mekeel, Alpaugh Unified, Authorizer  
Tammy Bradford, Tulare County, Current/Geographic SELPA



January 27, 2020

Richard Savage  
California Online Public Schools  
33272 Valle Rd.  
San Juan Capistrano  
[rsavage@calca.connectionsacademy.org](mailto:rsavage@calca.connectionsacademy.org)

***Sent via Email***

Dear Mr. Savage,

This letter is to confirm that the applications for the following schools have been reviewed and are approved for admission in the El Dorado Charter SELPA. To complete this process please submit a Letter of Intent, signed by the CEO, confirming your intent to join for the 2020-21 school year by, February 12, 2020.

- California Connections Academy Ripon
- California Connections Academy North Bay
- California Connections Academy Southern California
- California Connections Academy Central

We look forward to our continued partnership. Please contact Kelly Carnahan at [kcarnahan@edcoe.org](mailto:kcarnahan@edcoe.org), or (530) 295-2452, if you have any questions.

Sincerely,

David M. Toston  
Associate Superintendent

DMT:kc

cc:

Ed Manansala, Ed.D., El Dorado County Office of Education, Superintendent of Schools  
Ziggy Robeson, Ripon Unified, Charter Authorizer  
Kathy Skeels, San Joaquin County, Current/Geographic SELPA  
Catherine Stone, Middletown Unified, Charter Authorizer  
Patty Langstom, Lake County, Current/Geographic SELPA  
Kirsten Vital, Capistrano Unified, Charter Authorizer  
Donald Mahoney, Capistrano Unified, Current/Geographic SELPA  
Gary Mekeel, Alpaugh Unified, Charter Authorizer  
Tammy Bradford, Tulare County, Current/Geographic SELPA

February 12, 2020

El Dorado Charter Special Education Local Plan Area  
6767 Green Valley Road  
Placerville, CA 95667

To Whom It May Concern;

California Connections Academy Schools (CalCA), operated by the non-profit public benefit corporation California Online Public Schools, has applied and been accepted to the El Dorado Charter SELPA for four of its charter schools which are transferring SELPAs for the 2020-21 school year. The names and charter numbers for each of the four schools are:

1. California Connections Academy Southern California (CalCA SoCal)—charter number 664
2. California Connections Academy @Ripon (CalCA Ripon)—charter number 1398
3. California Connections Academy @Central (CalCA Central)—charter number 804
4. California Connections Academy North Bay (CalCA North Bay)—charter number 1653

This letter serves as a letter of intent for all of the charter schools listed above to join the El Dorado Charter SELPA as members starting in the 2020-21 school year. The Board of Directors of California Online Public Schools has approved the Assurances and Participation Agreements and is supportive of joining. As Executive Director I am authorized to act on behalf of the Board of Directors to accept the offer of membership and confirm our intention to join El Dorado Charter SELPA, effective immediately.

Please feel free to contact me with any questions. Thank you for your approval of our application. We truly look forward to our partnership.

Sincerely,



Dr. Richard Savage  
Executive Director  
rsavage@calca.connectionsacademy.org



**TO:** California Online Public Schools (CalOPS)

**FROM:** Pearson Online & Blended Learning K-12 USA (OBL)

**SUBJECT:** Summer School 2020 Proposal for OBL & iNaCA Courses

**Pearson Online and Blended Learning Mission:**

Pearson Online and Blended Learning (OBL) is committed to serving as your partner and to helping students achieve both academic and personal success.

**The Summer School Challenge**

K-12 students across the country need highly engaging, rigorous summer school options for both enrichment and credit recovery that are affordable and fit into busy summer schedules.

**The Pearson Online and Blended Learning Solution**

OBL's Summer School program offers a variety of summer school options for students in grades 9-12. Our summer school courses include original credit high school courses, honors courses, credit recovery courses, and NCAA approved courses, taught by California Connections Academy teachers. The courses deliver a full semester worth of instruction over an intensive four-to-nine week session. Students choose to take our courses to make up credits, get ahead, or minimize summer learning loss.

Summer School course options include:

- **High School Original Credit Courses** - for students who wish to accelerate their secondary coursework or simply continue studies over the summer.
- **High School Credit Recovery Courses** - for students who had already taken the course, but did not earn credit and needed to retake/pass the course to meet graduation requirements.
- **NCAA Approved Courses** – original credit courses for student athletes seeking to continue their athletic career in college.

**Courseware Pricing**

Each session covers one semester of course work. Tuition is as follows:

Course Type without OBLTeacher	Connections Academy Price
Credit Recovery (GradPoint)	\$55/.5 credit course
Pearson Online Blended Learning courseware	\$55/.5 credit course

**Services Proposal for Courses without OBL Teachers**

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- Your OBL Program Manager will work with your school leaders and/or his/her designee to facilitate curriculum structure and section creation of summer courses.
- The OBL program manager will support your summer program as needed.
- Staff training can be provided as needed for GradPoint staff by Academic Training and Support

## Responsibilities of the Customer:

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### 1. The Customer will:

- Designate a “Site Coordinator” to fulfill the responsibilities detailed below.
- Designate a GradPoint Administrator and teaching staff if offering internally taught GradPoint courses.
- Designate teaching staff if offering internally taught Pearson Online and Blended Learning courses.
- Acknowledge and agree to the “Student Participation,” “Refund Policy/Drop Period,” and “Awarding of Credit” requirements detailed in Section 3, 4, and 5, below
- Maintain financial responsibility for all students enrolled by the school or program.
- Ensure compliance with Connections Learning policies and procedures as outlined in the “*Connections Learning Terms and Conditions Virtual Learning Programs*”:  
<http://www.connectionslearning.com/connections-learning/terms.aspx> and in *Connexus Terms of Use* located at: <https://www.connexus.com/public/termsOfUse.html>

**2. Responsibilities of the “Site Coordinator”** The Site Coordinator will be the single point of contact for all details of the program. The Site Coordinator shall:

- Inform parents/caretakers that the student is taking an online course.
- Oversee student enrollment and withdrawals; monitor student progress and performance; oversee the verification of grades in Connexus.
- Approve all school personnel who may enroll, withdraw, or change a student’s course selection.
- Communicate with the OBL Program Manager if there are any issues with the program.

### 3. Refund Policy/Drop Period for Summer 2020

- Partner schools will be billed for all students outside of subsidy parameters enrolled in courses on the student start date. If a student drops a course or is withdrawn from a course within the first 5 school days of the start of the summer course or the student start date if later, the Customer will receive a course credit of equal value toward a new Summer School 2020 enrollment.
- Any credits remaining at the close of summer session, will not be redeemable by the customer. Courses will be invoiced within 30 days of the close of the schools summer enrollment period unless otherwise specified by the school.
- Students may be withdrawn from a course at any time as determined by the school. However, the financial obligation is still maintained by the Customer for the course(s) enrollment fees.

### 5. Awarding of Credit

Credit will be awarded by the school of record for courses staffed internally. The site may determine their drop deadline for transcript purposes.

**Conclusion**

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Your consideration of OBL Summer School Services is greatly appreciated. An early decision will provide each party adequate time to plan, train, and implement for the upcoming summer.

***EXECUTIVE/PRINCIPAL***

***OBL REPRESENTATIVE***

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Signature*

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*Signature*

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*Title*

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*Phone/Email*

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*Phone/Email*

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*Date*

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*Date*



**Appendix A**  
**Summer School Courses Offerings to**  
**California Connections Academy\***

**iNaCA & Standard OBL Courses (CalCA-taught)**

Course Name	Version
SUM English 9A (Standard)	iNaCA
SUM English 9B (Standard)	iNaCA
SUM English 10A (Standard)	iNaCA
SUM English 10B (Standard)	iNaCA
SUM Algebra 1A	iNaCA
SUM Algebra 1B	iNaCA
Consumer Math A	iNaCA
Consumer Math B	iNaCA
SUM World History A	iNaCA
SUM World History B	iNaCA
Intro to Computer Applications	iNaCA
SUM OC Health, Fitness, and Nutrition B	iNaCA
Intro to Sociology	Standard/California Catalog
Criminal Investigation	Standard/California Catalog
Public Speaking	Standard/California Catalog
Intro to Criminal Justice	iNaCA
Intro to Law	iNaCA
Intro to Communication	Standard/California Catalog
Intro to Business	iNaCA
SUM OC Emergent Computer Technology	iNaCA

\* *Course lists are subject to change*

## GradPoint Courses (CalCA-taught)

Course Name
-------------

CR Algebra 1 B
CR Algebra 2 A
CR Algebra 2 B
CR American Government A
CR American Government B
CR Biology A
CR Biology B
CR Chemistry A
CR Chemistry B
CR Earth Science A
CR Earth Science B
CR Economics
CR English 10 A
CR English 10 B
CR English 11 A
CR English 11 B
CR English 12 A
CR English 12 B
CR English 9 A
CR English 9 B
CR Geometry A
CR Geometry B
CR Health, Fitness, and Nutrition A
CR Health, Fitness, and Nutrition B
CR Physical Science A
CR Physical Science B
CR United States History A
CR United States History B
CR World Geography
CR World History A
CR World History B

*\*Course lists are subject to change*

# MEMO

DATE: June 10, 2020  
TO: California Online Public Schools Board of Directors  
FROM: Richie Romero, Director of Student Achievement  
RE: Mathematics Placement Policy for CalCA schools

## BACKGROUND

The California legislature passed SB 359, the California Mathematics Placement Act of 2015. The new law required Local Educational Agencies, including charter schools, to have a board approved placement policy for mathematics for 9<sup>th</sup> grade students in place beginning with the 2016-17 school year. The Board initially approved a policy in 2016 and an updated version was approved for the 2019-20 school year. SB 359 does **not** require we have a board approved placement policy for 8<sup>th</sup> graders, however California Connections Academy has elected to include 8<sup>th</sup> grade in the past versions of the policy.

## RECOMMENDATION:

Since it is not a requirement of this law, we would like to remove the 8<sup>th</sup> grade portion of the policy for the time being to allow staff to reevaluate whether this part of the policy aligns with the best interests of our students for the upcoming school year. After further analysis, both for this portion, as well as other areas of the policy, additional changes may be brought forward to the board for the 21-22 school year.

# CALIFORNIA CONNECTIONS ACADEMY SCHOOLS

## MATHEMATICS PLACEMENT POLICY

**Originally approved on September 27, 2016 and on October 25, 2016.**

**Revisions approved on September 24, 2019**

**Revisions proposed to Board of Directors on June 23, 2020**

### **BACKGROUND**

The California legislature passed SB 359, the California Mathematics Placement Act of 2015. The new law requires Local Educational Agencies, including charter schools, to have a board approved placement policy for mathematics for 9<sup>th</sup> grade students in place beginning with the 2016-17 school year. The intention of the state is to ensure that all students, regardless of race, ethnicity, gender, or socioeconomic background, have an equal chance to advance in mathematics, and to increase the number of students prepared to enter college and careers in science, technology, engineering, and mathematics (STEM). In particular, a student's 9<sup>th</sup> grade math course placement is a crucial crossroads for his or her future educational success. Misplacement in the sequence of mathematics courses can create a number of barriers and results in pupils being less competitive for college admissions. A fair, objective and transparent policy on 9<sup>th</sup> grade math placement may help reduce misplacement of students into the appropriate math course as they enter high school.

The mission of California Connections Academy is to educate to empower compassionate global citizens by leveraging 21st century education resources on behalf of students who need a more personalized approach to learning to maximize these students' potential and meet the highest performance standards.

This mission is supported by providing a personalized placement in math courses for all California Connections Academy students, along with follow up monitoring of student success, in order to customize the student's educational plan to best meet the academic needs and educational goals of each student. California Connections Academy Schools serve a diverse population of students from many different backgrounds, and through the Personalized Performance Learning approach, the schools can support every student in

achieving his or her academic potential, across all demographic groups. In the virtual school environment, students are often able to accelerate academically, and/or to work on academic content until mastery is achieved without facing many of the barriers that can be found in a traditional brick and mortar school setting.

California Connections Academy Schools are actively engaged in improving math performance in all grade levels. Progress can be monitored through the goals set in the Local Control and Accountability Plans (found on each school's website) and the annual School Improvement Plan.

## **MATHEMATICS PLACEMENT**

Math placement decisions are made by the school's counseling and advisory staff. The standard math placement sequence is reviewed annually by the Director of Counseling, in consultation with the school's Administrative Leadership Team. School staff may also be supported by designated and trained placement staff from Connections Education.

While the school counseling and advisory staff are primarily responsible for making math placement decisions, parents and students play a key role in the final decision. Families can make a request for a particular math placement during the enrollment or re-enrollment process. Families have access to a placement chart that lays out the standard progression of math courses through the "student course selection" process in Connexus.

The counseling staff members take into account multiple measures to determine the math course placement that will lead to the greatest student success for each student. Multiple objective academic measures of student performance are the most important indicators taken into consideration. These include student transcripts, past grades and report cards, performance in the previous math course, results of the statewide mathematics assessments, including interim and/or summative assessments as available, results of gifted and talented testing, and placement tests that are aligned to state-adopted content standards in mathematics. In addition to the objective academic measures, the recommendation of the parent(s) and, if the student was a California Connections Academy student previously, the student's math teacher, are taken into consideration. For students with an active Individualized Education Program (IEP), the goals and progress of the IEP are taken into consideration.

**The following guidelines are used when making math placement decisions for 9<sup>th</sup> grade students:**

- ✓ Students entering 9<sup>th</sup> grade who have successfully completed a level of math of Geometry or above are placed into the next level math course.
- ✓ Students who have successfully completed the high school Algebra I requirement prior to 9<sup>th</sup> grade are placed into Geometry or higher.
- ✓ Students who enter 9<sup>th</sup> grade with a C or better in 8<sup>th</sup> grade math or Pre-Algebra or Algebra Readiness are placed in Algebra I.
- ✓ Students who enter 9<sup>th</sup> grade having already failed Algebra I, or who received a grade lower than a C in Pre-Algebra or Math 8 or Algebra Readiness, are placed into a slower paced Algebra I course that is divided into Part 1 and Part 2.
- ✓ Students who were in a non-traditional educational setting prior to entering 9<sup>th</sup> grade may use the alternative evaluation procedures laid out in the School Handbook.

**~~In order to promote success in math courses, and maximize the level of math for all high school students in 9<sup>th</sup> grade and beyond, the following guidelines are used for making 8<sup>th</sup> grade math placement decisions:~~**

- ~~✓—The standard math placement for 8<sup>th</sup> grade students is Algebra I.~~
- ~~✓—Students who have been previously identified as Gifted or Talented in math are placed in Geometry.~~
- ~~✓—Upon request of a parent to access the Gifted and Talented curriculum, students who have not been formally identified as Gifted and Talented in math may be placed in Geometry with approval by the middle school administrator or designee. A skills assessment and other methods would be used to assist in this decision.~~
- ~~✓ Students who failed Algebra Readiness, Pre-Algebra or 7<sup>th</sup> grade Math are placed in Essential Algebra Readiness to prepare for Algebra I in 9<sup>th</sup> grade. Additional supports and interventions are provided.~~

## **ACCOUNTABILITY**

In order to provide a transparent policy regarding Mathematics placement, the board approved policy will be posted on the schools' websites under the "Public Notices" section.

Students and parents have the right to timely recourse if they do not agree with the school's math placement decision in accordance with the policies laid out in the School Handbook. The first step in this process is contacting the student's counselor to discuss the placement decision.

The schools will monitor the success of the placement policy by reviewing math placement at the end of the first month of school each year. Placement will be re-evaluated using student success data. Students who are struggling will be given various academic interventions and supports. Students who appear to have mastered the material in a course may be considered for acceleration with the approval of their counselor.

Annually, each school will prepare a report of the math placements for the past year's 9<sup>th</sup> grade students, which includes the students' demographic information. This report will be presented to the Boards of Directors in a public meeting.

## MEMO

**To:** California Online Public Schools Board of Directors  
**From:** Sarah Savage  
**Re:** Employee Handbook Revisions

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Attached for board approval is a redline version of your Employee Handbook. This document has been provided to and carefully reviewed by your school's leadership team. Once board approved, the Employee Handbook will be posted on the Virtual Library. Just as a reminder, the Employee Handbook attached is in draft format and will be double checked for typos and formatting prior to being posted on the Virtual Library.

### **General Information**

*General revisions were made throughout the handbook, including updates to grammar, formatting, removal of excess language, etc. The terms "he/she" and "him/her" have been replaced with "they" and "their."*

### **Introduction**

#### **California Connections Academy Schools**

*Language was updated in this section to specifically align to California Connections Academy Schools.*

#### **California Connections Academy and Connections Education's Core Mission and Values**

*Language was updated in this section to specifically align to California Connections Academy Schools.*

### **Purpose of the Handbook**

*This section was updated for clarity purposes.*

### **Job Responsibilities**

*This section was updated for clarity purposes.*

### **Manager Responsibilities**

*This section was updated for clarity purposes.*

### **Outside Employment**

*Language was updated in this section to clarify an employee's outside employment during their standard school week.*

### **Termination of Employment**

#### **Notice and Severance**

*Language was removed regarding employees having confidential access to information during their notice period.*



**Last Pay and Payout of Earned Leave**

Language was removed to accurately reflect the process surrounding a staff member's last day of employment.

**Return of Property and Equipment**

Language regarding signing a Certificate of Separating was removed.

**Exit Interviews**

Language has been updated to be more concise.

**Equal Employment Opportunity Policy**

The characteristics within the Equal Opportunity Policy were updated. Also, the language within this entire section was updated for clarity purposes.

**Responsibilities**

The managers and supervisory personnel responsibilities were updated.

**Required Documentation**

Language was added regarding giving false or misleading information during the application process.

**Proof of U.S. Citizenship and/or Right to Work**

Language was updated for clarity purposes.

**Aptitude and Ability Test**

This section was removed.

**Background Check Policy (Reference Checks, Credit Checks, Certification Verification, and Criminal History Reports)**

Language was removed to better align with our process and procedure.

**Expiration of Educational Credentials**

Language was updated to clarify the disciplinary actions that could result from noncompliance with this policy.

**Tuberculosis Testing**

This section has been added.

**Internal Applications, Promotions, and Transfers**

Language was added for clarity purposes.

**Eligibility**

Language was updated for clarity purposes.

**Timing**

Language was updated for clarity purposes.

**Exceptions to Eligibility Requirements**

Language was updated for clarity purposes.

**Procedure**

*This section was removed.*

**Filling the Position**

*This section was removed.*

**Familial and Personal Relationships Between Employees**

*Language was updated for clarity purposes.*

**Employees with Children Enrolled in a Connections Academy School**

*Language was updated for clarity purposes.*

**Categories of Employment**

*Language regarding “adjunct teachers” was removed. The following categories were updated for clarity purposes: Regular Full-Time, Regular Part-Time, Temporary, and Term of Project. The Term of Project School Administrative, Term of Project School Non-Administrative, and the Part-Time Term of Project categories were removed.*

**Employee Classification**

*Language was updated for clarity purposes.*

**Workday and Workweek**

*This section was added.*

**Overtime**

*Language was added to explain the process of obtaining approval for overtime.*

**Paydays and Paychecks**

*Language was updated for clarity purposes.*

**Non-Exempt/Hourly Employees**

*Language was updated for clarity purposes.*

**Ten-Month Employee Pay Structures****Exempt Ten-Month Employee Pay Structure**

*This section was updated to remove the lump sum pay option.*

**Merit Increases**

*Language was added pursuant to federal law clarifying that staff members who are on a leave of absence will not be eligible for a merit increase until their return to work date.*

**Incentive Compensation Plan**

*Incentive compensation language has been removed.*

**Expense Reimbursement**

*Language was updated for clarity purposes. The pathway to the Travel and Expense Administration and Reimbursement Policy on the VL has been removed.*

**Non-Exempt Employee Travel Policy**

*Language was added regarding what is considered time worked while traveling and what is excluded.*

**Tracking and Reporting Travel Time**

*Language was updated for clarity purposes.*

**Social Security**

*Language was updated for clarity purposes.*

**Unemployment Compensation**

*This section was removed.*

**Worker's Compensation**

*Language was updated for clarity purposes.*

**Employee Health Benefits**

*Language was updated for clarity purposes*

**Work Hours**

*Language has been updated to remove the total number of school days and was replaced with information regarding the school calendar.*

**Make-Up Time Policy**

*This section was added.*

**Adjunct Teachers**

*This section was removed.*

**Attendance**

*Language was updated for clarity purposes. Also, language was added regarding mandatory attendance at school events.*

**Absence**

*Language was removed regarding requiring written documentation and unpaid leave.*

**Punctuality**

*Language was updated for clarity purposes.*

**Meal and Rese Breaks**

*Language was updated for clarity purposes. Language was also added regarding non-compliance with the policy.*

**Lactation Breaks**

*This section was added.*

**Office Closure**

*Language was updated for clarity purposes.*

### ***Compensation During an Emergency Office Closure***

*Language was updated for clarity purposes.*

### **Holidays**

#### ***Holidays and Overtime***

*Language was updated for clarity purposes.*

#### ***Holidays and Vacation, Short-Term Disability (STD), Sick Leave and FMLA Leave***

*Language was updated for clarity purposes.*

#### ***Termination on a Day Prior to a Holiday***

*Language was updated for clarity purposes.*

### **Paid Time Off – Vacation**

#### ***Certain State Law Requirements***

*Language was updated for clarity purposes.*

#### ***Vacation and Leaves of Absence***

*Language was updated for clarity purposes.*

#### ***Vacation and Adjusted Service Dates***

*This section was removed.*

### **Paid Time Off - Sick**

*Language was updated for clarity purposes.*

#### ***Specific Provisions for California Residents***

*Language was updated to better align with our procedure.*

#### ***Procedure for Use of Sick Leave***

*Language was updated for clarity purposes.*

#### ***Unreported Absence***

*This section was removed.*

#### ***Extended Illness***

*Language was updated for clarity purposes.*

### **Bereavement Leave**

*This section has been updated to include bereavement related arrangements in addition to traditional funeral services.*

### **Jury Duty Leave**

*Language was added to explain the process of notifying their manager of their jury duty notice.*

*Language was also added to explain pay for exempt and non-exempt employees after their 4 weeks of jury duty leave. Other language was updated for clarity purposes.*

**Leave for Employment Related Legal Proceeding**

*Language was updated for clarity purposes.*

**Military Leave**

*Language was updated for clarity purposes.*

**Military Leave and Benefits**

*Language was updated for clarity purposes. Language was also added to explain the reinstatement of employment upon completion of military service.*

**Teacher Compensatory Time**

*Language was updated for clarity purposes.*

**Eligibility**

*Language was added to better explain that compensatory time must be designated by the School Leader in advance.*

**Earning Compensatory Time Off**

*The minimum amount of time for eligibility of compensatory time was changed from “4 hours” to “2 hours”, language was also added to explain how to round hours in regards to compensatory time.*

**Requesting to Use Compensatory Time**

*Language was updated for clarity purposes.*

**Leave Under the Family and Medical Leave Act (FMLA)**

*Language was updated for clarity purposes.*

**Eligibility and Provisions**

*Language was updated to direct employees to Human Resources for additional information. Language regarding health coverage during the leave period, the employees 401 (k) plan during leave, vacation and sick leave accrual while on leave, participation in flexible spending account access while on leave, the requirement to provide recertification of their serious health condition, and designating FMLA leave retroactively were removed. Language was also updated for clarity purposes.*

**Parental and Serious Illness in the Family Leave**

*Language was updated for clarity purposes*

**Eligibility and Duration**

*This section was updated to include the information from the “Duration of Leave” section.*

**Duration of Leave**

*This section was removed.*

**Notice Requirements**

*Language was updated for clarity purposes.*

**Certification and Reporting Requirements**

Language was updated to direct employees to review the “Leave of Absence Request Process” on the Virtual Library.

**Unpaid Leave of Absence**

Language was added for clarity purposes.

**Employee Performance Management**

Language was updated for clarity purposes. Language was also added to explain salary increases are given at the school’s discretion. Language was also added regarding merit increases and merit increase eligibility.

**Disciplinary Process**

Language was updated for clarity purposes. Language was also added regarding the organization’s and the employee’s right to terminate the employment relationship at will.

**Standards of Conduct**

Language was updated for clarity purposes.

**Respect for Others**

Language was updated for clarity purposes.

**Language in the Workplace**

Language was updated for clarity purposes.

**Professional Ethical Standards**

Language was updated for clarity purposes. Also, language was added to explain that employees may not engage in political campaign activities while also engaged in school activities or resources.

**Reporting Unethical Behavior**

Language was updated for clarity purposes.

**Conflicts of Interest**

Language was updated for clarity purposes.

**Gifts**

Language was updated for clarity purposes.

**Authorizations and Approvals**

Language was updated for clarity purposes.

**Solicitation and Distribution**

Language was updated for clarity purposes.

**Appearance and Dress**

*Language was updated for clarity purposes.*

**Animals in the Workplace**

*This policy was added to explain that pets are not permitted in the school office or at school related events.*

**Employee Conduct While Driving**

*Language was updated for clarity purposes.*

**Social Media**

*Language was updated for clarity purposes.*

**School Social Media Accounts**

*This section was added to explain that upon termination an employee must disclose any passwords for school social media platforms and communications.*

**Prohibited Activities on Social Media Sites**

*Language was updated for clarity purposes.*

**Drug Free and Alcohol Free Workplace**

*Language was updated for clarity purposes.*

**Definition of “Controlled Dangerous Substance”**

*Language was updated for clarity purposes.*

**Searches**

*Language was updated for clarity purposes.*

**Drug and Alcohol Testing**

*Language was updated for clarity purposes. Language regarding unannounced random testing was removed. Language was added to explain that after an accident an employee may be tested if the school reasonably suspects they may have been under the influence.*

**Employee Assistance and Rehabilitation**

*Language was updated for clarity purposes.*

**Confidentiality**

*Language was updated for clarity purposes.*

**Employee Student Relations Policy**

*Language was updated for clarity purposes.*

**Learning Environment**

*This section has been removed.*

**Awareness of Possible Abuse/Neglect**

*Language was updated for clarity purposes.*

**Non-Fraternization Policy**

*Language was updated for clarity purposes.*

**Transportation of Students by Employees and Student Home Visits**

*Language was updated for clarity purposes.*

**Actions in the Presence of Children and Families**

*The bullet stating, “consuming alcohol” has been updated to include “drugs.”*

**Preventing Workplace Harassment**

*Language was updated for clarity purposes.*

**Definition**

*Language was updated for clarity purposes.*

**Interaction with Students**

*Language was updated for clarity purposes.*

**Sanctions**

*This section was removed.*

**Complaint Procedure**

*Language was updated to better clarify the process and procedure.*

**Protection Against Retaliation**

*Language was updated for clarity purposes.*

**Authority and Responsibility**

*Language was added for clarity purposes.*

**Whistleblower Policy**

*Language was updated for clarity purposes.*

**Non-Retaliation**

*Language was updated for clarity purposes.*

**Issue Resolution Process**

*Language was updated for clarity purposes.*

**Handling Confidential Information****Personally Identifiable Information**

*Language was updated for clarity purposes.*

**Family Educational Rights and Privacy Act (FERPA)**

*Language was updated for clarity purposes.*



**Confidential and Proprietary Information**

Language was updated for clarity purposes. Language was also added regarding the rights of Connections and third parties and the use of Connections and third party property.

**Intellectual Property Policy**

Language was updated for clarity purposes.

**Using Copyrighted and Trademarked Materials**

Language was updated to direct employees with questions regarding the use of third party copywritten material and trademarks to the Legal Department. Language was also updated for clarity purposes.

**External Inquires**

Language was updated for clarity purposes.

**Records Retention**

Language was updated for clarity purposes.

**Personnel Files**

Language was updated for clarity purposes.

**Accommodation of Disabilities**

Language was updated for clarity purposes.

**Work-at-Home Policy**

Language was updated for clarity purposes. Language was also added to explain work from home privileges may be revoked at any time.

**Work-at-Home Guidelines**

Language was updated for clarity purposes.

**Technology**

Language was updated for clarity purposes.

**Regulatory Compliance/Risk Management**

Language was updated for clarity purposes. Language regarding the "Site Inspection Checklist" was removed.

**Work-at-Home Classifications**

Language was updated for clarity purposes.

**Short-Term Work-at-Home Arrangements**

Language was updated for clarity purposes.

**Home Based Employees (Part Time)**

Language regarding "adjunct teachers", "SLPs", and "PRN's" were removed.

**Workplace Safety**

Language was updated for clarity purposes.

**Security**

*Language was updated for clarity purposes. Language was also added to explain that employees are responsible for the security of their personal belongings.*

**Workplace Violence Protection**

*Language was updated for clarity purposes.*

**Prohibited Conduct**

*Language was updated for clarity purposes.*

**Employee Guidelines and Procedures**

*Language was updated for clarity purposes.*

**Outside Threats**

*Language was updated for clarity purposes.*

**Threat Over Phone**

*Language was updated for clarity purposes.*

**Threatening E-Mail**

*Language was updated for clarity purposes.*

**Mail Threat**

*Language was updated for clarity purposes.*

**Property and Equipment**

*Language was updated for clarity purposes.*

**Parking Option**

*Language was updated for clarity purposes.*

**Cell Phone/Mobile Device Use**

*Language was updated for clarity purposes. Language regarding submitting a bill for reimbursement for business calls made on an employee's personal device was removed. Language regarding the use of a device while driving was also removed.*

**Software/Hardware Policy****Acceptable Use**

*Language was updated for clarity purposes.*

**Purchasing**

*Language was updated for clarity purposes.*

**Licensing**

*Language was updated for clarity purposes.*

**Hardware**

*Language was updated for clarity purposes.*

**Purchasing**

*Language was updated for clarity purposes.*

**Electronic Communications, Telephone Communications and Access Control Security Policy**

*Language was updated for clarity purposes.*

**Internet Security and Usage Policy**

*Language was updated for clarity purposes.*

**Specific Policy**

*Language was updated for clarity purposes.*

**Authorized Usage**

*Language was updated for clarity purposes.*

**Information Movement**

*Language was updated for clarity purposes.*

**Information Protection**

*Language was updated for clarity purposes.*

**Copyright and Licensing Restrictions**

*Language was updated for clarity purposes.*

**Expectation of Privacy**

*Language was updated for clarity purposes.*

**Access Control**

*Language was updated for clarity purposes.*

**Reporting Security Problems**

*Language was updated for clarity purposes.*

**Remote Access Policy**

*Language was updated for clarity purposes.*

**Equipment and Tools**

*Language was updated for clarity purposes.*

**Use of Personal Computers and Equipment**

*Language was updated for clarity purposes.*

**High Speed Internet Connections**

*This section was removed.*

***Anti-Virus Software***

*Language was updated for clarity purposes.*

**Acknowledgement**

*Language was updated for clarity purposes.*

Please let us know if we can aid in the review process in any way or if you require further information on a specific policy or section of the revised handbook.



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# INTRODUCTION

## CALIFORNIA CONNECTIONS ACADEMY SCHOOLS EDUCATION

California Online Public Schools is a nonprofit public benefit corporation that operates the California Connections Academy Schools. California Online Public Schools has received a tax exempt determination as a 501(c)3 from the IRS. Any references in this handbook to “we”, “our”, “the school”, “employer” and “CalCA Schools” shall mean California Online Public Schools and the California Connections Academy Schools and programs it operates. Employees of California Connections Academy Schools are employed by California Online Public Schools. California Online Public Schools contracts with Connections Education (dba Pearson Online and Blended Learning K-12 USA) for certain products and services, including human resource services. Connections Education® is a leading accredited provider of high-quality, highly accountable virtual and blended education solutions for students in grade K–12. Founded in October 2001, Connections is now part of the global learning company Pearson. Connections is committed to expanding quality education through technology and helping students achieve both academic and personal success through its Connections Academy® and Connections Learning® divisions.

### Connections Academy

Connections Academy virtual schools deliver individualized learning plans, outstanding curriculum, superb teachers, and a powerful online learning platform—all supported by Connections Education. Through 30-plus virtual public schools and one international private online academy, the Connections Academy network serves more than 50,000 students in grades K–12.

### Connections Learning

Connections Learning delivers a full range of targeted digital learning solutions to the K–12 education community, helping hundreds of districts and schools across the nation—and around the world—to bring high-quality virtual and blended education to their students. Connections Learning partners can choose from a full catalog of online courses coupled with expert online teaching and platform options tailored to their specific programmatic needs.

## CALIFORNIA CONNECTIONS ACADEMY AND CONNECTIONS EDUCATION’S CORE MISSION AND VALUES

### Mission Statements

California Connections Academy Schools educate to empower compassionate global citizens by leveraging 21st century education resources on behalf of students who need a more personalized approach to learning to maximize these students’ potential and meet the highest performance standards.

~~The mission of Connections Education is to help each student maximize his or her potential and meet the highest performance standards through a uniquely individualized learning program. Cal~~

Incorporated in this mission are our core values. We expect every member of our organization to be:

- ~~BRAVE. As an organization, we occasionally need to take risks and make bold moves and we expect our people to embrace and support these decisions. You should speak up when you have a valuable opinion, or when you disagree with a decision or someone’s actions. As we are in an ever-changing industry, you also need to be willing and eager to accept change.~~
- ~~IMAGINATIVE. We need our people to think outside the box by presenting innovative solutions. We admire creativity and ingenuity. When you have an idea, share it. Be forward-thinking in your role so that we can all anticipate outcomes.~~
- ~~DECENT. We demand respect and professionalism of our people. Your interactions with others, whether within the organization or externally, should be engaging and genuine. Our people should display the highest integrity and ethics—particularly when it comes to working with children. Recognize and reward others you work with for their successes.~~

- ~~ACCOUNTABLE. Take pride in your work. Take ownership when you've made a mistake. We believe in empowering our people, but with empowerment comes personal accountability. You should hold yourself to the highest standards for your projects and service.~~

~~Connections carries these values over to its employees by~~ We striveing to provide a work environment built upon the following cultural pillars:

- Empowerment: We believe in giving our employees the autonomy to make decisions and providing them with the tools and resources necessary to feel empowered to make those decisions
- Accountability: We believe in holding our employees accountable for their own work product and quality service.
- Anticipate Outcomes: We believe in challenging our employees to explore all possible outcomes of any given situation and to plan accordingly to proactively overcome any negative impacts.
- Reward Success: We believe in celebrating the success of our employees and recognizing their contributions.
- Rapid Response: We believe in responding to feedback quickly with incremental changes.

## PURPOSE OF THE HANDBOOK

~~We have created these policies for all staff of Connections Education to include Connections Learning, Connections Academy and any Connections Academy affiliated school.~~ These policies have been prepared for all full-time and part-time employees, unless otherwise noted herein. ~~Any references in this handbook to "we", "our", and "the school" are intended to mean Connections Academy.~~

This handbook does not create any expressed or implied contract concerning your employment nor does it guarantee your employment for any term. It is intended to assist employees in acquainting themselves with the school, and to serve as a reference manual for information about ~~our~~ employment policies and procedures.

~~We~~ The organization reserves the right to add to, suspend, delete, or modify any part of the handbook, at any time and without notice. However, ~~we~~ employees will be kept ~~you~~ apprised of important changes in our policies, procedures, and practices, although you may not always be notified in advance of a change or the reason for the change. Furthermore, ~~we~~ the organization reserves the right to respond to each situation in the manner we determine will best serve the interests of fairness and responsible business management.

~~If you cannot find the answer to the question you have, or if~~ you have specific questions about the interpretation or application of a particular provision of this handbook, please consult Human Resources.

The most current version of this handbook is always available online in the Virtual Library. ~~Online updates supersede earlier hardcopy versions. You should therefore consult the online version for any questions.~~ Federal, state, or local laws prevail in the event there is a conflict with the content of this guidehandbook.

To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed by the Vice President of Human Resources. If you sign additional agreements related to your employment, you will be required to comply with their provisions even if they are different than the information that is contained in the employee handbook.

Any individual who violates any policy in this handbook will be subject to disciplinary action, up to and including termination. After reading this handbook, you will be asked to acknowledge that you have read ~~and~~ understand and agree to abide by the handbook's contents.

## AT-WILL EMPLOYMENT

No policy or provision in this handbook is intended to create a contract binding you or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other

than the Vice President of Human Resources, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term.

## JOB RESPONSIBILITIES

Each employee is required to perform the job duties applicable to their position in a satisfactory manner. At any time, an employee may be asked to perform duties outside of their job description consistent with the culture of collaboration and teamwork within our organization. Employees are expected to perform additional duties in the same manner ~~they would the duties as~~ listed in their job description.

## MANAGER RESPONSIBILITIES

### REPORTING OBLIGATIONS

Any employee whose title is manager or higher ~~and/or AND/OR~~ who supervises other employees, for purposes of this section referred to as “Management”, must follow the policies set forth ~~below within this handbook~~. Management MUST immediately (within 24 hours) report complaints of harassment, ~~discrimination or retaliation~~, requests for accommodations, workplace injuries ~~and complaints of retaliation~~ and any suspected or known policy violations of any sort to ~~Human Resources~~ the school’s designated Human Resources Partner.

### MANAGER EMPLOYEE RELATIONS

Management is expected to maintain appropriate and professional relationships with all employees ~~under their supervision~~. Managers should remain objective in all ~~dealings interactions~~ with employees and should never show any preference or favoritism ~~towards one employee over another~~.

### DISCLOSURE OF CONFIDENTIAL EMPLOYEE INFORMATION

Management is prohibited from disclosing ~~employee personal employee~~ information to internal or external parties without prior approval from Human Resources and/or the School Leader. State law may mandate disclosure of select confidential information, except as required by law, including the following:

- ~~Compensation~~
- ~~Performance issues~~
- ~~Medical conditions~~
- ~~Any other information deemed confidential by Human Resources~~

In addition, management is not permitted to provide reference checks ~~for former employees~~ and all inquiries of this type should be forwarded to Human Resources. If an employee asks management for a letter of recommendation, the letter must be routed to Human Resources for approval prior to release ~~to the employee and/or to a third party~~. Lastly, management is strictly prohibited from requesting medical documentation or a doctor’s note ~~from any employee~~; these requests must come from Human Resources.

## HIRING PRACTICES

Any level of management charged with hiring ~~for their division or department~~ must comply with ~~the our~~ Equal Employment Opportunity policy. ~~Management must also comply with the recruiting and hiring practices of the Human Resources Department~~. Please refer to the myLearning portal relevant Manager Training programs for further information.

Additionally, a manager who has a personal or professional relationship with an applicant for employment must disclose this relationship to Human Resources in writing at the outset of the hiring process. In order to maintain objectivity in hiring decisions, it may be necessary for the manager to be excused from the interview process. Specifically, if a manager is making any decisions related to ~~the background check~~ qualifications of an applicant which

they have a personal or professional relationship with, it is imperative that Human Resources is involved in discussions with the applicant.

## OUTSIDE EMPLOYMENT

Outside employment is additional employment for which compensation is paid by ~~an EXTERNAL~~ a third party source ~~while the employee is also an employee of the~~ organization. This employment must not interfere with job performance or interfere with ~~the an~~ assigned work schedule or occur during an employee's standard school work hours. Outside employment may not occur during an employee's standard school work hours. Please contact your manager if you have any questions pertaining to your standard school work hours. Outside employment should be consistent with generally accepted activities for an educational institution and may not be conducted on our property nor use our property or resources. ~~Some employees may be subject to a non-compete agreement prohibiting certain types of outside employment. If you have a question about whether you are subject to a non-compete agreement, contact Human Resources.~~

## REQUIRED EMPLOYEE TRAINING PROGRAMS

We value our employees and strive to prepare them for a long and successful career by offering a well-rounded training program. As a result, there are a number of optional and mandatory trainings available ~~to employees~~. All mandatory trainings must be completed in the timeframe established. Employees who are in need of an extension should work with their manager in conjunction with Human Resources to have the request for extension approved.

## TERMINATION OF EMPLOYMENT

- **Notice and Severance:** We request that employees who plan to resign notify their manager in writing at least two (2) working weeks prior to their last day. For ~~Management~~ those employees in a supervisory capacity, three (3) weeks of notice is requested. Vacation and other forms of leave are not to be used during the notice period. The purpose for advance notice is to provide for an orderly transition of ~~the employee's~~ duties in a professional manner. ~~Employees who are considered at risk for accessing confidential information during the notice period may have their duties adjusted during this time period or may be requested to work at home or may be excused from their work responsibilities.~~ The right to work through the end of a notice period is at our discretion.
- **Last Pay and ~~Payment of Leave~~ Payout of Earned Leave:** Employees who resign or are terminated will be paid through the last day worked, including any overtime worked. Employees will be paid for unused vacation leave according to the terms of the Vacation policy. ~~An employee is considered to have terminated employment as of the last day worked, for all pay and benefits purposes.~~ Medical, dental, and vision benefits end on the last day of the month in which the employee has terminated employment.
- **Return of Property and Equipment:** As provided in the Property and Equipment policy, an employee must return any of these items in their possession no later than ~~their the~~ last regular day of employment. ~~On or before the employee's last day of employment, the employee will be required to sign a Certificate of Separating Employee, certifying that the employee has returned all company materials.~~ If an employee fails to return ~~company the organization's~~ property, they may be billed for the value of any property and equipment issued and not returned in working condition equivalent to when it was received, excluding normal wear and depreciation.
- **Continuation of Benefits.** The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible employees to extend health insurance for up to eighteen (18) months (at their own expense) following termination of employment. Additional information about COBRA is provided in the Employee Benefits Guides.
- **Exit Interviews:** In instances where an employee voluntarily leaves our employ, we would like to discuss your the reasons for leaving and any other impressions feedback that you may have about our organization. ~~If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview you can express yourself freely. It is hoped that this exit interview will help us part as friends, as well as provide insight into possible improvements we can make.~~ All information will be kept confidential to the extent



possible.

# PRE-EMPLOYMENT, HIRING, AND TRANSFER POLICIES

## EQUAL OPPORTUNITY POLICY

The principles of equal employment opportunity are a vital ~~to element in~~ our success. These principles extend to all aspects of employment including recruitment, hiring, assignment, training, compensation, benefits, terminations, educational assistance, social and recreational programs, promotions, and transfers. We are committed to creating and fostering a work environment free from unlawful discrimination ~~and harassment~~ and one in which decisions and terms of employment are not based in any way race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. on race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status, or other category protected by law.

~~We~~ The organization isare committed to providing an accessible work place for all employees. ~~We~~ The organization will make reasonable accommodations on behalf of individuals of which ~~we~~ they are aware. Employees Accommodation requests should be directed to ~~in need of accommodation should contact~~ Human Resources.

## RESPONSIBILITIES

~~Human Resources is ultimately responsible for developing, communicating, and enforcing the principles set forth in this Policy throughout the entire organization.~~

Continued success in equal employment opportunity depends not only on the commitment and involvement of those directly responsible for the ~~program's~~ implementation but also on the dedication of all employees. Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. All managers and supervisory personnel are charged with making a personal commitment to practice and enforce the principles of this Policy, including the following:

- Recruit, hire, train, promote, transfer, and provide opportunities without regard to any consideration made unlawful by federal, state, or local laws, ordinances, or regulations, or the perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics~~race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status, or non-job related characteristic;~~
- Ensure that promotion decisions are made in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities; and
- Ensure that all personnel actions relating to compensation, benefits, transfers, terminations, layoffs, training and education assistance are administered in a nondiscriminatory manner.

This ~~p~~Policy applies to all employees, supervisors, or managers, at any level.

Any manager or supervisor who becomes aware of allegations of unlawful discrimination or harassment must bring the allegations to the attention of his or her manager or Human Resources.

## UNLAWFUL HARASSMENT

~~We~~ The organization ~~is~~are committed to providing a ~~n-work~~ atmosphere free of unlawful harassment. Unlawful harassment is unwelcome or unwanted conduct, whether verbal, nonverbal, or physical, which: (1) demeans, degrades, or shows hostility toward another person because of that person's race, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status, and (2) the conduct substantially interferes with an individual's employment by creating a hostile work environment.

~~We~~ The organization will not tolerate any form of harassment based on race, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status. This ~~p~~Policy applies in the workplace or in any work-related settings, such as ~~business-school~~ trips, ~~sales meetings~~, ~~conferences~~~~conventions~~, or ~~school~~~~business~~-related social events. ~~We~~ The organization expects employees to conduct themselves in a professional manner in the workplace and at any other time they are representing ~~us~~the school. Such conduct is essential to promote quality work, and to ensure a ~~n-work~~ environment free of discrimination.

## INTERNAL COMPLAINT PROCEDURES

If an employee believes ~~he or she~~they have ~~has~~ been unlawfully discriminated against or harassed, ~~the employee~~ they should immediately inform ~~his or her~~their ~~managers~~supervisor. If the employee believes that ~~his or her supervisor~~their manager is the source of the problem, or is uncomfortable with this approach for any reason whatsoever, ~~they~~ employee should contact the school's designated Human Resources Partner. Complaints will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated and handled promptly, impartially, and appropriately.

If ~~you~~ an employee perceives ~~think~~ someone ~~to be~~is acting in a way inconsistent with ~~Connection's~~ the Code of Conduct, including complaints about the violation of this ~~p~~Policy, ~~you should~~do not hesitate to report it to the Human Resources Department ~~or Connection Education's Legal Affairs Department~~.

Retaliation for bringing a discrimination complaint forward or for participating in an investigation will not be tolerated.

Please reference the Virtual Library for contact information to report a concern to Human Resources at **Home > School Handbook > Connections Education Non-Discrimination Statement**

## REQUIRED DOCUMENTATION

~~Except as otherwise provided, a~~Any required documentation or forms, either paper or electronic, ~~that are required by Human Resources~~ must be completed and returned to Human Resources within three (3) days of the first date of employment. Required documentation may vary depending on the employee's position, or the state in which the employee works or lives. If it is found after employment begins that any information provided on the application was false or misleading, or that information that could be detrimental to the school was withheld during the interview and/or hiring process, employment may be terminated.

## PROOF OF U.S. CITIZENSHIP AND/OR RIGHT TO WORK

Federal regulations require that within three (3) days of ~~hire~~ the first date of employment, all employees must complete and sign Federal Form I-9 Employment Eligibility Verification Form and must present ~~original~~ documents of identity and eligibility to work in the United States. Additionally, ~~employees in~~ some states may ~~be required to be~~ E-verified as required by state law.

## ~~APTITUDE AND ABILITY TEST~~

~~For certain positions, you may be required to be tested for your qualifications. If you have a disability which will affect your ability to take such a test, it is important that you advise Human Resources of this so that a reasonable accommodation can be arranged.~~

## ~~REFERENCE AND CRIMINAL BACKGROUND CHECK POLICY (REFERENCES CHECKS, CREDIT CHECKS, CERTIFICATION VERIFICATION AND CRIMINAL HISTORY REPORTS)~~

~~Offers of employment are contingent upon satisfactory reference and criminal background checks as well as receipt of valid certification documents and including receipt of fingerprint clearances, consistent with legal requirements, as required or any other approvals as listed in the offer letter. We reserve the right to conduct additional background checks periodically during employment. Employment may be denied or terminated if we believe the result of any of the background checks performed would affect an individual's ability to do his or her job and/or the safety of the workplace or our customers. Background checks and other clearances or verifications as required by state law are conducted at the time of hire and every two years thereafter, or as required by law, for school-based employees.~~

~~The following standard checks are conducted for all employees:~~

- ~~• County and/or statewide criminal checks for addresses in the previous 7 years~~
- ~~• Social security number verification~~
- ~~• Sex offender check or U.S. criminal indicator search~~

~~Additionally, we will perform a verification of educational credentials for school-based employees and a credit check for individuals assuming a significant degree of financial responsibility.~~

~~If it is found after employment begins that any information provided on the application was false or misleading, or that information that could be detrimental to the school or company was withheld during the interview and/or hiring process, employment may be terminated.~~

## ~~ARRESTS OR CONVICTIONS DURING EMPLOYMENT~~

~~Employees who are arrested for or convicted of a felony or misdemeanor offense that could directly impact the employee's ability to perform his or her job, have a negative impact on the company, or must be reported as required by law, must immediately, within one business day of returning to work after the arrest or conviction, notify his/her supervisor and Human Resources. Employees that have been arrested for or convicted of a felony or misdemeanor during employment that impacts the employee's ability to perform his or her job, or has a negative impact on the company, may receive disciplinary action, up to and including termination.~~

## ~~EXPIRATION OF EDUCATIONAL CREDENTIALS~~

~~Some employees, as a condition of employment, must maintain and provide proof of a valid credential. This includes teachers and most school administrators. It is the employee's responsibility to be aware of the expiration date(s) associated with such credentials and to take steps to renew credentials as needed. Compliance Services will monitor the expiration of such credentials and provide employees with any notice required by federal or state law or regulation of such expiration. Additionally, disciplinary action may be taken against any employee whose credential expires, in accordance with state regulations.~~

~~Noncompliance with this policy could result in unpaid suspension beginning the day after the expiration date of your credential(s). If after thirty (30) days of unpaid suspension you have not submitted the required credentials, your employment could be terminated.~~

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## TUBERCULOSIS TESTING

No person shall be employed by the school unless they provide proof of having submitted to a tuberculosis (TB) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined they are free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intra-dermal tuberculin test that, if positive, shall be followed by an X-ray of the lungs. Each employee shall cause to be on file with the school a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable). A person who transfers employment from another school can meet these requirements by providing a certificate from a qualified professional, or a verification from the prior school employer, that shows they are found to be free of infectious TB within 60 days of initial hire.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four (4) years or more often if recommended by the local health officer.

As the risk assessment, and examination if necessary, is a condition of initial employment, new employees are responsible for associated costs. The school shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

## INTERNAL APPLICATIONS, PROMOTIONS AND TRANSFERS

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### INTERNAL APPLICATIONS

~~We~~ The organization is committed to posting job opportunities as they become available. Internal and external recruitment may occur simultaneously or separately.

As with external hiring, equal consideration for internal transfer or promotion is given to all who apply in accordance with ~~our~~ the Equal Opportunity ~~P~~policy. Additional consideration may be granted to internal applicants dependent upon their duration of service with the organization.

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### ELIGIBILITY

Generally, employees should be in their current position for at least one (1) full school year before applying for another internal position. ~~(i.e. if an employee begins employment mid-way through the school year, that employee must complete the whole school year and the following school year in its entirety before becoming eligible for an internal position). For purposes of this Policy, employees are considered to have worked one (1) full school year if their employment begins on the first day of school for students as dictated by the school calendar. Employees beginning employment any day after the first day of school for students will be considered to have begun employment mid-way through that school year.~~

In addition to the time in their current position, an employee must satisfy all the minimum requirements listed on the job posting and must meet current performance expectations. ~~and Additionally, employees must not have had disciplinary actions plans or warnings within~~ action against them within the current school year ~~previous sixty (60) days. Employees who are on performance improvement plans are typically not eligible for transfer or promotion. There may be instances where an employee who has previously been successful has moved into a position that is not a good fit for his or her skill set. In these rare instances, with the approval of Human Resources, these employees may be considered for a transfer to a different position.~~

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### TIMING

~~So~~ In order for schools ~~can to~~ adequately serve student needs, an employee is generally prevented from transferring positions at any time during the school year. Transfers typically occur at the beginning of a new school year.

It is important to maintain continuity in service to our students. ~~Management must make all decisions regarding internal transfers with this focus in mind.~~ Management has discretion in these decisions as they are empowered with determining what best suits student needs.

Effective dates for transfers or promotions must occur at the beginning of a pay period. A transfer or promotion should occur within four (4) to six (6) weeks after the acceptance of a new position. The current manager will have the ability to indicate if the standard transition time will not be sufficient.

### EXCEPTIONS TO ELIGIBILITY REQUIREMENTS

The minimum service requirement is waived for transfers and promotions occurring within the same department. Employees transferring from a part-time to full-time position may also be waived from the minimum service requirement based on [business-organizational](#) need.

~~Occasionally,~~ ~~if~~ an employee is a unique fit for an internal transfer based on skills, expertise and performance, as determined by management in coordination with Human Resources, or there is a specific ~~business~~-need/urgency, an exception may be made.

### PROCEDURE

~~If an employee desires to pursue a different position in the company, the employee should submit an Internal Application (available on the Virtual Library) to Human Resources via an Issue Aware ticket. The employee must first send the Issue Aware ticket to his or her current manager to confirm notification of his or her intent to interview for another opportunity prior to interviewing with the hiring manager. The current manager must indicate in the Issue Aware ticket whether the standard transition period noted above is sufficient or insufficient due to business needs and if insufficient, must indicate what time frame is needed. The current manager should then send the Issue Aware ticket to Human Resources. A Human Resources representative will assign the Issue Aware ticket to the hiring manager.~~

### FILLING THE POSITION

~~Before making an offer, the hiring manager will review the candidate's performance documentation with Human Resources, and should discuss the candidate's work performance with the candidate's current manager. Human Resources should review the employee's personnel file and conduct any required background checks which may be required for the new position. If the candidate is selected for the position, the hiring manager will contact the employee's current manager prior to the conveyance of the offer to discuss the timing of the transition. All discussions or negotiations of details such as salary, grade, title and timing of transfer must be coordinated by Human Resources in order to insure equity and clear, timely communication. The managers will decide on a mutually agreeable transition date which should typically be within four (4) to six (6) weeks from the date of acceptance of the offer, unless business needs dictate otherwise. Human Resources will provide transferees with written confirmation of their new position, salary, job title and reporting relationship.~~

~~Employees offered a position through an internal job posting should accept or decline the position within three (3) working days.~~

~~Lateral moves in and of themselves are not appropriate rationale for salary increases (including one-time bonuses and special payments, which are not permitted in lateral transfers). The only permissible rationale is when the competitive pay rates for the new job have been found to be significantly higher than the previous job. All salary actions must be discussed with and approved by Human Resources in advance of communication with the employee. Monetary counter-offers by the employee's current department will not be permitted.~~

### FAMILIAL AND PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES

~~Unless approved as set forth below,~~ ~~a~~Any employee involved in a non-work-related personal or romantic relationship with another employee ~~should~~~~may~~ not be the manager or have ~~substantive-perceived or actual~~ influence or authority

over the career advancement, compensation, or performance appraisal of the other. A non-work-related ~~personal~~ relationship is defined as a family relationship including a spouse, former spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, in-law (brother, sister, father, mother, son, daughter), domestic partner, shared custodial responsibilities, or a ~~romantic n intimate~~ relationship, an external business relationship, or any other relationship that could create the potential for a conflict of interest in the workplace.

~~An intimate relationship may include:~~

- ~~• A relationship involving shared financial accounts or legal duties~~
- ~~• A relationship where one individual has responsibility for the child of the other (ex. godparent)~~

Exceptions to this ~~p~~Policy must be approved by the Vice President of Human Resources ~~and/or the School Leader or their designee. and/or Board President if applicable.~~ If there is a question concerning if a relationship constitutes a conflict of interest, please contact Human Resources.

## EMPLOYEES WITH CHILDREN ENROLLED IN A CONNECTIONS ~~EDUCATION~~ ~~AFFILIATED ACADEMY~~ SCHOOL OR PROGRAM

### COMMUNICATION TOOLS

Employees who have children enrolled in a Connections ~~Education Academy(CE)~~ affiliated school ~~or program~~ may not use ~~employee~~ instant messaging system ~~or~~ other forms of communication that are not available to other families when communicating with their children's instructors. Employees should communicate with their children's instructors through the ~~channel methods~~ available to all Learning Coaches as indicated in the School Handbook.

Keeping the ~~channels methods~~ of communication separate for the Learning Coach role ensures proper tracking of parent and instructor communications to maintain a clear process for parent and student feedback, questions and for school staff to best address parent concerns.

### CONFIDENTIAL INFORMATION

~~Employee a~~Access granted in Connexus is to be used ~~to~~ solely for the purposes of performing tasks related to the employee's position and should not be used to access data related to their child ~~(ren)~~ or for any purpose outside of their job duties.



# COMPENSATION AND BENEFITS POLICIES

## CATEGORIES OF EMPLOYMENT

- **Regular Full-Time:** A regular full-time employee is an employee who ~~is hired for an indefinite period of time and is regularly scheduled to work at least thirty (30) hours per week, and is eligible for benefits. Except for adjunct teachers and regular part-time teachers, Teachers are considered all teachers are~~ full-time employees even if they are not scheduled to work during the summer ~~or other school holidays~~ school holiday. ~~On the school level there are two (2) types of regular full-time employees which are detailed below.~~
  - **School Administrative Employee:** A school administrative employee is a regular full-time employee who works on a twelve (12) month basis.
  - **School Non-Administrative Employee:** A school non-administrative employee is a regular full-time employee who works on a ten (10) month school calendar. ~~Within this category there are exempt and non-exempt employees.~~
- **Regular Part-Time:** A regular part-time employee is an employee who is ~~hired for an indefinite period of time and is regularly scheduled to work fewer than thirty (30) hours per week, and is eligible for certain benefits.~~
  - ~~Adjunct Teachers, Substitutes: Due to the fluctuating nature of work schedules throughout the year, employees holding these positions are not considered regular part-time employees for purposes of regular part-time sick, vacation and personal paid time off policies.~~
  - ~~Employees with a work week of less than twenty (20) hours are not considered regular part-time employees for purposes of regular part-time sick, vacation and personal paid time off policies.~~
- **Temporary:** A temporary employee is on the payroll, but is expected to be employed for a specific period of time. Temporary employees are not eligible for ~~employee~~ benefits.
- **Full-Time Term of Project:** A ~~full-time~~ term of project employee is an employee ~~regularly scheduled for 30 hours or more per week, but for a limited period of time, working~~ longer than ~~six (6) months but shorter than twenty-four (24) months, for the purpose of working on a specific, defined-term project, with the understanding that e~~ Employment will terminate when the project is completed ~~A Term of Project employee could be full-time or part-time and can be a school administrative or school non-administrative employee classification. (subject to the employment at will policy).~~ In certain limited, extraordinary situations, a term of project assignment can be extended for additional periods of time not to exceed ~~six (6) months; however, such extensions must be approved by Human Resources before the end of the 24<sup>th</sup> month, and before the extension has been communicated to the term of project employee. Term of project employees are not eligible for incentive compensation.~~
  - ~~School Administrative: A school administrative term of project employee is a term of project employee who works on a twelve-month calendar. For the purposes of paid time off, school administrative term of project employees will receive pro-rated time off benefits available to regular full-time school administrative employees for holiday, sick, vacation and personal paid time off.~~
  - ~~School Non-Administrative: A school non-administrative term of project employee is a term of project employee who works a ten-month school calendar. For the purposes of paid time off, school non-administrative term of project employees will receive pro-rated time off benefits available to regular full-time school non-administrative employees for holiday, sick, vacation and personal paid time off.~~
- ~~Part Time Term of Project: A part-time term of project employee is an employee regularly scheduled for fewer than 30 hours per week, but for a limited period of time, longer than 6 months but shorter than 24 months, for the purpose of working on a specific, defined-term project, with the understanding that employment will terminate when the project is completed (subject to the employment at will policy). In certain limited, extraordinary situations, a term of project assignment can be extended for additional periods of time not to exceed 6 months; however, such extensions must be approved by HR before the end of the 24<sup>th</sup> month, and before the extension has been communicated to the term of project employee. Term of project employees are not eligible for incentive compensation. Term of Project employees with a work week of less than twenty (20)~~



hours are not considered part-time employees for purposes of part-time sick, vacation and personal paid time off policies.

- **School Administrative:** A school administrative term of project employee is a term of project employee who works on a twelve-month calendar. For the purposes of paid time off, part-time school administrative term of project employees will receive the pro-rated time off benefits available to regular full-time school administrative employees for holiday, sick, vacation and personal paid time off.
- **School Non-Administrative:** A school non-administrative term of project employee is a term of project employee who works a ten-month school calendar. For the purposes of paid time off, part-time school non-administrative term of project employees will receive pro-rated time off benefits available to regular part-time school non-administrative employees for holiday, sick, vacation and personal paid time off.

## EMPLOYEE CLASSIFICATION AS ESTABLISHED BY THE FAIR LABOR STANDARDS ACT

- **Exempt:** Exempt employees are those employees who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties ~~are not eligible for overtime pay, as defined under~~ pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws. These employees are typically paid on a salaried basis for carrying out their position responsibilities regardless of the hours worked. Exempt employees are not eligible for and will not be paid overtime pay.
- **Non-Exempt:** Non-exempt employees are those employees who, regardless of title or function, are eligible for overtime pay, in accordance with applicable laws defined under the FLSA. Non-exempt employees are paid at a rate of time and one-half for hours worked in excess of eight (8) hours in one day. Non-exempt employees are required to take meal and rest periods as described herein. Part-time teachers who do not ~~meet the state~~ qualify as exempt classification are considered will be classified as non-exempt employees and will be paid on an hourly basis.

## WORKDAY AND WORKWEEK

For purposes of calculating overtime, the School's standard workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 a.m. (midnight). The School's standard workday is 12:01 a.m. to 12:00 a.m. (midnight) each day.

## OVERTIME

Unless otherwise required by law, non-exempt employees are paid one and one-half times their regular hourly rate for hours worked in excess of eight (8) hours per work day or over forty (40) hours per work week. Employees are compensated only for hours worked. All non-exempt employees are required to obtain approval from their managers/supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime.

## PAYDAYS/PAYCHECKS

For payroll calculation purposes, the standard work week for all employees runs from Sunday morning through the following Saturday evening. Employees are paid semi-monthly on the fifteenth (15th) and the final day of each month except when the pay date falls on a Saturday or Sunday, in which case employees will be paid the Friday before the fifteenth (15th) or final day of each month. Advances in pay are not permitted. Employees will have their compensation payments spread over twenty-four (24) equal payments, except where state statutes or regulations require otherwise.

In accordance with the law, all mandatory federal, state, local, and other deductions will be withheld ~~taken~~ from an employee's semi-monthly pay.

Payroll information must be submitted by the established due date in order for timely processing. These due dates are listed on the Payroll Calendar which is available on the Virtual Library. If changes to payroll information are received after the established due date, they will be processed on the next scheduled pay period.

## NON-EXEMPT/HOURLY EMPLOYEES

Hourly employees are paid for hours worked in the pay period following the period in which the hours were recorded (~~i.e. hours worked from the 1st through the 15th of the month are paid on the final business day of the month~~).

Hourly employees are required to record ~~their start/end time and, meal breaks times, and end time~~ on a daily basis on a timesheet. Hourly employees are also responsible for reporting accurate hours on their timesheets. Falsification of timesheet hours is strictly prohibited. Employees must submit their timesheet to their immediate manager for approval of hours worked.

## TEN MONTH EMPLOYEE PAY STRUCTURES

### EXEMPT TEN-MONTH EMPLOYEE PAY STRUCTURE

Unless a state statute or regulation requires otherwise, exempt ten-month employees' annual salaries will be paid over a twelve-month period, to include pay during the summer months. Employees will continue to receive normal payments for a twelve month period (with pay dates of 6/30, 7/15, 7/31, and 8/15 or pay dates of 7/15, 7/31, 8/15, and 8/31, depending on the school's first and last pay dates).

~~They will receive twenty-four pays of an equal gross amount, assuming they remain employed throughout the school year.~~ If a ten (10)-month exempt employee does not work the entire school year their leaves before the end of the school year, their final pay will be prorated to reflect the percentage of scheduled work days ~~that were~~ actually worked. Normal deductions for taxes and benefits will reduce this gross amount.

~~Additionally, ten-month exempt employees are able to select one of the following payment schedules each school year:~~

- ~~Option A: twelve months with summer pay option~~

~~Continue to receive normal payments for the last two months of the twelve month period (with pay dates of 6/30, 7/15, 7/31, and 8/15 OR pay dates of 7/15, 7/31, 8/15, and 8/31, depending on school 1st and last pay dates).~~

- ~~Option B: twelve months with lump sum option~~

~~Receive one final "lump sum" payment for the gross salary remaining that would otherwise have been paid out through the rest of the summer on June 30. The lump sum would be split into four separate paychecks to avoid any impact on taxes.~~

~~The payment method for the lump sum (direct deposit or paycheck) will remain the same as the election the employee has chosen throughout the school year unless changed by the employee. Part time ten-month exempt employees are not eligible to select a lump sum payout option.~~

### NON-EXEMPT TEN-MONTH EMPLOYEE PAY STRUCTURE

Non-exempt ten-month employees are paid based on hours worked. Therefore they receive pay only during the ten-month period in which they perform work.

## MERIT INCREASES

For all exempt and non-exempt ten-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.

Hired July 1 – September 30: eligible for 100% of the merit increase pool

Hired October 1 – December 31: eligible for 75% of the merit increase pool

Hired January 1 – March 31: eligible for 50% of the merit increase pool

Hired April 1 or after: Not eligible for a merit increase in the year in which hired

Employees who are on a leave of absence on the date merit increases are scheduled to take effect, will not receive their merit increase until they return to work.

## INCENTIVE COMPENSATION PLAN

~~Some employees are eligible for incentive compensation, based on individual performance and school performance. Bonuses are based on a combination of school and individual performance. All bonuses are discretionary and dependent on the financial condition of the school.~~

### SCHOOL STAFF

~~For the purposes of this Policy **only**, school staff includes non-management administrative employees as well as school non-administrative employees~~

~~Full-time school staff level employees are typically eligible for a bonus incentive calculated as a percentage of their annual salary, including career ladder compensation and other bonus-eligible earnings. The percentage is determined based upon years of service. In the first year, school staff level employees are eligible for a 4% percent bonus; which increases to 5% in the second year, 8% in the fifth year and 10% in the tenth year of service. School staff are paid their bonus based on individual and school performance. Bonus payments are made no later than October 31<sup>st</sup> of the following school year. School staff must be employed on the date in which bonuses are paid to receive the bonus incentive.~~

~~School ten-month educators who intend not to return the following school year, and who indicate their intent not to return by April 1<sup>st</sup> of the current school year, are eligible for fifty (50) percent of their bonus potential, provided they complete the current school year in its entirety. School ten-month educators who intend to retire at the end of the school year, may be eligible for the entire bonus. We reserve the right to request documentation of retirement.~~

### PROVISIONS FOR REHIRES

~~Employees who leave the school and are rehired within the same bonus incentive plan year are eligible for incentive compensation based upon their rehire date for purposes of pro-ration (See Ten-Month Employee Pay Structures Policy). The incentive compensation for a rehired employee is dependent on when the employee is rehired. If:~~

- ~~• a ten-month employee is rehired within one school year, prior years of service will be credited to determine their incentive percentage;~~
- ~~• a twelve-month employee is rehired within one calendar year, prior years of service will be credited to determine their incentive percentage;~~
- ~~• A ten or twelve-month employee is rehired after the applicable timeframes identified above, they will not receive credit for prior years of service in determining their incentive percentage.~~

## SCHOOL ADMINISTRATIVE EMPLOYEES

For the purposes of this Policy only, school administrative employees only include administrative manager level roles and above.

School administrative employees may be eligible for a bonus incentive dependent upon their position with the school. The percentage is determined based upon job level. Bonuses are based on individual and school performance. Bonus payments are made no later than October 31<sup>st</sup> of the following school year. School administrative employees must be employed on the date in which bonuses are paid to receive the bonus incentive. Employees who leave the school and are rehired within the same bonus incentive plan year are eligible for incentive compensation based upon their rehire date.

In special circumstances, an exception may be made if a school administrative employee has completed the prior school year in its entirety, has left in good standing prior to the start of the current school year, and has given sufficient notice for their position as determined by their supervisor and HR. Sufficient notice in this circumstance is generally above and beyond typical notice and allows time for the school to fill the position and fully train a new employee. An exception may also be made for extenuating circumstances beyond the employee's control.

## EXPENSE REIMBURSEMENT

You will be reimbursed for certain reasonable and approved business travel related expenses, subject to proof. Manager's authorization is required prior to incurring the expense. To be reimbursed for authorized expenses, submit an approved expense report along with appropriate supporting documentation to Concur within thirty (30)60 days of incurring the expense to the Accounts Payable Department according to the school's policies and procedures, then in effect.

All employees must adhere to the specific policies and guidelines regarding expense reimbursements in the **Travel and Expense Administration and Reimbursement policy** maintained by the Accounting Department. The Policy and expense report form are available on the **Virtual Library > Employee Resources > Accounting Resources (expenses, check requests) > Expense Reimbursements and Forms.**

## NON-EXEMPT EMPLOYEE TRAVEL POLICY

Some non-exempt positions require occasional travel within the United States. Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours. Time worked while traveling includes all necessary, non-personal time spent in transit from your home to your work destination, excluding your assigned home office, if any.

### TRAVEL TIME WITHIN NORMAL WORK HOURS

Any portion of authorized travel time that takes place within normal work hours (as defined by the employee's normal work schedule) on any work day of the week is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

### TRAVEL TIME IN ADDITION TO NORMAL WORK HOURS

Any portion of authorized travel time (with the exception of driving time equal to the normal commute to the employee's assigned office) that takes place in addition to normal work hours is considered to be outside travel hours. When a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation *in addition to* normal work hours, he/she/they will be compensated at one-half their/his/her regular hourly rate for that portion of travel time that takes place in addition to normal work hours. . If one half of the hourly rate is below the state minimum wage, the employee will be compensated at the minimum wage rate.

## TRACKING AND REPORTING TRAVEL TIME

Employees are responsible for accurately tracking, calculating and reporting travel time ~~on their travel time sheet~~ in accordance with this ~~p~~Policy.

Meal ~~periods~~ breaks should be deducted from all travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized should be reported ~~on the travel time sheet~~.

## SOCIAL SECURITY

You may be required by law to contribute a set amount of your wages to ~~the U.S. Government's contributory insurance system known as~~ Social Security and Medicare. ~~We~~ The organization matches your contribution as required by law, ~~which currently means paying one half of the cost of your Social Security/Medicare benefits~~. Some employees may be exempt from contributing to Social Security because of their participation in a state retirement system.

## UNEMPLOYMENT COMPENSATION

~~If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. You should apply for benefits through your state unemployment office as soon as possible. Teachers continuing employment, from one school year to the next, are generally not eligible for unemployment compensation during the summer holiday period.~~

## WORKERS' COMPENSATION

Consistent with federal and state law, ~~we pay all the costs to provide~~ workers' compensation insurance coverage is provided for all employees ~~for work-related injuries and illnesses occurring who become injured or ill~~ during the course of their regular work assignments.

## REPORTING A WORKPLACE INJURY

- **Report Your Injury Immediately:** ~~Always immediately~~ Notify your manager of any work-related injury or illness. It is your manager's responsibility to notify Human Resources. A written report on the injury or illness must be provided to Human Resources within **24 hours** after the event. ~~We~~ The organization will notify the workers' compensation insurance carrier. Human Resources will be responsible for submitting all paperwork to the workers' compensation insurance carrier.
- **Medical Care:** If the injury requires first-aid treatment, you should ~~go to use~~ the first-aid kit located in each office. If the injury is serious, or you wish to seek further medical treatment, paramedic services may be called or you can go to an urgent care facility. If you feel that medical treatment is not necessary and prefer to see your private physician, you may do so at your discretion.
- **Disability Income:** If your doctor states ~~that~~ you are unable to return to work for a certain length of time, you may be entitled to receive disability worker's compensation pay. In those serious cases requiring extended absence(s) from work, it is your obligation to keep Human Resources informed of your status.

## EMPLOYEE HEALTH BENEFITS

All available employee benefits are described in the Employee Benefits Guide, ~~which is distributed to employees prior to their first day of work and is explained in detail during Employee Orientation~~. The most up to date version of the Employee Benefits Guide is located in the Virtual Library.

# COMPENSATION AND BENEFITS POLICIES

## WORK HOURS

Teachers work ~~a total of 195 days per school year, approximately on an approximate work cycle of~~ ten (10) months ~~per year as outlined in the school calendar, which contains a minimum of 195 work days.~~ The standard school work hours for all school-based employees are established by the ~~S~~school ~~L~~leader, ~~with approval from the VP of Schools,~~ and are noted accordingly in the School Handbook for parents and students. The support staff must also be made aware of the approved schedule. The standard school work hours are established as the hours in which teachers are expected to be available to families. As professional, exempt employees, teachers and administrators should expect ~~that~~ their actual working hours ~~will to~~ be determined by the amount of time that is required to complete the job.

Unless otherwise noted in the offer letter, both exempt and non-exempt employees are expected to work a minimum of forty (40) hours per week. Exempt and non-exempt employees may periodically request an adjustment to their standard school work schedule. Non-exempt employees must use PTO for schedule adjustments that exceed eight (8) hour work days or obtain manager approval for overtime. Prior to any adjustment being made, the employee must gain manager approval. If an employee obtains approval to leave work early or to come in late, their time should be made up within the same ~~work~~week as the approved time away from work.

## MAKE-UP TIME POLICY

Non-exempt employees may request approval to miss scheduled work due to personal obligations and make-up the time missed on another day in the same workweek. The employee must submit a request in writing to their manager for each occasion the employee seeks to make-up time. To qualify for approval the make-up time must, at a minimum, not cause the employee to work more than eleven (11) hours in any workday or more than forty (40) hours in a workweek. Such requests may be granted in the manager's sole discretion. If granted, make-up time under this policy will be compensated at the employee's hourly rate.

## ADJUNCT TEACHERS

~~Adjunct teachers are part time employees who work at home or at an alternative location. Adjunct teachers are required to consult with their Manager(s) to schedule their "core hours," which will consist of a minimum of three (3) office hours per week between the hours of 9:00 am and 5:00 pm (e.g., Mondays, Wednesdays and Thursdays from 9:00 am – 10:00 am, Thursdays from 2:00 pm – 5:00 pm, etc.).~~

## ATTENDANCE

Each employee has a primary work location and work schedule for the purposes of this ~~p~~Policy.

An employee is responsible for being on time as defined by their manager and the needs of the school. ~~every day that he or she is scheduled to work.~~ Employees are responsible for completing a leave request for any absence as required by Human Resources. All leave requests must be made in ~~minimum~~ increments of two (2) hours.

Employees are required to call their manager each day they will be absent or late and must gain manager approval to leave work early. Notifying a fellow employee is not sufficient. If you are unable to make the contact yourself because of illness, emergency, or for some other reason, you must have someone make the contact on your behalf. This is only appropriate if you are completely unable to make the contact yourself.

The school holds certain events that must be attended by employees in person throughout the year. Attendance at these events is mandatory, and if an employee must be absent or cannot attend in person, they must have a valid reason pre-approved by their employee's manager. If absences at these mandatory events exceeds 50% of the

scheduled events during any school year, regardless of the reason for the absence, disciplinary action may be taken against the employee.

## ABSENCE

If you are absent because of illness for five (5) or more successive days, you must submit written documentation from your doctor or be required to convert the days absent to other forms of paid leave, if available, or to unpaid leave. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. These absences may be designated as family/medical leave depending on the circumstances.

Absence from work for three (3) consecutive days without notifying your manager or Human Resources will be considered a voluntary resignation. In general, five (5) unexcused absences in a ninety (90) day period, or a consistent pattern of absence, except as permitted by law, will be considered excessive, and the reasons for the absences may come under question.

## PUNCTUALITY

Tardiness or leaving early for those positions with specifically prescribed work hours, without permission from your manager can be as detrimental to the school/organization as an absence. Three (3) such incidents in a ninety (90) day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

## MEAL AND REST BREAKS

In accordance with California state law, we-the organization provides a thirty (30) minute unpaid meal break to non-exempt employees who for a work period of more than five (5) hours per day unless the total work period for the day is six (6) hours and the meal period is waived in writing by mutual consent between the school/company and the employee. If a non-exempt employee works a period of more than ten (10) hours, they/he or she is are required to have a second meal break of thirty (30) minutes unless the total work period is twelve (12) hours and the meal period is waived in writing by mutual consent of the school/company AND the employee did not waive the first meal break. Non-exempt employees must record the beginning and end time of each meal break.

Non-exempt employees are required to take a paid ten (10) minute rest break for every four (4) hours worked or major fraction thereof. Whenever practicable, non-exempt employees should take their rest periods near the middle of each four-hour work period.

Any employee who misses a meal or rest break or who experiences a late, short, or interrupted meal break—for any reason—must immediately report this issue to their manager in writing and provide an explanation for the non-compliant meal or rest break. The employee must make this report on the same workday that they experienced the non-compliant meal or rest break.

Failure to comply with this Policy regarding meal and/or rest breaks may lead to discipline, up to and including termination.

## LACTATION BREAKS

Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional unpaid time will be provided.

A private place to express breast milk, other than a bathroom, will be provided in close proximity to the employee's work area. Following manager approval, the employee's normal work area may be used if it allows the employee to express milk in private. The lactation location will be safe, clean and free of toxic or hazardous materials, will contain a surface to place a breast pump and personal items, contain a place to sit, and will have access to electricity or



alternative devices needed to operate an electric or battery-powered breast pump. Lactating employees will be provided with access to a sink with running water and a refrigerator or alternative cooling device suitable for storing milk in close proximity to the employee's workspace.

Employees have a right to request lactation accommodation under this section and may do so by contacting Human Resources. If the school cannot provide break time or a location that complies with this policy, it shall provide a written response to the employee. Employees have the right to file a complaint with the Labor Commissioner for any violation of rights to lactation accommodation provided by law.

## OFFICE CLOSURE

In the event that the school's office(s) must ~~unexpectedly~~ close ~~due to an unexpected emergency~~ (such as hazardous weather conditions) a "must read" WebMail notice will be sent from the school to all families explaining the details of the office closure. The school also records a voicemail message announcing the details of the office closure on the school's voicemail system.

If you ~~are an employee who currently~~ has permission to work from home as ~~a~~ home-based employee or on a regular or occasional basis, you will be expected to work a full day regardless of whether the office is open or closed. Any employee with such permission is expected to work at full capacity to the best of their ability. We-The organization understands that depending on the situation, you may not be able to work from home at your usual capacity for reasons specific to the situation (i.e. having children home from school).

Since ~~we the organization~~ provides employees with a ~~w~~Web-based Education Management System (EMS) and remote access capability, there may be a possibility of office-based employee also working from home. The ability to work from home will be determined by your ~~supervisor-manager~~ on an individual basis for each day in question.

For all other employees, please follow your school's policy or contact your ~~supervisor-manager~~ to determine work expectations during office closures. Typically the school's teachers can work from an alternate location, and are available for families via WebMail and an alternate phone number. More specific details about teacher support will be provided in the WebMail message.

If the office is open and you decide that you do not want to attempt to come to work due to inclement weather, you must contact your ~~supervisor-manager~~ in accordance with your school's call out policy/procedure. Please make sure you have contact information for your ~~supervisor-manager~~ available.

## COMPENSATION DURING AN EMERGENCY OFFICE CLOSURE

If an employee is expected to or requested to work from home, that employee will receive standard compensation for hours worked. If an employee who is expected or requested to work from home is unable to work as a result of exigent circumstances, the employee must use paid time off.

During a partial-day office closure due to an emergency, employees without work at home privileges are not expected to work during the time period of the closure and would not be required to use paid time off for that time. Employees without work at home privileges will be compensated for the duration of the partial-closure.

## PAID TIME OFF REQUESTS DURING OFFICE CLOSURE

If an employee without work at home privileges had previously requested a day off from work and the office is closed that day, the employee may have that request cancelled. If an employee with work at home privileges had previously requested a day off from work and the office is closed that day, the employee may still take that day off and thus would not have their request cancelled.

During a partial-day office closure, if an employee without work at home privileges had previously requested time off during the day of the partial-closure, the request will be cancelled and the employee will be compensated for the hours that the office was closed.



## HOLIDAYS

### SCHOOL ADMINISTRATIVE EMPLOYEES

The organization provides certain paid holidays each year to regular full-time and part-time twelve (12) month employees

The observed annual holidays schedule is issued by Human Resources and is located on the Virtual Library at [Home > Employee Resources > HR Resources \(handbooks, benefits, payroll\) > Attendance \(Leave, Holidays, Weather\)](#).

### SCHOOL NON-ADMINISTRATIVE EMPLOYEES

Teachers and other school staff who work a total of 195 days per school year, on an approximate work cycle of ten months, follow the holidays established in their School Calendar.

### PROCEDURE

If school requirements dictate, a manager has the right to require an employee to work on a scheduled holiday and substitute an alternate day in its place. In order to be eligible for paid holidays, an employee must work the last scheduled workday before and the first scheduled workday after the holiday, unless the employee submitted a request for paid time off and received approval in advance of the holiday. Exceptions may be made if an employee provides Human Resources with documentation for an illness or other emergency.

If it becomes necessary for some employees to work on a scheduled holiday, the following guidelines apply:

- Where possible, exempt employees are to be given a substitute holiday, the date and time to be determined mutually between the employee and their manager.
- Non-exempt employees are to receive time and a half for hours actually worked on the holiday (in addition to holiday pay)

### HOLIDAYS AND OVERTIME

Paid holidays count as time worked for the calculation of overtime. Holiday hours and ~~the hours of~~ normally scheduled ~~work hour~~time will be used in the determination of hours worked in the workweek towards overtime for non-exempt employees.

### HOLIDAYS AND VACATION, SHORT-TERM DISABILITY (STD), SICK LEAVE AND FMLA LEAVE

Whenever a recognized school holiday falls within an employee's scheduled vacation period, the person will receive holiday pay for that day, and it will not be charged to vacation time.

If a holiday falls during a period of ~~STF short-term disability~~, the employee does not receive holiday pay; the time is charged to ~~STD short-term disability~~ and is paid at the usual 66 2/3% or 100% rate.

If a paid holiday occurs while an employee is on paid sick leave, ~~they/he/she~~ will be paid for that holiday, and the day will not be charged to sick leave.

An employee on unpaid Family and Medical Leave ([FMLA](#)) during the occurrence of a ~~Company school~~ recognized holiday will not receive holiday pay.

If a holiday falls during an employee's intermittent Family and Medical Leave ([FMLA](#)), the employee will receive holiday pay only if ~~they/she is are~~ scheduled to work on the holiday.

## TERMINATION ON A DAY PRIOR TO A HOLIDAY

An employee, who ~~is~~are terminated, voluntarily or by school action, on the day preceding a holiday, ~~is~~are not eligible for holiday pay.

## PAID TIME OFF- VACATION

### SCHOOL ADMINISTRATIVE EMPLOYEES

Paid vacation leave is provided each school year to regular full-time and regular part-time school administrative employees based on length of service. Employees will be credited for years of service within the organization for purposes of vacation time calculation.

For regular full-time employees, paid vacation hours are allocated based on the number of hours in the work week. Vacation time is paid at the eligible employee's base rate of pay at the time of vacation. Unused, earned vacation will be paid out at the end of the school year.

### VACATION SCHEDULE – REGULAR FULL-TIME STAFF

Years of Service	Maximum # Number of Vacation Hours per Year
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**In the first school year, staff receive vacation according to their month of hire:**

January – June, 2020	20 hours
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**Thereafter:**

July - September	80
October - December	60
January - March	40
April - June	0

**After the first school year, vacation hours are allocated as follows:**

Years of Service	Maximum Number of Vacation Hours per Year
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Start of 2 <sup>nd</sup> school year	112
Start of 3 <sup>rd</sup> school year	144
Start of 7 <sup>th</sup> school year	160
Start of 10 <sup>th</sup> school year	184

### VACATION SCHEDULE – REGULAR PART-TIME EMPLOYEES

Years of Service	Maximum #Number of Vacation Hours per Year
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**In the first school year, employees receive vacation according to their month of hire:**

January – June, 2020	10
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**Thereafter:**

July – September	40
October – December	30
January – March	20
April-June	0

**After the first school year, vacation hours are allocated as follows:**

Start of 2 <sup>nd</sup> school year	56
Start of 3 <sup>rd</sup> school year	72
Stat of 7 <sup>th</sup> school year	80
Start of 10 <sup>th</sup> school year	92

When employees attain their 15th year of service, and on each five-year anniversary thereafter, they will receive an extra twenty (20) hours of vacation in that significant anniversary year only, up to a maximum of one hundred (100) hours.

Vacation time is allotted for school administrative staff on July 1<sup>st</sup> of each year. However, for payment of accrued vacation time upon termination of employment see the below “Termination of Employment” section.

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**TERM OF PROJECT EMPLOYEES**

Term of project employees are granted vacation based on their regularly scheduled hours, and may be pro-rated based on the length of the project or the pre-determined start and end dates.

Employees transferring to a term of project position will follow this guideline, subject to their work schedule as defined in the previous “Categories of Employment” section.

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**REQUESTING VACATION**

The organization will try to accommodate employee vacation requests. All vacation must be requested in advance and must be approved by your manager. The manager has the right to decline an employee’s request if the vacation schedule interferes with school needs.

If a paid holiday falls within a vacation period, it will be paid as a holiday.

While on vacation, if an employee is hospitalized or experiences an illness or injury that results in a STD claim, the applicable days will be charged to STD. No other use of time while on vacation is permitted.

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**PAYMENT IN LIEU OF TIME OFF**

No active employee will receive payment for vacation in lieu of taking the time off.

Additionally, employees must take their vacation in the same school year in which the vacation is credited, and will not be able to carry over accrued, unused vacation into the next school year, except as described in the next paragraph and as described in the “Certain State Law Requirements” section.

No vacation time may be carried over to the following school year unless it is at the written request of the school and approved by Human Resources. Under those circumstances, a maximum of forty (40) hours may be carried over, and the carry over time must be used by the end of the first quarter in the school year. Further, employees may carry such vacation time for use only. Under no circumstances will any employee be paid for unused carry-over vacation time, except where:

- Required by state law (as discussed in the next section below); or
- Where the employee is terminated due to layoff before the end of the first quarter in the school year, in which case the employee will receive any vacation carried over from the previous year as described in the preceding sentence.

### CERTAIN STATE LAW REQUIREMENTS

In cases where state law requires ~~that employers allow employees to~~ carry over vacation from year to year, the maximum vacation accrual that any employee may ~~have at one time~~ retain shall equal one and one-half times that employee’s annual vacation allotment at ~~their~~ his or her current annual vacation accrual rate. If an employee’s earned but unused vacation reaches this maximum, the employee will not accrue any additional vacation. If the employee later uses enough vacation to fall below the maximum, ~~they~~ or she will resume earning vacation pay from that date forward. In such case, no vacation will accrue for the period in which the employee’s vacation accrual was at the maximum.

### TERMINATION OF EMPLOYMENT

Employees who leave the school will be paid for prorated unused vacation for that year only based on the number of full calendar months worked that year. If vacation has already been used, then no vacation payment will be made.

Payment of vacation does not extend the employment period beyond the date of termination.

Employees who terminate employment due to disability (i.e., are eligible to receive LTD or Social Security disability benefits), or who voluntarily resign or are involuntarily terminated as a result of job elimination or reduction in force = after twenty (20) years of service and have worked at least one (1) day of the school year, will be paid for their full year’s unused vacation allotment without proration.

Upon termination of employment for any reason, voluntary or involuntary, no vacation pay from prior school years will be paid, except where required by state law and as discussed in the “Payment in Lieu of Time Off” section.

### VACATION AND LEAVES OF ABSENCE

Employees who are eligible for the following types of leave will receive their full vacation accrual for the school year:

- FMLA
- STD
- Workers Compensation
- Military

~~go on Family and Medical Leave (FMLA), short-term disability (STD) leave, Workers’ Compensation leave, or Military Leave will still receive their full vacation accrual for the year.~~

However, employees who go on an unpaid leave of absence will receive prorated vacation time based on the amount of time worked.

Employees on ~~LTDlong-term disability~~ or ~~a~~Active Military leave continue to be allocated vacation while on leave. After an employee has been on ~~LTDlong-term disability~~ leave for three (3) months, ~~they-or-she~~ may request to be paid for the unused vacation allotment for the year in which the disability began. Employees on active Military Duty can request that ~~they-or-she~~ be paid for the year's unused allotment of vacation at the start of the Military ~~!Leave~~. However, in both instances, the employee's vacation time for that year will not be restored when ~~they-or-she~~ returns to work and it is a one-time only request. If the employee prefers not to receive such payments and the employee returns to work, the employee will receive ~~theirhis-or-her~~ full, unused vacation allotment for the year in which ~~they-or-she~~ returns to work.

Employees who go out on a leave of absence for any reason and do not use their entire vacation allotment for the year of their leave of absence will not roll the time over into the next year, and will not be paid out for the unused time, except in the limited circumstances described in the ~~abovethird-paragraph-of-the-section-of-the-policy-headed~~ "Payment in Lieu of Time Off" ~~abovesection~~.

If an employee has a military obligation that requires a two (2)-week tour of duty, the two (2) weeks will not be charged to vacation and will be paid according to the Military Leave ~~Ppolicy~~.

#### VACATION AND ADJUSTED SERVICE DATES

~~Twelve-month employees who are rehired into a benefit-eligible position within one calendar year of their termination date will receive service credit for vacation based on their original hire date with the Employer. However, the service credit will be prorated based upon the rehire date.~~

#### OVERTIME FOR NON-EXEMPT EMPLOYEES

Vacation leave is included in the hours calculated to determine overtime eligibility for non-exempt employees.

#### PAID TIME OFF-SICK

Sick leave is included in the hours calculated to determine overtime eligibility for non-exempt employees. If a paid holiday occurs while and employee is on paid sick leave, ~~they/y-she~~ will be paid for that holiday and the day will not be charged to sick leave. Sick leave may not be borrowed from future accumulation and is not paid out upon termination of employment. In the event an employee has used ~~theirhis-or-her~~ sick time for the year, ~~personal-alternative paid time off~~ days may be used.

~~Employees who work or reside in California and Oregon are subject to different sick leave provisions and should consult Human Resources for more information.~~

#### SCHOOL ADMINISTRATIVE EMPLOYEES – REGULAR FULL-TIME

Regular full-time school administrative employees are advanced up to forty (40) hours of sick leave per school year on July 1st for use when they are sick, a close family member is sick, or for any other medical reason. Sick leave is prorated depending upon date of hire and the employee's scheduled work hours per week. Sick leave can be rolled over from school year to school year with a maximum of eighty (80) accumulated hours.

Newly hired employees, during their first school year of employment, will receive sick hours based on their date of hire:

January-March 2020 : 20 hours

April-June, 2020: 12 hours

Thereafter:

July-September 40 hours

October-December 24 hours

January-March 16 hours

April-June 8 hours

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#### SCHOOL ADMINISTRATIVE EMPLOYEES – REGULAR PART-TIME

Regular part-time school administrative employees receive prorated sick time based on a twenty (20) hour work week. Regular part-time school administrative employees are advanced up to twenty (20) hours of sick leave per school year on July 1st for use when they are sick, a close family member is sick, or for any other medical reason. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of forty (40) accumulated hours.

Newly hired employees, during their first year of employment, will receive sick time based on their date of hire:

January-March 2020: 10 hours

April-June 2020: 6 hours

Thereafter:

July-September 20 hours

October-December 12 hours

January-March 8 hours

April-June 4 hours

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#### SCHOOL NON-ADMINISTRATIVE EMPLOYEES – REGULAR FULL-TIME

Regular full-time school non-administrative employees earn up to thirty-two (32) hours of sick leave per year at the beginning of the school year for use when they are sick, a close family member is sick, or for any other medical reason. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of sixty-four (64) accumulated hours.

July – December 32 hours

January – April 16 hours

May – June 8 hours

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#### SCHOOL NON-ADMINISTRATIVE EMPLOYEES – REGULAR PART-TIME

Regular part-time school non-administrative employees receive prorated sick time based on a twenty (20) hour work week. Regular part-time school non-administrative employees earn up to sixteen (16) hours of sick leave per year at the beginning of the school year for use when they are sick, a close family member is sick, or for any other medical reason. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of thirty two (32) accumulated hours.

July – December 16 hours

January – April 8 hours

May – June 4 hours

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#### SPECIFIC PROVISIONS FOR CALIFORNIA RESIDENTS

Employees residing in the state of California who do not receive paid sick leave under the above sections will receive twenty-four (24) hours of paid sick leave at the beginning of the school year or on their date of hire in accordance with the Healthy Workplaces, Healthy Families Act of 2014. This paid sick leave cannot be rolled over from school year to school year but a new allocation will be granted at the start of each school year.

Employees who fill out a timesheet will have their time allocated in UltiPro Time Management (UTM), which can be accessed through the UltiPro employee portal. Employees that do not fill out a timesheet will [receive their PTO in](#)

~~MyCal have an Issue Aware ticket set up with their supervisor at the start of each school year or upon hire, which will be used to track paid sick leave annually.~~

Employees in California with guardianship responsibilities over a child may also use sick or personal time to find, enroll, or re-enroll a child in a school or licensed child care provider, participate in activities of the school or child care provider, or to address a child care provider or school emergency. The employee, in accordance with the procedure for use of sick leave, should give as much advance notice ~~in advance~~ as possible.

## PROCEDURE FOR USE OF SICK LEAVE

~~Prior to or o~~On the day of ~~an~~his/her expected absence from work the employee must ~~contact their~~all his/her manager ~~or supervisor~~ directly. The employee should call each day to report an absence or must inform the ~~supervisor~~manager in advance of the nature and expected length of absence due to ~~an~~ medical reason ~~illness~~ that will exceed one day. (Note: information given to the ~~supervisor or~~ manager regarding the “nature” of the absence should be limited to a basic statement of the reason for absence; for example, that the employee is ill. The employee should not provide medical details to the ~~supervisor or~~ manager). Once an employee exhausts all paid time off remaining days must be taken as unpaid time off.

~~We~~ Human Resources reserves s the right to request medical documentation to support any sick day use, in accordance with applicable law.

## ~~UNREPORTED ABSENCE~~

~~Three (3) consecutive days of undocumented, unreported absence will be considered a voluntary resignation.~~

## EXTENDED ILLNESS

For absences due to illness which extend beyond three (3) consecutive working days, please contact Human Resources. (In such case, employees must still notify their manager ~~or supervisor~~ of their absence, as described in the above “Procedures” section ~~above~~). After five (5) consecutive working days, the time off may transition to Short-Term Disability. Sick days will not be reinstated and will be considered exhausted, unless required by s~~S~~ t~~t~~ a~~a~~ w~~w~~.

## PAID TIME OFF- PERSONAL

### OVERTIME FOR NON-EXEMPT EMPLOYEES

Personal time is included in the hours calculated to determine overtime eligibility for non-exempt employees.

## SCHOOL NON-ADMINISTRATIVE EMPLOYEES – REGULAR FULL-TIME

Regular full-time school non-administrative employees hired in the current school year will earn sixteen (16) personal hours if hired by December 31<sup>st</sup> and eight (8) personal hours if hired between January 1<sup>st</sup> and April 30<sup>th</sup>. If a school non-administrative employee is hired on or after May 1<sup>st</sup> of the current school year, they will not receive personal days for the current school year.

School non-administrative employees returning after their initial year of employment will be granted personal days according to years of service outlined below:

Start of 2 <sup>nd</sup> school year	24 hours
Start of 3 <sup>rd</sup> school year	48 hours
Start of 7 <sup>th</sup> school year	80 hours
Start of 10 <sup>th</sup> school year	96 hours

Employees who are rehired into a benefit eligible position within one (1) school year of their termination date will receive service credit for personal days based on their original hire date.

Unused, earned personal days will be paid out at the end of each school year, they may not be carried over from year to year. All personal days must be requested in advance and must be approved by your manager. School non-administrative employees have the ability to earn up to four (4) additional days based on their prior year’s performance review.

**SCHOOL NON-ADMINISTRATIVE EMPLOYEES – REGULAR PART-TIME**

Regular part-time school non-administrative employees receive prorated personal time based on a twenty (20) hour work week. Regular part-time school non-administrative employees hired in the current school year will earn eight (8) hours of personal time if hired by December 31st and four (4) hours of personal time if hired between January 1st and April 30th. If a regular part-time school non-administrative employee is hired on or after May 1st of the current school year, they will not receive personal time for the current school year.

Regular part-time school non-administrative employees returning after their initial year of employment will be granted personal time according to years of service outlined below:

Start of 2 <sup>nd</sup> school year	24 hours
Start of 3 <sup>rd</sup> school year	32 hours
Start of 7 <sup>th</sup> school year	40 hours
Start of 10 <sup>th</sup> school year	48 hours

Employees who are rehired into a benefit eligible position within one (1) school year of their termination date will receive service credit for personal time based on their original hire date.

Unused, earned personal time may not be carried over from year to year. All personal time must be requested in advance and must be approved by the employee’s manager.

**ADJUSTED SERVICE DATES**

Twelve (12) month employees who are rehired into a benefit eligible position within one (1) calendar year of their termination date will receive service credit for paid time off based on their original hire date.

Ten (10) month employees who are rehired into a benefit eligible position within one (1) school year of their termination date will receive service credit for paid time off based on their original hire date.

**TRANSFERS BETWEEN EMPLOYMENT STATUSES**

Employees who transfer from temporary or part-time to a regular full-time or term of project twelve month position will be eligible for vacation and sick time, based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning July 1st of the next school year, employees will be allocated vacation and sick time, based on their length of service using their original hire date or rehire date, if applicable.

Employees who transfer from a regular full-time or term of project twelve month position to a temporary or part-time status will be paid for their prorated, unused vacation time based on the number of full calendar months they worked in a vacation-eligible position. If vacation time has already been used, then no vacation payment will be made.

Employees who transfer from a ten to twelve month position will be eligible for vacation based upon their length of service. These employees will receive sick and personal time based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning July 1st of the next school year, employees will be allocated vacation and sick time based on their length of service.

Employees who transfer from a twelve (12) to ten (10) month position will be eligible for personal time based on their length of service. Sick time will be allocated based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning the first teacher work day of the next school year, employees will be allocated personal and sick time based on their length of service using their original hire date or rehire date, if applicable.



Employees who transfer from temporary or part-time to a regular ten month position will be eligible for personal and sick time based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning the first teacher work day of the next school year, employees will be allocated personal and sick time based on their length of service using their original hire date or rehire date, if applicable.

Employees who transfer from a regular full-time ten month position to a temporary or part-time status will be paid for their unused personal time as long as they have worked at least ninety (90) days of the current school year.

Employees who transfer positions and who have an original hire date as well as a rehire date or dates will only receive service credit for their original hire date if they are rehired into a benefits eligible position within one (1) year of their termination date. If an employee is not rehired within one (1) year into a benefits eligible position, they will receive service credit based upon their rehire date. For example, an employee who leaves the company and is re-hired after two (2) years, will receive service credit based upon their rehire date, if the employee transfers positions.

## BEREAVEMENT LEAVE

Bereavement leave is available to all regular full-time employees regardless of their tenure with the [employerschool](#). Full-time ~~Term~~ of project employees are eligible for bereavement leave if they have been on project for six (6) months or more.

For the death of a spouse, domestic partner, child or step-child, daughter-in-law, son-in-law, parent/guardian, stepparent, brother, sister, brother in law, sister in law, grandparent, grandchild, parent-in-law, or other resident of the household, regular full-time employees are provided with up to five (5) days of paid bereavement leave. ~~This time is granted from the date of death through the day of the funeral.~~ If the funeral ~~or arrangements are held~~ out of town and requires extensive travel, or if there are other extenuating circumstances, consult Human Resources for [support](#). ~~determining the appropriate time off for the employee.~~ Human Resources may require the employee to provide proof of death ~~in the family~~ (i.e. copy of obituary listing employee as a family member or notice from a funeral home stating relationship to employee).

Employees may request time off to attend funerals [or arrangements](#) for [individuals](#) other than immediate family members, but will need to use personal or vacation time to cover the absence. If an employee does not have any personal or vacation time to use, they may request unpaid time off.

## EFFECT OF BEREAVEMENT PAY ON OVERTIME CALCULATION

Paid bereavement leave counts as time worked for the calculation of overtime. Bereavement hours and the hours of normally scheduled work time will be used in the determination of hours worked in the workweek towards overtime for non-exempt employees.

## JURY DUTY LEAVE

All employees who receive a notice of jury duty must notify their [manager](#) as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury duty notice to their [manager](#). Employees must report for work whenever the court schedule permits. Either the school or the employee may request an excuse from jury duty if, in the school's judgment, the employee's absence would create an undue burden on the school.

We [The organization](#) recognizes an employee's civic responsibility to serve on a jury if requested to do so. Full-time [exempt](#) regular and full-time term of project employees will be paid their full salary for up to four (4) weeks for jury duty leave. ~~For non-exempt employees, jury duty leave that falls during the hours of regularly scheduled work time will be used in the determination of hours worked during the workweek for the purpose of calculating overtime. Leave for appearing as a subpoenaed witness or to attend a court or coroner's inquest will be unpaid if it is not related to employment, unless an employee uses a vacation or personal day. All employees may take unpaid leave as needed to perform jury duty.~~

To be eligible for paid leave under this policy, an employee must submit a copy of [theirhis-/her jury summons certificate of attendance](#) to Human Resources upon receipt, and must inform [theirhis-/her](#) manager on a daily basis when [theyhe/she](#) will need to be in court. ~~The employee is also required to report to work on partial or full days when the court does not require the employee's presence. Upon being excused from jury duty, employees are required to submit either the stamped jury duty summons or a certificate of attendance to Human Resources.~~

~~All other non-exempt employees who are called for jury/witness duty will be provided time off without pay. All other exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during unpaid jury/witness duty leave.~~

## LEAVE FOR EMPLOYMENT RELATED LEGAL PROCEEDING

An employee will be granted paid leave if ~~they are or she is~~ summoned to appear in court ([e.g., witness duty](#)) or to appear for a judicial proceeding by subpoena or court order for a proceeding that is directly related to their employment. The employee may be reimbursed for travel expenses incurred at the standard rates ~~outlined in the Accounting policy.~~

~~To be eligible for paid leave under this policy, the subpoena or court order must be related to the individual's employment with Connections Education or an affiliated school or program. In addition, a~~ An employee will not be eligible for paid leave under this policy if ~~they or she is are~~ the complainant, or the party filing the action against Connections Education, ~~/Connections Academy school, or an~~ the affiliated school or program, or attending a legal proceeding in any capacity not mandated by court order. The employee is required to present proof of the court order or subpoena to their manager. Additionally, the employee must submit a copy of ~~theirhis or her~~ subpoena or court order to Human Resources upon receipt. The employee is required to report to work on partial or full days when the court does not require the employee's presence or testimony.

In order to be eligible for paid leave, the hours that the employee is required to appear in court or provide testimony must be between the employee's regular work hours. For non-exempt employees, leave for employment related legal proceedings that fall during the hours of regularly scheduled work time will be used in the determination of hours worked during the workweek for the purpose of calculating overtime.

All subpoenas, court orders, or any other legal communications or documents involving Connections Education, [California Online Public Schools, or the employee's California Connections Academy school](#) or an affiliated school or program should be directed to the School Legal [Affairs](#) Department ~~through an Issue Aware ticket.~~

## MILITARY LEAVE

Employees will be granted a military leave of absence for active service or training in the U.S. military to the extent required by the Uniformed Services Employment and Reemployment Rights Act (USERRA). To the extent required by USERRA, eligible employees will continue to earn service credit. In addition, eligible employees who return from such military leave are guaranteed a job to the extent required by law if they comply with reinstatement requirements.

Employees must provide proof of military leave obligations ([e.g., military orders](#)) prior to going on leave if at all possible. California employees whose spouses are a member of the armed forces, National Guard and reserves may be eligible for up to ten (10) days of unpaid leave. For further information on USERRA please refer to the USERRA poster posted on the Virtual Library.

## ~~MORE ABOUT~~ MILITARY LEAVE AND BENEFITS

Regular full-time employees and full-time term of project employees are eligible for paid benefits under this [pPolicy](#). Reservists and Members of the National Guard will be paid their regular base salary for the first ten (10) working days of required military training each year. Employees who are called to or volunteer for active duty will be paid their regular base pay for the first thirty (30) days. All time taken beyond the thirty (30) days will be unpaid.

Employees out on military leave will still receive full vacation, sick and personal day accrual for the year. However, there is no carry-over of vacation, sick and personal time for employees who do not use their allotment for each year of their military leave. An employee can request to be paid for unused vacation and personal days at the start of the leave. ~~However, this is not a requirement.~~

An employee on military leave has the right to remain on the ~~company's school's~~ benefit plans for two (2) years following the first month of active military duty. The Employer will continue to pay premiums during any period of the leave that is unpaid. Health insurance benefits are also available under the Military Health Care Program, TRICARE, required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. For information regarding your 401 (k) plan treatment during military leave please refer to the Summary of Plan Provisions. Upon return from military leave, an employee has the right to reinstatement in benefits plans. ~~An employee is required to contact HR in writing every 4 weeks, when possible, during the period of service.~~

Under the current law, employees on a military leave of absence are guaranteed the same or a suitable job if they are released from military service under conditions other than "undesirable" or "dishonorable," provided they apply for reinstatement to Human Resources within the required legal time frames. A suitable job is a position the employee qualifies for through skills, performance, education, and training.

An employee must notify their manager (if possible) at least one (1) month prior to beginning military leave for active service. An employee must also produce a copy of their military orders, as soon as reasonably possible, for active service. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

~~An employee is required to report back to work or submit a timely application for reemployment upon completing a period of service as required by law.~~

## TEACHER COMPENSATORY TIME

~~Exempt~~ ~~As exempt employees,~~ teachers are not eligible to earn overtime ~~and are expected to.~~ ~~However, we occasionally ask teachers to~~ participate in activities that may take place outside of normal office hours such as information/marketing sessions, weekend field trips, or administration of state testing. ~~Because we appreciate your willingness to participate in these activities, we have created a compensatory time program to give you credit for tasks or activities outside of the this extra work.~~ Compensatory time is paid time-off that may be taken during normal school work hours and during the school year.

### ELIGIBILITY

Regular, ~~exempt,~~ full-time teachers who participate in ~~designated~~ school-sponsored activities outside of the normal work hours are eligible for compensatory time. To be eligible for compensatory time, the event must be so designated in advance by the School Leader. To the extent an activity is not sponsored by the school, ~~is not designated as compensatory time eligible,~~ or a teacher's presence at a school- sponsored activity is not required by us, a teacher is not eligible to earn compensatory time.

### EARNING COMPENSATORY TIME OFF

Teachers must work a minimum of ~~two~~~~four~~ (24) consecutive hours per eligible activity to earn compensatory time. Any time worked over a ~~two~~~~four~~ (24) hour period will be rounded to the nearest ~~two (2) hour~~~~four (4) or eight (8) hour~~ increment. If hours worked fall directly between two ~~four~~ hour increments, it is at the School Leader's discretion to determine whether the hours will be rounded up or down. If a teacher works one and a half (1 ½) hours, it may be rounded up to two hours. Teachers are limited to a maximum of forty (40) hours of compensatory time per school year.

For example, if a teacher works ~~any amount over three- (3 )five (5)~~ hours, it should be rounded up to four (4) hours. If a teacher works any amount over seven (7) hours, it should be rounded up to eight (8) hours. If a teacher works two and a

half (2 ½) hours, it would be rounded down to two (2) hours. If a teacher works ~~exactly three (3)~~~~six (6)~~ hours, ~~six (6)~~~~ten (10)~~ hours, or any amount falling directly in between two ~~four~~ hour increments, it is up to the School Leader to determine whether the hours should be rounded up or down.

A teacher's participation in ~~S~~school events authorized for compensatory time must be approved by the School Leader.

#### REQUESTING TO USE COMPENSATORY TIME OFF

Teachers requesting to use their earned compensatory time should submit a request through myCAL. Compensatory time off must be used in increments of two (2) hours. ~~Teachers are encouraged but not required to use c~~Compensatory time ~~must be used~~ within the school year that it is earned.

The School Leader may deny requests for compensatory time if the School Leader deems, within ~~his~~~~their~~~~her~~ sole discretion that taking the time off as requested might adversely impact school operations. Compensatory time is not transferable to other employees. ~~and will not be paid out to employees in the form of compensation at any time.~~

#### TRACKING OF COMPENSATORY TIME OFF

Compensatory time will be tracked through myCAL. Teachers or managers should submit a request and approval for a balance addition via myCAL. Requests to use compensatory time will follow the same request and approval process as all other forms of paid time off.

#### LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Generally, eligible employees are entitled to up to twelve (12) weeks of unpaid leave per rolling twelve (12) month period for birth, adoption, or foster care of a child; to care for a child, spouse or parent; or for their serious health condition.

Additionally, the FMLA permits a spouse, son, daughter, parent, or next of kin to take up to twenty-six (26) workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves or a veteran under certain circumstances, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness and was a member of the Armed Forces at any time during the five (5)-year period before ~~they~~~~he or she~~ began the treatment, recuperation or therapy. An employee is also permitted to take FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

All twelve (12)- month employees who begin leave after July 1, must exhaust all paid leave during the FMLA absence, with the balance of the twelve (12) weeks being unpaid, except when the employee is taking leave for ~~their~~~~his~~~~her~~ own serious health condition and qualifies for ~~STD~~short-term disability.

If a twelve (12)-month employee requests leave under this pPolicy scheduled to begin prior to July 1, ~~that employee is~~~~they are~~ required to exhaust fifty percent (50%) ~~percent~~ of all paid time off allocated to them for that year.

~~If a ten-month employee requests leave under this Policy scheduled to begin prior to January 1, that employee is required to exhaust fifty (50) percent of all paid time off allocated them for that school year.~~ If a ten-month employee's requests leave under this pPolicy ~~is~~ scheduled to begin on January 1 or after, that employee is required to exhaust all paid time off allocated to them for that school year.

If a ten-month employee requests leave under this policy scheduled to begin prior to January 1, that employee is required to exhaust fifty (50) percent of all paid time off allocated to them for that school year.

The use of paid time off during FMLA leave does not extend the length of FMLA leave, and paid time off will run concurrently with the employee's FMLA entitlement. An employee may use allotted and available sick days if ~~they~~~~or she~~ isare sick or injured, or to care for a sick child.

An employee may receive compensation under ~~STDthe short-term disability program~~ if ~~they are or she is~~ eligible ~~for such~~ during a leave as a result of a disability. In the event that an employee is determined eligible to receive ~~STDshort-term disability~~ benefits, the first ~~five (5)~~ work days will be charged against the employee's sick day allotment. Sick days are not reinstated unless mandated by state law. If there are no sick days available, then the first week is unpaid unless the employee wishes to use personal or vacation time for payment. After the sick days are paid, STD benefits may continue for up to ~~twenty-five (25)~~ additional weeks.

An employee may use allotted and available ~~pPersonal and vVacation dDays~~, but only after all other available compensation has been exhausted.

Leave to care for a child after birth or placement of adoption or foster care must be taken within ~~twelve (12)~~ months of the child's birth or placement. ~~If employees who are married are both employed by the organization, they may take only a combined leave of twelve (12) weeks per year for the birth/adoption of a child.~~

In order to take leave to care for a family member with a serious health condition, an employee must provide medical certification of the serious health condition, and the medical necessity ~~for the employee~~ to assist with the care of the family member.

All time used for ~~short term disability (STD)~~ or Worker's Compensation will be counted toward the ~~twelve (12)~~-week allotment. Certain eligibility rules and requirements may apply under different state laws. Employees will be provided with additional information if this applies to them. ~~If employees who are married are both employed by Connections Education, they may take only a combined leave of twelve (12) weeks per year for the birth/adoption of a child.~~

Eligible employees may take leave intermittently when medically necessary and with proper medical certification as required by law. Intermittent leave may be taken in full day or partial day increments. For partial day increments, the employee's timesheet should reflect the actual amount of time spent away from the ~~workplaceschool~~.

Compensation and ~~employee~~-paid time-off benefits may be prorated depending on the duration of intermittent or reduced leave. If an employee wishes to be compensated for the time off work, the time must be taken in accordance with ~~our-the~~ time off policy. Employees taking intermittent FMLA leave must make a reasonable effort to schedule their leave so as not to unduly disrupt the school's operations. When an employee takes intermittent leave or a reduced work schedule, ~~the employee may be temporarily we may temporarily transfertransferred the employee~~ to an alternative position, with equivalent pay and benefits that better accommodates recurring periods of leave.

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## ELIGIBILITY AND PROVISIONS

Employees assigned to an office facility with more than fifty (50) employees within a seventy-five (75) mile radius who have been employed at least twelve (12) months and who have worked at least 1,250 hours in the last twelve (12) months are eligible for family and medical leave under the FMLA.

Family and Medical Leave is not paid leave. Upon returning to work, employees will be placed in the original or an equivalent position to the one that they held when they went on ~~FMLAFamily and Medical Leave~~ unless the employee's position would have been eliminated or changed regardless of the leave. ~~For additional information, please contact Human Resources. There are exceptions to this rule for key employees.~~

~~Health coverage will be maintained during the leave period, provided the employee continues to pay his or her portion of the premium in a timely manner. The employee is responsible for making arrangements with Human Resources to pay their employee premium. If an employee receives compensation from us during the leave, employee contributions to pay for benefits will be deducted.~~

~~Time spent on leave will count for vesting service for the employee's 401 (k) plan. During unpaid leaves, 401 (k) deductions will be suspended. Employees with 401 (k) loans must submit monthly loan repayments by check during unpaid leaves.~~

~~An employee will accrue vacation and/or sick leave for the period of leave. An employee on unpaid leave during the occurrence of a school recognized holiday will not receive holiday pay. Holidays have no effect on the pay of employees on approved paid STD leaves, except that holidays falling within the employee's elimination period will be counted as a holiday, and not as a sick day. Employees on intermittent FMLA leave will receive holiday pay only if they were scheduled to work on the holiday.~~

~~Participation in flexible spending accounts will continue while an employee is on leave. However, the contributions cease when an employee is on an unpaid leave, and employees who are on unpaid leave may not make contributions to their accounts through personal checks or otherwise. A participating employee may submit claims during the leave period. If an employee is on unpaid leave, once the employee returns to work and deductions resume from the paychecks, the remaining amount of the annual contribution will be recalculated to reflect the new appropriate deductions for the remainder of the calendar year.~~

Employees must submit family and medical leave requests in writing to Human Resources at least thirty (30) days in advance when the leave is foreseeable, or as soon as practical thereafter. In the event that the reason for leave is due to the personal illness of the employee, or to care for a family member with a serious health condition, medical certification is required within 15 days from commencement or leave request, unless it is not practicable to do so despite the employee's diligent good faith efforts. In cases where an employee requests FMLA leave in conjunction with short-term disability, the short-term disability application will act as notice of medical certification.

~~We will notify employees if their submitted medical certifications are incomplete or insufficient, and will provide employees at least seven days to cure deficiencies.~~

~~Depending on the circumstances and duration of the FMLA leave, we may require employees to provide recertification of their serious health condition. A new medical certification will be required annually for serious health conditions lasting beyond one year. We also reserve the right to request a second or third medical opinion pertaining to the employee's disability at our expense.~~

~~We may retroactively designate leave as FMLA leave with appropriate written notice to employees, as long as the organization's failure to designate the leave as FMLA qualifying earlier did not cause harm to the employee.~~

While out on leave, employees must maintain contact with their manager ~~or supervisor~~ and Human Resources to inform them of their status and intention to return to work at the end of the FMLA period. If an employee gives us notice of ~~their~~~~his or her~~ intent not to return to work, ~~we~~ The organization no longer ~~is~~~~are~~ required to maintain health benefits or to restore the employee to ~~their~~~~his or her~~ job.

Employees must return to work once approved leave has expired. Prior to returning to work, an employee who takes leave due to ~~their~~~~his or her~~ own serious health condition is required to submit certification from a healthcare provider that ~~they are or she is~~ able to resume work. When an employee returns from leave, any coverage that had been suspended during the leave will be reinstated. Use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of the FMLA leave.

If an employee fails to return to work at the expiration of an approved FMLA leave, it will be deemed a voluntary termination.

## LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS (CFRA)

An employee may be eligible for up to twelve (12) weeks of unpaid leave per rolling (12) month period for birth, adoption or foster care of a child; to care for a child, spouse, parent; or for their serious health condition. Employees will be provided with additional information if this applies.



## LEAVE UNDER THE PREGNANCY DISABILITY LEAVE

An employee who is disabled by pregnancy, childbirth or related medical conditions, may be eligible for pregnancy disability leave of up to four (4) months depending on the period of actual disability. Employees will be provided with additional information if this applies.

## PARENTAL AND SERIOUS ILLNESS IN THE FAMILY LEAVE

The Parental and Serious Illness in the Family Leave policy provides regular full-time and full-time term of project employees with up to two (2) weeks of paid time off during a twelve (12)-month period in the following circumstances:

- Parental leave to care for a child after birth or placement for adoption or foster care;
- Serious illness in the family leave to care for a seriously ill spouse, domestic partner ~~(affidavit on file with Benefits Department)~~, child or parent, or to make arrangements relative to that care. This does not include in-laws.
- Serious illness in the family leave to be with a minor child during an inpatient hospital stay

A “child” under this ~~p~~Policy is typically considered a dependent child under the age of eighteen (18). However, in certain ~~limited~~ situations, ~~we the organization~~ may approve this leave for employees needing to care for adult children over the age of eighteen (18) if circumstances warrant, in our sole discretion. Any request for leave to care for children over the age of eighteen (18) under this ~~p~~Policy must be approved by Human Resources.

All time used for Parental and Serious Illness in the Family Leave (PSIL) will be counted toward the employee’s twelve (12) week ~~Family and Medical Leave Act (FMLA)~~ allotment and must be utilized before unpaid time off begins. Parental Leave must be taken within six (6) months of the qualifying event.

In certain instances, state leave laws may differ from the ~~f~~Federal ~~L~~Law. Please check with Human Resources to confirm specific benefits information.

### ELIGIBILITY AND DURATION

Eligible employees who have been employed for one (1) year and have worked at least 1,250 hours over the twelve (12)-months preceding the requested leave are eligible. Full-time employees who meet the eligibility criteria can take up to two (2) weeks of paid leave during a twelve (12)-month period, from the date of the qualifying event. Leave may be taken in one (1) week increments.

### DURATION OF LEAVE

~~Only one two (2) week leave may be taken during a 12-month period, which will be counted by looking backward from the date the leave begins. Leave may be taken in minimum of one week increments.~~

~~Parental leave must be taken within the first six (6) months of the birth or adoption of a child, or the placement of the foster child.~~

### NOTICE REQUIREMENTS

When the leave is foreseeable, at least thirty (30) days advance notice to ~~the~~ Human Resources ~~Department~~ is required. ~~If 30 days’ notice cannot be provided, as much notice as possible should be provided.~~ Failure to give reasonable notice may delay, or make an employee ineligible to take leave. Employees must also always contact their ~~supervisor or~~ manager when they are going to be absent. ~~, or as soon as possible if advance notice is not possible.~~

### CERTIFICATION AND REPORTING REQUIREMENTS

~~In all instances, E~~mployees requesting leave under PSIL should review the “Leave of Absence Request Process” document located on the Virtual Library. ~~must complete the Parental and Serious Illness in the Family Leave of Absence~~

~~Request Form.~~ For [leave under PSIL-Serious Illness in the Family Leave](#), employees must provide medical certification by a physician or practitioner.

In cases where parental leave is taken to care for a child after birth or placement for adoption or foster care, documentation, such as birth certificate or adoption decree, is required.

## UNPAID LEAVE OF ABSENCE

~~We~~ [The organization](#) expects all employees to plan the use of their annual paid time off allotment in a responsible manner ensuring they have time available for unforeseen circumstances throughout the year. Employees who need extended time off from work for personal or other reasons, which do not qualify [under FMLA as Family and Medical Leave](#), may be approved to take an unpaid leave of absence at ~~our~~ [the sole discretion of Human Resources](#), ~~depending upon the circumstances, which are expected to be extraordinary and are subject to verification.~~

~~Upon the first instance of taking an unpaid leave day without verification or a leave based on an excuse of a repetitive nature the employee will receive a written warning and will be placed on probation. The second instance will provide grounds for termination. Taking an unpaid leave day without verification or approval may be cause for discipline, up to and including termination.~~

An approved unpaid personal leave of absence does not assure employees the right to return to work ~~with us~~ or to the job ~~they or she~~ held. ~~Attempts will be made to~~ [Although we will try to](#) place the employee in a ~~job position, however the school is not we are not~~ obligated to do so. If [the employee is offered](#) ~~we offer the employee~~ a position at the end of the leave and the employee fails to accept it, ~~they or she~~ will be considered to have voluntarily resigned without notice. Employees with less than six (6) months of continuous service are generally not eligible for an unpaid leave of absence, except for military leave or when required by state law.

If ~~a~~ employee wishes to take an unpaid leave of absence for a non-medical reason, the employee must have exhausted all paid time off **except** sick time. Sick time can never be used for non-medical leave.

If an employee wishes to take an unpaid leave of absence for a medical reason, the employee must have exhausted all paid time off including sick time.

Unpaid leave requests must be submitted to Human Resources by the employee, and requests must be approved by Human Resources and in some cases, the [School Leader](#)~~department manager~~. An employee does not accrue paid leave during an [unpaid](#) leave of absence.



# PERFORMANCE AND DISCIPLINARY ACTION POLICIES

## EMPLOYEE PERFORMANCE MANAGEMENT

Performance refers to work performance, attendance and punctuality, conduct, and compliance with policies and procedures. Employee performance is the key to achieving [business-school](#) results and organizational productivity. ~~We use informal and formal performance feedback tools~~ [are utilized](#) to assist employees in developing high levels of performance.

Employees receive a performance review in advance of their salary review date, ~~which is a common date for all employees.~~ Performance reviews are conducted annually at the end of the school year as well as mid-year, [usually](#) in December or January. Employees also receive periodic feedback both formally and informally from their manager. This feedback may be written or verbal.

Based on those reviews and other factors (~~the employee's e.g.,~~ position level, general market condition, internal equity, the school's overall performance and merit increase pool, etc.), ~~the manager may recommend a~~ [employees may be eligible for a](#) merit increase, ~~and bonus payment.~~ All salary increases ~~and bonus payments~~ must be reviewed and approved by two [\(2\)](#) levels ~~up~~ in the organization and by Human Resources. [A performance review does not guarantee an increase in salary or promotion. Salary increases or other incentive payments, if any, are solely within the school's discretion.](#)

Given that salary reviews are performed on a "common review date," an employee's first merit increase ~~as well as his or her incentive compensation~~ is prorated based on ~~their~~ [his or her](#) start date. ~~A performance review does not guarantee an increase in salary.~~

~~Increases are prorated to reflect the amount of time the employee was away from work, including leaves of absence. Merit increases for ten (10) month employees are prorated based on date of hire in the first year of employment. Please refer to the Ten-Month Employee Pay Structure policy for proration amounts.~~

[For all exempt and non-exempt ten \(10\)-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.](#)

[Hired July 1 – September 30: eligible for 100% of the merit increase pool](#)

[Hired October 1 – December 31: eligible for 75% of the merit increase pool](#)

[Hired January 1 – March 31: eligible for 50% of the merit increase pool](#)

[Hired April 1 or after: Not eligible for a merit increase in the year in which hired](#)

## DISCIPLINARY PROCESS

Employees are expected to meet certain standards of work performance and conduct. These include, but are not limited to, those outlined in this handbook as well as in the employee's job description. Employees who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process. The nature of the discipline used, up to and including immediate termination of employment will depend upon the [employee's](#) conduct ~~of the employee~~ and the relevant circumstances. It is not a guarantee of continued employment when an employee is placed on an improvement plan as part of the disciplinary process. Employees are expected to meet their performance expectations daily. Certain cases involving serious policy violations

warrant a written warning with probationary status. This type of disciplinary action carries a contingency stating that if there are any further violations of policy or unacceptable performance or behavior, it will be grounds for termination.

This disciplinary process does not alter the organization's policy of at-will employment. Both the school and school employees retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

# WORKPLACE CONDUCT POLICIES

## STANDARDS OF CONDUCT

In an effort to provide ~~our~~ employees with comfortable and safe working conditions, ~~we the organization~~ maintains standards of professional behavior that all employees must ~~be~~ followed. Although there is no way to identify every possible example of prohibited conduct, the following is a **partial** list of infractions that may result in disciplinary action, up to and including termination of employment.

- Perpetrating fraud against ~~the organization, its schools~~~~us or our customers~~, ~~Connections, affiliated entities or persons~~~~business associates, or clients~~
- Theft, misappropriation, unauthorized possession, use of or removal of ~~our school or Connections~~ property ~~by others~~
- Carrying weapons or explosives, or violating any criminal law while on ~~our school~~ property or on school business
- Fighting or otherwise threatening, intimidating, coercing, or interfering with managers, co-workers, or guests
- Using profane, obscene, or abusive language while on ~~our school~~ property or on school business
- Sleeping during working hours
- Gambling or other immoral or disorderly conduct while on ~~our school~~ property or on school business
- A pattern of chronic or excessive absenteeism, tardiness, leaving work early, or any other violation of ~~our the~~ attendance policy
- Failure to properly notify ~~your manager~~ about an absence
- Failure to satisfactorily perform ~~your job~~ ~~duties, including insubordination or refusal to comply with instructions~~
- ~~Failure to perform assigned job duties yourself and/or~~ Hiring a third party to perform ~~your an employee's~~ assigned job duties
- Intentional abuse, ~~negligence~~, or destruction of ~~our school~~ property
- ~~Negligent use or care of our property~~
- Violation of any safety rule, policy, practice, or procedure
- ~~Violation of any policy in this handbook~~
- ~~Failure to properly follow any rule or procedure~~
- ~~Performing your job in a manner that may~~ ~~Ceasing~~ ~~e~~ injury to a person or ~~damaging a~~ property, machinery, equipment, supplies, or ~~negatively impacting~~ the reputation of the school ~~or our associates~~
- False, fraudulent, misleading, or harmful statements or omissions concerning another employee or ~~our~~ students, parents, ~~associates~~~~colleagues~~, teachers, ~~customers~~, ~~and~~ vendors, or any statement that is harmful or disloyal to ~~our the~~ school
- ~~Insubordination or refusal to comply with instructions, or failure to perform reasonable duties~~
- Dishonesty or providing false information to your manager or to ~~us~~~~other employees~~
- Misuse of private Information and data created as a result of school operations concerning employees, students or their families, ~~and teachers~~.
- ~~Conduct that, in our sole opinion, reflects adversely on you or our the~~ school
- ~~Failure to properly follow any rule or procedure, or violating any policy in this handbook~~
- Other acts that, in the opinion of ~~school~~ management ~~and/or Human Resources~~, warrant disciplinary action

## RESPECT FOR OTHERS

~~We The organization~~ expects ~~the our~~ employees to treat each other, students, teachers, ~~customers~~, vendors, regulators, legislators or any third party that an employee comes in contact with in the course of their job duties with respect and consideration. Lack of respect can be shown through words, conduct, acts or demeanor. Some examples of lack of respect towards other employees include snide remarks, inappropriate jokes, direct comments and even avoidance of

particular individuals. The above examples by no means describe all types of disrespectful behavior. As a general rule, behaviors that affect another employee's ability to work depart from our standard for respect.

## LANGUAGE IN THE WORKPLACE

The use of obscenity, profanity, sexual innuendoes, coarse language or language that could be perceived as offensive in the workplace is highly unprofessional and unacceptable. ~~If it persists, it can create a hostile workplace environment and may amount to a form of harassment.~~ All employees are cautioned to avoid such language. Persons improperly subjected to such offensive language should report the incident, using the [harassment complaint](#) procedure ~~outlined in the Preventing Workplace Harassment policy above.~~

## PROFESSIONAL ETHICAL STANDARDS

Employees must maintain high standards of personal ~~and~~, professional, ~~and business~~ conduct and behavior [in all interactions and communications](#), ~~and realize that they have a moral responsibility to act in a professional manner not only to professional associates and fellow employees, but to customers, students and their family members or representatives.~~

Employees are also required to use sound professional judgment when communicating with students and parents and when handling any situations requiring sensitivity. ~~Employees are to follow a~~ All school policies and protocols [must be followed](#) in regards to [FERPA privacy](#) and other dealings with students, parents, learning coaches and any agencies which may be associated with a [Connections-CalCA school](#) family.

Employees must display the highest integrity and the best judgment and ethics, and use ~~their~~ professional skills to the best interests of all. Employees must use only legal and ethical means when seeking to influence governmental legislation or regulations. ~~No employees shall engage in political campaign activities while engaged in school business or with school resources. Lastly, employees must aid in the professional development of those who enter the educational services profession by assisting them to understand the functions, duties, and responsibilities of the profession; and, endeavor at all times to improve our company.~~

## REPORTING UNETHICAL BEHAVIOR

### ETHICS HOTLINE

~~Our~~ [The school's](#) ongoing success depends on maintaining high ethical standards of conduct. To reinforce ~~our~~ [the](#) commitment to the highest standards of ethics, ~~we~~ [the organization has](#) made ~~available~~ the [Connections Education Ethics Hotline](#) [available](#). The Ethics Hotline is a phone and web-based communications tool that offers employees a confidential way to raise a concern or report suspected unethical, unprofessional, illegal, or fraudulent activity by others associated with the [company organization](#) or school. The hotline number is 877-892-4063 and the confidential web address is [www.connectionsacademy.alertline.com](http://www.connectionsacademy.alertline.com).

#### Who should use the Ethics Hotline?

Any employee who has information about possible criminal activities, ethical violations, or other work-related incidents should use the Ethics Hotline. **An employee's first option is to report suspicions to a member of [school](#) management or Human Resources.** ~~But if they are uncomfortable with the direct approach, the Ethics Hotline may be utilized. If you're uncomfortable with the direct approach, use the Ethics Hotline.~~

#### What types of incidents should be reported?

~~We~~ [Employees are](#) encouraged ~~d-employees~~ to report situations or events that could potentially harm students, [the](#) school(s), employees, or the organization. Examples include violations related to:

- Compliance with regulations
- Conflicts of interest
- Misuse of resources or funds
- Intellectual property

- Accounting & auditing practices
- Gifts & bribes
- Disclosure of confidential information
- Privacy of student records
- Theft
- Copyright laws and software piracy
- Falsification of information
- Threats and physical violence
- **Discrimination**
- **Harassment**
- **Retaliation**

### How it works

Concerns reported to the Ethics Hotline are received by an independent third-party communication specialist who will then report the information anonymously to ~~our~~ Human Resources ~~Department~~. At no point will the identity of the individual reporting the concern be revealed without ~~their~~~~his/her~~ consent. Any employee who, in good faith, raises a concern or reports misconduct is doing the right thing and will not be subject to discipline or retaliation just for reporting a concern. If the investigation of a concern reported through the Ethics Hotline reveals that the initial report was done in a malicious or intentionally improper manner, then ~~they~~ ~~person~~ will be deemed to waive their right to anonymity and be subject to disciplinary action.

### You are the key to an ethical workplace

While the Ethics Hotline is an ongoing program for concerned employees; ~~we the school~~ encourages direct communication ~~between you, your coworkers, and your supervisor or another~~ with colleagues, managers, and/or members of ~~school~~ management. ~~When you~~For employees who prefer to remain anonymous, ~~call~~ the Ethics Hotline ~~is~~ available at anytime, ~~twenty-four~~(24) hours a day, seven ~~(7)~~ days a week.

## CONFLICTS OF INTEREST

~~You~~ ~~Employees~~ are prohibited from engaging in any activities that conflict with ~~our~~ ~~the school's~~ interests or have the appearance of doing so. A conflict of interest, or the appearance thereof, may occur when ~~your an~~ interest in, association with, and/or employment by ~~another school or educational management organization one of our competitors, suppliers of goods or services, etc., or customers/students~~ is such that ~~your the~~ ability to act in the best interests of the ~~company school~~ may be called into question.

~~If you are concerned that you may be engaging in a conflict of interest, or if you believe that another employee has engaged in such conduct, p~~ Please discuss ~~any questions or concerns regarding conflicts of interests~~ the matter with your manager and/or Human Resources.

Conduct that may constitute a conflict of interest includes, but is not limited to:

- Directly or indirectly borrowing from, lending to, investing in or engaging in any substantial financial transaction with an existing ~~or~~ potential customer/student, ~~supplier, etc. client, or supplier;~~
- Performing outside work for another entity while working for ~~the school or~~ a Connections ~~Education-affiliated school or~~ program;
- Working for another educational agency or institution, school, academy, etc., during the same standard school work hours as the organization;
- Transmitting confidential information to a ~~customer/student/parent/caretaker,~~ vendor, competitor, or other individual who is not an employee and who does not have authorization to receive it; and
- Using ~~our~~ ~~organizational~~ facilities, equipment, labor, or supplies to conduct outside activities
- Having an intimate relationship with any student, parent/~~caretaker~~ of a student, ~~employee under direct supervision, or customer,~~ except when such individual is a member of your family or when you have no work responsibilities associated with the individual and the relationship is not prohibited by law or regulation, such as a relationship with an under-age student

## GIFTS

Employees are to avoid any conduct that gives rise to a conflict of interest or even the appearance of a conflict of interest. Specifically, employees must comply with laws that preclude the giving of gifts to government employees even

when the gift is given without any intention of influencing the recipient. For purposes of this policy, a gift is defined as anything of value given or reimbursed by the ~~company organization~~ for which goods or services are not provided in return as part of an ordinary business transaction. This may include tangible items, meals, or travel expenses. Accordingly, employees must have all gifts reviewed by the Legal ~~Affairs~~ Department by creating an Issue Aware ticket.

Employees may not give, solicit or accept gifts to or from any other person or entity that has or seeks a business relationship with the ~~school or~~ organization unless approved through the Issue Aware process. Employees are also prohibited from giving gifts to ~~customers,~~ vendors, students, and government officials.

In no event should any gift of cash, including gift cards, be accepted or made.

If an employee receives an unsolicited gift, the ~~y employee~~ must promptly notify ~~theirhis or her~~ immediate ~~supervisor~~manager, in writing, and take the following action:

- Return the gift with a letter to the donor explaining the Gift policy.
- When a gift cannot be returned because it is perishable and may become damaged or spoiled, send the donor a letter noting this fact and explaining the Gift policy.
- When it is necessary to write a letter as prescribed above, the ~~employee-recipient~~ should provide a copy of the letter to ~~theirhis or her immediate supervisor~~ manager and should submit it to the Legal ~~Affairs~~ Department.

## AUTHORIZATIONS AND APPROVALS

Under no circumstances is an employee, other than those who have purchasing responsibility authorized in writing, to commit to any purchase or agreement that financially obligates ~~us~~the school or organization. ~~Should you if an employee is required have a requirement~~ to procure goods and services, ~~you must obtain~~ the appropriate authorizations from ~~your~~ the employee's manager must be obtained in accordance with the school's fiscal policies. Failure to obtain the proper authorizations/approvals will result in disciplinary action and/or a requirement that the individual accept personal responsibility for an obligation wrongfully made in ~~our~~the school's name.

## SOLICITATION AND DISTRIBUTION

~~Employees are prohibited from soliciting~~We prohibit the soliciting by employees and ~~the~~ distributing of non-~~business school~~ material in work areas and during ~~work~~school hours. Bulletin boards, internal directories, interoffice mail, e-mail, and other organizational resources are to be used only for school business purposes unless otherwise designated for this purpose.

Employees may not solicit or distribute ANY information in work areas on behalf of a business, club, school, society, religious group, nonprofit organization, or a political party during working time or during the working time of the employee(s) to whom such activity is directed.

As long as the activity is not disruptive, employees may distribute information about nonprofit fundraising efforts or distribute small items, such as cookies or candy for sale, if the proceeds will be received by a nonprofit organization. The decision for what activities to permit will be determined by ~~school~~the management ~~for the employee's location~~. Requests to conduct fundraising activities must be approved in advance by the School Leader. ~~by the location manager in advance.~~

~~We~~The school reserves the right to sponsor certain nonprofit fundraising events. However, employees will not be required to participate.

## APPEARANCE AND DRESS

~~We~~The school strives to provide a work environment that is both professional and comfortable for ~~our~~ employees. ~~We do not want to implement detailed guidelines in order to preserve flexibility and accommodate differences in style~~

~~preference and taste. However, each Employee's~~ dress, grooming, and personal hygiene should be appropriate to the ~~workplace-school~~ environment in accordance with guidelines set forth by the manager. In general, employees are expected to dress in a manner and present themselves in a manner that is acceptable in a ~~business-school~~ setting.

~~Use good judgment when selecting casual business attire.~~ When meeting with families/students and/or external parties or when visitors are expected ~~at the school in the workplace~~, employees should dress in accordance with the expectations of those individuals. Employees who are dressed inappropriately may be asked to return home to select suitable attire. ~~If employees have a~~Any questions concerning the dress code, ~~they should speak with their~~ be directed to an immediate manager or Human Resources.

## ANIMALS IN THE WORKPLACE

Pets are not permitted at the school office or at school related events, unless they are the employee's registered service animal. If you have questions regarding registered service animals, please contact HR for additional information and requirements.

## EMPLOYEE CONDUCT WHILE DRIVING

~~If you operate your own vehicle in performing your job, you will be considered~~Employees are completely responsible for any accidents, fines, or traffic violations incurred while operating personal vehicles. While driving ~~your-a own personal~~ vehicle, or a rental vehicle for school ~~or company~~ business, ~~your the employee's~~ personal automobile insurance will be considered primary ~~with-and~~ any ~~companyorganizational~~-provided coverage secondary.

Employees who are driving while on school business are expected to conduct themselves in a safe and legal manner, obeying posted speed limits and avoiding distractions while driving.

## SOCIAL MEDIA POLICY

~~We-The school~~ believes in utilizing social media sites to foster online collaboration and share what ~~we-the school~~ does, but ~~we-employees are~~ expected ~~our-employees~~ to do so responsibly. As these online communication platforms continue to evolve, so will ~~our-school~~ policies. ~~We want employees to~~Employees should speak freely, but also responsibly. This ~~p~~Policy is focused on social media activities in or outside of work that could affect work performance, the performance of other employees, or the school's interests. The ~~p~~Policy provides standards for employees who choose to contribute or participate in blogs, wikis, social networks (Facebook, MySpace, Twitter, etc.), virtual worlds, user-generated audio and video (YouTube), or other social media. Remember that ~~our-the~~ rules of conduct apply to online activities. Remember that our rules of conduct apply to online activities and any information or comments posted publicly may be escalated to HR for review.

~~We-Employees are~~ discouraged ~~d employees~~ from participating in one-on-one communication or sharing personal information with students through social media sites. It is not appropriate for teachers or other staff members to deviate from their professional role with students at any time. If teachers or other staff members choose to interact with students through social media sites, ~~they should log~~ the interaction should be logged, and use filters or other mechanisms to preserve the professional nature of the student-teacher relationship. While such precautions might limit a student's access to ~~your-employee's~~ personal information, ~~you-employees~~ may still have access to the personal information of a student. In such a case, ~~you must be aware of the fact that~~ information ~~you learned~~ about students through these networking and social media sites may trigger ~~your-a~~ duty under applicable law to report suspected abuse, neglect or other conduct to the authorities.

This ~~p~~Policy shall not be construed or applied to interfere with Section Seven (7) of the National Labor Relations Act.



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## PARTICIPATION IN SOCIAL MEDIA SITES

1. Write about what you know. Ensure that statements you make are accurate and factual. Be exciting and creative when talking about the organization or school, but don't exaggerate or guess. If someone asks you a question you don't know the answer to, forward it to an expert within the organization.
2. Present yourself well. Take into consideration that anything you post is made public and could be misconstrued by readers. Assume that your colleagues, your ~~supervisor~~manager, your school's students and their parents will read it. Keep that in mind as you post and present yourself in a way that you would in the school. Be sure that the image you portray is consistent with the work you do. Social media sites tend to blur the lines between personal and professional lives, and public and private information. Be aware of that and communicate accordingly.
3. Restrict access if appropriate. ~~Because boundaries can be blurred, everyone potentially has access to your information.~~ Many social sites have privacy settings. Think about using them. .
4. ~~Rep~~Present your school and organization well. Just by identifying yourself as an employee, you are creating perceptions about the school and organization. Make sure that content associated with the school is consistent with ~~the school's~~its values and standards of conduct.
5. Respect your audience. It is fine to have a healthy debate, but don't disparage others. Carry ~~our~~the customer service model through to your social media content. Outside parties CAN pursue legal action against you personally for content you post.
6. Correct mistakes. If you made a mistake, go back and correct it. Just make sure you indicate that you have done so before modifying postings.
7. Identify yourself appropriately. Don't misrepresent who you are – if you're commenting about your school, let others know your role and status. Make it clear that you are speaking for yourself and not on behalf of your school. Only employees that have been officially designated by ~~your~~the school have the authority to speak on behalf of the school.

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## SCHOOL SOCIAL MEDIA ACCOUNTS

Employees must disclose to a supervisor any and all known passwords for the school's various electronic communications systems, including any school social media or other accounts, upon request of a supervisor and upon termination of employment.

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## PROHIBITED ACTIVITIES ON SOCIAL MEDIA SITES

1. Do not violate your confidentiality ~~and non-disclosure~~ agreement. Follow ~~our~~the official policies on protecting ~~your~~the school and ~~our~~proprietary and confidential information. Some things that you absolutely can't disclose on social media sites include financial information, trade secrets, customer information, and confidential or personally identifiable information about students. View the Confidential Records-Access, Retention, and Disclosure Policies ~~and your non-disclosure agreement~~, if applicable, for more details.
2. Do not violate copyright or fair use laws. It is extremely important that you respect the laws governing copyright and fair use of copyrighted material owned by the school or others, for our protection as well as your own.
3. Never conduct school business on a social media site. Our internal Education Management System (EMS) and other provided communication tools are the appropriate venues for work-related activities. **All contacts with students or parents should occur on and be tracked using the school's communication tools, not social media sites.**
4. Don't disrupt the learning environment. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students.
5. Don't publish information about students.
6. Don't publish personally identifiable information, including photos, about your colleagues without their consent.
7. Don't let social media interfere with your work performance.



8. Know your obligations. , It is your responsibility to understand and be familiar with the reporting requirements for such things as child abuse and neglect, consistent with the laws of the state in which you work and ~~our~~the school's policy.

## SUBSTANCE ABUSE, DRUG FREE AND ALCOHOL FREE WORKPLACE

~~We are~~ The school is committed to maintaining a safe, healthy, and efficient working environment, therefore requiring a drug free workplace for our employees and the customers that we serve. Therefore, we require a drug-free workplace. Employees are strictly prohibited from misusing controlled substances, intoxicants, inhalants, alcohol and prescription drugs, or purchasing, selling, manufacturing, distributing, possessing, or working under the influence of illegal substances. Employees are also prohibited from consuming alcohol in the presence of any students or families enrolled in ~~a company-affiliated~~the school or attending a ~~company-school~~ function.

Employees who take over-the-counter or prescribed medication are responsible for being aware of any adverse effect(s) the medication may have on the work performance ~~of their duties~~, and must promptly report to their manager if the use of the medication might impair ~~their~~ ability to perform the job safely and/or effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged deemed unable to perform ~~their~~ jobs safely and/or properly while taking prescribed medication. It is a violation of this policy ~~for any employee~~ to take over-the-counter or prescribed medication contrary to its proper use.

Employees may not use ~~our~~ property and equipment, use a ~~company-school~~ vehicle, or ~~operate a personal~~use their own personal vehicle or rented vehicle in the performance of their job responsibilities while under the influence of illegal drugs, intoxicants, inhalants, or quantities of alcohol above legal limits.

~~Contact your~~Employees should contact their manager if ~~you they~~ are aware of illegal activity at ~~the school your workplace.~~ You Employees are required to cooperate fully with school management and/or Human Resources if ~~you they~~ are involved in substance abuse investigations. Employees who are referred for treatment and do not remain drug/alcohol free, and/or perform unsatisfactorily on the job, may be subject to termination.

## DEFINITION OF "CONTROLLED DANGEROUS SUBSTANCE"

"Controlled dangerous substance," as used in this policy, has the same meaning as the term "controlled substance" in the Controlled Substances Act (21 U.S.C. § 802), and includes (1) any substance that has not been legally prescribed ~~to the employee~~ by a properly licensed physician, and (2) any substance that is legally obtainable, but has not been legally obtained or is not being used in the prescribed dosage for prescribed purposes. This ~~p~~Policy **does not** prohibit ~~you employees~~ from taking prescribed medication under the direction of a physician, provided that the prescribed medication does not impair ~~your~~ performance or threaten ~~your~~ safety, security and/or property, or that of ~~us the school~~ and/or ~~your~~ co-workers. The use of prescribed medication in a manner that is inconsistent with the directions of a physician is not exempt from ~~our~~ general prohibitions on substance abuse.

## SEARCHES

~~We~~ The organization reserves the right to carry out searches of employees and ~~their employee's~~ property, including desks, work areas, files, lockers, bags, or other personal belongings (including vehicles), while at any of ~~our school sites~~workplaces or work-related areas, if there is a valid reason for such a search.

## DRUG AND ALCOHOL TESTING

Under this Drug and Alcohol ~~p~~policy, ~~we the organization~~ may, ~~at our discretion~~, require pre-employment testing, reasonable cause testing, post-accident testing, ~~unannounced random testing~~, and follow-up testing.

- **Pre-Employment Testing:** ~~We~~ The school may require all candidates for employment to submit to drug testing as a condition of any offer of employment. Positive test results for any controlled substance as defined in this policy will be considered in making final employment decisions.

- **Reasonable Suspicion Testing:** ~~We~~The school may require any employee to submit to a drug and/or alcohol test whenever ~~we~~it is reasonably believed from the facts and circumstances, including the employee's appearance, conduct, speech or body odors, that the ~~y~~employee may be under the influence of a controlled substance or alcohol, or otherwise may have violated any aspect of this ~~p~~Policy; federal, state or local law; or federal regulations.
- **Post-Accident Testing:** ~~We~~The school may require any employee to submit to a drug and/or alcohol test whenever the ~~y~~employee isare involved in, or has contributed to, a work-related incident that involves or could have involved injury to any person or damage to property and the school reasonably suspects that the employee involved in the accident was under the influence of drugs or alcohol. Tests will be performed within two (2) hours of the accident or as soon thereafter as practicable following the accident. An employee who is seriously injured and cannot provide a specimen at the same time of the accident shall provide the necessary authorization for obtaining hospital reports and/or other documents that would indicate whether there were any controlled substances or alcohol in ~~their~~his or her system.
- ~~Unannounced Random Testing: We may perform unannounced randomly selected drug testing. Once notified, the employee must report to the testing site immediately. The random selection process will be such that every covered employee has a substantially equal chance of being selected for testing each time, regardless of whether or not he or she previously has been subject to testing. Human Resources may limit the random selection pool to only those employees in certain positions.~~
- **Follow-up Screening:** If the employee in the course of employment enters an employee assistance program for drug or alcohol-related problems or a drug or alcohol rehabilitation program, ~~we~~the school may require that they ~~employee~~to submit to follow-up testing.

## EMPLOYEE ASSISTANCE AND REHABILITATION

~~We~~The school encourages any employee with a drug or alcohol abuse problem to seek treatment voluntarily. In the case of a positive drug or alcohol test result or a violation of this ~~p~~Policy, the school and/or Human Resources ~~we~~ reserves the right to determine whether to allow the employee an opportunity to be placed in or enter into a rehabilitation program agreement as an alternative to termination.

No employee will be subject to disciplinary action solely for acknowledging a drug or alcohol problem and seeking treatment for the problem. However, in order to take advantage of that protection, employees must come forward and seek treatment before they have been asked to take a drug or alcohol test, or otherwise been suspected of having or found to have violated any aspect of this ~~p~~Policy.

Under the rehabilitation program and agreement, the employee will, among other things, be required to successfully complete an alcohol/drug treatment program before returning to work. The employee must apprise Human Resources of ~~his or her~~their condition while undergoing rehabilitation, as well as provide written verification of attendance at treatment sessions. Upon returning to work, the employee's performance must remain at an acceptable level, including attendance and punctuality.

## CONFIDENTIALITY

The results of any drug or alcohol test conducted pursuant to this ~~p~~Policy shall be kept confidential to the extent possible. Test results shall not be disclosed ~~to any other employees or any other persons~~, except to persons to whom disclosure is necessary, to defend against any legal action brought by the tested employee or candidate for employment against ~~us~~the school or organization, or to any government contractor or as otherwise required by law or regulation.

## EMPLOYEES WHO WORK WITH CHILDRENEMPLOYEE STUDENT RELATIONS POLICY

It is ~~our~~the school's policy to ensure the safety and well-being of all children participating in activities ~~sponsored by us~~, and to report suspected cases of child abuse and neglect consistent with the requirements of state-applicable law. ~~We will not knowingly place an employee~~An employee will not be knowingly placed in a position that causes ~~him or her~~them to come into contact with children where they ~~employee~~has have been accused and/or convicted of crimes against

children, child abuse, or child neglect. ~~We ensure that i~~ individuals who come into contact with children have passed appropriate background screening measures.

## LEARNING ENVIRONMENT

~~A teacher or school administrator should not disrupt the learning environment of any of our students. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students.~~

## AWARENESS OF POSSIBLE ABUSE/NEGLECT

All individuals participating in ~~school activities affiliated with us that include where~~ children ~~are present~~ are responsible for being alert to possible abuse or neglect. ~~We~~ The school provides training to employees who interact with children ~~on Child Abuse and Neglect~~, which includes guidelines for identifying and procedures for reporting any suspected child abuse or neglect. ~~Employees and employees~~ must comply with the procedures established in the ~~is~~ training (s).

## NON-FRATERNIZATION POLICY

School employees are strictly prohibited from engaging in personal relationships with students that are outside the scope of a professional adult/student relationship or, which may give the appearance of being outside the scope of a professional adult/student relationship. Employees who violate this ~~p~~Policy may be subject to reporting to law enforcement authorities if the conduct is believed to constitute a crime under state or federal law. In addition, the parents/guardians of the student involved will be notified of the student's involvement and the actions taken.

## TRANSPORTATION OF STUDENTS BY EMPLOYEES AND STUDENT HOME VISITS

Employees are strictly prohibited from providing transportation to students for any purpose.

An employee may be permitted to visit the home of a student if the student's parent or guardian is present. Prior to such a visit, an employee must gain approval from the Principal ~~School Leader~~ or School Leader ~~Principal~~'s designee. Further, any employee visiting a student's home must do so with at least one other employee and is never permitted to conduct a home visit without another employee in attendance.

## ACTIONS IN THE PRESENCE OF CHILDREN AND FAMILIES

The following are prohibited actions in the presence of students or families:

- Smoking or using tobacco products
- Consuming alcohol or drugs
- Using profanity, inappropriate language, or language that could be perceived as offensive ~~by others~~
- Inappropriate Physical Contact with Children

Employees may not engage in physical contact with a child that is harmful, sexual, offensive, unwelcome or inappropriate, or physical contact that is perceived as harmful, sexual, offensive, unwelcome or inappropriate by Connections Education, its employees, or its customers.

Additionally, employees must adhere to the requirements set forth in the code of educator ethics for their state, if applicable, as well as state criminal statutes regarding assault.

## PREVENTING WORKPLACE HARASSMENT

~~We unequivocally prohibit t~~The harassment or intimidation of our employees based on age, race, color, religion, sex, pregnancy, gender identity, national origin, physical or mental disability, sexual orientation, marital status, veteran status, protected genetic information, or any other category protected by federal, state, or local law is strictly

~~prohibited.~~ ~~We~~The school ~~do~~<sup>es</sup> not tolerate harassment or hostile actions in the workplace ~~by any person~~ and takes prompt action to correct any such situation, ~~up to and including disciplinary action or termination.~~

Harassment is a form of discrimination that occurs when someone engages in unwelcome and reasonably offensive conduct based on a protected characteristic, and that conduct could adversely affect an employee's working conditions. This ~~p~~Policy applies to harassment of any employee by another employee, by a ~~supervisor or~~ manager, or by any other individual with whom an employee interacts in the course of ~~their~~<sup>his or her</sup> employment ~~at the school~~, including but not limited to ~~parents/caretakers~~<sup>customers, clients</sup>, vendors, suppliers, contractors, or other similar individuals.

Further, no employee will be punished or treated unfavorably because ~~they or she~~ refuses to submit to or participate in sexual harassment, and no employee will be rewarded or treated favorably because ~~they or she~~ submits to or participates in such conduct.

## DEFINITION

Harassment can result from a broad range of actions, including, but not limited to:

- **Verbal conduct:** comments that that could be considered harassing if they are likely to offend a reasonable person
- **Visual conduct:** visual materials that contribute to a hostile work environment by their sexually explicit or derogatory nature
- **Physical conduct:** touching that a reasonable person would find offensive
- **Sexual Harassment:** any unwelcome or unwanted conduct of a sexual nature, whether verbal, nonverbal, or physical, where:
  - It is expressed or implied that an employee's submission to or refusal of the conduct will have any effect on ~~their~~<sup>his or her</sup> employment, job assignment, wages, evaluation, promotion, training, future job opportunities, or other terms or condition of employment, or where such submission or refusal is used as a factor in decisions relating to the person's employment; or
  - The conduct substantially interferes with an individual's employment by creating an intimidating, hostile, or offensive work environment.

Some examples of sexually harassing conduct include, but are not limited to, the following:

- Unwanted sexual advances, or requests or demands for sexual favors or sexual acts;
- Verbal or physical conduct of a sexual nature that is not welcomed by another employee, such as repeated sexual flirtation, advances, innuendo, propositions, gestures, jokes, or mockery;
- The display or distribution of sexually-oriented objects, pictures, or literature, including illustrations, drawings or cartoons, including materials downloaded from computer systems via the internet, electronic mail, or other sources; or
- Any uninvited and unwelcome physical contact.

This ~~p~~Policy applies ~~in the workplace~~<sup>at the school</sup> and in any other work-related settings, such as ~~business-school~~ sponsored trips, ~~sales meetings~~, conventions ~~or conferences~~, or ~~business~~<sup>school</sup>-related social events. ~~we~~ Employees are expected ~~employees~~ to conduct themselves in a professional manner in the workplace and at any other time ~~when representing the school~~<sup>they are representing us</sup>. Such conduct is essential to promote quality work, and to ensure a ~~work-school~~ environment free of discrimination. Physical conduct of a sexual nature, even if welcomed by another employee, is prohibited in the workplace, or in any ~~work~~<sup>school</sup>-related setting.

Please refer to the ~~online~~<sup>h</sup>Harassment ~~t~~Training provided at the start of ~~your~~ employment for more detailed information on all forms of harassment and ~~our~~<sup>school</sup> policies on harassment.

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## INTERACTION WITH STUDENTS

Any employee who interacts with students ~~in the course of their job~~ should be familiar with and comply with the policies contained within the School Handbook [Supplement](#) as it pertains to harassment or treatment of students. Harassment or treatment of a student that is prohibited by the School Handbook [Supplement](#) is not tolerated and any employee who violates the policies in the School Handbook [Supplement](#) may receive disciplinary action.

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## SANCTIONS

~~Any employee, supervisor, or manager, at any level, who violates this Policy, will be subject to discipline up to and including termination of employment.~~

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## COMPLAINT PROCEDURE

~~We encourage employees who believe they are being harassed to initially, where possible, to inform the offender that his or her harassing behavior is unwelcome, and ask the individual to stop the conduct. Any manager who becomes aware of allegations of harassment must bring the allegations to the attention of the School Leader and Human Resources. In addition, however, we encourage any employees~~ Employees who believe that they are being harassed or have been harassed ~~are encouraged~~ to report the harassing conduct to ~~the School Leader and~~ Human Resources ~~for immediate review. In this way, we will be able to take action to stop the harassment before it becomes severe or pervasive. All complaints of harassment will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated promptly, thoroughly, and impartially.~~

~~If an employee believes that he or she is being or has been harassed, he or she should report the matter to Human Resources.~~

~~All complaints of harassment will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated promptly, thoroughly, and impartially.~~

If an investigation substantiates allegations of harassment, ~~we will take~~ immediate and appropriate corrective action that is designed to address, stop, and remedy the harassment, ~~will be taken,~~ and ~~the school will~~ to ensure that the harassment does not recur.

~~Any manager or supervisor who becomes aware of allegations of harassment must bring the allegations to the attention of Human Resources.~~

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## INVESTIGATION PROCEDURE

When an investigation is being conducted, Human Resources ~~representatives~~ will instruct and provide guidance to participants of the investigation regarding confidentiality, and employees are expected to fully comply with these instructions in order to maintain the integrity of the investigation.

An employee who is questioned as part of an investigation must be forthcoming and candid in answering all questions and must not withhold information pertinent to the investigation.

Withholding information or providing false information during an investigation is a serious violation of this [pPolicy](#) and will subject an individual to disciplinary action, up to and including termination.

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## PROTECTION AGAINST RETALIATION

~~We prohibit a~~Any form of retaliation against an individual who makes a bona fide complaint of harassment, for assisting in a complaint investigation, for providing information in a complaint investigation, or for making any determination necessary under this [pPolicy](#) ~~is prohibited~~. Retaliation is a serious violation of this [pPolicy](#), and any individual found to have retaliated against another person in violation of this [pPolicy](#) will be subject to discipline, up to and including termination of employment.

## FALSE ACCUSATIONS OF MISCONDUCT

False and malicious complaints of harassment, as opposed to complaints which, even if erroneous, are brought in good faith, will result in appropriate discipline, up to and including termination.

## AUTHORITY AND RESPONSIBILITY

If a ~~supervisor or~~ manager learns that an employee is suffering potentially harassing behavior, the ~~supervisor or~~ manager must act ~~expediently promptly~~ to ensure that the harassing behavior is investigated, and if necessary, promptly stopped. All ~~supervisors and~~ managers are responsible for preventing employees from being subjected to harassment, and for reporting any complaint or incident of harassment to Human Resources immediately and at the very least within twenty four (24) hours using the ~~above outlined~~ procedures ~~outlined above~~. If an incident is not reported, but a manager is aware of potential harassment, this must also be reported immediately and at the very least within twenty four (24) hours to Human Resources.

~~As a supervisor, you~~ Managers must immediately report any allegations of harassment ~~that you learn of~~, even if the allegations are against ~~the individual required to report the allegations~~. Managers have a legal duty to report harassing behavior, even if the complaining employee requests that the matter be kept confidential. The matter will be kept as private as possible and the employee will be protected from retaliation. ~~you.~~

~~Once a supervisor learns of potentially harassing behavior, we have a legal duty to take prompt and effective action. This duty remains even if the complaining employee asks the supervisor to keep the matter confidential and to do nothing, especially if the alleged harassment is severe, ongoing, or potentially harmful to others.~~

~~Supervisors cannot promise to maintain complete confidentiality. Instead, supervisors must ensure that the potentially harassing behavior is reported to the appropriate officials as soon as possible. If the employee does not want to report the issue him or herself, the supervisor must do so.~~

~~Supervisors should address the employee's concerns and assure him or her that, while the supervisor cannot promise complete confidentiality, the matter will be kept as private as possible and that the employee will be protected from retaliation.~~

~~Supervisors~~ Managers should follow up with the employee periodically during the investigative process, as well as after the investigation has been completed, to ensure that ~~they or she is~~ are not experiencing retaliation or further harassment.

## WHISTLEBLOWER POLICY

A whistleblower ~~as is~~ defined ~~as by this Policy is~~ an employee who reports an activity that ~~they/she~~ considers to be illegal or dishonest ~~to one or more managers of the employer~~. Examples of illegal or dishonest activities are violations of federal, state or local laws ~~;~~ ~~billing for services not performed or for goods not delivered~~; and ~~other~~ fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or ~~dishonest~~ fraudulent activity, ~~they~~ employee is to ~~contact must contact their his/her~~ immediate ~~supervisor manager~~ and Human Resources. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The confidentiality of the whistleblower will be maintained to the extent that is reasonable. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. ~~We~~ The school prohibits ~~s~~ retaliation against a whistleblower.

## NON-RETALIATION

No employee will be retaliated against for reporting in good faith potential violations of any policy, or for filing, testifying, assisting with, or participating in any investigation, proceeding, or hearing conducted by the ~~company~~



[organization](#) or by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying an employment benefit.

Any individual who retaliates or attempts to retaliate will be subject to appropriate disciplinary action, up to and including termination of employment. ~~All reports of retaliation should be~~ [If you feel that you have been retaliated against you should report this in writing submitted](#) to Human Resources.

It should be noted that frivolous complaints that have no merit upon investigation or which are made in clear and direct response to disciplinary actions against an employee with documented performance issues or policy violations will not protect the employee against further disciplinary action up to and including termination. However, such actions must clearly be directly related to the employee's own documented performance issues or policy violations.

## ISSUE RESOLUTION PROCESS

~~We~~ [The school](#) encourages open and direct lines of communication between employees at all levels of the organization. ~~We respect the intelligence of our employees and their ability to speak for themselves.~~ It benefits everyone when employees feel free to bring questions, suggestions and concerns directly to their managers. Examples of issues that should be handled through this resolution process include: concerns about the application of school policies and procedures within the school to school staff, parents and students; concerns about personnel decisions directly involving an individual or decisions affecting other individuals at the school; work conditions; questions about the competence and overall fitness of a colleague or a ~~supervisor~~ [manager](#); and regulatory compliance.

Employees should follow the resolution process detailed below. Employees should always contact Human Resources immediately to deal with issues of discrimination or harassment as described in the Preventing Workplace Harassment ~~P~~ [Policy](#) of this handbook.

## STEPS IN THE PROCESS

1. If the issue does not involve a violation of school policy or an ethical or regulatory requirement, meet with at least two levels of management. An employee must, in good faith, make every attempt to resolve the issue with ~~their~~ [his or her](#) immediate manager and, if that is not successful, then with ~~their~~ [his or her](#) next level manager. Fear of retaliation is not a legitimate reason to skip this step. If the issue does involve a violation of school policy or an ethical or regulatory requirement, then the employee should proceed directly to step 2.
2. If the immediate manager or the next level manager cannot resolve the issue, or if the issue involves a violation of school policy or an ethical or regulatory requirement, it is important to describe the issue, the desired result, and your proposed solution to the issue. This step should occur as soon as possible after the occurrence of the problem.
3. If the issue relates to a personnel matter or work condition, contact Human Resources. After an employee fully describes the issue, Human Resources will help them and their manager consider how policies, procedures, and practices relate ~~for~~ [to](#) the issue. Often, the policies in this handbook will dictate a resolution to the issue. If the issue involves a school policy or an ethical or regulatory requirement, contact a member of the school management team. Human Resources can provide you with the name of the appropriate contact or you can ask ~~them~~ [HR](#) to contact the appropriate individual on your behalf.
4. If ~~your~~ [the](#) issue is not resolved by either Human Resources or ~~school management~~ [School Services](#), ~~employees~~ [you](#) can request that ~~they~~ [your](#) matter be presented to ~~your~~ [the](#) school's ~~Board of Directors~~ [governing body](#) (if applicable) for final consideration or ~~you~~ [employees](#) can contact ~~them~~ [the board](#) directly. The contact information for ~~your~~ [the](#) school's ~~Board of Directors~~ [governing body](#) is located on ~~your~~ [the](#) school's web site.

# CONFIDENTIAL RECORDS – ACCESS, RETENTION AND DISCLOSURE POLICIES

## HANDLING CONFIDENTIAL INFORMATION

### PERSONALLY IDENTIFIABLE INFORMATION

~~We~~The school and all school employees must ~~all~~ comply with the Family Educational Rights and Privacy Act (FERPA) in ~~our~~the handling of student data (see discussion below). ~~We also must protect~~Personally identifiable information ~~must also be protected, especially including sensitive personally identifiable information such as~~ social security and financial account numbers, under state and federal privacy laws. The failure to comply with these requirements may result in legal liability to ~~Connections Education~~the organization and/or the school ~~or to Connections Academy schools~~. Furthermore, the confidence of ~~our~~customers, regulators and ~~our~~students and their families depends upon ~~our~~ carrying out these responsibilities in full.

~~The hard drives on all issued laptops issued by Connections to employees or school staff will have encryption and there will be a process implemented for users to swap existing laptops for ones with encrypted hard drives.~~

As a user of Connexus or other ~~organizational~~Connections Education information or systems, ~~you~~employees must comply with the following:

- NEVER store personally identifiable information that includes social security or financial account numbers locally on a laptop or other removable media such as USB and flash drives unless the data is encrypted and password protected. Note that viewing a Data View export in Connexus creates a file which is automatically saved in the local temporary folder on the download machine. ~~So Employees~~you should only view Data View export files when connected to the ~~company~~network, ~~through Citrix, or for those whose access is not through Citrix, Use~~ must be temporary and be followed by prompt deletion, as specified in the next bullet.
- To the extent that student information that doesn't include a social security or financial account number must, for legitimate ~~business~~ reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted – by deleting the file(s) and then emptying the Recycle Bin (or your system's equivalent) from the computer immediately after use.
- NEVER send emails that contain personally identifiable information that includes social security or financial account numbers. If ~~you it is~~are required by any regulatory authority or vendor to transmit a file that contains this kind of information, ~~you must~~ contact the ~~Connections~~ MIS helpdesk and request assistance to appropriately encrypt or otherwise store the file ~~according to their instructions~~.
- Laptops and other electronic devices such as smartphones that receive ~~organizational or company~~/school emails must be password protected~~in case the device is lost or stolen. If you it is necessary have to temporarily leave a portable electronic device in a vehicle, lock it in the trunk.~~
- Laptops and other electronic devices such as smartphones that receive organizational/school emails must be properly stored and secured when not in the direct control and use of the employee.
- Any~~f~~ailure to comply with the above requirements will be considered a serious breach of responsibility and may be grounds for termination of employment ~~for all Connections employees~~ or other action(s) as provided for by school ~~employment~~ rules and policies, including discontinuing access to Connexus or to ~~the organization's~~ ~~Connections~~ network.



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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Employees are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). [A link to the most current Policy is always located on the Virtual Library \(Home > Employee Resources > Legal Resources \(FERPA, consultants, IP\) > Family Educational Rights and Privacy Act \(FERPA\)\).](#) [Connexus logon page.](#)

Employees are responsible for reviewing the requirements and only disclosing ~~any~~ student information if specifically required by regulation and when such disclosure is permitted by FERPA. Employees are never permitted to remove any FERPA-protected information from school property in print or electronic form except for legally permitted purposes and when specifically authorized by a manager. ~~Note that if student records that do not include a social security number must, for legitimate business reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted — by deleting the file(s) and then emptying the Recycle Bin (or your system's equivalent) from the computer immediately after use.~~

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## CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees are responsible for limiting disclosures of confidential and proprietary information to those individuals who need to know the information in order to perform their job responsibilities for the benefit ~~of the~~ [school and/or organization](#) ~~company~~. Confidential information should not be disclosed to ~~anyone~~ ~~non-employees~~ except ~~pursuant to a~~ [Non-disclosure Agreement](#) ~~as~~ approved by the Legal ~~Affairs~~ Department.

Employees must conspicuously label confidential information with the applicable classification notice (e.g., [Connections Education](#) [California Connections Academy](#) Confidential"). In addition, all confidential information must be safeguarded and kept secure and disposed of in a secure manner (subject to records retention requirements).

Employees should not accept information or other materials from a ~~customer, business partner,~~ contractor, vendor or other non-employee that may be trade secret information obtained, or provided without the owner's consent.

~~Unauthorized use of third party confidential information can contaminate the company's work, limiting the company's ability to sell its products and services that include unlicensed information. Any authorized use of third party confidential information must be in compliance with the applicable Non-disclosure Agreement~~ [Certain information available to employees including content contained in Connexus® is protected by various copyrights, trademarks, service marks, patents, trade secrets, or other intellectual property rights and laws and may only be used as permitted by law and with the permission of the owner. Except as expressly authorized by Connections, employees may not sell, license, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from or otherwise exploit the Content or features in Connexus® in any form or medium. Users are fully responsible for their own use and for ensuring such use does not infringe on the rights of Connections or third parties. Any unauthorized use including copying or reposting of Connections or third-party intellectual property may result in termination of employment and other legal action.](#)

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## INTELLECTUAL PROPERTY POLICY

Intellectual ~~p~~Property is defined as an intangible creation of the human mind, expressed or translated into tangible form that is assigned certain rights of property such as inventions (patents), literary and artistic works (copyrighted works), and symbols, names, images, and designs used in commerce (trademarks). ~~We~~ [The organization is](#) ~~are~~ committed to the enforcement and protection of intellectual property rights as both a legal and an ethical imperative. ~~We expect~~ [All employees are expected](#) ~~employees~~ to adhere to the United States ("U.S.") copyright and trademark laws and to be mindful of the limited rights conferred by licenses and permissions granted by third parties. ~~We also expect~~ [All employees are also expected](#) to take appropriate steps to protect the rights of the ~~company~~ [school and/or organization](#) in its trademarks and works of authorship developed for or on behalf of the ~~school and/or organization~~ ~~company~~ and to timely notify the ~~company and/or organization~~ of any potentially patentable inventions.

## USING COPYRIGHTED AND TRADEMARKED MATERIALS

Employees must assure that work product ~~they are involved in developing~~ is original and doesn't include material owned by third parties unless covered by a license agreement approved by the Legal ~~Affairs~~ Department. Employees must also assure that they do not use trademarks owned by third parties for commercial purposes without the consent of the owner of the trademark. Questions on the use of third party copyrighted material and trademarks should be referred to the Legal Department. ~~To learn more about what is acceptable, employees should refer to the Copyright and Trademark Compliance Policy and Guidelines, which is located on the Virtual Library (Home>Employee Resources>Legal Resources (FERPA, consultants, IP)>Copyright and Trademark Compliance Policy). Contact the Legal Affairs Department if there are any questions regarding usage of third party copyrighted material and trademarks.~~

**Plagiarism:** Plagiarism ~~in the workplace~~ occurs when an employee claims or implies original authorship or incorporates material from someone else's written or creative work, in whole or in part, whether or not there is a copyright notice, into ~~their an employee's~~ work product without adequate acknowledgement. Plagiarism ~~in the workplace~~ is strictly prohibited and may also represent a violation of law, exposing the employee to criminal and/or civil prosecution.

**False Information:** ~~We expect~~ Employees are expected to exercise honesty and integrity in all aspects of employment. Employees are prohibited from providing false information to other employees, students, or ~~customers/parents/caretakers~~. Employees are also required to immediately report to Human Resources if they suspect that another employee has provided false information to other employees, students, or ~~customers/families~~. Employees are strictly prohibited from falsifying data in Connexus or any other system used for reporting to an authorizer, regulatory body or external agency. Falsification of such data may result in disciplinary action up to and including immediate termination. If an employee is aware of another employee falsifying data and fails to report the infraction, ~~they that employee~~ may be subject to disciplinary action up to and including immediate termination.

**Ownership and Rights to Materials Developed by Employees:** Work product and ideas developed by ~~corporate~~ employees as part of their work for the ~~company/school~~ are owned by the organization/Connections Education.

Teachers are encouraged to contribute materials that they have developed during their employment for use by the ~~larger organization-broader Connections Education community. As members of the Connections Education community of learners,~~ Teachers are encouraged to collaborate with one another and share instructional resources in order to enhance professional practice and ultimately improve the academic success of the students. Materials that could be shared by the broader ~~organization/Connections Education community~~ include, but are not limited to lesson plans, worksheets, problem sets, newsletters, presentations such as PowerPoints, recorded LiveLesson® presentations and resources. By providing these through the EMS or other ~~company~~ provided online applications or templates (e.g., software for LiveLesson® presentations and LiveLesson® templates) or communications tools (e.g., WebMail or email), teachers agree that the ~~company/organization~~ has a non-exclusive license to use and modify these materials and such modified materials are ~~company~~ organizational owned derivative works. Any such materials so contributed may be edited and formatted by the ~~company/organization~~ and used ~~by the company~~ in any way it deems appropriate. In addition, where a teacher places any approved content in the EMS, any such modifications and/or content will also be ~~company~~ organizational owned derivative works. The ~~company/organization~~ will have the right to use such materials, modifications and/or content in any way it deems appropriate. Employees are free to retain a copy of their original (unedited) materials when they ~~terminate employment/leave the company~~, but any ~~company~~ templates or third party materials used or incorporated under an organizational/company license with permission from a third party must be removed.

## EXTERNAL INQUIRIES

Any employee who receives an external inquiry or a request for documents from a regulatory or legal authority or from the press; or who receives an inquiry concerning information that is not normally provided ~~during their employment~~, such as an employee reference request, should refer such inquiry as follows.

- Refer all media inquiries to ~~Public Relations~~~~the Marketing Department~~.
- Refer all inquiries from lawyers or government agencies to the Legal ~~Affairs~~ Department.
- Refer all employment references requested to ~~the~~ Human Resources ~~Department~~. ~~We~~ The school ~~do~~es not respond to oral requests for references. All requests must be in writing accompanied by a signed authorization.
- ~~As an employee, do~~ not under any circumstances respond to requests for information regarding another employee. If you receive a request for a reference, you should forward the request to ~~the~~ Human Resources ~~Department for a response~~.

## RECORDS RETENTION

~~We~~ The school maintains a variety of records, including student and employee, ~~and corporate~~ records. Record retention requirements and policies have been established for maintaining records. Employees must never destroy any record except in accordance with these policies. Records are not to be kept longer than the policy duration in any form unless they have received direct authorization from the ~~Department~~ manager, School Leader, or Human Resources or if they are subject to a hold notice received from the Legal Affairs Department.

~~The current records policies are located on the Virtual Library (Home > Employee Resources > Records Management Program).~~

## PERSONNEL FILES

An employee's personnel file consists of physical documentation as well as electronic information stored on the Human Resources Information System. The original information in your personnel file will be kept by Human Resources.

Additional copies of certain documents in your ~~a~~ personnel file may also be kept in the school office.

An employee may request a copy of their personnel file. The request must be made in writing to ~~the~~ Human Resources ~~Department~~ and the file will be made available to the requesting ~~employee~~ within a reasonable amount of time. ~~The Human Resources Department may charge a shipping or copying fee for the amount needed to fulfill the request.~~

## ACCESS TO EMPLOYEE EXPOSURE RECORDS AND EMPLOYEE MEDICAL RECORDS

Under the Occupational Safety and Health Act ("OSHA"), employees have the right to examine and copy relevant "employee exposure records" and "employee medical records," as those terms are defined under the statute. Human Resources is responsible for maintaining these records. If you wish to access your records, please contact Human Resources.

Employee Exposure Records: Employee exposure records are retained for thirty (30) years. In the event that workplace monitoring is conducted, we may elect to retain the data (e.g., lab reports, worksheets, etc.) for only one year. In such cases, the sampling results and sampling plan, analytical and mathematical methods used, and a summary of the other relevant background data will be retained for at least thirty (30) years.

Employee Medical Records: Generally speaking, employee medical records are retained for the duration of employment plus thirty (30) years. However, this does not apply to:

- Health insurance claims records that are maintained separately from the Company's medical program and its records; or

- First aid records (not including medical histories) of one-time treatment and subsequent observation of minor injuries (e.g., scratches, cuts, burns, splinters, etc.) that (i) do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job; (ii) are made on-site by a non-physician; and (iii) are maintained separately from the Company's medical program and its records.

If you work for the company for less than a year, the company may elect to provide you with these records upon the termination of your employment rather than retaining them. The OSHA regulation entitled "Access to Employee Exposure and Medical Records" is available in Human Resources. If you would like a copy of the regulation and/or its appendices, please contact Human Resources.

# WORK ARRANGEMENT POLICIES

## ACCOMMODATION OF DISABILITIES

~~We will conform~~The school adheres to the requirements and regulations ~~of the Americans with Disabilities Act of 1990, as amended, the Rehabilitation Act of 1973, and~~ all applicable federal, state and local laws ~~including modifications made by the ADA Amendments Act of 2008~~protecting employees~~person with disabilities~~. Qualified individuals with disabilities may be entitled to a reasonable accommodation in the workplace. If you believe you are such an individual, please communicate that information in writing to Human Resources. ~~We~~The school and HR will attempt to work with you to accommodate your needs,~~as well as our work requirements~~.

If an employee or an applicant comes to a ~~supervisor or~~ manager requesting a reasonable accommodation, it is the ~~supervisor/~~manager's responsibility to immediately involve Human Resources ~~in the process~~.

Any information regarding a disability will be kept confidential to the extent possible.

## WORK-AT-HOME POLICY

Under certain circumstances, employees who would normally work out of a ~~company~~school office may be eligible to work at home on a full-time, part-time, or occasional basis. Specific information regarding the work-at-home arrangements offered is provided below. The decision whether to allow an employee to work at home is within the sole discretion of ~~(i) the company~~school; ~~and (ii) any school that has contracted with the company to act as its human resources agent.~~ Work from home privileges may be revoked at any time for any reason within the sole discretion of the school. Categories of work at home arrangements are defined in the Work-at-Home Classifications Policy. A manager can require an employee with work-at-home privileges to come into the office at any time. If an employee is requested to come into the office and fails to do so, disciplinary action may be taken.

This policy does not apply to employees who request to work at home as an accommodation for a disability under the Americans with Disabilities Act. For information regarding such requests, please refer to the Accommodation of Disabilities policy in this handbook.

## WORK AT HOME GUIDELINES

1. Work Environment: Employees are required to establish an appropriate work environment within their homes, in accordance with the requirements described in this Policy. Employees' residences generally must be located in the same state as their assigned work location. Exceptions must be approved in advance by Human Resources.
2. Work Hours: ~~With the exception of adjunct teachers,~~ Employees who work at home are required to work the same "core hours" (e.g., 8:00 am – 5:00 pm), the same number of hours (40 hours per week), and the same calendar days as other employees at their assigned office location.
3. Contact Information: Employees who work at home must provide Human Resources with their home telephone numbers and mailing address. Any changes in contact information must be immediately reported to Human Resources by updating UltiPro. Employees who work from home must display their instant message status daily with their contact information.
4. Communication: Employees who work at home are required to communicate with their Managers in a manner and frequency consistent with other employees at their assigned office location. Employees should consult with their Managers to discuss their respective expectations, as well as logistical issues that may arise.
5. Accessibility: Employees who work at home must be accessible by phone and internet within a reasonable time period during the agreed upon work schedule ("core hours"). If an employee will not be available for a period of time greater than one (1) hour during ~~their~~his/her core hours, the employee must notify ~~their~~his/her ~~Manager~~mManager, and an appropriate away message must be placed on the employee's IM.

6. Phone Calls: All work numbers should be answered professionally and by the employee only. All work numbers should have a professional voicemail message that indicates the employee's name and role/department.
7. Responding to Voice Mails
  - a. Requirement: Employees who work at home are required to check their work voice mailboxes at least three (3) times per day, and return calls from their managers within three (3) hours during normal work hours.
  - b. ~~Exception: Adjunct teachers are required to check their work voice mailboxes at least once per day, and return calls from their Managers within twenty-four (24) hours.~~
8. Responding to Instant Messages: Employees who work at home are required to respond to Instant Messages within (20) minutes during normal work hours.
9. Off-Site Responsibilities: Employees who work at home will be given an "assigned office/hub location." This location may be an actual office, or an office location zip code or city where the employee will be expected to meet with their/his/her M manager. These meetings may be scheduled on a regular and/or ad hoc basis. In addition, employees must be available to conduct home visits, attend field trips and other school-related events, act as proctors for state testing, and perform other duties as assigned.
10. Evaluation: Evaluation of an employee's performance while working at home may include daily interaction by phone and email. Evaluations will be similar in content and frequency to the evaluations received by employees at the assigned office location, but with additional focus on work output and the completion of objectives, and less focus on time-based performance.
11. Confidentiality: Employees who work at home must take steps to prevent proprietary and/or confidential information regarding the company, its employees, and its clients from being stolen or otherwise accessed. Employees should use locked file cabinets, disk boxes, and desks; practice regular password maintenance; and take other steps, as appropriate. Portable Media such as flash drives, floppy disks, CDRs, etc. should not be used to store or transport confidential data under any circumstances without authorization from the MIS Department. Employees must still abide by our Information System Policies. It is recommended that no confidential data be printed from the employee's residence. If confidential data is printed, it must either be i) returned to office or ii) shredded.
12. Contact with Students and Other Individuals
  - a. Home Telephone Numbers: All work numbers should be answered professionally and by the teacher only. All work numbers should have a professional voicemail message that indicates the teacher's name and school. Families who need to contact a teacher may also request a phone call via WebMail, leave a message in the teacher's work voice mailbox, or, if the request is urgent, call the employer's toll-free number and speak with a support representative. It is the employee's responsibility to ensure the safety and security of that phone line.
  - b. Home Office: Employees who work at home are prohibited from granting access to their homework location to students, potential students, their families or caregivers.
13. Child / Dependent Care: Working at home should not be used as a means of providing and/or replacing child / dependent care.\* The purpose of the work-at-home arrangement is to facilitate job performance and meet the school/company's business needs. Employees working at home should not act as primary caregivers for dependents during work hours. Dependents may be present in the employee's home; however, the dependents must not require the employee's attention during normal work hours. Employees considering a work-at-home arrangement are encouraged to discuss expectations of telecommuting with family members prior to entering into such an arrangement.  
~~\*Adjuncts are exempt from this provision.~~
14. Expenses
  - a. Mail: ~~Upon request, e~~Employees who work at home ~~will be reimbursed for~~may request reimbursement of costs incurred in mailing materials to their students. A receipt from the post office is required for reimbursement.
  - b. Travel: Travel expenses are only reimbursable if the location where the employee is traveling is farther away (in miles) than the employee's assigned office location. Expenses associated with traveling to the employee's "assigned work location" for a meeting with their/his/her M manager are not reimbursable.



- d. Home Office: Employees are responsible for all costs and expenses associated with the setup of a home office / workspace (e.g., costs associated with remodeling, furniture, lighting, repairs, modifications, etc.). Repair, upgrading and/or replacement costs and liability for employee-owned equipment and furniture used during the work-at-home arrangement is the responsibility of the employee.
- e. Terminating a Work-at-Home Arrangement: We-The school reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. We-The school will generally will attempt to provide thirty (30) days' notice before making such a change.

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## TECHNOLOGY

1. Computers
  - a. Home-Based Employees (FT): Generally, home-based employees will be provided with a laptop desktop computer and related equipment. Equipment supplied by us-the organization is to be used for business purposes only. Employees must take appropriate steps to protect all organizationschool- owned equipment from damage and theft. We-The organization will maintain an inventory of all equipment and/or materials that are provided to employees working at home. Such equipment will remain the property of the school/organizationus at all times. Upon termination of employment, employees are required to return all school/organizationcompany-owned equipment and other property to us, unless other arrangements have been made.
  - b. Other Work-at-Home Employees: Employees who work at home (i) on a short-term or occasional basis, or (ii) as Home-Based Part-time Employee (Adjunct teachers, Part time Speech Language Pathologists (SLP-PRN), and Substitute Teachers) are responsible for providing their own computers and related equipment. We-The school isare not responsible for loss, damage to or repairs of any employee-owned equipment. Employee owned equipment must meet certain minimum requirements, as determined by our MIS Department. We-The school reserves the right to modify equipment requirements with or without notice, in our sole discretion.
2. Broadband Service: All employees who work at home (on a full-time basis, a part-time basis, on a short-term basis, or on an occasional basis) are required to maintain broadband access to the Internet, as well as a dedicated phone line that is available during working hours.

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## REGULATORY COMPLIANCE / RISK MANAGEMENT

- ~~1. Site Inspection Checklist: Supervisors will generally complete at least one on-site inspection per school year, and complete the site inspection checklist in the EMS. If the guidelines for the site inspection are not met, the employee's work-at-home arrangement may be terminated. Subsequent inspections may be required on an as-needed basis.~~
- ~~2.1. On-Site Inspection~~: Employees who work at home are required to permit an on-site review of their home office/ workspace upon request, whether it is a scheduled or unscheduled visit, as long as it is during the employee's core work hours
- ~~3.2. Equipment and Workspace Design~~: Equipment and workspace design must meet all applicable standards and requirements. Upon request, we-the organization will offer assistance in setting up a workstation.
- ~~4.3. Reporting Injuries~~: Injuries sustained by an employee while working at home may be covered by our workers' compensation policy. If you are injured while working at home, you must contact your mManager and Human Resources immediately, in accordance with schoolcompany procedures.
- ~~5.4. Injuries to Visitors~~: We-The organization are-is not responsible or liable for injuries sustained by visitors to an employee's home office or assigned office location.
- ~~6.5. Tax Considerations~~: Employees are responsible for all federal, state, and local tax obligations associated with their particular work-at-home arrangements.

## WORK-AT-HOME CLASSIFICATIONS

### HOME-BASED EMPLOYEES (FULL-TIME)

1. Definition: “Home-based employees (FT)” are full-time employees who work at home five (5) days per week. For recordkeeping, training, meeting and administrative purposes, home-based employees are assigned to a specific office or hub (“assigned office location”).
2. Eligibility
  - a. Applicants: In certain circumstances, an individual applying for a position may be offered the option of working as a home-based employee. Such offers generally are extended to assist us in filling specific operational needs (e.g., securing an applicant who (i) is particularly well-qualified, (ii) possesses experience or expertise in a subject area that is difficult to fill, (iii) there is not sufficient space for the employee in the office, etc.).
  - b. Current Employees
    - i. Requirements: Generally, employees must work on a full-time basis for at least one year, with no breaks in employment, to be eligible for home-based employment. In addition, individuals requesting a home-based arrangement must have at least a satisfactory performance rating under the performance appraisal process, and demonstrate expertise regarding our program and Education Management System.
    - ii. Exceptions: Exceptions to these requirements may be made under certain circumstances, (e.g., to retain employees who are particularly well-qualified, possess experience or expertise in a subject area that is difficult to fill, etc.). Exceptions must be approved by Human Resources.
3. Procedure
  - a. Applicants: When an applicant is hired as a home-based staff member, the work location (home-based) will be noted in the offer letter.
  - b. Current Staff: Requests for home-based arrangements should be directed to the staff member’s [supervisor/manager](#), who will consult with Human Resources to evaluate the suitability of such an arrangement. Factors to be considered include, but are not limited to, business needs, as well as the employee’s job duties and responsibilities; prior performance; work habits; and ability to work with minimal supervision. In addition, certain grade levels, subjects, and positions may be better suited to a home-based arrangement than others.
4. Duration: Requests for home-based arrangements are reviewed on a school year by school year basis. Home-based employees who wish to work at home the following school year should inform their [supervisor/manager](#) who will review the requirements for a home-based assignment.

### SHORT-TERM WORK-AT-HOME ARRANGEMENTS

1. Definition: For the purposes of this [pPolicy](#), the phrase “short-term work-at-home arrangement” refers to situations in which (i) an employee is permitted to work at home for a defined period of time due to a personal need or a return from short-term disability, and (ii) the duration of the work-at-home arrangement is less than one full school year.
2. Eligibility: For employees returning from a leave of absence due to a short-term disability (i.e., maternity leave), the following eligibility requirements apply:
  - a. Employees who have been on a leave of absence due to a short-term disability may be permitted to work-at-home for up to three (3) months after the date the disability began, IF the employee’s performance and job duties meet the criteria.
  - b. Employee must submit an authorization to return to work from a physician to Human Resources before work-at-home arrangement will be approved.
3. Procedure: Employees who wish to work at home on a short-term basis should contact Human Resources.
4. Duration: Employees should provide Human Resources with information regarding the expected duration of their work-at-home arrangement.



5. Terminating a Work-at-Home Arrangement: ~~We~~The organization reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. ~~We~~The organization will generally ~~will~~ attempt to provide thirty (30) days' notice before making such a change.

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#### OCCASIONAL WORK-AT-HOME DAYS

1. Definition: For the purposes of this ~~p~~Policy, the phrase "occasional work-at-home days" refers to situations in which an employee is permitted to work at home on an occasional or periodic basis, or an employee is in a "cube-sharing" arrangement where they share a workspace in an office with another employee, and alternate working from the office and working from home.
2. Eligibility: Some employees have the ability to earn work-at-home days based on their performance from the previous year. Eligibility requirements are determined at the school level.
3. Number of Work-at-Home Days: Generally, the number of work-at-home days available to an employee is determined by and dependent upon ~~their~~his/her performance during the prior school year. Employees may only use the number of work-at-home days allotted to them. ~~We~~The organization reserves the right to increase or decrease an employee's work-at-home days, with or without notice, in our sole discretion.
4. Procedure: Employees who wish to use a work-at-home day must obtain approval in advance from their ~~m~~Manager, or have a regular work-at-home schedule or cube-share arrangement that has been approved by the manager. ~~We~~The organization may, in ~~our~~their sole discretion, deny an employee's request to work at home on a particular day.

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#### HOME-BASED EMPLOYEES (PART-TIME)

1. Definition: Home-based Employees (PT) are part-time employees who work at home or at an alternative location. ~~These employees include Adjunct teachers, Part-time Speech Language Pathologists (SLP PRNs), and Substitute teachers. Adjunct teachers~~ Part time employees are required to consult with their ~~m~~Managers to schedule their "core hours," which will consist of a minimum of three (3) office hours per week between the hours of 9:00 am and 5:00 pm (e.g., Mondays, Wednesdays and Thursdays from 9:00 am – 10:00 am, Thursdays from 2:00 pm – 5:00 pm, etc.).
2. Eligibility: All ~~adjunct teachers, SLP PRNs, and Substitute teachers~~home-based part time employees enter into a work-at-home arrangement when they are hired.
3. Procedure: When a part-time employee is hired as a home-based employee, the work location (home-based) will be noted in the offer letter.
4. Duration: ~~Adjunct teachers, SLP PRNs, and Substitute teachers~~Home-based part time employees are hired with the expectation that they will work at home while employed. However, ~~we~~the organization reserves the right to discontinue the arrangement at any time, with or without notice, in ~~our~~their sole discretion.

# WORKPLACE SAFETY AND SECURITY POLICIES

## WORKPLACE SAFETY

All employees must practice safety awareness by anticipating unsafe situations and reporting such conditions immediately. If a crisis or near-crisis situation arises at any ~~work-school site~~location, ~~employees should not attempt to handle it on~~ your~~their~~ own. Immediately consult ~~your a~~ manager and/or Human Resources and Compliance.

Practice safety around the office by not using, adjusting, or repairing machines and equipment, unless authorized and qualified to do so. ~~if you are not authorized and qualified to do so~~. Be alert for tripping or slipping hazards. Keep walking areas clear of carts, boxes and other obstacles. Know the locations, contents and use of first-aid kits. If there is a medical emergency, call 911. Be familiar with ~~our the school's~~ emergency action plans and report all injuries, illnesses, and accidents that are sustained while performing school-related work or while on our school property ~~to your manager~~ immediately, no matter how minor. If ~~you employees~~ are in a position ~~that requires where you~~ operation of machinery or equipment that requires specific training or certification, ~~you they~~ must possess the appropriate certification or have completed the appropriate training.

## SECURITY

~~Employees are responsible for the security of their personal belongings. We The school is~~will not ~~be~~ liable for the loss, theft, or damage of ~~employee any's~~ personal property. ~~\_brought onto our premises, or for fire, theft, damage, or personal injury involving employee automobiles, their contents, or occupants. We The school reserves~~ the right to inspect and search all areas of our school premises at any time without notice and to question individuals on our school premises concerning safety and/or security matters. Furthermore, in order to promote the safety of employees and school visitors, as well as the security of ~~our the school's~~ facilities, ~~we may conduct~~ video surveillance may be conducted of any portion of ~~our the~~ premises at any time, the only exception being private areas such as restrooms.

Security inspections, searches and investigations can include, without limitation, examining offices, computers, CDs, disks, files, file cabinets, desks, closets, storage areas, restrooms, and all other areas of our the facilities and premises as well as the person, vehicles, purses, packages, parcels, and other containers of individuals entering, leaving, or located on school property. We The school may conduct these investigations, inspections, and searches to detect illegal or unauthorized drugs and drug paraphernalia, alcohol, weapons, removal of school property, or for other reasons at ~~our the school's~~ discretion. For these reasons, ~~we keep~~ duplicates are kept of all keys issued to employees.

We The school reserves the right to access and inspect any personal computer or related device if such equipment is used to conduct school business. This right is limited to the work-related information that may be contained on these devices. Please note that in no case should work-related electronic content be stored on personal computers at home except when an employee is specifically assigned to work at home and to use personal equipment.

~~Your Employee~~ assistance with ~~our~~ efforts to provide for security—including ~~your~~ authorization to conduct security inspections or cooperation with school security inspections—is expected as a condition of ~~your~~ continued employment and is greatly appreciated. We The school reserves the right to occasionally review “swipe” records at buildings where key cards are used for access as well as question employees about office entry at abnormal hours.

## WORKPLACE VIOLENCE PREVENTION

We The school does not tolerate acts of workplace violence committed by or against employees, ~~business~~ associates, or ~~customers~~families. We The school prohibits employees from making threats or engaging in violent acts.

## PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on our premises or engaged in school business;
- Damaging property intentionally; and
- Threatening to injure an individual or damage property

~~We~~The school ~~will~~may seek the prosecution of all those who engage in violence on ~~our school~~-premises or against ~~our~~ employees while they are engaged in school business.

## EMPLOYEE GUIDELINES AND PROCEDURES

### General Security Practices

- Never hesitate to call 911 if confronted with a potentially violent situation. It is better to have called 911 unnecessarily than not to have the police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual ~~by yourself~~. Doing so puts you in danger and leaves you and ~~us~~the school vulnerable to possible lawsuits.
- Always report violent, threatening, or harassing behavior to your manager and Human Resources Operations. Alert your manager or Human Resources Operations to the presence of strangers in your work area or the presence of any suspicious packages.

## OUTSIDE THREATS

If ~~you an employee is~~are the recipient of a threat against the school or school staff, ~~our facilities or employees including you, you~~they are required to report such incident immediately. Please use the following guidelines for dealing with threats.

### THREAT OVER PHONE

If ~~you receive~~a threatening call is received, send an instant message to your Manager or Human Resources immediately, noting that the caller is on the phone and that a threat is being made. Note the caller's phone number from your phone's caller ID.

### THREATENING E-MAIL

If ~~you receive~~a threatening e-mail is received, immediately forward the e-mail to your Manager and Human Resources.

### MAIL THREAT

If a threat is received through the mail, notify your Manager and Human Resources immediately. Save the letter and the envelope, and, if possible, do not handle suspicious packages. If ~~you find~~a suspicious item (package, box, briefcase, etc.) is found that does not belong in ~~your~~the work area, immediately notify Human Resources Operations.

### IN-PERSON THREAT

Please call 911 immediately.

# PROPERTY, EQUIPMENT, AND INFORMATION SYSTEMS POLICIES

## PROPERTY AND EQUIPMENT

~~Our Organizational~~ property or equipment and/or the property and equipment of ~~the school-a Connections Education affiliated school or program~~ (the “property or equipment”) is not for personal use and may not be removed from the premises without permission. ~~We~~ The organization reserves the right to access and search all equipment. Computer systems, telephone systems, e-mail, WebMail, and voicemail are to be used for ~~business/~~school purposes only and will be monitored as appropriate. ~~We~~ The organization reserves the right to bill an employee for the cost of material not returned when ~~they an employee~~ leaves the ~~company organization~~ and/or for the amount of personal telephone calls, if any, charged to a work phone account.

Office based employees must follow the procedures set forth by building management in owned or leased facilities including a non-smoking policy. Employees are also prohibited from smoking in the presence of any students or families enrolled in ~~a company affiliated~~ the school or attending a ~~school company~~ function.

## PARKING OPTIONS

~~We provide several p~~parking options are made available to all for employees. ~~The school is~~ We are not responsible for lost, stolen, or damaged property while parking in one of these areas. ~~You~~ Employees are responsible for locking ~~your~~ their car and ensuring that valuables are stored out of sight.

## CELL PHONE/MOBILE DEVICE USE

In order to maintain employee productivity, ~~we~~ the school will reimburse certain employees in key positions for the use of a cellular phone or mobile device. ~~so they can stay in contact with business associates and co-workers while they are out of the office on business.~~ Any employee receiving reimbursement must have their cellular phone or mobile device listed in the ~~school/organization company~~'s HRIS system. ~~Employees who are not provided a regular cellular phone or mobile device reimbursement may, with prior permission from their supervisor, make business calls on their personal cellular phone or mobile device and submit an itemized bill for reimbursement on an expense report.~~

~~We encourage employees to remember safety when using their cellular phones or mobile devices for business purposes while driving. We encourage employees to safely pull off of the road when engaging in all cell phone conversations or using mobile devices for other purposes (emailing, texting, etc.). Employees should be aware of and follow the appropriate state and local laws regarding use of cellular phones and mobile devices while driving.~~

~~Those E~~employees who are not provided phones will not be reimbursed for use of their personal phones and are expected to make business-work calls from their office and via provided technology.

## SOFTWARE/HARDWARE POLICY

### ACCEPTABLE USE

This section defines the boundaries for the “acceptable use” of the employer's organization's electronic resources, including software, hardware devices, and network systems. By using the se organization employer's hardware, software, and network systems, you employees assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable organizational ~~company~~ policies, as well as city local, state, and federal laws and regulations.

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## SOFTWARE

All software acquired for or on behalf of the employer-organization or developed by employees or contract personnel on behalf of the employer-organization is and shall be deemed company-organizational property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Under no circumstances should any user install or download any software onto the organization's ~~an employer-owned~~ computers s without specific permission ~~from MIS~~.

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## PURCHASING

All purchasing of the organization's ~~company~~ software shall be centralized with the MIS Department to ensure that all applications conform to ~~company~~ software standards and are purchased at the best possible price. All requests for software must be submitted to the employee's manager ~~department head~~ for approval. The request must then be sent to the MIS Department, which will then determine and purchase the standard software that best accommodates the desired request.

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## LICENSING

~~We are~~ The organization is responsible for enforcing all applicable licenses, notices, contracts, and agreements for software that is used on school issued ~~company~~ computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. ~~We must strictly enforce~~ license compliance is strictly enforced because any violation by a user may still cause ~~us~~ the organization to be liable for the consequences of such violation.

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## HARDWARE

All hardware devices acquired for or on behalf of the employer-organization or developed by employees or contract personnel on behalf of the employer-school or organization is and shall be deemed organizational ~~the employer's~~ property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

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## PURCHASING

All purchasing of teacher or student ~~company~~ computer hardware devices shall be centralized with MIS to ensure that all equipment conforms to ~~company~~ hardware standards and is purchased at the best possible price using volume discounts or national accounts. All requests for computing hardware devices must be submitted to the department head ~~employee's manager~~ for approval. The request must then be sent to MIS, which will then determine standard hardware that best accommodates the desired request.

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## OUTSIDE EQUIPMENT

No outside equipment or hardware may be plugged into the employer's-organization's network without specific permission from MIS (including USB peripherals and Flash Drives).

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## ELECTRONIC COMMUNICATIONS, TELEPHONE COMMUNICATIONS AND ACCESS CONTROL SECURITY POLICY

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### ORGANIZATION PROPERTY

As a productivity enhancement tool, the organization encourages the ~~business~~ use of electronic communications (including phone, voicemail, e-mail, webmail, message boards, instant message and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are

considered to be the property of the ~~third-party provider~~ [organization's](#), and are not the property of users of the electronic communications services.

Employees may be required to use the phone number provided to them by Connections for any telecommunication with students, families or work related tasks.

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## AUTHORIZED USAGE

The organization's electronic communications and telecommunications systems generally must be used only for [school](#) business activities. Incidental personal use is permissible so long as:

1. It does not preempt any business activity.
- ~~2. Your supervisor is aware of your intended non-business usage.~~
- ~~3.~~2. It does not consume more than a trivial amount of time and/or resources.
- ~~4.~~3. It does not interfere with productivity.

Users are prohibited from using the organization's electronic communications and telecommunications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the VP of Human Resources. Employees are reminded that the use of organization resources, including electronic communications and telecommunications systems, should never create either the appearance or the reality of inappropriate use.

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## STUDENT AND FAMILY COMMUNICATIONS

All educational and/or school related communications with students and families are required to be conducted via the organization's provided and approved tools and platforms. School staff are required to adhere to professional standards of conduct and must exercise good judgment and maintain professional boundaries when interacting with students and families. All communications must be appropriate and related to matters within the scope of the staff member's professional responsibilities. A list of approved communication platforms and tools, and more information on communication methods may be found on the Virtual Library: **Home> Employee Resources> Legal Resources (FERPA, consultants, IP)> Guidelines for Appropriate Use of Provided Communication Technologies.**

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## SPECIFIC COMMUNICATION SYSTEMS REQUIREMENTS

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### MESSAGE BOARDS

Postings by staff, teachers, or other individuals who are not the learning coaches for currently enrolled students will be limited to comments relating to the program or other school-related activities. Further, such postings should be limited to those necessary to answer posted questions, to assist with identified problems, or to gather parent input on proposed program changes or other school topics.

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### WEBMAIL

Webmail can be used for communication on personal matters (such as hobbies, books, mutual interests etc.) so long as care is used in making statements that are an expression of personal opinion and could not be viewed as being detrimental to the school. Statements regarding school policy such as comments that are political (except for any specific legislative activity related to the operation of the school) or religious in nature are discouraged. A good common sense test is to ensure that anything that is written in a webmail could be printed in a public newspaper and not be viewed as controversial or inappropriate.

## EMAIL

Another important reminder concerns the use of the organization's email. Any emails that are sent using the organization's email system, whether or not the users are employees, are the property of the third party provider and may be viewed by members of management or others with administrative rights to the system. Furthermore, MIS is instructed to forward to management any emails that violate the Internet usage policy or represent activities that could be detrimental to the organization's operations. It is essential that all email correspondence be able to pass the same common sense test as described for webmail of being able to be printed in a public newspaper without any embarrassment to the sender, recipient, or the organization.

## TELEPHONES

Phones provided for school business purposes may be monitored or recorded to ensure quality service. Depending on the nature of work being performed, business phones may not be used for personal calls. In certain employment settings, personal cell phones may only be used in break areas during employees' scheduled breaks and lunches.

## GENERAL ELECTRONIC COMMUNICATIONS PROVISIONS

### DEFAULT PRIVILEGES

User privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "least privilege." With the exception of emergencies and regular system maintenance notices, broadcast facilities (including the "All-Employees" distribution list) must be used only after the permission of your manager ~~department head~~ or School Lleader has been obtained.

### USER ACCOUNTABILITY

Regardless of the circumstances, ~~your~~ individual user account passwords must never be shared or revealed to anyone else. This includes logging into an organizational resource as yourself to allow another user to access those resources. If another user does not have access to a resource and asks you to log in for them, you should deny the request and notify MIS immediately.

If users need to share computer resident data, they should utilize public directories on local area network servers, SharePoint or the Virtual Library in the EMS. Users should also refrain from sending attachments to internal users for review and comment if the resource is available in the public folder or SharePoint on the organization's network.

### ACCESS CONTROL

To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities). The employer's password policy requires users to choose a password that is at least 8 characters long and a combination of letters, numbers and/or symbols. ~~You~~ Employees will be required to change ~~your~~ their passwords s every 90 days, and ~~you are~~ will not ~~be~~ permitted to re-use ~~your~~ the previous 5 passwords.

### NO GUARANTEED MESSAGE PRIVACY

~~We~~ The school cannot guarantee that electronic and telephone communications will be private. Employees should be aware that electronic and telephone communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others may require access to electronic and telephone communications in accordance with this policy.



## REGULAR MESSAGE MONITORING

It is ~~our~~ the school's policy not to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that we ~~school management~~ may examine the content of electronic communications.

## STATISTICAL DATA

Consistent with generally accepted business practices, we ~~the organization~~ collects statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, MIS staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

## INCIDENTAL DISCLOSURE

It may be necessary for MIS staff to review the content of an individual employee's communications during the course of problem resolution. MIS staff may not review the content of an individual's communications out of personal curiosity or at the behest of individuals who have not gone through proper approval channels.

## MESSAGE FORWARDING

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Sensitive information must not be forwarded to any external party without the prior approval of ~~your department head~~ the manager or School L ~~leader~~. Blanket forwarding of messages to parties outside of the organization is prohibited unless prior permission of the VP of Human Resources has been obtained.

## PURGING ELECTRONIC MESSAGES

Sent and received emails should also regularly be purged from ~~your~~ personal electronic message storage areas. As ~~your~~ the organization is responsible for public education, ~~you~~ employees are subject to public records requests from members of the press or others. Once such a request has been made, it is a criminal offense to delete content that could be covered by the request, even if the person who deleted the content genuinely believes that the deleted content was not relevant. The best way to prevent this problem is to regularly delete emails that are not essential. Deleting unneeded messages is also necessary to keeping ~~our~~ email servers from being overloaded. Each email account has a storage limitation that will notify ~~you~~ the user when the maximum space in ~~your~~ the account has been reached. At that point, ~~you~~ users are required to archive or delete ~~your~~ non-essential email ~~to make more room in your mailbox~~.

## INTERNET SECURITY & USAGE POLICY

### SPECIFIC POLICY

All information traversing the organization's ~~company~~ computer networks that has not been specifically identified as the property of other parties will be treated as though it is an organizational ~~company~~ asset. It is ~~our~~ the organization's policy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is ~~our~~ the organization's policy to protect information belonging to third parties that has been entrusted ~~to us~~ in confidence as well as in accordance with applicable non-disclosure agreements, contracts and industry standards.



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## AUTHORIZED USAGE

The ~~employer's~~ computer network generally must be used only for school business activities. Incidental personal use of internet on the ~~employer's-organization's~~ network should be limited to employee break times.

Some departments may explicitly prohibit personal internet usage on the organization~~company~~'s network. This will be outlined in a department specific policy.

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## INFORMATION MOVEMENT

At no time should an employee download anything from the Internet without direct permission ~~from by the Director of~~ MIS. All approved software downloaded from non-Connections Education-sources via the Internet must be screened with virus detection software prior to being opened or run. Whenever the provider of the software is not trusted, downloaded software should be tested on a stand-alone (not connected to the network) non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine.

All information taken off the Internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

Unless tools like privacy enhanced mail (PEM) are used, it is also relatively easy to spoof another user on the Internet. Likewise, contacts made over the Internet should not be trusted with ~~company~~organizational information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal information (see the following section).

Employees must not place the organization's~~company~~ material on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services, unless MIS and the employee's manager~~department head~~ has first approved the posting of these materials.

In more general terms, internal information should not be placed in any location, on machines connected to internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.

All publicly writable (common/public) directories on internal Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with ~~our~~ school business. Users are prohibited from being involved in any way with the exchange of the material described in this pPolicy.

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## INFORMATION PROTECTION

The ~~employer's-organization's~~ confidential, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods. Unless specifically known to be in the public domain, source code must always be encrypted before being sent over the Internet.

Credit card numbers, telephone calling card numbers, log in passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. Unless an encryption algorithm like PGP (pretty good privacy), or another algorithm approved by MIS is used to protect these parameters, you-employees should never put this information into an email, or instant message. This pPolicy does not apply when logging into the machine that provides Internet services. ~~Currently we do not use any type of encryption.~~

In keeping with the confidentiality agreements signed by all employees, organizational ~~company~~ software, documentation, and all other types of internal information must not be sold or otherwise transferred to any third party for any purposes other than school business purposes expressly authorized by management.

Exchanges of software and/or data between an employee and any third party may not proceed unless a non-disclosure agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in

which the software and/or data is to be handled and protected. Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with ~~the school's mission~~~~company work~~, and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.

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## COPYRIGHT AND LICENSING RESTRICTIONS

Computer software protected by copyright is not to be copied from, into, or by using ~~company~~~~organizational~~ computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner.

The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

~~We~~~~The school~~ strongly supports strict adherence to software vendors' license agreements. ~~We~~~~The school~~ abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, de-compiling, or reverse assembly of licensed software is strictly prohibited. State laws may further govern the use of any computer resource (including software).

Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to ~~school~~~~company~~ environments.

However, without explicit written variance, single usage restrictions in the license apply to all users.

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## EXPECTATION OF PRIVACY

Employees accessing ~~employer~~~~organizational~~ information systems and/or the Internet should realize that ~~their~~ communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send information over the Internet if they consider it to be private.

~~The organization~~ ~~We may and~~ expressly reserves the right to monitor Internet use from all computers and devices connected to any organization-provided network.

At any time and without prior notice, ~~we~~~~the organization~~ reserves the right to examine e-mail, personal file directories, and other information stored on ~~our~~~~the organization's~~ computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of ~~our~~ information systems.

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## ACCESS CONTROL

All users wishing to establish a connection with ~~organizational~~~~company~~ computers via the Internet must authenticate themselves at a firewall before gaining access to ~~our~~~~the~~ internal network. This authentication process must be done via a dynamic password system approved by MIS.

Employees are prohibited from establishing wireless access points, electronic data interchange (EDI) arrangements, FTP sites, web servers, peer-to-peer networks or any other external network connections that could allow external users to gain access to our systems and information.

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## REPORTING SECURITY PROBLEMS

If sensitive ~~employer~~~~organizational~~ information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, MIS must be notified immediately.

If any unauthorized use of our information systems has taken place, or is suspected of taking place, MIS must likewise be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, MIS must be notified immediately.

Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Users must not probe security mechanisms "test the doors" at either [our Connections](#) website or other Internet sites unless they have first obtained permission from MIS. If users probe security mechanisms, alarms may be triggered and resources will needlessly be spent tracking the activity.

## REMOTE ACCESS POLICY

Remote access is a generic term used to describe the accessing of ~~our~~[the](#) computer network by individuals not located at the primary office. ~~We~~[The organization](#) provides several options for access to ~~corporate and~~ school resources. This remote access may be required for traveling employees, employees who regularly work from home, or employees who work both from the [school](#) office and from home. In many cases, both the ~~school~~[company](#) and the employee will benefit from the increased flexibility provided by a remote access program. Each user's need to access ~~school~~[company](#) resources remotely will be reviewed and approved by the ~~employee's manager~~[department head](#) and MIS on a case-by-case basis.

~~Participation as a remote access user may not be possible for every employee. Remote access is meant to be an alternative method of meeting company needs. We may refuse to extend remote access privileges to any employee or terminate a remote access arrangement at any time.~~

## EQUIPMENT AND TOOLS

~~We~~[The organization](#) may provide tools and equipment for remotely accessing the ~~company~~ computer network. This may include computer hardware, software, phone lines, e-mail, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided ~~by us~~ for remotely accessing the ~~company's~~ computer network is limited to authorized persons and for purposes relating to ~~school~~[company](#) business. The ~~organization~~[company](#) will provide for repairs to ~~organizational~~[company issued](#) equipment. When the employee uses ~~their~~[her/his](#) own equipment, they ~~are~~[employee is](#) responsible for maintenance and repair of equipment.

## USE OF PERSONAL COMPUTERS AND EQUIPMENT

The ~~school~~[MIS Department](#) may only be able to provide limited support for equipment and software that is not purchased or owned by the ~~organization~~[company](#).

The ~~organization~~[company](#) will bear *no* responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The employee is solely responsible for backing up data on their personal machine before beginning any ~~company~~ work. At its discretion, the ~~organization~~[company](#) will disallow remote access for any employee using a personal home computer that proves incapable, *for any reason*, of working correctly with the ~~company~~ provided software, or being used in a production environment. There are several key requirements that an employee must meet before gaining remote-access privileges to ~~organizational~~[our](#) ~~company~~ resources.

## ~~HIGH-SPEED INTERNET CONNECTIONS~~

~~Only users with acceptable broadband connections will be approved to work remotely. No users with dial-up connectivity will be granted the ability to work remotely. If you have a high-speed connection to access the Internet from home on your own computer or during travel, you are required to have a personal firewall and active virus protection software installed on the computer to prevent unauthorized access to the computer. MIS must inspect and~~

confirm the settings of any software-based firewall. If MIS cannot confirm the settings and the computer cannot be brought into the office for inspection, your ability to work remotely may be revoked.

If you have an existing high-speed Internet connection at home, and you use a stand-alone firewall or router appliance to protect your entire home network, you may not be required to run personal firewall software. The home router or firewall device must be configured to mask the computers behind it by using Network Address Translation (NAT) or a proxy, and it must not allow unsecured external access to any resources on your home network.

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## ANTI-VIRUS SOFTWARE

All computers accessing the organization's school~~company~~ resources are required to have active anti-virus software installed and configured to automatically update each time the computer is connected to the Internet. ~~You~~ Employees will need to coordinate with MIS to install the required software. If ~~you already have~~ another anti-virus package is installed, ~~you the employee~~ must verify that ~~you they~~ are paying for an active subscription to pattern updates or ~~you~~ they will be required to uninstall that application and install ~~our the organization's corporate~~ anti-virus application. No trial software will be accepted as proper protection.

MIS reserves the right to routinely inspect and verify that ~~you have~~ the proper safeguards are in place on ~~your the~~ employee's home network and computer, and to revoke VPN access to the ~~company~~ network at any time that ~~we~~ MIS finds or suspects that ~~an employee you are is~~ maintaining ~~they your~~ computer or network in an unsecured environment.

# ACKNOWLEDGEMENT

## EMPLOYEE ACKNOWLEDGEMENT OF POLICIES

I acknowledge that:

1. I have been advised that the [employer-organization](#) has an employee handbook which sets forth various policies regarding my employment by [California Online Public schools, which operates the California Connections Academy schools and programs](#)~~Connections Education or a Connections Education-affiliated school or program.~~
2. I understand that I have access to and can obtain a copy of the employee handbook for review at any time online in the Virtual Library or by contacting Human Resources or my manager.
3. I understand and agree that I am responsible for knowing and understanding [the handbook](#)~~its~~ contents and abiding by the policies set forth in [this employee](#) handbook.
4. I understand that the handbook does not create a contract of employment, either express or implied, or a guarantee of any benefit, and that the handbook contains only a summary of benefits and an overview of policies and procedures.
5. I understand that all employment policies, practices, wages and benefits, whether they are in the handbook or not, may be unilaterally changed, amended, modified, reduced, or discontinued at any time in [my employer's](#)~~the company's~~ sole judgment and discretion.
6. I understand that any amendment of the handbook will always govern and supersede any prior versions.
7. I understand, in accordance with the handbook policies, that if I should have questions or concerns regarding my terms of employment or working conditions, I should contact Human Resources or my manager.
8. I have read and understand the policies contained in this handbook and I agree to abide by all policies as well as immediately report any perceived violations of policies to my manager and/or Human Resources.
9. I understand that the [employer-organization](#) has the right to use disciplinary action for any violation of policy or perceived violation of policy contained in this handbook.
10. I understand that the details of any benefits available to me as an employee are contained in the Benefits Guide.
11. Finally, I agree that my employment continues to be at-will and for no definite duration, that I can terminate my employment at any time, with or without cause or notice, and that the employer reserves the right to do the same.

You will be directed to acknowledge the policies contained within this handbook via electronic signature upon beginning employment.



## FISCAL POLICIES and CONTROLS

Revisions presented to Board on June 23, 2020~~Date of Approval: September 25, 2018~~

### Background

California Online Public Schools (CalOPS) is a California public benefit corporation (the Organization), with tax exempt status from the IRS, which operates a network of public charter schools known as California Connections Academy Schools. This network of charter schools is referred to as School or Schools in this policy.

### Purpose

The Board of CalOPS believes in implementing and following fiscal management practices to ensure that the Organization's funds are appropriately managed in order to support the Organization's and its Schools' mission and avoid any liability that could be attributed to the Board resulting from mismanagement. The Organization refers to the "California Charter School Accounting and Best Practices Manual" developed by Fiscal Control and Management Assistance Team (FCMAT) for guidance in the review and updating of these policies.

### Policy

School and corporate funds will be budgeted, accounted for, expended, and maintained in an appropriate fashion and in accordance with applicable Federal and State requirements. The following procedures have been established to facilitate this.

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### Procedures

#### A. Budgets

The Chief Financial Officer of the Schools, in consultation with the Schools' Chief Executive Officer<sup>(1)</sup> and with the support of the financial services provider<sup>(2)</sup> and other relevant staff

<sup>1</sup> The Chief Financial Officer currently holds the title of Director of Finance~~Business Services~~. The Chief Executive Officer currently holds the title of Executive Director and may also be referred to as the School Leader. These titles are subject to change.

<sup>2</sup> Connections Education LLC dba Pearson Online and Blended Learning is a current provider of fiscal support services

[members](#), will coordinate the preparation of an annual operating budget with estimated revenue and expenditures prior to June 20 for the following fiscal year, defined as the twelve-month period ending June 30, unless otherwise required by law or other contract. The Board shall review and approve the budget prior to July 1 of each year. A fiscal year forecast based upon updated assumptions will be prepared before the opening of the new School year.

Approved annual operating budgets will be submitted to appropriate entities required by law in the format required by statute and/or regulation and/or contractual agreements, and by any required deadlines.

Approved budgets will be used to monitor the financial activities of the year via the monthly financial reports. In addition, cash flow analysis (when needed), budget projections, and budget revisions, will be prepared periodically during the year to adjust for changes in revenue or expenses.

Budgets will be prepared that show the revenue and expenditures and financial position for each School, as well as the Organization as a whole.

## **B. Controls, Budget, and Fiscal**

The School will maintain the following principles in its ongoing fiscal management practices to ensure that, (1) expenditures are authorized by and in accordance with amounts specified in the board-adopted budget, (2) the Organization and Schools' funds are managed and held in a manner that provides a high degree of protection of the Organization's assets, and (3) all transactions are recorded and documented in an appropriate manner:

### **1. Segregation of Duties**

Each School will develop and maintain simple check request and purchase order forms to document the authorization of non-payroll expenditures. These expenditures will primarily be those expenditures not covered under the fees based on the [Professional Services Statement of Agreement with Connections Education, LLC dba Pearson Online and Blended Learning \(Connections\)](#). Proposed expenditures that are not pre-approved via Board action of a contracted amount should be approved by an administrator, who will review to determine whether it is consistent with the Board-adopted budget. An approved signer on the account will sign or otherwise approve purchase orders, check request forms, credit card expenses, or invoices. All checks or purchases over Five Thousand (\$5,000) Dollars must be co-signed by two employees or officers who have been approved as a signatory on the School's checking account. Dual approval through electronic methods is also acceptable. Payments for invoices for operational services contracted by the School, and previously approved by the Board, including those for services provided by Connections ~~Education, LLC~~, do not need to be countersigned or dually approved.

The monthly invoices from Connections ~~Education, LLC for products or services that are part of the approved fee schedule~~ will be approved and/or ratified by action of the Board.

to the organization. This function would be carried out by the new provider upon a change in the provider.

All transactions will be posted on an electronic general ledger by a bookkeeper or through the account manager assigned by the approved fiscal services provider. This ledger will be maintained either with the local contracted bookkeeper, or with the fiscal services provider but will be available upon request by the Organization or any School at any time. To ensure segregation of recording and authorization, the bookkeeper or assigned account manager may not co-sign check requests or purchase orders or approve purchases or expenses.

## **2. Banking Arrangements/Reconciliation**

The Organization will maintain its accounts at a federally insured commercial bank or credit union in California, as approved by the Board. Funds will be deposited in non-speculative accounts including federally insured savings or checking accounts or invested in non-speculative federally backed instruments. For all funds, the Board must appoint and approve all individuals authorized to sign checks or approve payments in accordance with these policies.

Public funds received on behalf of any of the Schools may be held in a county Treasury account and passed through to the Organization's commercial bank upon request of the Chief Financial Officer and/or board approved designee.

Bank statements from private banking institutions will be available online or through a downloaded digital copy to the Organization~~School~~'s bookkeeper or assigned account manager for reconciliation. A report of the reconciliation will be provided to the Chief Financial Officer ~~and Board Treasurer~~ on a monthly basis and to the Board Treasurer upon request.

## **3. Purchasing Procedures**

This section applies to purchases made by the Organization or Schools, and does not apply to purchases made by Connections Education, LLC pursuant to the Professional Services Statement of Agreement with the Organization and/or Schools. All purchases or contracts over Twenty~~en~~ Thousand (\$~~2~~40,000) Dollars must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services and should be approved by the Board, however the Board may approve a designee to sign such contracts following Board approval. For purchases over Five Thousand (\$5,000) Dollars, evidence of a good faith effort to secure the lowest possible cost should be made and documented. The administrator shall not approve invoices, purchase orders or check requests lacking such documentation and must also comply with the School's Procurement Policies. Documentation of the comparable bids and the Board decision, when applicable, shall be available prior to approval of checks, invoices and purchase order requests showing that at least two (2) vendors were contacted and such documentation shall be maintained in accordance with the retention policies for temporary fiscal records. If specialty goods or services are not available through multiple vendors, documentation may include this information in lieu of a cost comparison.



No public funds shall be expended for the purchase of alcoholic beverages. Other employee travel and expense reimbursement procedures are described below.

Administrators may purchase supplies, materials, equipment, and services up to the amounts specified in the approved budget or per an approved Board action, while ensuring the above procedures are followed.

#### **4. Record Keeping**

Transaction ledgers, invoices, receipts, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by the Organization in accordance with applicable state law, and as required in ~~the any contract or professional services agreement, signed by the School~~ in a secure location for at least seven (7) years as set out in the Records Retention policy, or as long as required by applicable law, whichever is longer. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored electronically. Paper documents may be compiled and stored in an on-site or off-site location after completion of the annual audit. The Schools will not typically charge for the costs of copying records when records are being requested by an oversight agency, through a subpoena, or in accordance with public records regulations, however, the Schools reserve the right to do so at a rate not to exceed twenty-five cents (\$0.25) per page. The School will attempt to provide records electronically, however, the actual cost of mailing records may be charged to the requestor. Copying charges only apply to the cost of reproduction, not to time spent searching for records. However, if electronic records are requested, the time needed to create an electronic version may be charged to the requestor.

#### **5. Fixed Assets**

The local contracted bookkeeper or the fiscal services provider shall establish and maintain and regularly update a listing of all equipment or furniture purchased by the School of with a value of over Five Thousand (\$5,000) Dollars. When the individual piece of equipment or furniture has an initial value over Five Thousand (\$5,000) Dollars it will be considered a capital asset rather than a non-capitalized expenditure. The listing shall include the original purchase price and date, a brief description, serial numbers or other identifying information when available, and other information appropriate for documenting the School's assets. The School shall maintain a separate segregated list of assets that were purchased with non-public funds, where applicable.

#### **6. Cash Collections**

All incoming checks or cash will be verified and entered into a check log in accordance with any internal control procedures developed by the school. All checks will be restrictively endorsed promptly. Receipts will be issued upon request. Any cash received must be deposited at the bank. When checks are taken or mailed for deposit, the person taking the checks will sign a separate log with the date and total amount taken for deposit. Checks may also be scanned and endorsed for electronic deposit to the bank, in which case the deposit record will be reviewed by a person separate from the one creating the electronic deposit. The ~~check log~~deposit total and/or check

[images](#) will be compared with the deposit record on the bank statements. All cash and checks will be kept locked up prior to deposit. Deposits should be made as soon as possible on receipt of checks and/or cash and with a target of one week of receipt. [Some payments for certain school activities may be held longer if needed.](#)

[The Organization and its Schools may accept electronic payments. A system will be put into place to track the person who is sending the payment, the reason for the payment and the correct recipient for the payment. Deposits made electronically will be compared with the deposit record on the bank statements monthly.](#)

## **7. Attendance Accounting**

The Chief Financial Officer [or designee](#), in consultation with the Chief Executive Officer will establish and maintain an appropriate attendance accounting system to ensure each School receives appropriate attendance credit. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with applicable state regulations.

## **8. Annual Audit**

The Board or its Audit Committee shall contract for the services of an independent public accountant to perform an annual fiscal audit in compliance with State law. The audit shall cover the business of the Schools and Organization during the full fiscal year; be a financial audit conducted in accordance with generally accepted auditing standards; and, include, but not be limited to, (1) an analysis of each School's compliance with applicable laws and regulations; (2) any recommendations for improvement by the Organization; (3) any other comments deemed pertinent by the auditor, including the auditor's opinion regarding the financial statements; (4) an audit of the accuracy of the School's and Organization's financial statements; (5) an audit of each School's attendance accounting records, and (6) an audit of the School's internal controls practices. If the School receives over the current threshold established by the federal Office of Management and Budget from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars. The audit shall be completed and submitted to the Board for review at a public meeting as soon as reasonably possible following the close of the fiscal year for which the audit is conducted and as mandated by state, charter or other law. Copies of the Audit will also be forwarded to any entities or public agencies, as required by the state's Charter School law, the charter and other relevant state regulations.

The Audit engagement and review process may be conducted by the Board's Audit Committee on behalf of the Board.

## **9. Fiscal Reports**

The following reports will be prepared for Organization and maintained by the fiscal services provider on a monthly basis, will be reviewed by the Chief Financial Officer, and will be reported to the Board and/or its Treasurer. The financial information will be separated by School as necessary to allow review of the revenues and financial position of each School.

- Revenue and Expense Statement for the current fiscal year – showing actual results for the months already past and forecasts for future months
- Balance Sheet
- Bank Reconciliation – listing all of the deposits and withdrawals for the period under review [with descriptive headings](#)
- Accounts Receivable Detail
- Payroll Registers and/or [compensation](#) summaries
- Connections Education, LLC Invoices – showing the fees for the month, drawn off of the revenue and expense statement
- Enrollment ~~& Attendance~~ Reports – showing the demographic makeup of the students who have enrolled in the School as well as other related statistical data, including data used to determine the monthly fees.

#### **10. Property and Liability Insurance**

As per the terms of the Statement of Agreement and the Schools' charters, Connections ~~Education, LLC~~ shall ensure that the School retains appropriate property and liability insurance coverage in accordance with the respective state law. Directors and Officers liability insurance for the Board shall also be obtained. Insurance will be kept in force at all times with any minimum limits as outlined in the charter, state law, and Statement of Agreement between the Organization and Connections Education, LLC. Certificates of insurance and/or additional insurance requirements will be provided upon request in order to meet the needs of the Organization and Schools. [The Organization may also seek out and obtain insurance coverage separately, upon approval by the Board, if in the best interests of the Organization.](#)

#### **11. Contract Signing Authority**

Unless otherwise authorized or designated by the Board, all contracts entered into by the School for a monetary amount over ~~Twenty~~ Thousand (\$~~20~~0,000) Dollars shall require the signature of the Chief Executive Officer or Board President. Routine contracts for the operation of the School such as for field trips, [school events](#), state testing proctors and testing sites, janitorial services, other services etc. in a monetary amount of less than ~~Twenty~~ Thousand (\$~~20~~0,000) Dollars may be signed by the Executive Director, Principal, Site Administrator, [Director of Finance](#) or Director of Business Services. All orders for payment of money to a member of the Board may only be drawn for travel expenses, or subsistence allowances.

#### **12. Corporate Tax Returns**

The Board will annually engage someone to prepare and submit the annual tax returns (Form 990 and Form 199) for the corporation of the Organization. The Board (and/or the Audit Committee of the Board) will annually review its policies and practices to be sure it is complying with any regulations or requirements of the Internal Revenue Service. Prior to submission of the tax returns, the Chief Financial Officer and/or other designated staff of the school will review the tax returns for accuracy. Following completion of a final draft of the tax returns, the Board will receive and review the returns prior to the submission deadline. Appropriate extensions may be filed when needed. Typically, an annual extension from the November deadline to ~~May~~[February](#) is expected as the annual audit has not yet been conducted prior to November 15. Other

extensions may be filed if necessary to allow for thorough preparation and review of the tax returns prior to submission.

### 13. Petty Cash

A petty cash fund, not to exceed Three Hundred (\$300) Dollars, may be established for any School with an appropriate ledger to be reconciled periodically, but at least quarterly, by an administrative support employee who does not normally handle the petty cash. Petty cash expenditures are typically small amounts, usually less than one hundred (\$100) dollars, and do not need to be pre-approved by an administrator.

## 14. Staffing and Staff Compensation

### Executive Compensation

As a best practice for a non-profit organization, at the time of hiring or increasing the compensation of the Chief Executive Office, the Director of Business Services, and Chief Financial Officer, the Board will review a comparison of salaries for chief executives (principal, director, administrator, school leader, executive director, etc.) and CFOs (Chief Business Officials, Business Directors, Business Services Administrators, etc.) at other similar schools or organizations and make a determination, to be recorded in the minutes of the Board, that the proposed compensation for each position is "just and reasonable". If compensation is increased by the same amount as all other employees, such as for an annual across the board raise, this process is not required.

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### Discretionary Incentive Pay Policy

Qualifying employees of California Online Public Schools, a nonprofit public benefit corporation that operates the California Connections Academy Schools ("Employer") may, from time to time, be awarded discretionary incentive pay subject to the terms and conditions of this Discretionary Incentive Pay Policy ("Policy").

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Employer shall determine, in its sole and absolute discretion, the following: (1) if any incentive pay will be awarded; (2) the amount of the incentive pay to be awarded; (3) additional eligibility factors for incentive pay, if any; (4) the recipients of the incentive pay; and (5) when incentive pay will be awarded and paid to recipients. Employees have no expectation of receiving any incentive pay under this Policy and there is no guarantee that an employee's receipt of incentive pay will result in receipt of any future incentive pay. This Policy may be amended from time to time in Employer's sole discretion.

### Minimum Eligibility Requirements

To be eligible for incentive pay under this Policy, the employee must, at a minimum, be employed by Employer on the date the payment is to be made. The Executive Director or designee may impose additional eligibility requirements in his or her sole discretion.

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### New Hire Payment

To help Employer hire the best possible candidates for employment and/or to fill those positions that are difficult to fill or are high-need, Employer has discretion to offer newly hired employees a

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one-time hiring incentive payment of up to \$10,000 per employee. Employer may award new hire payments where the Executive Director or designee determines, in his or her sole discretion, that any of the following conditions exist: the position is high need, there is a lack of qualified applicants, there is an urgency to fill the position, and/or any other relevant consideration.

#### Retention Payment

To help Employer retain qualified employees, build institutional knowledge and promote stability throughout the school, Employer has discretion to pay employees a retention payment in an amount not to exceed \$10,000 annually per employee. Any such retention payment must be paid to the employee in installments over the course of the school year and the employee's right to payment must be conditioned on his or her continued employment with Employer on the date the retention payment is to be made.

#### Performance Payment

To encourage and reward excellent performance, Employer has discretion to award employees a payment of up to 20% of the employee's salary, in an amount not to exceed \$12,000 annually per employee, unless approved by Employer's governing board for a higher cap. Employer may award performance payments where the Executive Director or designee determines, in his or her sole discretion, that it is warranted based on any of the following achievements or contributions by the employee as an individual or by the school as a whole: curriculum development, student performance improvements, positive evaluations, and/or any other relevant consideration. Employees must have advance administrative approval to undertake curriculum development or other projects that could qualify for a performance payment.

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## 15. Independent Contractors

If the Organization or School engages anyone to provide services who is classified as an Independent Contractor, the Organization will track and document the payments in a manner that will allow reporting to the IRS as required. Purchasing products from a vendor such as food or supplies is not considered a service. The IRS reporting applies to all contractors that provide services and that are not incorporated, and to all lawyers regardless of incorporation. A determination must be made in accordance with current state and federal guidelines as to whether a service provider qualifies as an Independent Contractor, based on the concepts of the degree of control over the contractor and the type of services provided. If the contractor does not meet the currently recognized standards as an independent contractor, then that person may need to become an employee of the Organization in order to provide the service. The Chief Financial Officer will be responsible for the required annual reporting for all Independent Contractors hired directly by the Organization and/or Schools and will require appropriate documentation to support the proper reporting to the IRS and other applicable agencies, including collecting an IRS W9 form from each contractor upon engagement, and then as needed when information is updated by the contractor.

## **16. Fundraising and Donations**

While the majority of the revenues for the Schools are from government sources, the Schools do on occasion receive donations from private sources. Donations received will be used for School operating purposes, and typically are used to support activities which directly support students, such as field trips, school in person events and graduation ceremonies. If supplies or equipment are purchased with donated funds, or if supplies or equipment are donated to the Schools, these become the property of the Organization. If the donation exceeds Five Thousand (\$5,000) Dollars in value, it must first be accepted by the action of the Board and the donor should indicate the purpose of the donation and any restrictions on use so the Board can determine whether to accept the donation and abide by any restrictions. Donated funds should not be used to pay for personnel costs, unless otherwise approved by the Board. If a single donation of Two Hundred Fifty (\$250) Dollars or more is received, the Organization will issue a written acknowledgement to the donor.

The Schools do not typically engage in fundraising activities whereby funds are donated directly to the Schools as part of the fundraiser. Students may on occasion organized fundraisers that benefit other charitable organizations or private persons (for example a family experiencing a severe loss), but funds for these activities should not flow through the School accounts and funds should be go directly to the organization who is benefitting from the fundraiser.

## **17. Expenditures on Political Activities**

The Organization has received non-profit (501 (c) (3)) status from the IRS, and as such, expenses for certain political activities are not allowable. The type of expenditures includes but is not limited to staff time, use of school office equipment or supplies, travel expenses, etc. The types of activities which would be not allowed include:

- Endorsement of or opposition to any candidate for any public office
- Contributions to political parties or political action committees
- Expenditures for political advertisements
- Endorsement of or opposition to any ballot measure

The Organization's employees, Board members and other representatives may engage in the above political activities on their own time, using their own personal assets and resources, however, they may not act or appear to be acting on behalf of the Schools or Organization, and may not use Organization resources to assist any non-allowable political activities.

The Schools and Organization may expend a very limited amount of funds on allowable political activities. Allowable activities would be grassroots lobbying efforts on legislative matters which may have an impact on the School or Organization, such as proposed, pending or current legislative bills, laws, regulations, etc. Typically the resources used for this type of allowable activity would be a small amount of staff time to contact or meet with legislators. Staff time and other costs, if applicable, for allowable political activities will be estimated annually and reported with the best estimate of cost on the Organizations tax returns.

No federal funds, or assets obtained from federal funds, may be used for any political purpose.

## **18. Expense Reimbursement and Travel**

Additional details of the procedures and guidelines for expense reimbursement will be developed and distributed by the Chief Financial Officer or designees, however, the following general procedures will be used when developing the more detailed procedures:

1. Expenses must be accompanied by a copy of the receipt prior to reimbursement. If a receipt is lost, a "Lost Receipt" form will be completed and approved.
2. Expense reimbursement requests will be reviewed and approved by designated managers, administrators and/or administrative support staff prior to reimbursement.
3. Employee meal reimbursement amounts will follow a standard amount, published annually to employees. Exceptions made will be within reason and will be approved by the Chief Financial Officer or Chief Executive Officer.
4. Expenses should be submitted for reimbursement within 30 days of incurring the expense, and ideally no later than 60 days. Employees will be informed that if expenses are not submitted within this time frame, the reimbursement may be denied.
5. Expense reimbursements will be submitted using acceptable current methods. The online expense reimbursement system currently in use by the Organization is Concur. Most expenses should be submitted using this system, although some expenses may also be reimbursed to employees or board members using a check request form or petty cash.
6. Notes should be included to explain the business purpose of the expense, and should include significant details such as the event, the persons participating, any unusual circumstances, etc.
7. Employee mileage reimbursement will follow the Schools' current guidelines and may include a reduction for work from home employees who travel for work purposes during normal working hours. The mileage reimbursement rate will be in accordance with the current rate issued by the IRS. Traffic or parking violations are the responsibility of the employee.
8. Out of state travel requires pre-approval from the Chief Executive Officer or Board.
9. Expenses that are subject to reimbursement must be for activities which support the mission of the Schools and its students. Examples of allowable expenses include travel and conference, mileage, meals, car rentals, school and office supplies, academic expenses, and other approved expenses.
10. Expenses that do not support the mission of the Schools and its students are not allowable and are not reimbursable. If a type of expense is in doubt, it should be presented to the Board for a determination as to whether it supports the School and is part of the School budget. Expenses which are purely for an employee's convenience are not reimbursable. Examples of non-allowable expenses include any alcohol, tobacco or drugs; medical expenses; memberships to health clubs or travel lounges; travel insurance; hotel honor bar; valet parking; laundry, cleaning

or personal grooming expenses; theft of loss of personal property; personal expenses for the home while traveling including home or yard care, babysitting or pet sitting fees; personal entertainment including movies, video games, magazines, live shows or sporting events, entry fees, etc. (Note: Some costs of entertainment activities listed here may be allowable if they are incurred as part of a pre-approved team building activity which has a benefit to and in support of the School.) Reimbursement for gifts of any kind, including flowers, food or gift cards, is never allowed.

11. Tips for meals are allowable in appropriate circumstances where the employee received service, but should not exceed twenty percent (20%).

The vast majority of expenses should be paid for through the School and Organizations usual methods of payment so that employees incur a minimal amount of out of pocket expenses that need to be reimbursed.

Detailed guidelines for procedures and approval of all employee travel expenses should be in place, updated regularly, and communicated to all employees. Employee work related travel should be approved prior to the travel taking place, through the employee's supervisor at a minimum, and when out of the ordinary course of regular school activities (such as field trips, school events, employee meetings, etc.) by the Site Administrator, Principal and/or Chief Executive Officer.

## 19. Reserves and Fund Balance

Each School will maintain a minimum cumulative ending fund balance as a "Reserve" that is at least Ten Thousand (\$10,000) Dollars. The goal for each school would be a minimum reserve amount that is equal to 3% of the annual expenditures, with an ideal target of 5% of annual expenditures. However, one purpose of the reserve funds is the use in a year when revenue is lower so that school services and programs do not need to be reduced. The Schools and Organization have language in the [Statement of Professional Services](#) Agreement(s) with Connections [Education, LLC](#) which help to insure the minimum ending cumulative fund balance amount for each individual School by applying a service credit against the services provided by Connections [Education, LLC](#). The cumulative ending fund balance, otherwise known as the School's Reserves, will be considered "Unassigned/Unappropriated" unless the Board takes action to assign some or all of the Reserves to a particular designation.

## 20. Interschool Transfers, Intra-organizational Loans and Blending of Funds

The Organization governs and operates multiple charter schools. It is important to keep accurate fiscal records for each school separately as each is its own Local Educational Agency for funding purposes, and each has its own authorizer and serves students in different counties. It is also important to maximize efficiency of operations and keep fiscal records for the Organization as a whole. For this reason, funds from the different Schools may be COMMINGLED but shall not be BLENDED, as defined below.

*Commingling* mixes or joins funds, however the origin, identity or source and the use of the



funds can be traced, audited and documented. Funds may be mixed together or shared, but they can be accounted for separately when carefully commingled. Commingling should occur only when needed to carry out efficient operations for the school.

*Blending* occurs when the origin, identify, source or use of the funds is lost or unidentifiable, and the transaction cannot be traced. The source of funds must be matched with the use of funds, and if the funds sources and uses cannot be tracked to the origin, identity and purpose, then the funds would be considered blended and the transaction is not auditable. Blending of funds should not occur.

Commingling of funds to such an extent that the funds become blended is prohibited. Inter-fund or interschool loans and due to/due from transactions are allowable. Because one non-profit corporation with one federal identification number oversees and operates multiple charter schools, sharing of resources and allocation of expenses will take place, however, the accounting system and methods will be in place to ensure that blending of funds does not take place.

Transfer of Special Education funding between Schools of the Organization is allowed under the policies of the Special Education Local Plan Area as long as it is done in accordance with the Board approved Fund Reallocation Policy.

If there is a need for one School to access funds from a different School in the Organization, temporary transfer of funds is allowable from a school with surplus funds to a school in need of funds. This type of transfer will take place with Board approval and with the following terms:

- All intra-organizational receivables and payables that are settled or result in a zero balance as of the end of the fiscal year, as of the time the books for each school are closed. are not subject to any repayment terms or interest accruals.
- Any intra-organizational receivables and payables that are not settled to a zero balance as of the end of the fiscal year (as of the time the books for each school are closed) may be converted to an intra-organizational loan agreement, which will include the terms of repayment, the interest rate, which, if not zero, shall be reasonable, and the duration of the loan. The final terms of such a loan are subject to approval by the Board at the next regular meeting, but no later than prior to the completion of the annual audits.

## **21. Fraud Prevention**

It is in the best interests of the Schools and Organization to prevent fraud. Reporting of potential fraud is encouraged, and employees have access to the whistleblower policy included in the Employee Handbook. The employee policies also include a description of both unethical behavior and of the professional and ethical behavior expected of all employees of the Organization. Methods to report unethical conduct are described, including confidential and anonymous methods to raise a concern or report fraudulent or otherwise illegal or unethical behavior. Creating a culture of professional and ethical behavior is an important goal which the leadership and management staff of the Organization are responsible for.

Strong internal controls also prevent fraud and misuse of School funds. The Administrative staff is responsible for creating and carrying out strong internal control processes, for being well informed about the various types of fraud, for creating a culture of accountability and honesty, and for implementing actions to limit the possibility of fraud. Strong internal controls, some of which are described in these fiscal policies, are important to protect the Schools' employees as well as the Organization as a whole. The internal controls limit the opportunity, incentive, capability and rationalization which make fraud more likely, and also helps to identify the person suspected while excluding innocent individuals from suspicion.

## **22. Public Purpose for Expenditures**

The California Constitution prohibits using public funds for a gift to any individual or corporation or other governmental agency. The use of school funds should be to provide a benefit to the public, and not to benefit any individual, employee, corporation or other agency. This is intended to protect from the misuse of public money. The public funds of the Organization and its Schools may be expended if a direct and substantial public purpose is served by the expenditure and private individuals are only benefitted incidentally by the promotion of the public purpose. Even if an expenditure has a noble or virtuous purpose (such as supporting an employee experiencing a loss), or a moral or justifiable obligation (such as gratitude for services provided), this is not sufficient to determine that a public benefit exists. If expenditures provide a direct and tangible benefit to students' education, such as for staffing costs, materials, software, administrative expenses, etc., then these are easily justified as providing the public benefit of educating the Schools' students. For expenditures which are not as direct or tangible, the Board must make a determination of the public purpose prior to expenditure of these funds. This may be done via the budgeting process, and/or on a case by case basis for specific types of expenditures. This may involve a board policy which explicitly allows certain expenditures, such as incentives to students, student scholarships, staff team building activities, etc.

## **Related Documents**

- Records Retention Policy
- Board Designee Policy
- School Check Request Form
- School Purchase Order Form
- Conflict of Interest Policy
- Conflict of Interest Code
- Whistleblower Policy
- Ethics Hotline
- [Fund Reallocation Policy](#)

# COVID-19 Operations Written Report

For

**California Connections Academy Schools:**

California Connections Academy @Central  
California Connections Academy Central Coast  
California Connections Academy Monterey Bay  
California Connections Academy North Bay  
California Connections Academy @Ripon  
California Connections Academy Southern California

**Presented to**

**California Online Public Schools Board of Directors**

**On June 23, 2020**

## Changes to Program Offerings

***Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.***

As a network of online public charter schools, California Connections Academy (CalCA) provides a high quality fully online educational program per the terms of each of the CalCA charters. With the changes across the world due to the COVID 19 pandemic, the core educational program for CalCA has not changed. While there have been changes to in person activities (such as field trips, school gatherings, student social events and graduation) the day to day educational program for students has continued without interruption. All curriculum, instruction, instructional support etc. that is normally provided in our program has continued. The only exception is that students with IEPs who have face to face support services in their IEP had those services temporarily changed so that they are provided remotely, such as through video or phone calls, while public health orders are still in place.

## Meeting Needs of English Learner, Foster Youth and Low-Income

***Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.***

Please refer to the first response. No changes were needed to our normal program. ELPAC testing was suspended since it must be done face to face. Per the goals and actions of the school's LCAPs, some supplemental LCFF funds and federal Title funds are used to provide additional support to socio-economically disadvantaged students.

## **Delivering High-Quality Distance Learning Opportunities**

***Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.***

CalCA strives to set a new standard for virtual education excellence in California. Students have benefitted from a top-quality curriculum that meets all California Common Core State Standards for several years. Each student has a Personalized Learning Plan and one or more fully qualified California-certified teachers working with expert curriculum specialists to tailor the curriculum to meet that student's individual learning needs.

More than an online school, CalCA is a virtual K-12 learning community that connects students, teachers, and families through unique technology tools as well as synchronous and one-on-one interaction. Students and their families can count on sophisticated support for their curriculum, technology, special education, and digital learning platform needs, so that they can focus on academic progress and achievement. Consistent with applicable law, as a virtual school, CalCA serves students in grades TK-12. CalCA represents an outstanding educational choice which provides high quality distance learning for enrolled families.

## **Providing School Meals/Maintaining Social Distancing Practices**

***Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.***

As a network of non-classroom based charter schools without any classroom facilities, CalCA is not required to provide meals to students and has not begun doing so as a result of the pandemic. We do not have a cafeteria facility. The schools do provide families with information about resources in their local communities. To implement social distancing practices, we have canceled or postponed all face to face events and services scheduled on or after March 19, 2020. We have also limited the number of staff working from the office and had the office staff work primarily from home. Those that do go to the office, follow the safety measures implemented due to COVID 19, including wearing masks, staying at least six feet apart, sanitizing surfaces, etc., and also follow a strict schedule to ensure the highest amount of safety possible.

## **Supervision of Students During Ordinary School Hours**

***Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.***

As a fully online and virtual school, we do not provide any student supervision during ordinary school hours under normal circumstances. The only exception to this is during the annual administration of state standardized testing, when students are dropped off and school staff proctor and supervise students. Because all state testing has been suspended for this school year, we have not needed to supervise any students and will not need to until such time as state testing is reinstated.

## **California Connections Academy North Bay 2020-2021 Budget Notes**

### **Overall Comments**

1. The budget reflects an average enrollment of 216 students with an attendance rate of 88%, yielding an average daily attendance (ADA) of 190 that generates total revenue of just over \$1.9 million.
2. On a total revenue basis, while the state LCFF formula is reduced, there are other funding sources which we anticipate will increase, most notably, federal and Special Education, which leads overall to a per pupil (ADA) funding increase by approximately .5% to \$10,271 as compared to 19-20.
3. Under the current assumptions, the budget projects a Contractual Service Credit of \$8,000 to maintain an ending fund balance of approximately \$10,000.
4. Similar to 19-20, California Connections Academy North Bay will continue to operate under a shared-services model along with the other California Connections Academy partnering schools. The financial results of this model are incorporated in the assumptions presented in this budget.
5. In collaboration with the school to best support students, the school has already assumed responsibilities for special education direct related services and is moving to a new SELPA to better support student needs. The charge for "direct services" is now shown under the school's expenses rather than as a fee from OBL, however, there is still a fee for Special Education consultative services, which the school will continue to use in 2020-21 under the current Statement of Agreement.
6. The format of the budget shows expenditures by fund source. The biggest impact involved the approach to staffing costs, which will be discussed later.

### **Enrollment, Grade Distribution, and Attendance Factor**

1. Enrollment for the year is expected to average 216 students versus 210 for 19-20, an increase of 3%. We will plan to revisit this in the fall when enrollment numbers are more clear.
2. To achieve this level of enrollment, the school is expected to enroll a total of 302 students with a "turnover and mid-year start" factor of 40%.
3. The grade distribution assumed is based upon the experience of the school in 19-20. Enrollment is projected as follows: 21% elementary (K-5), 22% in middle school (6-8), and 57% in high school (9-12).
4. The attendance factor is budgeted at 88%, based on the experience over the last several years. During the 2019-20 school year, some improvements were made with the attendance rate, however due to COVID considerations, we will need to continue to monitor this factor.
5. The number of students receiving special education services in all California Connections schools are budgeted based upon prior years of experience of the six Connections California schools, however because these numbers may change due to the impact on all schools of COVID, this will need to be monitored closely.

### **Revenue**

1. The base per pupil funding rates were updated to reflect the latest estimates available from the Governor's May revise. At the time of the board meeting there will be an update on any budget activity by the state legislature, but because of all the fiscal uncertainty, the May revise numbers are conservative. This is what we are using to develop the preliminary budgets until the budget update in the fall.

2. Projections for the percentage of students who generate Title funding are based upon enrollment that is consistent with the 19-20 school year. Revenue of \$41,074 is expected from the Title programs and \$24,500 from IDEA-B in 20-21.
3. Connections has filed the necessary documents with the Federal E-Rate program on behalf of the school, which is expected to yield a credit towards the school's phone/internet expense of approximately \$400.

### **Staffing**

1. School leadership, with the assistance of Connections Academy staff, developed the staffing model contained in the budget, which was designed to serve students in all six California Connections Academy schools (CalCA). It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide now and throughout the year in which to make hiring decisions. Decisions made involved student-teacher ratios for different grade levels and different departments, such as Counseling, Advisory and Special Education, and administrative staff structure. It is important to note that this year, due to the economic uncertainty, no staff members will receive a merit increase. **Salaries will remain the same as they are in 2019-20, essentially creating a pay freeze, at least until further information becomes available.**
2. CalCA North Bay will incur instructional and administrative compensation costs based on an allocated share of total compensation expenses. This allocation will be based on the proportionated share of CalCA North Bay students being served by staff members. Additional details on the basis for allocating compensation expenses are presented in the Shared Expense Arrangement document of this budget.
3. The Staffing Model in this budget presents the number of teachers and/or counselors funded by federal funds separately from the number of teachers and counselors funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the compensation and fringe benefits of approximately 15 teachers and counselors. While individual employees may have only a portion of their salary allocated to federal funds, for purposes of the budget the total FTE is shown.
4. The proposed grade level staffing ratios are as follows:
  - a. 35.2:1 for K-5 (unchanged from 19-20)
  - b. 28.7:1 for 6-8 (unchanged from 19-20)
  - c. 28.5:1 for 9-12 (unchanged from 19-20)
  - d. 23.5:1 for special education (changed from 24.1:1 in 19-20)
  - e. 170:1 for secondary advisory teachers/counselors (changed from 150:1 19-20)
5. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 49 FTE (full-time equivalent) elementary teachers, 68 middle school teachers, 144 high school teachers, 46 special education teachers, 3 ELL teachers and 37 advisory teachers and counselors, for a total staff of approximately 347 teachers and counselors. This is the overall number for all CalCA schools and is shared proportionally through the allocation methodology between schools.
6. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
7. The administrative team (shared with all schools) will consist of an executive director, one director of student achievement, three principals, eight assistant principals, one director of counseling services, one manager of counseling services, one director of student services, one senior manager of student services, two managers of student services, one manager of school outreach, two assistant director of business services, one director of finance, one director of

business services two registrars, plus twenty one administrative assistants at varying levels. The budget therefore includes a total administrative staff of forty-seven employees.

8. In order to provide funds for the CalCA summer school program, which is launching in summer of 2020, using CalCA teachers for all courses, and in addition, to help with between year tasks and preparation for the start of the new school year, approximately 5,920 hours of teacher time has been budgeted. The regular summer school line item has been reduced and only includes the cost of the summer curriculum, all teaching costs for summer school are now incorporated into the staffing sheet.
9. A shared expenses arrangement between the six California schools mentioned above is included below and provides details on the basis for the shared expense allocations.
10. As in previous years, the requirements of SB740 were taken into account in developing the staffing plan. As it relates to teachers, it requires 40% of ADA-based funding be spent on teacher compensation. Another test involves the amount of funds spent on "instruction". The requirement is that 80% of all funds must be spent in this category. Finally, other legislation requires established student-teacher ratio be met. This budget meets all of the tests contained in this legislation.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 24.5%. This rate has not changed from 19-20. The employer contribution to the state pension fund being used for this budget is 16.2% down from 16.7% in 19-20. This rate is subject to change based on the final state budget and will be adjusted if needed once the actual employer contribution rate is known. Payroll taxes for all school employees are taken from the school's accounts monthly. The pension and tax rates for administrative staff shown on the Staffing Model represent average rates for all administrative employees.

### **Curriculum**

1. The budget reflects no increase from Connections in the curriculum charge per grade: \$600 for every student enrolled in kindergarten, \$950 for grades 1-5 and \$1,075 for grades 6-12.
2. Although Connections is holding the line on its curriculum fee schedule, it has made significant investments in Pearson Connexus, a new platform to support learners, families and teachers throughout their entire journey with Connections Academy.
3. Expected turnover in students will result in curriculum charges for a total of 302 students. Total Curriculum expense of approximately \$315,099 has been budgeted.

### **Other non-Payroll Related Expenses**

1. Connections has continued its school administration charge of 6% of revenues from governmental revenue sources (excluding special education revenue), for the 20-21 school year. This charge reflects the cost of many of the services provided by Connections as laid out in the Statement of Agreement.
2. California tax law states that CalCA is not exempt from sales, use or business taxes regardless of federal income tax exemption. Some of the products and services CalCA purchases from Pearson OBL are subject to these taxes, so similarly to the 19-20 budget, the 20-21 budget contains an expense line item projecting tax liability for the next school year. The fee schedule reflects products and services grouped by taxable items and non-taxable items. (Note: The estimated tax liability associated with the taxable services provided by Pearson is based on the current tax guidance available; therefore, the actual tax liability for the School is subject to change as tax guidance is issued or modified per state regulation).

3. The budget assumes a modified demand rate based on a projected increase in student technology requests. The projected cost for the student technology offering is \$575 per each computer provided by CA at any time during the school year. The per computer fee has remained the same in order to control costs as much as possible.
4. The charge from Connections to support the teaching of courses (primarily German, Latin, and Chinese) has increased from \$2.30 in 19-20 to \$2.75 in 20-21 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
5. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school could always find an alternative to the use of this resource if it so desires.
6. CalCA North Bay's share of the school rent and rent operating expense has been budgeted at approximately \$12,545.
7. This budget also includes approximately \$4,114 for Travel and Conferences and \$5,600 for Professional Development to allow staff members to participate in some charter school conferences and professional development workshops. Some of the professional development opportunities may be funded partially with the Title I grant. It should be noted that to reduce costs, there will be a significant reduction in the amount of travel that CalCA staff members do, especially in the fall before more information about the longer term fiscal status of the school is known. This may include conducting more virtual staff and student events to replace in person events.
8. An allocation of \$1,359 for a summer school program has been included in this budget, which, as stated earlier, covers the cost of the curriculum. Students most at risk of not graduating are given priority to take summer school courses in order to make up credit deficiencies...
9. Graduation events of approximately \$4,000 are planned for the 20-21 school year. This is subject to change if there is a long delay in re-starting in person events in the 20-21 school year.
10. Audit services of \$9,000 are budgeted, reflecting the CalCA North Bay's portion of the annual audit and preparation of tax returns.
11. In order to encourage participation by Board members in training and school activities, including attendance at state and national charter school conferences, \$1,044 has been included in the budget.



California Connections Academy North Bay 2020-2021 Budget
Revenue and Expense Statement

California Connections Academy North Bay 2020-2021 Revenue and Expense Statement		Shared	Shared Expenses 20-21 Budget	General 20-21 Forecast	General Fund 20-21 Budget	EPA 20-21 Budget	Title I 20-21 Budget	Title II-A 20-21 Budget	IDEA-B 20-21 Budget	Title IV 20-21 Budget	CalCAN Combined 20-21 Budget
Board Approved 9/30 Enrollment				211	211						211
Average Enrollment				216	216						216
Funded Enrollment (P-2 ADA)				190	190						190
<b>Revenue</b>											
LCFF / General Purpose Block Grant - State				1,068,270	1,068,270						1,068,270
LCFF / General Purpose Block Grant - State EPA					-	38,004					38,004
LCFF / General Purpose Block Grant - Local				600,813	600,813						600,813
LCFF / Categorical - State				-	-						-
Subtotal			-	1,669,083	1,669,083	38,004	-	-	-	-	1,707,087
Lottery				35,401	35,401						35,401
Special Education Pass through funds - State				113,896	113,896						113,896
Total Pupil Funding			-	1,818,379	1,818,379	38,004	-	-	-	-	1,856,383
Star Testing Reimbursement				-	-						-
State: Prop 39 Clean Energy Implementation					-						-
One Time State Block Grant					-						-
Mandated Cost Reimbursement				6,000	6,000						6,000
One Time State Funding				-	-						-
CARES Funding				22,807	22,807	-	-	-	-	-	22,807
Educator Effectiveness											
Education Technology K-12											
Federal Funding - Title I							25,474				25,474
Federal Funding - Title II								5,600			5,600
Federal Funding - IDEA									24,500		24,500
Federal Funding - Title IV										10,000	10,000
MediCAL											
E-Rate Funds				400	400						400
Contracted Services to CenCA											
Contracted Services to CalCAR											
Miscellaneous State Funds											-
College and Career Block Grant				-							-
Donations											-
Prior Year Adjustments - Other State Revenues											-
Prior Year Adjustments - Other Local Revenues											-
Prior Year Adjustments - State Aid											-
Prior Year Adjustments - Federal											-
Grants											-
Interest				500	500						500
Subtotal			-	29,707	29,707	-	25,474	5,600	24,500	10,000	95,281
Total Revenue			-	1,848,086	1,848,086	38,004	25,474	5,600	24,500	10,000	1,951,664
<b>Compensation Expense</b>											
Administration											
Salaries - Administration				145,169	145,169						145,169
Benefits - Administration					-						-
Taxes - Administration					-						-
Pension - Administration					-						-
Subtotal Administration			-	145,169	145,169	-	-	-	-	-	145,169
Teachers											
Salaries - Teachers				695,278	695,278	38,004	25,474		24,500		783,256
Benefits - Teachers					-						-
Taxes - Teachers					-						-
Pension - Teachers					-						-
Subtotal Instructional Staff			-	695,278	695,278	38,004	25,474	-	24,500	-	783,256
Total Compensation Expense			-	840,447	840,447	38,004	25,474	-	24,500	-	928,425
<b>Enrollment/Unit Based Fees</b>											
Educational Resource Center	No	-		27,213	27,213						27,213
Connexus™ Annual License (LMS)	No	-		129,588	129,588						129,588
Technical Support and Repairs	No	-		32,397	32,397						32,397
Accounting and Regulatory Reporting	No	-		10,799	10,799						10,799
Direct Course Instruction Support	Yes	5,409		6,435	5,409						5,409
Short Term Substitute Teaching	Yes	-		-	-						-
Hardware/Software - Employees	Yes	6,364		6,437	6,364						6,364
Voice Over IP Services	Yes	3,819		3,862	3,819						3,819
Human Resources Support	Yes	13,259		13,410	13,259						13,259
School Curriculum Supplies	Yes	4,668		4,721	4,668						4,668
Facility Support Services	Yes	815		815	815						815
Student Technology Assistance	No	-		87,565	87,565						87,565
Internet Subsidy Payment Processing	No	-		3,167	3,167						3,167
Enrollment and Records Management	No	-		12,101	12,101						12,101
Curriculum Postage	No	-		9,983	9,983						9,983
Tangible and Intangible Instructional Materials	No	-		315,099	315,099						315,099
Special Populations Consultative Services	Yes	37,321		37,321	37,321						37,321
Community Outreach	No	-		-	-						-
Total Enrollment/Unit Based Fees			71,656	700,915	699,569	-	-	-	-	-	699,569
<b>Revenue Based Fees</b>											
Treasury Services	No	-		27,192	27,192						27,192
Marketing Services	No	-		18,128	18,128						18,128
School Administration	No	-		108,766	108,766						108,766
Special Education Direct Services	No	-		-	-						-
Total Revenue Based Fees			-	154,085	154,085	-	-	-	-	-	154,085

California Connections Academy North Bay 2020-2021 Budget  
Revenue and Expense Statement

Office Supplies	Yes	1,348	2,000	1,348						1,348
SPED Related Services	No	-	44,800	44,800						44,800
Expensed Furniture and Equipment	Yes	1,338	2,000	1,338						1,338
Copiers/Reproduction	Yes	941	1,000	941						941
Office Postage	Yes	1,183	1,000	1,183						1,183
ISP Payment Reimbursement	No	-	7,203	7,203						7,203
Student Testing & Assessment Facilities & Services	No	-	11,000	11,000						11,000
Student Testing & Assessment Travel	Yes	8,928	9,000	8,928						8,928
Student Testing Technology	No	-	5,000	5,000						5,000
Staff Recruiting / Background Checks	Yes	857	1,000	857						857
Staff Training / Prof. Dvlpmt.	Yes	-	-	-			5,600			5,600
Travel and Conferences - Teachers	Yes	1,566	1,566	1,566						1,566
Travel and Conferences - Administration	Yes	2,548	2,548	2,548						2,548
Team Building	Yes	1,018	1,018	1,018						1,018
Maintenance & Repair	Yes	1,618	2,000	1,618						1,618
High Speed Internet	Yes	1,199	2,600	1,199						1,199
Phone	Yes	1,080	2,000	1,080						1,080
Rent	Yes	11,253	11,253	11,253						11,253
Rent Storage Unit	No	-	450	450						450
Rent Operating Expense	Yes	1,292	1,800	1,292						1,292
Utilities	Yes	1,344	2,300	1,344						1,344
Expenses Pending Allocation	Yes	-	-	-						-
Other		-	-	-						-
Total Pass-Through Expenses		37,512	111,538	105,965	-	-	5,600	-	-	111,565
Banking fees	No	-	400	400						400
Financial Audit	No	-	9,000	9,000						9,000
District Oversight	No	-	17,071	17,071						17,071
STRS Reporting	Yes	957	987	957						957
District Administrative Fees	No	-	-	-						-
SELPA One-Time Fee	No	-	950	950						950
SELPA Admin Fee	No	-	30,195	30,195						30,195
Student Activities	No	-	9,323	9,323						9,323
Graduation	No	-	4,000	4,000						4,000
Staff Activities	Yes	-	-	-						-
Office Furniture and Equipment	Yes	-	-	-						-
Relocation Expense	Yes	-	-	-						-
Board Expenses	Yes	1,044	815	1,044						1,044
Dues - Staff	Yes	475	700	475						475
Dues - School	No	-	2,200	2,200						2,200
Other School Expense	Yes	163	1,600	163						163
Science Lab - Other Contracted Services	No	-	-	-						-
Other Curriculum	Yes	2,276	1,800	2,276						2,276
Prop 39 Clean Energy Implementation	No	-	-	-						-
Equipment/Supplies	No	-	-	-				10,000		10,000
Manager Services	No	-	-	-						-
Science Lab	Yes	-	-	-						-
College and Career Grant	No	-	-	-						-
Other School Contracted Services	Yes	1,359	1,359	1,359						1,359
Accreditation and Consulting	No	-	1,000	1,000						1,000
Insurance - D&O	Yes	186	-	186						186
Aeries License	No	-	-	-						-
AERIES	No	-	1,800	1,800						1,800
Title I - SES Tutoring	No	-	-	-						-
Summer School	Yes	1,359	1,358	1,359						1,359
Math Time to Talk	Yes	-	-	-						-
LiveSpeech	No	-	-	-						-
Legal	Yes	2,311	7,500	2,311						2,311
Total Other School Expenses		10,129	92,057	86,067	-	-	-	-	10,000	96,067
Depreciation Expense			-	-						-
Sales and Use Tax			12,178	12,178						12,178
Contractual Service Credit			(8,000)	(8,000)						(8,000)
Total Adjustments and Credits		-	(8,000)	(8,000)	-	-	-	-	-	(8,000)
Total Program Expenses		119,298	1,903,220	1,890,312	38,004	25,474	5,600	24,500	10,000	1,993,890
Net			(55,134)	(42,226)	-	-	-	-	-	(42,226)
Beginning Fund Balance			52,225	52,225						52,225
Change in Fund Balance			-	-						-
Ending Fund Balance			(2,909)	10,000	-	-	-	-	-	10,000

# CalCAL North Bay 2020-2021 Budget

## Enrollment and Revenue

California Connections Academy North Bay				
Improved Attendance Rate	Attendance		Turnover Factor	
	Factor			
1.50%	88.0%	216.0	190.0	40%
Grade	Grade Mix	Average Enrollment	Funded Enrollment	Total Enrollment
K	2.2%	4.7	4.2	6.7
1	3.5%	7.6	6.7	10.7
2	2.8%	6.1	5.3	8.5
3	3.9%	8.3	7.3	11.7
4	4.3%	9.3	8.2	13.0
5	3.9%	8.4	7.4	11.7
6	3.4%	7.3	6.4	10.2
7	6.6%	14.3	12.6	20.1
8	12.1%	26.0	22.9	36.5
9	13.0%	28.0	24.6	39.2
10	14.3%	30.9	27.2	43.3
11	13.9%	30.1	26.5	42.1
12	16.2%	34.9	30.7	48.9
Total	100.0%	216.0	190.0	302.5
FRPM Eligible/EL/FY			72.5	40%
PY P2			181.36	
PY K-8 P2			77.51	
PY 9-12 P2				
Revised SPED Rolling ADA				
PY P1				
General Purpose Block Grant	Funding Rates	CalCAN		
K-3	7,092	166,885		
4-6	7,199	158,146		
7-8	7,412	263,251		
9-12	8,590	936,337		
Total		1,524,619		
K-3 Add-On	738	17,366		
9-12 Add-On	223	24,308		
High Needs Supplement	20%	140,794		
Total LCFF Funding Target		8,983.76		
Funding-16-17 Rates (adjusted for COLA)		9,575.74		
Cap Closing Increment		100.00%		
20-21 Funding per ADA		8,983.76		
Final LCFF		1,707,087		
State Portion	26.0%	1,068,270		
EPA	2.2%	38,004		
Local Portion	4,628	600,813		
Categorical	0.0%	-		
Lottery Fund Revenue	186	35,401		
Special Education Revenue	619	113,896		
One time Discretionary Grant	0	-		
Mandated Cost Reimbursement		6,000		
K-8	16	1,203		
9-12	43	4,482		
State Testing Reimbursement	2	0		
Federal Funding - Title I		25,474		
Per Pupil		157		
Federal Funding - Title II-A		5,600		
Per Pupil		27		
Federal Funding - IDEA	125	24,500		
Per Pupil		146		
Federal Funding - Title IV		10,000		
Per Pupil		70		
CARES Funding		22,807		
Per Pupil		120		
E-Rate		400		
Interest		500		
Total Revenue		1,951,664		

**California Connections Academy North Bay Funding Projection Worksheet**  
**Title I, II, IV and IDEA-B Funding Projection**

	<b>Title I</b>	<b>Title II</b>	<b>IDEA - B</b>	<b>Title IV</b>
<b>Funding</b>	\$25,474	\$5,600	\$24,500	\$10,000
<b>Expenses</b>				
Office Supplies	-	-	-	-
Professional Development	-	5,600	-	-
Other Curriculum	-	-	-	-
Summer School	-	-	-	-
SES Services	-	-	-	-
Tuition Reimbursement	-	-	-	-
Equipment/Supplies	-	-	-	10,000
Technological Devices	-	-	-	-
Parent Activities	-	-	-	-
Special Education Direct Services	-	-	-	-
Travel (Family Engagement Activities)	-	-	-	-
School Improvement	-	-	-	-
Instructional Staff	25,474	-	24,500	-
Admin Staff	-	-	-	-
<b>Total Expenses</b>	<b>\$25,474</b>	<b>\$5,600</b>	<b>\$24,500</b>	<b>\$10,000</b>
<b>Left to Spend</b>	<b>(\$0)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Title I</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.2	9,744	-	2,387	-	195	12,327
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.2	10,393	-	2,546	-	208	13,147
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.4	20,138	-	4,934	-	403	25,474
<b>Title II</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.0	-	-	-	-	-	-
<b>Title IDEA-B</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.3	19,368	-	4,745	-	387	24,500
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.3	19,368	-	4,745	-	387	24,500

California Connections Academy North Bay Funding Projection Worksheet  
Title I, II, IV and IDEA-B Funding Projection

Summary

Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.2	9,744	-	2,387	-	195	12,327
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.2	10,393	-	2,546	-	208	13,147
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.3	19,368	-	4,745	-	387	24,500
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator							
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.7	39,505	-	9,679	-	790	49,974

California Connections Academy 2020-2021 Budget  
Staffing Model

California Connections Academy North Bay							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

1,797	23%
1,976	25%
4,173	53%
7,946	100%

%	Factor	Total FTE
12.8%	100.0%	1,017
0.6%	100.0%	54
3.7%	0.0%	0
0.9%	0.0%	0
3.9%	0.0%	0
13.420%		1,071

0.0%	-
0.0%	-
	-

0.0%	-
0.0%	-
	-

Recommended Salary

CalCA - Middletown

CalCA - Ripon

CalCA - San Juan Capistrano

CalCA - Visalia

New Staff - S

Avg - Existing

Adj. New Staff

Compens

Bonus

Career Ladder Points

Career Ladder Point %

Summer (# of FTE)

WFH Stipend

Prior Year iNaCA F

FTE

	Ratios			Staffing								Salaries, Benefits and Taxes				
	20-21		20-21 Combined	19-20	20-21 General	20-21 Title			20-21 Title	20-21 IDEA-	New	Average 19-20	Average 20-21	Total General	Total Grant 20-21 Salaries	Total Combined 20-21 Salaries
	19-20	Fund		Approved	Fund	20-21 EPA	I	20-21 Title II	IV	B		Salaries	Salaries	Fund 20-21 Salaries		
Instructional Staff																
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	7.0	55,240	55,240	1,493,974	1,206,903	2,700,877
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	6.8	55,580	55,580	3,762,578	-	3,762,578
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	18.4	55,580	55,580	6,130,710	1,873,852	8,004,562
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	9.6	58,364	58,364	1,989,644	658,846	2,648,490
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	51,740	51,740	152,573	2,647	155,220
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	55,320	55,320	276,600	-	276,600
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	(1.4)	56,810	56,810	535,335	126,595	661,930
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	(0.1)	57,710	57,710	1,204,243	-	1,204,243
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	40.4	55,890	55,890	15,545,657	3,868,843	19,414,500
Advisory /Counselor Ratio			189		112.6											
Student/Teacher Ratio (Less Counselors)			24.3													
Student/Teacher Ratio		24.1	22.9													
Other Compensation														785,054		785,054
Subtotal Instructional Wages														16,330,711	3,868,843	20,199,554
Benefits				0.2	0.2									4,001,024	947,867	4,948,891
Pension				18.4%	16.2%									2,852,206	410,022	3,262,228
Taxes				2.0%	2.0%									326,614	77,377	403,991
Total Instructional Expense													-	23,510,556	5,304,109	28,814,664
Administration																
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	0.0					
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	1.6					
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	0.0					
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	2.7					
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Admin Support Leadership																
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	0.0					
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
General Office/site support																
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	0.0					
Enrollment/Attendance																
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	0.0					
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0					
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	6.3			3,868,148	-	3,868,148
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	46.7					
Bonus Pool														0	-	0
Subtotal Administrative Wages														3,868,148	-	3,868,148
Benefits				24.5%	24.5%									947,696	-	947,696
Pension				18.4%	16.2%									311,597	-	311,597
Taxes				5.0%	5.0%									213,076	-	213,076
Total Administrative Expense														5,340,517	-	5,340,517
Total Compensation Expense														28,851,072	5,304,109	34,155,181

**California Connections Academy 2020 - 2021 Budget**  
**EPA Funding**

California Connections Academy North Bay  
**California Connections Academy**  
EPA Funding

EPA	
<b>Funding</b>	\$3,621,653
<b>Expenses</b>	
<b>Instructional Staff</b>	3,621,653
<b>Admin Staff</b>	-
<b>Total Expenses</b>	<b>\$3,621,653</b>
<b>Left to Spend</b>	-

**EPA**

**Average 20-21 Salaries**

<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>45.8</b>	<b>2,538,838</b>	<b>-</b>	<b>622,015</b>	<b>410,022</b>	<b>50,777</b>	<b>3,621,653</b>

**Administration**

Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-

**Admin Support Leadership**

Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-

**Records Management**

Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
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**General Office/site support**

Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-

**Enrollment/Attendance**

School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-

**Specialized Support**

Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
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<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**CalCA North Bay 2020-2021 Budget**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**

Fee	Factor	Notes
Educational Resource Center	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	per each IEP student per month
Employee Benefits	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	-	Board approved budget for school's contribution toward outreach effort
<b>Expenses Reimbursed to Connections Academy at Cost</b>		<b>Expenses Paid by the School by Contractual Obligation</b>
Employee Wages and Taxes		Banking fees
Employer Contribution to State Pension Plan		Fiscal Consulting
Taxes for certified employees		Financial Audit
Office Supplies		District Oversight
Expensed Furniture and Equipment		STRS Reporting
Copiers/Reproduction		Outside Administrative Services
Office Postage		Student Activities
ISP Payment Reimbursement		Graduation
Student Testing & Assessment		Staff Activities
Staff Recruiting		Board Expenses
Staff Training / Professional Development		Dues
Travel and Conferences - Teachers		Insurance - D&O
Travel and Conferences - Administration		Other Curriculum Supplies
Team Building		Summer School
Maintenance & Repair		Legal
High Speed Internet		Any other expenses for services not contracted to Connections Academy of California, LLC
Phone		
Rent		
Rent Operating Expense		
Rent - Storage Unit		
Utilities		
Building Safety Program		
Contract School Staff		
<b>* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year. They remain the property of Connections Academy and/or its vendors.</b>		
<b>** Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:</b>		
<b>* Reshipment for replacement or repair</b>		
<b>* Student Supplemental Technical Equipment</b>		
<b>* Computers Approved for Special Education Students</b>		



# California Connections Academy Schools - 2020-2021

## Shared Expense Arrangement

California Connections Academy North Bay	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Total ADM	5,021	563	1,624	216	56	465
Allocation %	63%	7%	20%	3%	1%	6%

Compensation Expense									
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB
<b>Administrative Services</b>									
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466
<b>Total Administrative Expense</b>				3,374,634	378,630	1,091,656	145,169	37,895	312,532
<b>Instructional Services</b>									
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000
<b>Total Instructional Expense</b>				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260
<b>Total Compensation Expense</b>				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791

Non-Compensation Expense									
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB
<b>Enrollment/Unit Based Fees</b>									
Educational Resource Center	No	-	N/A	-	-	-	-	-	-
Connexus™ Annual License (LM)	No	-	N/A	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-
Accounting and Regulatory Report	No	-	N/A	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-
Internet Subsidy Payment Process	No	-	N/A	-	-	-	-	-	-
Enrollment and Records Management	No	-	N/A	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-
Tangible and Intangible Instructional Materials	No	-	N/A	-	-	-	-	-	-
Special Populations Consultative Services	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54
Community Outreach	No	-	N/A	-	-	-	-	-	-
<b>Revenue Based Fees</b>									
Treasury Services	No	-	N/A	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-
<b>Pass-Through Expenses</b>									
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902
SPED Related Services	No	-	per ADM	-	-	-	-	-	-
Expensed Furniture and Equipment	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-
Student Testing & Assessment Fees	No	-	N/A	-	-	-	-	-	-
Student Testing & Assessment Travel	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220
Student Testing Technology	No	-	N/A	-	-	-	-	-	-
Staff Recruiting / Background Checks	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845
Staff Training / Prof. Dvlpmnt.	Yes	-	per ADM	-	-	-	-	-	-
Travel and Conferences - Teacher	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370
Travel and Conferences - Administrative	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-
<b>Other School Expenses</b>									
Banking fees	No	-	N/A	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059
District Administrative Fees	No	-	N/A	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247

## **California Connections Academy @ Central 2020-2021 Budget Notes**

### **Overall Comments**

1. The budget reflects an average enrollment of 563 students with an attendance rate of 88%, yielding an average daily attendance (ADA) of 497 that generates total revenue of just over \$5.3 million.
2. On a total revenue basis, while the state LCFF formula is reduced, there are other funding sources which we anticipate will increase, most notably, federal and Special Education, which leads overall to a per pupil (ADA) funding increase by approximately .5% to \$10,818 as compared to 19-20.
3. Under the current assumptions, the budget projects an ending fund balance of approximately \$140,911.
4. Similar to 19-20, California Connections Academy @ Central will continue to operate under a shared-services model along with the other California Connections Academy partnering schools. The financial results of this model are incorporated in the assumptions presented in this budget.
5. In collaboration with the school to best support students, the school has already assumed responsibilities for special education direct related services and is moving to a new SELPA to better support student needs. The charge for "direct services" is now shown under the school's expenses rather than as a fee from OBL, however, there is still a fee for Special Education consultative services, which the school will continue to use in 2020-21 under the current Statement of Agreement.
6. The format of the budget shows expenditures by fund source. The biggest impact involved the approach to staffing costs, which will be discussed later.

### **Enrollment, Grade Distribution, and Attendance Factor**

1. Enrollment for the year is expected to average 563 students versus 569 for 19-20, a decrease of 1%. While actual enrollment may be higher, we will plan to revisit this in the fall when enrollment numbers are more clear. This allows the budget to be conservative at this time, especially given that we are entering a charter renewal year.
2. To achieve this level of enrollment, the school is expected to enroll a total of 816 students with a "turnover and mid-year start" factor of 45%.
3. The grade distribution assumed is based upon the experience of the school in 19-20. Enrollment is projected as follows: 28% elementary (K-5), 28% in middle school (6-8), and 44% in high school (9-12).
4. The attendance factor is budgeted at 88%, based on the experience over the last several years. During the 2019-20 school year, some improvements were made with the attendance rate, however due to COVID considerations, we will need to continue to monitor this factor.
5. The number of students receiving special education services in all California Connections schools are budgeted based upon prior years of experience of the six Connections California schools, however because these numbers may change due to the impact on all schools of COVID, this will need to be monitored closely.

### **Revenue**

1. The base per pupil funding rates were updated to reflect the latest estimates available from the Governor's May revise. At the time of the board meeting there will be an update on any budget activity by the state legislature, but because of all the fiscal uncertainty, the May revise numbers

are conservative and so until the budget update in the fall, this is what we are using to develop the preliminary budgets.

2. Projections for the percentage of students who generate Title funding are based upon enrollment that is consistent with the 19-20 school year. Revenue of \$114,000 is expected from the Title programs and \$69,000 from IDEA-B in 20-21.
3. Connections has filed the necessary documents with the Federal E-Rate program on behalf of the school, which is expected to yield a credit towards the school's phone/internet expense of approximately \$1,000.

### **Staffing**

1. School leadership, with the assistance of Connections Academy staff, developed the staffing model contained in the budget, which was designed to serve students in all six California Connections Academy schools (CalCA) . It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide now and throughout the year in which to make hiring decisions. Decisions made involved student-teacher ratios for different grade levels and different departments, such as Counseling, Advisory and Special Education, and administrative staff structure. It is important to note that this year, due to the economic uncertainty, no staff members will receive a merit increase. **Salaries will remain the same as they are in 2019-20, essentially creating a pay freeze, at least until further information becomes available.**
2. CalCA Central will incur instructional and administrative compensation costs based on an allocated share of total compensation expenses. This allocation will be based on the proportionated share of CalCA Central students being served by staff members. Additional details on the basis for allocating compensation expenses are presented in the Shared Expense Arrangement document of this budget.
3. The Staffing Model in this budget presents the number of teachers and/or counselors funded by federal funds separately from the number of teachers and counselors funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the compensation and fringe benefits of approximately 15 teachers and counselors. While individual employees may have only a portion of their salary allocated to federal funds, for purposes of the budget the total FTE is shown.
4. The proposed grade level staffing ratios are as follows:
  - a. 35.2:1 for K-5 (unchanged from 19-20)
  - b. 28.7:1 for 6-8 (unchanged from 19-20)
  - c. 28.5:1 for 9-12 (unchanged from 19-20)
  - d. 23.5:1 for special education (changed from 24.1:1 in 19-20)
  - e. 170:1 for secondary advisory teachers/counselors (changed from 150:1 19-20)
5. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 49 FTE (full-time equivalent) elementary teachers, 68 middle school teachers, 144 high school teachers, 46 special education teachers, 3 ELL teachers and 37 advisory teachers and counselors, for a total staff of approximately 347 teachers and counselors. This is the overall number for all CalCA schools and is shared proportionally through the allocation methodology between schools.
6. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
7. The administrative team (shared with all schools) will consist of an executive director, one director of student achievement, three principals, eight assistant principals, one director of counseling services, one manager of counseling services, one director of student services, one

senior manager of student services, two managers of student services, one manager of school outreach, two assistant director of business services, one director of finance, one director of business services two registrars, plus twenty one administrative assistants at varying levels. The budget therefore includes a total administrative staff of forty-seven employees.

8. In order to provide funds for the CalCA summer school program, which is launching in summer of 2020, using CalCA teachers for all courses, and in addition, to help with between year tasks and preparation for the start of the new school year, approximately 5,920 hours of teacher time has been budgeted. The regular summer school line item has been reduced and only includes the cost of the summer curriculum, all teaching costs for summer school are now incorporated into the staffing sheet.
9. A shared expenses arrangement between the six California schools mentioned above is included below and provides details on the basis for the shared expense allocations.
10. As in previous years, the requirements of SB740 were taken into account in developing the staffing plan. As it relates to teachers, it requires 40% of ADA-based funding be spent on teacher compensation. Another test involves the amount of funds spent on "instruction". The requirement is that 80% of all funds must be spent in this category. Finally, other legislation requires established student-teacher ratio be met. This budget meets all of the tests contained in this legislation.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 24.5%. This rate has not changed from 19-20. The employer contribution to the state pension fund being used for this budget 16.2% down from 16.7% in 19-20. This rate is subject to change based on the final state budget, and will be adjusted if needed once the actual employer contribution rate is known. Payroll taxes for all school employees are taken from the school's accounts monthly. The pension and tax rates for administrative staff shown on the Staffing Model represent average rates for all administrative employees.

### **Curriculum**

1. The budget reflects no increase from Connections in the curriculum charge per grade: \$600 for every student enrolled in kindergarten, \$950 for grades 1-5 and \$1,075 for grades 6-12.
2. Although Connections is holding the line on its curriculum fee schedule, it has made significant investments in Pearson Connexus, a new platform to support learners, families and teachers throughout their entire journey with Connections Academy.
3. Expected turnover in students will result in curriculum charges for a total of 816 students. Total Curriculum expense of approximately \$835,345 has been budgeted.

### **Other non-Payroll Related Expenses**

1. Connections has continued its school administration charge of 6% of revenues from governmental revenue sources (excluding special education revenue), for the 20-21 school year. This charge reflects the cost of many of the services provided by Connections as laid out in the Statement of Agreement.
2. Community Outreach expense is budgeted at \$25,000.
3. California tax law states that CalCA is not exempt from sales, use or business taxes regardless of federal income tax exemption. Some of the products and services CalCA purchases from Pearson OBL are subject to these taxes, so similarly to the 19-20 budget, the 20-21 budget contains an expense line item projecting tax liability for the next school year. The fee schedule

reflects products and services grouped by taxable items and non-taxable items. (Note: The estimated tax liability associated with the taxable services provided by Pearson is based on the current tax guidance available; therefore, the actual tax liability for the School is subject to change as tax guidance is issued or modified per state regulation).

4. The budget assumes a modified demand rate based on a projected increase in student technology requests. The projected cost for the student technology offering is \$575 per each computer provided by CA at any time during the school year. The per computer fee has remained the same in order to control costs as much as possible.
5. The charge from Connections to support the teaching of courses (primarily German, Latin, and Chinese) has increased from \$2.30 in 19-20 to \$2.75 in 20-21 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
6. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school could always find an alternative to the use of this resource if it so desires.
7. CalCA Central's share of the school rent and rent operating expense has been budgeted at approximately \$32,700.
8. This budget also includes approximately \$10,730 for Travel and Conferences and \$11,893 for Professional Development to allow staff members to participate in some charter school conferences and professional development workshops. Some of the professional development opportunities may be funded partially with the Title I grant. It should be noted that to reduce costs, there will be a significant reduction in the amount of travel that CalCA staff members do, especially in the fall before more information about the longer term fiscal status of the school is known. This may include conducting more virtual staff and student events to replace in person events.
9. An allocation of \$3,545 for a summer school program has been included in this budget, which, as stated earlier, covers the cost of the curriculum. Students most at risk of not graduating are given priority to take summer school courses in order to make up credit deficiencies...
10. Student Activities of \$12,450 and graduation events of approximately \$5,800 are planned for the 20-21 school year. This is subject to change if there is a long delay in re-starting in person events in the 20-21 school year.
11. Audit services of \$9,000 are budgeted, reflecting the CalCA Central portion of the annual audit and preparation of tax returns.
12. In order to encourage participation by Board members in training and school activities, including attendance at state and national charter school conferences, \$2,723 has been included in the budget.

CalCA Central California  
2020-2021 Budget  
Revenue and Expense Statement

California Connections Academy @ Central  
2020-2021 Revenue and Expense Statement

2020-2021 Revenue and Expense Statement		CenCA								
Shared		Shared Expenses	General	General Fund	EPA	Title I	Title II-A	IDEA-B	Title IV	Combined
		20-21	20-21	20-21	20-21	20-21	20-21	20-21	20-21	20-21
		Budget	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Board Approved 9/30 Enrollment			550	550						550
Average Enrollment			563	563						563
Funded Enrollment (P-2 ADA)			497	497						497
<b>Revenue</b>										
LCFF / General Purpose Block Grant - State			3,803,287	3,803,287						3,803,287
LCFF / General Purpose Block Grant - State EPA				-	668,023					668,023
LCFF / General Purpose Block Grant - Local			235,932	235,932						235,932
LCFF / Categorical - State			-	-						-
Subtotal		-	4,039,219	4,039,219	668,023	-	-	-	-	4,707,242
Mandated Cost Reimbursement			14,000	14,000						14,000
One Time State Funding			-	-						-
Star Testing Reimbursement			-	-						-
Lottery			92,615	92,615						92,615
Special Education Pass through funds - State			300,834	300,834						300,834
Subtotal Pupil Funding		-	4,446,668	4,446,668	668,023	-	-	-	-	5,114,691
One Time State Block Grant										-
State: Prop 39 Clean Energy Implementation										-
CARES Funding			77,933	77,933						77,933
Educator Effectiveness										
Education Technology K-12										
Federal Funding - Title I						90,000				90,000
Federal Funding - Title II							14,000			14,000
Federal Funding - IDEA								69,000		69,000
Federal Funding - Title IV									10,000	10,000
MediCAL										-
Interest			1,200	1,200						1,200
Contracted Services to CenCA										-
Contracted Services to CalCAR										-
College and Career Block Grant			-							-
Donations										-
Grants										-
Miscellaneous State Funds										-
Prior Year Adjustments - Other Local Revenues										-
Prior Year Adjustments - Other State Revenues										-
Prior Year Adjustments - Federal										-
Prior Year Adjustments - State Aid										-
E-Rate Funds			1,000	1,000						1,000
<b>Total Revenue</b>		-	<b>4,526,801</b>	<b>4,526,801</b>	<b>668,023</b>	<b>90,000</b>	<b>14,000</b>	<b>79,000</b>	<b>10,000</b>	<b>5,377,824</b>
<b>Compensation Expense</b>										
Salaries - Administration			378,630	378,630						378,630
Benefits - Administration				-						-
Taxes - Administration										-
Pension - Administration										-
Subtotal Administration		-	378,630	378,630		-	-	-	-	378,630
Salaries - Teachers			1,228,165	1,228,165	668,023	75,597	2,107	69,000	-	2,042,892
Benefits - Teachers										
Taxes - Teachers										
Pension - Teachers										
Subtotal Instructional Staff		-	1,228,165	1,228,165	668,023	75,597	2,107	69,000	-	2,042,892
<b>Total Compensation Expense</b>		-	<b>1,606,795</b>	<b>1,606,795</b>	<b>668,023</b>	<b>75,597</b>	<b>2,107</b>	<b>69,000</b>	-	<b>2,421,522</b>
<b>Enrollment/Unit Based Fees</b>										
Educational Resource Center	No	-	70,978	70,978						70,978
Connexus™ Annual License (LMS)	No	-	337,992	337,992						337,992
Technical Support and Repairs	No	-	84,498	84,498						84,498
Accounting and Regulatory Reporting	No	-	28,166	28,166						28,166
Direct Course Instruction Support	Yes	14,108	12,870	14,108						14,108
Short Term Substitute Teaching	Yes	-	-	-						-
Hardware/Software - Employees	Yes	16,600	16,789	16,600						16,600
Voice Over IP Services	Yes	9,960	10,073	9,960						9,960
Human Resources Support	Yes	34,583	34,976	34,583						34,583
School Curriculum Supplies	Yes	12,175	12,314	12,175						12,175
Facility Support Services	Yes	2,127	2,127	2,127						2,127
Student Technology Assistance	No	-	252,911	252,911						252,911
Internet Subsidy Payment Processing	No	-	12,087	12,087						12,087
Enrollment and Records Management	No	-	32,650	32,650						32,650
Curriculum Postage	No	-	26,937	26,937						26,937
Tangible and Intangible Instructional Materials	No	-	835,345	835,345						835,345
Special Populations Consultative Services	Yes	97,342	97,342	97,342						97,342
Community Outreach	No	-	25,000	25,000						25,000
<b>Total Enrollment/Unit Based Fees</b>		<b>186,894</b>	<b>1,893,055</b>	<b>1,893,459</b>	-	-	-	-	-	<b>1,893,459</b>
<b>Revenue Based Fees</b>										
Treasury Services	No	-	75,102	75,102						75,102
Marketing Services	No	-	50,068	50,068						50,068
School Administration	No	-	300,407	300,407						300,407
Special Education Direct Services	No	-	-	-						-
<b>Total Revenue Based Fees</b>		-	<b>425,577</b>	<b>425,577</b>	-	-	-	-	-	<b>425,577</b>



CalCA Central California  
2020-2021 Budget  
Revenue and Expense Statement

<b>Pass-Through Expenses</b>									
Office Supplies	Yes	3,516	2,000	3,516					3,516
SPED Related Services	No	-	155,750	155,750					155,750
Copiers/Reproduction	Yes	2,455	2,750	2,455					2,455
Office Postage	Yes	3,085	2,435	3,085					3,085
ISP Payment Reimbursement	No	-	13,083	13,083	14,403				27,486
Student Testing & Assessment Facilities & Services	No	-	19,000	19,000					19,000
Student Testing & Assessment Travel	Yes	23,285	23,000	23,285					23,285
Student Testing Technology	No	-	5,000	5,000					5,000
Staff Recruiting / Background Checks	Yes	2,236	3,000	2,236					2,236
Staff Training / Prof. Dvlpmt.	Yes	-	-	-	-	11,893			11,893
Travel and Conferences - Teachers	Yes	4,083	4,083	4,083					4,083
Travel and Conferences - Administration	Yes	6,646	6,646	6,646					6,646
Team Building	Yes	2,655	2,655	2,655					2,655
Expensed Furniture and Equipment	Yes	3,490	2,100	3,490					3,490
Maintenance & Repair	Yes	4,219	3,500	4,219					4,219
High Speed Internet	Yes	3,128	4,000	3,128					3,128
Phone	Yes	2,817	2,000	2,817					2,817
Rent	Yes	29,349	29,349	29,349					29,349
Rent Operating Expense	Yes	3,370	3,500	3,370					3,370
Rent Storage Unit	No	-	1,500	1,500					1,500
Utilities	Yes	3,505	4,000	3,505					3,505
Expenses Pending Allocation	Yes	-	-	-					-
Other	No	-	-	-					-
<b>Total Pass-Through Expenses</b>		<b>97,840</b>	<b>289,351</b>	<b>292,173</b>	<b>-</b>	<b>14,403</b>	<b>11,893</b>	<b>-</b>	<b>318,469</b>
<b>Other School Expenses</b>									
Banking fees	No	-	600	600					600
Financial Audit	No	-	9,000	9,000					9,000
District Oversight	No	-	47,072	47,072					47,072
STRS Reporting	Yes	2,495	2,573	2,495					2,495
District Administrative Fees	No	-	-	-					-
SELPA One-Time Fee	No	-	2,486	2,486					2,486
SELPA Admin Fee	No	-	18,492	18,492					18,492
Student Activities	No	-	12,450	12,450					12,450
Graduation	No	-	5,800	5,800					5,800
Staff Activities	Yes	-	-	-					-
Office Furniture and Equipment	Yes	-	-	-					-
Relocation Expense	Yes	-	-	-					-
Board Expenses	Yes	2,723	2,127	2,723					2,723
Dues - Staff	Yes	1,240	1,300	1,240					1,240
Dues - School	No	-	5,600	5,600					5,600
Other School Expense	Yes	425	1,100	425					425
Other Curriculum	Yes	5,935	3,500	5,935					5,935
Prop 39 Clean Energy Implementation	No	-	-	-					-
Equipment/Supplies	No	-	-	-			10,000		10,000
Manager Services	No	-	-	-					-
Science Lab	Yes	-	-	-					-
Science Lab - Other Contracted Services	No	-	-	-					-
College and Career Grant	No	-	-	-					-
Other School Contracted Services	Yes	3,545	3,545	3,545					3,545
Accreditation and Consulting	No	-	1,000	1,000					1,000
Insurance - D&O	Yes	485	1,200	485					485
Aeries License	No	-	-	-					-
AERIES	No	-	3,970	3,970					3,970
Title I - SES Tutoring	No	-	-	-	-				-
Summer School	Yes	3,545	3,545	3,545					3,545
Math Time to Talk	Yes	-	-	-					-
LiveSpeech	No	-	-	-					-
Legal	Yes	16,026	15,000	16,026					16,026
<b>Total Other School Expenses</b>		<b>36,419</b>	<b>140,360</b>	<b>142,889</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>152,889</b>
<b>Depreciation Expense</b>									
Sales and Use Tax			-	-					-
			36,692	36,692					36,692
<b>Adjustments and Credits</b>									
Contractual Service Credit			-	-					-
<b>Total Adjustments and Credits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Program Expenses</b>		<b>321,153</b>	<b>4,391,830</b>	<b>4,397,584</b>	<b>668,023</b>	<b>90,000</b>	<b>14,000</b>	<b>79,000</b>	<b>5,248,607</b>
Net			<b>134,971</b>	<b>129,217</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>129,217</b>
Beginning fund balance			<b>11,694</b>	<b>11,694</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,694</b>
Ending fund balance			<b>146,666</b>	<b>140,911</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>140,911</b>

CalCA Central California 2020-2021 Budget  
Enrollment and Revenue

California Connections Academy Central				
Improved Attendance Rate 1.50%	Attendance		Turnover Factor	
	Factor			
	88.2%	563.3	497.1	45%
Grade	Grade Mix	Average Enrollment	Funded Enrollment	Total Enrollment
K	4.7%	26.2	23.2	38.0
1	4.3%	24.0	21.2	34.8
2	5.4%	30.6	27.0	44.4
3	4.8%	27.3	24.1	39.5
4	4.8%	26.8	23.6	38.8
5	4.3%	24.2	21.3	35.0
6	6.7%	37.5	33.1	54.4
7	9.3%	52.2	46.1	75.6
8	11.8%	66.6	58.8	96.5
9	9.8%	54.9	48.5	79.6
10	10.8%	61.1	53.9	88.5
11	12.1%	68.4	60.3	99.1
12	11.3%	63.5	56.0	92.0
Total	100.0%	563.3	497.1	816.3
FRPM Eligible/EL/FY			268.3	53%
PY P2			506.17	
PY K-8 P2			283.42	
PY 9-12 P2			222.75	
Revised SPED Rolling ADA			486.0	
PY P1			552.00	
General Purpose Block Grant		Funding Rates	CenCA	
K-3		7,092	677,270	
4-6		7,199	561,985	
7-8		7,412	776,911	
9-12		8,590	1,879,049	
Total			3,895,215	
K-3 Add-On		738	70,477	
9-12 Add-On		223	48,781	
High Needs Supplement		20%	692,768	
Total LCFF Funding Target			9,468.86	
Funding-16-17 Rates (adjusted for COLA)			9,984.05	
Cap Closing Increment			100.00%	
20-21 Funding per ADA			9,468.86	
Final LCFF			4,707,242	
State Portion		26.0%	3,803,287	
EPA		2.2%	668,023	
Local Portion		4,628	235,932	
Categorical		0.0%	-	
			329,506.91	
Lottery Fund Revenue		186	92,615	
Special Education Revenue		619	300,834	
One time Discretionary Grant		0	-	
Mandated Cost Reimbursement			14,000	
K-8		16	4,400	
9-12		43	9,613	
State Testing Reimbursement		2	0	
Federal Funding - Title I			90,000	
Per Pupil			195	
Federal Funding - Title II-A			14,000	
Per Pupil			28	
Federal Funding - IDEA		125	69,000	
Per Pupil			141	
Federal Funding - Title IV			10,000	
Per Pupil			22	
CARES Funding			77,933	
Per Pupil			157	
E-Rate			1,000	
Interest			1,200	
Total Revenue			5,377,824	



**CalCA Central California Funding Projection Worksheet**  
**Title I, II, IV and IDEA - Funding Projection**

**California Connections Academy @ Central Funding Projection Worksheet**

Title I, II, IV & IDEA-B Funding Projection

	Title I	Title II	IDEA - B	Title IV
<b>Funding</b>	\$90,000	\$14,000	\$69,000	\$10,000
<b>Expenses</b>				
Office Supplies	-	-	-	-
Professional Development	-	-	-	-
Other Curriculum	-	-	-	-
Internet subsidies	14,403	-	-	-
SES Services	-	-	-	-
Tuition Reimbursement	-	11,893	-	-
Equipment/Supplies	-	-	-	10,000
Technological Devices	-	-	-	-
Parent Activities	-	-	-	-
Special Education Direct Services	-	-	-	-
Travel (Family Engagement Activities)	-	-	-	-
School Improvement	-	-	-	-
Instructional Staff	75,597	2,107	69,000	-
Admin Staff	-	-	-	-
<b>Total Expenses</b>	<b>\$90,000</b>	<b>\$14,000</b>	<b>\$69,000</b>	<b>\$10,000</b>
<b>Left to Spend</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>	<b>\$0</b>

<b>Title I</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.4	19,389	-	4,750	-	388	24,527
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.6	34,520	-	8,457	-	690	43,668
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.1	5,851	-	1,434	-	117	7,402
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>1.1</b>	<b>59,760</b>	<b>-</b>	<b>14,641</b>	<b>-</b>	<b>1,195</b>	<b>75,597</b>
<b>Title II</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	1,666	-	408	-	33	2,107
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>0.0</b>	<b>1,666</b>	<b>-</b>	<b>408</b>	<b>-</b>	<b>33</b>	<b>2,107</b>
<b>Title IDEA-B</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.9	54,545	-	13,364	-	1,091	69,000
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>0.9</b>	<b>54,545</b>	<b>-</b>	<b>13,364</b>	<b>-</b>	<b>1,091</b>	<b>69,000</b>

CalCA Central California Funding Projection Worksheet  
Title I, II, IV and IDEA - Funding Projection

Summary							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.4	19,389	-	4,750	-	388	24,527
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.7	36,186	-	8,865	-	724	45,775
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.9	54,545	-	13,364	-	1,091	69,000
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.1	5,851	-	1,434	-	117	7,402
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	2.0	115,972	-	28,413	-	2,319	146,704

California Connections Academy Schools 2020-2021 Budget  
Staffing Model

Enrollment Plan							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

Total Population		
Elementary (K-5)	1,797	23%
Middle (6-8)	1,976	25%
Secondary (9-12)	4,173	53%
Total Regular FTE	7,946	100%

Special Population			
Category	%	Factor	Total FTE
IEP	12.8%	100.0%	1,017
IEP-Alt Asses.	0.6%	100.0%	54
504	3.7%	0.0%	0
Gifted	0.9%	0.0%	0
ELL	3.9%	0.0%	0
Total	13.420%		1,071

Merit Increase		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Merit Increase (Net of Benefits & Taxes)		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Recommended Salary	
CalCA - Middletown	
CalCA - Ripon	
CalCA - San Juan Capistrano	
CalCA - Visalia	

New Staff - \$	
Avg - Existing	
Adj. New Staff	

Compens	
Bonus	
Career Ladder Points	
Career Ladder Point %	

Summer (# of FTE)	
WFH Stipend	

Prior Year iNaCA F	
FTE	

	Ratios			Staffing									Salaries, Benefits and Taxes						
	20-21			19-20	20-21		20-21 Title			20-21 IDEA-		20-21	New	Average 19-20	Average 20-21	Total General			
	19-20	General	20-21 Combined		Fund	20-21 EPA	I	20-21 Title II	20-21 Title IV	B	Combined					Salaries	Salaries	Fund 20-21	Total Grant
Instructional Staff	19-20	Fund	20-21 Combined	Approved	Fund	20-21 EPA	I	20-21 Title II	20-21 Title IV	B	Combined	New		Salaries	Salaries	Salaries	20-21 Salaries	20-21 Salaries	
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	49.0	7.0		55,240	55,240	1,493,974	1,206,903	2,700,877	
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	67.8	6.8		55,580	55,580	3,762,578	-	3,762,578	
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	144.4	18.4		55,580	55,580	6,130,710	1,873,852	8,004,562	
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		27,000	27,000	-	-	-	
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	45.6	9.6		58,364	58,364	1,989,644	658,846	2,648,490	
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0		51,740	51,740	152,573	2,647	155,220	
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0		55,320	55,320	276,600	-	276,600	
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	11.6	(1.4)		56,810	56,810	535,335	126,595	661,930	
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	20.9	(0.1)		57,710	57,710	1,204,243	-	1,204,243	
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	347.4	40.4		55,890	55,890	15,545,657	3,868,843	19,414,500	
Advisory /Counselor Ratio			189		112.6														
Student/Teacher Ratio (Less Counselors)			24.3																
Student/Teacher Ratio		24.1	22.9																
Other Compensation																785,054		785,054	
Subtotal Instructional Wages																16,330,711	3,868,843	20,199,554	
Benefits				0.2	0.2												4,001,024	947,867	4,948,891
Pension				18.4%	16.2%												2,852,206	410,022	3,262,228
Taxes				2.0%	2.0%												326,614	77,377	403,991
Total Instructional Expense															-		23,510,556	5,304,109	28,814,664
Administration																			
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	3.0	0.0							
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	7.6	1.6							
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0							
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	16.7	2.7							
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Admin Support Leadership																			
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0							
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
General Office/site support																			
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0							
Enrollment/Attendance																			
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0							
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0	2.0							
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	47.3	6.3				3,868,148	-	3,868,148	
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	394.7	46.7							
Bonus Pool																0	-	0	
Subtotal Administrative Wages																3,868,148	-	3,868,148	
Benefits				24.5%	24.5%												947,696	-	947,696
Pension				18.4%	16.2%												311,597	-	311,597
Taxes				5.0%	5.0%												213,076	-	213,076
Total Administrative Expense																5,340,517	-	5,340,517	
Total Compensation Expense																28,851,072	5,304,109	34,155,181	

California Connections Academy Schools - 2020-2021 Budget

EPA Funding

California Connections Academy  
EPA Funding

EPA	
Funding	\$3,621,653
Expenses	
Instructional Staff	3,621,653
Admin Staff	-
Total Expenses	\$3,621,653
Left to Spend	-

EPA							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	25% Benefits	16% Pension	2% Taxes	Total
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	45.8	2,538,838	-	622,015	410,022	50,777	3,621,653
Administration							
Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-
Admin Support Leadership							
Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-
Records Management							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
General Office/site support							
Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Enrollment/Attendance							
School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Specialized Support							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
	0.0	-	-	-	-	-	-

**Central California 2020-2021 Budget**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**

Fee	Factor	Notes
Educational Resource Center	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	per each IEP student per month
Employee Benefits	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	25,000.00	Board approved budget for school's contribution toward outreach effort

**Expenses Reimbursed to Connections Academy at Cost**

Employee Wages and Taxes  
Employer Contribution to State Pension Plan  
Taxes for certified employees  
Office Supplies  
Expensed Furniture and Equipment  
Copiers/Reproduction  
Office Postage  
ISP Payment Reimbursement  
Student Testing & Assessment  
Staff Recruiting  
Staff Training / Professional Development  
Travel and Conferences - Teachers  
Travel and Conferences - Administration  
Team Building  
Maintenance & Repair  
High Speed Internet  
Phone  
Rent  
Rent Operating Expense  
Rent - Storage Unit  
Utilities  
Building Safety Program  
Contract School Staff

**Expenses Paid by the School by Contractual Obligation**

Banking fees  
Fiscal Consulting  
Financial Audit  
District Oversight  
STRS Reporting  
Outside Administrative Services  
Student Activities  
Graduation  
Staff Activities  
Board Expenses  
Dues  
Insurance - D&O  
Other Curriculum Supplies  
Summer School  
Legal  
Any other expenses for services not contracted to Connections Academy of California, LLC

**\* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year. They remain the property of Connections Academy and/or its vendors.**

**\*\* Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:**  
**\* Reshipment for replacement or repair**  
**\* Student Supplemental Technical Equipment**  
**\* Computers Approved for Special Education Students**

California Connections Academy Schools - 2020-2021

Shared Expense Arrangement

		SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Total ADM		5,021	563	1,624	216	56	465	7,946
Allocation %		63%	7%	20%	3%	1%	6%	100%

Compensation Expense										
	Shared	Unit Charge	Basis	CapoCA	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Administrative Services										
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205	2,344,541
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752	166,644
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109	241,093
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466	2,588,239
Total Administrative Expense				3,374,634	378,630	1,091,656	145,169	37,895	312,532	5,340,517
Instructional Services										
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017	18,954,475
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096	2,838,227
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530	1,717,853
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617	3,621,653
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-	885,331
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000	797,125
Total Instructional Expense				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260	28,814,664
Total Compensation Expense				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791	34,155,181

Non-Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Enrollment/Unit Based Fees										
Educational Resource Center	No	-	N/A	-	-	-	-	-	-	-
Connexus™ Annual License (LM)	No	-	N/A	-	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-	-
Accounting and Regulatory Report	No	-	N/A	-	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645	198,990
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702	234,135
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221	140,481
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545	487,781
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050	171,731
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756	30,000
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-	-
Internet Subsidy Payment Process	No	-	N/A	-	-	-	-	-	-	-
Enrollment and Records Manager	No	-	N/A	-	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-	-
Tangible and Intangible Instruction	No	-	N/A	-	-	-	-	-	-	-
Special Populations Consultative &	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54	1,372,989.31
Community Outreach	No	-	N/A	-	-	-	-	-	-	-
Revenue Based Fees										
Treasury Services	No	-	N/A	-	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-	-
Pass-Through Expenses										
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902	49,587
SPED Related Services	No	-	per ADM	-	-	-	-	-	-	-
Expensed Furniture and Equipmer	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881	49,224
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027	34,629
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546	43,509
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Fee	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Tr	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220	328,438
Student Testing Technology	No	-	N/A	-	-	-	-	-	-	-
Staff Recruiting / Background Che	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845	31,532
Staff Training / Prof. Dvlpmnt.	Yes	-	per ADM	-	-	-	-	-	-	-
Travel and Conferences - Teacher	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370	57,594
Travel and Conferences - Adminis	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486	93,746
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192	37,449
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483	59,514
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582	44,122
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325	39,733
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226	413,970
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782	47,540
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893	49,431
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-	-
Other School Expenses										
Banking fees	No	-	N/A	-	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059	35,192
District Administrative Fees	No	-	N/A	-	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247	38,401
Dues - Staff	Yes	2.20	per ADM	11,049	1,240	3,574	475	124	1,023	17,485
Dues - School	No	-	N/A	-	-	-	-	-	-	-
Other School Expense	Yes	0.76	N/A	3,791	425	1,226	163	43	351	6,000
Other Curriculum	Yes	10.54	N/A	52,899	5,935	17,112	2,276	594	4,899	83,715
Prop 39 Clean Energy Implementa	No	-	N/A	-	-	-	-	-	-	-
Science Lab	Yes	-	N/A	-	-	-	-	-	-	-
Other School Contracted Services	Yes	6.29	N/A	31,595	3,545	10,221	1,359	355	2,926	50,001
Accreditation and Consulting	No	-	per ADM	-	-	-	-	-	-	-
Insurance - D&O	Yes	0.86	N/A	4,323	485	1,398	186	49	400	6,842
Aeries License	No	-	N/A	-	-	-	-	-	-	-
AERIES	No	-	per ADM	-	-	-	-	-	-	-
Title I - SES Tutoring	No	-	N/A	-	-	-	-	-	-	-
Summer School	Yes	6.29	per ADM	31,595	3,545	10,221	1,359	355	2,926	50,000
Math Time to Talk	Yes	-	N/A	-	-	-	-	-	-	-
LiveSpeech	No	-		-	-	-	-	-	-	-
Legal	Yes	10.70	N/A	53,711	16,026	17,375	2,311	603	4,974	95,000
Total Non-Compensation Expense				2,773,226	321,153	897,108	119,298	31,142	256,834	4,398,761
Grand Total Shared Expense				24,355,641	2,742,674	7,878,778	1,047,722	273,500	2,255,625	38,553,941

## **California Connections Academy Central Coast 2020-2021 Budget Notes**

### **Overall Comments**

1. The budget reflects an average enrollment of 56 students with an attendance rate of 88%, yielding an average daily attendance (ADA) of 49 that generates total revenue of just over \$470 thousand.
2. On a total revenue basis, while the state LCFF formula is reduced, there are other funding sources which we anticipate will increase, most notably, federal and Special Education, which leads overall to a per pupil (ADA) funding increase by approximately 3.8% to \$9,539 compared to 19-20.
3. Under the current assumptions, the budget projects a service credit of \$57,000 to maintain a positive fund balance of approximately \$10,000.
4. Similar to 19-20, California Connections Academy Central Coast will continue to operate under a shared-services model along with the other California Connections Academy partnering schools. The financial results of this model are incorporated in the assumptions presented in this budget.
5. The format of the budget shows expenditures by fund source. The biggest impact involved the approach to staffing costs, which will be discussed later.

### **Enrollment, Grade Distribution, and Attendance Factor**

1. Enrollment for the year is expected to average 56 students versus 46 for 19-20. While actual enrollment may be higher, we will plan to revisit this in the fall when enrollment numbers are more clear.
2. To achieve this level of enrollment, the school is expected to enroll a total of 83 students with a "turnover and mid-year start" factor of 46%.
3. The grade distribution assumed is based upon the experience of the school in 19-20. Enrollment is projected as follows: 28% elementary (K-5), 31% in middle school (6-8), and 41% in high school (9-12).
4. The attendance factor is budgeted at 88%, based on the experience from the 19/20 school year. During the 2019-20 school year, some improvements were made with the attendance rate, however due to COVID considerations, we will need to continue to monitor this factor.
5. The number of students receiving special education services in all California Connections schools are budgeted based upon prior years of experience of the six Connections California schools, however because these numbers may change due to the impact on all schools of COVID, this will need to be monitored closely.

### **Revenue**

1. The base per pupil funding rates were updated to reflect the latest estimates available from the Governor's May revise. At the time of the board meeting there will be an update on any budget activity by the state legislature, but because of all the fiscal uncertainty, the May revise numbers are conservative and so until the budget update in the fall, this is what we are using to develop the preliminary budgets.
2. Projections for the percentage of students who generate Title funding are based upon enrollment that is consistent with the 19-20 school year. Revenue of \$2,000 is expected from the Title programs and \$4,750 from IDEA-B in 20-21.



3. Connections has filed the necessary documents with the Federal E-Rate program on behalf of the school, which is expected to yield a credit towards the school's phone/internet expense of approximately \$100.

### **Staffing**

1. School leadership, with the assistance of Connections Academy staff, developed the staffing model contained in the budget, which was designed to serve students in all six California Connections Academy schools (CalCA) . It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide now and throughout the year in which to make hiring decisions. Decisions made involved student-teacher ratios for different grade levels and different departments, such as Counseling, Advisory and Special Education, and administrative staff structure. It is important to note that this year, due to the economic uncertainty, no staff members will receive a merit increase. **Salaries will remain the same as they are in 2019-20, essentially creating a pay freeze, at least until further information becomes available.**
2. CalCA Central Coast will incur instructional and administrative compensation costs based on an allocated share of total compensation expenses. This allocation will be based on the proportionated share of CalCA Central Coast students being served by staff members. Additional details on the basis for allocating compensation expenses are presented in the Shared Expense Arrangement document of this budget.
3. The Staffing Model in this budget presents the number of teachers and/or counselors funded by federal funds separately from the number of teachers and counselors funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the compensation and fringe benefits of approximately 15 teachers and counselors. While individual employees may have only a portion of their salary allocated to federal funds, for purposes of the budget the total FTE is shown.
4. The proposed grade level staffing ratios are as follows:
  - a. 35.2:1 for K-5 (unchanged from 19-20)
  - b. 28.7:1 for 6-8 (unchanged from 19-20)
  - c. 28.5:1 for 9-12 (unchanged from 19-20)
  - d. 23.5:1 for special education (changed from 24.1:1 in 19-20)
  - e. 170:1 for secondary advisory teachers/counselors (changed from 150:1 19-20)
5. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 49 FTE (full-time equivalent) elementary teachers, 68 middle school teachers, 144 high school teachers, 46 special education teachers, 3 ELL teachers and 37 advisory teachers and counselors, for a total staff of approximately 347 teachers and counselors. This is the overall number for all CalCA schools and is shared proportionally through the allocation methodology between schools.
6. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
7. The administrative team (shared with all schools) will consist of an executive director, one director of student achievement, three principals, eight assistant principals, one director of counseling services, one manager of counseling services, one director of student services, one senior manager of student services, two managers of student services, one manager of school outreach, two assistant director of business services, one director of finance, one director of business services two registrars, plus twenty one administrative assistants at varying levels. The budget therefore includes a total administrative staff of forty-seven employees.



8. In order to provide funds for the CalCA summer school program, which is launching in summer of 2020, using CalCA teachers for all courses, and in addition, to help with between year tasks and preparation for the start of the new school year, approximately 5,920 hours of teacher time has been budgeted. The regular summer school line item has been reduced and only includes the cost of the summer curriculum, all teaching costs for summer school are now incorporated into the staffing sheet.
9. A shared expenses arrangement between the six California schools mentioned above is included below and provides details on the basis for the shared expense allocations.
10. The requirements of SB740 were taken into account in developing the staffing plan. As it relates to teachers, it requires 40% of ADA-based funding be spent on teacher compensation. Another test involves the amount of funds spent on "instruction". The requirement is that 80% of all funds must be spent in this category. Finally, other legislation requires established student-teacher ratio be met. This budget meets all of the tests contained in this legislation.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 24.5%. This rate has not changed from 19-20. The employer contribution to the state pension fund being used for this budget 16.2% down from 16.7% in 19-20. This rate is subject to change based on the final state budget and will be adjusted if needed once the actual employer contribution rate is known. Payroll taxes for all school employees are taken from the school's accounts monthly. The pension and tax rates for administrative staff shown on the Staffing Model represent average rates for all administrative employees.

### **Curriculum**

1. The budget reflects no increase from Connections in the curriculum charge per grade: \$600 for every student enrolled in kindergarten, \$950 for grades 1-5 and \$1,075 for grades 6-12.
2. Although Connections is holding the line on its curriculum fee schedule, it has made significant investments in Pearson Connexus, a new platform to support learners, families and teachers throughout their entire journey with Connections Academy.
3. Expected turnover in students will result in curriculum charges for a total of 83 students. Total Curriculum expense of approximately \$83,813 has been budgeted.

### **Other non-Payroll Related Expenses**

1. Connections has continued its school administration charge of 6% of revenues from governmental revenue sources (excluding special education revenue), for the 20-21 school year. This charge reflects the cost of many of the services provided by Connections as laid out in the Statement of Agreement.
2. California tax law states that CalCA is not exempt from sales, use or business taxes regardless of federal income tax exemption. Some of the products and services CalCA purchases from Pearson OBL are subject to these taxes, so similarly to the 19-20 budget, the 20-21 budget contains an expense line item projecting tax liability for the next school year. The fee schedule reflects products and services grouped by taxable items and non-taxable items. (Note: The estimated tax liability associated with the taxable services provided by Pearson is based on the current tax guidance available; therefore, the actual tax liability for the School is subject to change as tax guidance is issued or modified per state regulation).
3. The budget assumes a modified demand rate based on a projected increase in student technology requests. The projected cost for the student technology offering is \$575 per each

computer provided by CA at any time during the school year. The per computer fee has remained the same in order to control costs as much as possible.

4. The charge from Connections to support the teaching of courses (primarily German, Latin, and Chinese) has increased from \$2.30 in 19-20 to \$2.75 in 20-21 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
5. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school could always find an alternative to the use of this resource if it so desires.
6. CalCA Central Coast's share of the school rent and rent operating expense has been budgeted at approximately \$3,275.
7. This budget also includes approximately \$1,074 for Travel and Conferences and \$2,000 for Professional Development to allow staff members to participate in some charter school conferences and professional development workshops. Some of the professional development opportunities may be funded partially with the Title I grant. It should be noted that to reduce costs, there will be a significant reduction in the amount of travel that CalCA staff members do, especially in the fall before more information about the longer term fiscal status of the school is known. This may include conducting more virtual staff and student events to replace in person events.
8. An allocation of \$355 for a summer school program has been included in this budget, which, as stated earlier, covers the cost of the curriculum. Students most at risk of not graduating are given priority to take summer school courses in order to make up credit deficiencies.
9. Student Activities of \$8,500 and graduation events of approximately \$4,000 are planned for the 20-21 school year. This is subject to change if there is a long delay in re-starting in person events in the 20-21 school year.
10. Audit services of \$2,255 are budgeted, reflecting the CalCA Central Coast portion of the annual audit and preparation of tax returns.
11. In order to encourage participation by Board members in training and school activities, including attendance at state and national charter school conferences, \$272 has been included in the budget.

California Connections Academy Central Coast 2020-2021 Budget  
Revenue and Expense Statement

California Connections Academy Central Coast  
2020-2021 Revenue and Expense Statement

Board Approved 9/30 Enrollment  
Average Enrollment  
Funded Enrollment (P-2 ADA)

**Revenue**  
LCFF / General Purpose Block Grant - State  
LCFF / General Purpose Block Grant - State EPA  
LCFF / General Purpose Block Grant - Local  
LCFF / Categorical - State  
Subtotal

Lottery  
Special Education Pass through funds - State  
Total Pupil Funding

Star Testing Reimbursement  
State: Prop 39 Clean Energy Implementation  
One Time State Block Grant  
Mandated Cost Reimbursement  
One Time State Funding  
CARES Funding  
Educator Effectiveness  
Education Technology K-12  
Federal Funding - Title I  
Federal Funding - Title II  
Federal Funding - IDEA  
Federal Funding - Title IV  
MediCAL  
E-Rate Funds  
Contracted Services to CenCA  
Contracted Services to CalCAR  
Miscellaneous State Funds  
College and Career Block Grant  
Donations  
Prior Year Adjustments - Other State Revenues  
Prior Year Adjustments - Other Local Revenues  
Prior Year Adjustments - State Aid  
Prior Year Adjustments - Federal  
Grants  
Interest  
Subtotal

Total Revenue

**Compensation Expense**  
**Administration**  
Salaries - Administration  
Benefits - Administration  
Taxes - Administration  
Pension - Administration  
Subtotal Administration

**Teachers**  
Salaries - Teachers  
Benefits - Teachers  
Taxes - Teachers  
Pension - Teachers  
Subtotal Instructional Staff

Total Compensation Expense

Educational Resource Center  
ConnexusTM Annual License (LMS)  
Technical Support and Repairs  
Accounting and Regulatory Reporting  
Direct Course Instruction Support  
Short Term Substitute Teaching  
Hardware/Software - Employees  
Voice Over IP Services  
Human Resources Support  
School Curriculum Supplies  
Facility Support Services  
Student Technology Assistance  
Internet Subsidy Payment Processing  
Enrollment and Records Management  
Curriculum Postage  
Tangible and Intangible Instructional Materials  
Special Populations Consultative Services  
Community Outreach

Total Enrollment/Unit Based Fees

Treasury Services  
Marketing Services  
School Administration  
Special Education Direct Services

Total Revenue Based Fees

Shared

CenCoast

Shared Expenses 20-21 Budget	General 20-21 Forecast	General Fund 20-21 Budget	EPA 20-21 Budget	Title I 20-21 Budget	Title II-A 20-21 Budget	IDEA-B 20-21 Budget	Title IV 20-21 Budget	Combined 20-21 Budget
	55	55						55
	56	56						56
	49	49						49
	62,690	62,690						62,690
		-	9,896					9,896
	353,309	353,309						353,309
	-	-						-
-	415,999	415,999	9,896	-	-	-		425,895
	9,218	9,218						9,218
	28,474	28,474						28,474
-	453,691	453,691	9,896	-	-	-		463,587
	-							-
								-
								-
	1,052	1,052						1,052
	-							-
	-		-	-	-	-	-	-
				-				-
					2,000			2,000
						4,750		4,750
	-							-
	100	100						100
								-
								-
								-
								-
								-
								-
								-
	500	500						500
-	1,652	1,652	-	-	2,000	4,750	-	8,402
-	455,344	455,344	9,896	-	2,000	4,750	-	471,990
	37,895	37,895	-					37,895
		-						-
		-						-
		-						-
-	37,895	37,895	-	-	-	-	-	37,895
	189,817	189,817	9,896			4,750		204,463
		-						-
		-						-
		-						-
-	189,817	189,817	9,896	-	-	4,750	-	204,463
-	227,712	227,712	9,896	-	-	4,750	-	242,358
No	-	7,104	7,104					7,104
No	-	33,828	33,828					33,828
No	-	8,457	8,457					8,457
No	-	2,819	2,819					2,819
Yes	1,412	990	1,412					1,412
Yes	-	-	-					-
Yes	1,661	6,437	1,661					1,661
Yes	997	3,862	997					997
Yes	3,461	13,410	3,461					3,461
Yes	1,219	4,721	1,219					1,219
Yes	213	213	213					213
No	-	26,317	26,317					26,317
No	-	791	791					791
No	-	3,304	3,304					3,304
No	-	2,725	2,725					2,725
No	-	83,813	83,813					83,813
Yes	9,742	9,742	9,742					9,742
No	-	-	-					-
-	18,705	208,534	187,864	-	-	-	-	187,864
No	-	6,574	6,574					6,574
No	-	4,383	4,383					4,383
No	-	26,296	26,296					26,296
No	-	-	-					-
-	37,253	37,253	-	-	-	-	-	37,253

California Connections Academy Central Coast 2020-2021 Budget  
Revenue and Expense Statement

Office Supplies	Yes	352	517	352						352
SPED Related Services	No	-	2,073	2,073						2,073
Expensed Furniture and Equipment	Yes	349	492	349						349
Copiers/Reproduction	Yes	246	271	246						246
Office Postage	Yes	309	443	309						309
ISP Payment Reimbursement	No	-	1,800	1,800						1,800
Student Testing & Assessment Facilities & Services	No	-	3,326	3,326						3,326
Student Testing & Assessment Travel	Yes	2,331	2,368	2,331						2,331
Student Testing Technology	No	-	5,000	5,000						5,000
Staff Recruiting / Background Checks	Yes	224	282	224						224
Staff Training / Prof. Dvlpmt.	Yes	-	-	-			2,000			2,000
Travel and Conferences - Teachers	Yes	409	409	409						409
Travel and Conferences - Administration	Yes	665	665	665						665
Team Building	Yes	266	266	266						266
Maintenance & Repair	Yes	422	564	422						422
High Speed Internet	Yes	313	507	313						313
Phone	Yes	282	394	282						282
Rent	Yes	2,937	2,937	2,937						2,937
Rent Storage Unit	No	-	113	113						113
Rent Operating Expense	Yes	337	395	337						337
Utilities	Yes	351	451	351						351
Expenses Pending Allocation	Yes	-	-	-						-
Other		-	-	-						-
Total Pass-Through Expenses		9,792	23,272	22,104	-	-	2,000	-	-	24,104
Banking fees	No	-	400	400						400
Financial Audit	No	-	2,255	2,255						2,255
District Oversight	No	-	4,740	4,740						4,740
STRS Reporting	Yes	250	187	250						250
District Administrative Fees	No	-	-	-						-
SELPA One-Time Fee	No	-	-	-						-
SELPA Admin Fee	No	-	6,174	6,174						6,174
Student Activities	No	-	8,500	8,500						8,500
Graduation	No	-	4,000	4,000						4,000
Staff Activities	Yes	-	-	-						-
Office Furniture and Equipment	Yes	-	-	-						-
Relocation Expense	Yes	-	-	-						-
Board Expenses	Yes	272	3,000	272						272
Dues - Staff	Yes	124	250	124						124
Dues - School	No	-	564	564						564
Other School Expense	Yes	43	-	43						43
Science Lab - Other Contracted Services	No	-	-	-						-
Other Curriculum	Yes	594	5,635	594						594
Prop 39 Clean Energy Implementation	No	-	-	-						-
Equipment/Supplies	No	-	-	-						-
Manager Services	No	-	-	-						-
Science Lab	Yes	-	-	-						-
College and Career Grant	No	-	-	-						-
Other School Contracted Services	Yes	355	355	355						355
Accreditation and Consulting	No	-	395	395						395
Insurance - D&O	Yes	49	49	49						49
Aeries License	No	-	-	-						-
AERIES	No	-	669	669						669
Title I - SES Tutoring	No	-	-	-						-
Summer School	Yes	355	355	355						355
Math Time to Talk	Yes	-	-	-						-
LiveSpeech	No	-	-	-						-
Legal	Yes	603	3,500	603						603
Total Other School Expenses		2,644	41,028	30,341	-	-	-	-	-	30,341
Depreciation Expense			-	-						-
Sales and Use Tax			3,417	3,417						3,417
Contractual Service Credit			(57,000)	(57,000)						(57,000)
Total Adjustments and Credits		-	(57,000)	(57,000)	-	-	-	-	-	(57,000)
Total Program Expenses		31,142	484,216	451,691	9,896	-	2,000	4,750	-	468,337
Net			(28,872)	3,652	-	-	-	-	-	3,652
Beginning Fund Balance			6,988	6,988						6,988
Change in Fund Balance			-	-						-
Ending Fund Balance			(21,884)	10,641	-	-	-	-	-	10,641

# CalCA Central Coast 2020-2021 Budget

## Enrollment and Revenue

California Connections Academy Central Coast				
Improved Attendance Rate	Attendance		Turnover Factor	
	Factor			
1.50%	87.8%	56.4	49.5	46%
Grade	Grade Mix	Average Enrollment	Funded Enrollment	Total Enrollment
K	7.3%	4.1	3.6	6.1
1	0.0%	0.0	0.0	0.0
2	5.4%	3.1	2.7	4.5
3	1.2%	0.7	0.6	1.0
4	2.7%	1.5	1.3	2.2
5	10.9%	6.2	5.4	9.0
6	0.0%	0.0	0.0	0.0
7	22.7%	12.8	11.2	18.7
8	8.6%	4.9	4.3	7.1
9	2.7%	1.5	1.3	2.2
10	12.6%	7.1	6.2	10.4
11	18.1%	10.2	9.0	15.0
12	7.6%	4.3	3.8	6.3
Total	100.0%	56.4	49.5	82.6
FRPM Eligible/EL/FY			15.6	40%
PY P2			38.96	
PY K-8 P2			22.77	
PY 9-12 P2			16.19	
Revised SPED Rolling ADA			46.0	
PY P1			38.00	
General Purpose Block Grant	Funding Rates	CenCoast		
K-3	7,092	49,045		
4-6	7,199	48,531		
7-8	7,412	114,735		
9-12	8,590	174,761		
Total		387,072		
K-3 Add-On	738	5,104		
9-12 Add-On	223	4,537		
High Needs Supplement	20%	29,182		
Total LCFF Funding Target		8,607.19		
Funding-16-17 Rates (adjusted for COLA)		9,199.42		
Cap Closing Increment		100.00%		
20-21 Funding per ADA		8,607.19		
Final LCFF		425,895		
State Portion	26.0%	62,690		
EPA	2.2%	9,896		
Local Portion	4,628	353,309		
Categorical	0.0%	-		
Lottery Fund Revenue	186	9,218		
Special Education Revenue	619	28,474		
One time Discretionary Grant	0	-		
Mandated Cost Reimbursement		1,052		
K-8	16	353		
9-12	43	699		
State Testing Reimbursement	2	0		
Federal Funding - Title I		-		
Per Pupil		-		
Federal Funding - Title II-A		2,000		
Per Pupil		40.42		
Federal Funding - IDEA	125	4,750		
Per Pupil		96.00		
Federal Funding - Title IV		-		
Per Pupil		-		
CARES Funding		-		
Per Pupil		-		
E-Rate		100		
Interest		500		
Total Revenue		471,990		

**California Connections Academy Central Coast Funding Projection Worksheet**  
**Title I, II, IV and IDEA-B Funding Projection**

	Title I	Title II	IDEA - B
<b>Funding</b>	\$0	\$2,000	\$4,750
<b>Expenses</b>			
Office Supplies	-	-	-
Professional Development	-	2,000	-
Other Curriculum	-	-	-
Summer School	-	-	-
SES Services	-	-	-
Tuition Reimbursement	-	-	-
Consumable Materials	-	-	-
Technological Devices	-	-	-
Parent Activities	-	-	-
Special Education Direct Services	-	-	-
Travel (Family Engagement Activities)	-	-	-
School Improvement	-	-	-
Instructional Staff	-	-	4,750
Admin Staff	-	-	-
<b>Total Expenses</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$4,750</b>
<b>Left to Spend</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Title I**

Average 20-21 Salaries					25%		2%	
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-	-
Total Teachers	0.0	-	-	-	-	-	-	-

**Title II**

Average 20-21 Salaries								
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-	-
Total Teachers	0.0	-	-	-	-	-	-	-

**Title IDEA-B**

Average 20-21 Salaries								
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-	-
Special Population Teachers	0.1	3,755	-	920	-	75	4,750	
ELL Teacher	0.0	-	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-	-
Total Teachers	0.1	3,755	-	920	-	75	4,750	

California Connections Academy Central Coast Funding Projection Worksheet  
Title I, II, IV and IDEA-B Funding Projection

Summary

Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.1	3,755	-	920	-	75	4,750
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.1	3,755	-	920	-	75	4,750



California Connections Academy 2020-2021 Budget  
Staffing Model

Enrollment Plan							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

Total Population		
Elementary (K-5)	1,797	23%
Middle (6-8)	1,976	25%
Secondary (9-12)	4,173	53%
Total Regular FTE	7,946	100%

Special Population			
Category	%	Factor	Total FTE
IEP	12.8%	100.0%	1,017
IEP-Alt Asses.	0.6%	100.0%	54
504	3.7%	0.0%	0
Gifted	0.9%	0.0%	0
ELL	3.9%	0.0%	0
Total	13.420%		1,071

Merit Increase		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Merit Increase (Net of Benefits & Taxes)		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Recommended Salary
CalCA - Middletown
CalCA - Ripon
CalCA - San Juan Capistrano
CalCA - Visalia

New Staff - S
Avg - Existing
Adj. New Staff

Compens
Bonus

Career Ladder Points
Career Ladder Point %

Summer (# of FTE)
-------------------

WFH Stipend
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Prior Year iNaCA F
FTE

	Ratios			Staffing										Salaries, Benefits and Taxes				
	20-21		20-21 General Fund	19-20 Approved	20-21 General Fund		20-21 Title		20-21 Title		20-21 IDEA·	20-21	New	Average 19-20 Salaries	Average 20-21 Salaries	Total General		
	19-20	20-21 Combined			20-21 EPA	I	20-21 Title II	IV	B	Combined	Fund 20-21 Salaries	Total Grant 20-21 Salaries				Total Combined 20-21 Salaries		
Instructional Staff																		
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	49.0	7.0	55,240	55,240	1,493,974	1,206,903	2,700,877	
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	67.8	6.8	55,580	55,580	3,762,578	-	3,762,578	
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	144.4	18.4	55,580	55,580	6,130,710	1,873,852	8,004,562	
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-	
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	45.6	9.6	58,364	58,364	1,989,644	658,846	2,648,490	
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	51,740	51,740	152,573	2,647	155,220	
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	55,320	55,320	276,600	-	276,600	
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	11.6	(1.4)	56,810	56,810	535,335	126,595	661,930	
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	20.9	(0.1)	57,710	57,710	1,204,243	-	1,204,243	
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	347.4	40.4	55,890	55,890	15,545,657	3,868,843	19,414,500	
Advisory /Counselor Ratio			189		112.6													
Student/Teacher Ratio (Less Counselors)			24.3															
Student/Teacher Ratio		24.1	22.9															
Other Compensation															785,054		785,054	
Subtotal Instructional Wages															16,330,711	3,868,843	20,199,554	
Benefits				0.2	0.2											4,001,024	947,867	4,948,891
Pension				18.4%	16.2%											2,852,206	410,022	3,262,228
Taxes				2.0%	2.0%											326,614	77,377	403,991
Total Instructional Expense														-	23,510,556	5,304,109	28,814,664	
Administration																		
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	3.0	0.0						
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	7.6	1.6						
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	16.7	2.7						
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Admin Support Leadership																		
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
General Office/site support																		
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Enrollment/Attendance																		
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0	2.0						
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	47.3	6.3			3,868,148	-	3,868,148	
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	394.7	46.7						
Bonus Pool															0	-	0	
Subtotal Administrative Wages															3,868,148	-	3,868,148	
																	-	
Benefits				24.5%	24.5%											947,696	-	947,696
Pension				18.4%	16.2%											311,597	-	311,597
Taxes				5.0%	5.0%											213,076	-	213,076
Total Administrative Expense															5,340,517	-	5,340,517	
Total Compensation Expense															28,851,072	5,304,109	34,155,181	



**California Connections Academy 2020 - 2021 Budget**  
EPA Funding

**California Connections Academy**  
EPA Funding

EPA	
<b>Funding</b>	\$3,621,653
<b>Expenses</b>	
<b>Instructional Staff</b>	3,621,653
<b>Admin Staff</b>	-
<b>Total Expenses</b>	<b>\$3,621,653</b>
<b>Left to Spend</b>	-

<b>EPA</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>45.8</b>	<b>2,538,838</b>	<b>-</b>	<b>622,015</b>	<b>410,022</b>	<b>50,777</b>	<b>3,621,653</b>
<b>Administration</b>							
Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-
<b>Admin Support Leadership</b>							
Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-
<b>Records Management</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>General Office/site support</b>							
Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Enrollment/Attendance</b>							
School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Specialized Support</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Central Coast 2020-2021 Budget**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**

Fee	Factor	Notes
Educational Resource Center	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	per each IEP student per month
Employee Benefits	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	-	Board approved budget for school's contribution toward outreach effort
<b>Expenses Reimbursed to Connections Academy at Cost</b>		<b>Expenses Paid by the School by Contractual Obligation</b>
Employee Wages and Taxes		Banking fees
Employer Contribution to State Pension Plan		Fiscal Consulting
Taxes for certified employees		Financial Audit
Office Supplies		District Oversight
Expensed Furniture and Equipment		STRS Reporting
Copiers/Reproduction		Outside Administrative Services
Office Postage		Student Activities
ISP Payment Reimbursement		Graduation
Student Testing & Assessment		Staff Activities
Staff Recruiting		Board Expenses
Staff Training / Professional Development		Dues
Travel and Conferences - Teachers		Insurance - D&O
Travel and Conferences - Administration		Other Curriculum Supplies
Team Building		Summer School
Maintenance & Repair		Legal
High Speed Internet		Any other expenses for services not contracted to Connections Academy of California, LLC
Phone		
Rent		
Rent Operating Expense		
Rent - Storage Unit		
Utilities		
Building Safety Program		
Contract School Staff		
<b>* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year. They remain the property of Connections Academy and/or its vendors.</b>		
<b>** Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:</b>		
<b>* Reshipment for replacement or repair</b>		
<b>* Student Supplemental Technical Equipment</b>		
<b>* Computers Approved for Special Education Students</b>		

California Connections Academy Schools - 2020-2021

Shared Expense Arrangement

	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Total ADM	5,021	563	1,624	216	56	465	7,946
Allocation %	63%	7%	20%	3%	1%	6%	100%

Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Administrative Services										
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205	2,344,541
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752	166,644
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109	241,093
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466	2,588,239
Total Administrative Expense				3,374,634	378,630	1,091,656	145,169	37,895	312,532	5,340,517
Instructional Services										
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017	18,954,475
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096	2,838,227
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530	1,717,853
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617	3,621,653
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-	885,331
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000	797,125
Total Instructional Expense				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260	28,814,664
Total Compensation Expense				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791	34,155,181

Non-Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Enrollment/Unit Based Fees										
Educational Resource Center	No	-	N/A	-	-	-	-	-	-	-
Connexus™ Annual License (LMS)	No	-	N/A	-	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-	-
Accounting and Regulatory Reporti	No	-	N/A	-	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645	198,990
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702	234,135
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221	140,481
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545	487,781
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050	171,731
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756	30,000
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-	-
Internet Subsidy Payment Processi	No	-	N/A	-	-	-	-	-	-	-
Enrollment and Records Managem	No	-	N/A	-	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-	-
Tangible and Intangible Instruction	No	-	N/A	-	-	-	-	-	-	-
Special Populations Consultative S	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54	1,372,989.31
Community Outreach	No	-	N/A	-	-	-	-	-	-	-
Revenue Based Fees										
Treasury Services	No	-	N/A	-	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-	-
Pass-Through Expenses										
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902	49,587
SPED Related Services	No	-	per ADM	-	-	-	-	-	-	-
Expensed Furniture and Equipmen	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881	49,224
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027	34,629
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546	43,509
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Fac	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Tra	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220	328,438
Student Testing Technology	No	-	N/A	-	-	-	-	-	-	-
Staff Recruiting / Background Chec	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845	31,532
Staff Training / Prof. Dvlpmnt.	Yes	-	per ADM	-	-	-	-	-	-	-
Travel and Conferences - Teacher:	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370	57,594
Travel and Conferences - Administ	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486	93,746
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192	37,449
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483	59,514
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582	44,122
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325	39,733
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226	413,970
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782	47,540
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893	49,431
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-	-
Other School Expenses										
Banking fees	No	-	N/A	-	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059	35,192
District Administrative Fees	No	-	N/A	-	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247	38,401

# **California Connections Academy Monterey Bay 2020-2021 Budget Notes**

## **Overall Comments**

1. The budget reflects an average enrollment of 465 students with an attendance rate of 88%, yielding an average daily attendance (ADA) of 408 that generates total revenue of just over \$3.8 million.
2. On a total revenue basis, while the state LCFF formula is reduced, there are other funding sources which we anticipate will increase, most notably, federal and Special Education, which leads overall to a per pupil (ADA) funding of \$9,511.
3. Under the current assumptions, the budget projects a service credit of \$299,000 to maintain a positive fund balance of approximately \$10,000.
4. Similar to 19-20, California Connections Academy Monterey Bay will continue to operate under a shared-services model along with the other California Connections Academy partnering schools. The financial results of this model are incorporated in the assumptions presented in this budget.
5. The format of the budget shows expenditures by fund source. The biggest impact involved the approach to staffing costs, which will be discussed later.

## **Enrollment, Grade Distribution, and Attendance Factor**

1. Enrollment for the year is expected to average 465 students. While actual enrollment may be higher, we will plan to revisit this in the fall when enrollment numbers are more clear.
2. To achieve this level of enrollment, the school is expected to enroll a total of 650 students with a "turnover and mid-year start" factor of 40%.
3. The grade distribution assumed is based upon the experience of the school in 19-20. Enrollment is projected as follows: 20% elementary (K-5), 30% in middle school (6-8), and 50% in high school (9-12).
4. The attendance factor is budgeted at 88%, based on the 19/20 school year. During the 2019-20 school year, some improvements were made with the attendance rate, however due to COVID considerations, we will need to continue to monitor this factor.
5. The number of students receiving special education services in all California Connections schools are budgeted based upon prior years of experience of the six Connections California schools, however because these numbers may change due to the impact on all schools of COVID, this will need to be monitored closely.

## **Revenue**

1. The base per pupil funding rates were updated to reflect the latest estimates available from the Governor's May revise. At the time of the board meeting there will be an update on any budget activity by the state legislature, but because of all the fiscal uncertainty, the May revise numbers are conservative and so until the budget update in the fall, this is what we are using to develop the preliminary budgets.
2. Projections for the percentage of students who generate Title funding are based upon enrollment that is consistent with the 19-20 school year. Revenue of \$6,000 is expected from the Title programs and \$34,000 from IDEA-B in 20-21.
3. Connections has filed the necessary documents with the Federal E-Rate program on behalf of the school, which is expected to yield a credit towards the school's phone/internet expense of approximately \$1,000.

## **Staffing**

1. School leadership, with the assistance of Connections Academy staff, developed the staffing model contained in the budget, which was designed to serve students in all six California Connections Academy schools (CalCA). It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide now and throughout the year in which to make hiring decisions. Decisions made involved student-teacher ratios for different grade levels and different departments, such as Counseling, Advisory and Special Education, and administrative staff structure. It is important to note that this year, due to the economic uncertainty, no staff members will receive a merit increase. **Salaries will remain the same as they are in 2019-20, essentially creating a pay freeze, at least until further information becomes available.**
2. CalCA Monterey Bay will incur instructional and administrative compensation costs based on an allocated share of total compensation expenses. This allocation will be based on the proportionated share of CalCA Monterey Bay students being served by staff members. Additional details on the basis for allocating compensation expenses are presented in the Shared Expense Arrangement document of this budget.
3. The Staffing Model in this budget presents the number of teachers and/or counselors funded by federal funds separately from the number of teachers and counselors funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the compensation and fringe benefits of approximately 15 teachers and counselors. While individual employees may have only a portion of their salary allocated to federal funds, for purposes of the budget the total FTE is shown.
4. The proposed grade level staffing ratios are as follows:
  - a. 35.2:1 for K-5 (unchanged from 19-20)
  - b. 28.7:1 for 6-8 (unchanged from 19-20)
  - c. 28.5:1 for 9-12 (unchanged from 19-20)
  - d. 23.5:1 for special education (changed from 24.1:1 in 19-20)
  - e. 170:1 for secondary advisory teachers/counselors (changed from 150:1 19-20)
5. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 49 FTE (full-time equivalent) elementary teachers, 68 middle school teachers, 144 high school teachers, 46 special education teachers, 3 ELL teachers and 37 advisory teachers and counselors, for a total staff of approximately 347 teachers and counselors. This is the overall number for all CalCA schools and is shared proportionally through the allocation methodology between schools.
6. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
7. The administrative team (shared with all schools) will consist of an executive director, one director of student achievement, three principals, eight assistant principals, one director of counseling services, one manager of counseling services, one director of student services, one senior manager of student services, two managers of student services, one manager of school outreach, two assistant director of business services, one director of finance, one director of business services two registrars, plus twenty one administrative assistants at varying levels. The budget therefore includes a total administrative staff of forty-seven employees.
8. In order to provide funds for the CalCA summer school program, which is launching in summer of 2020, using CalCA teachers for all courses, and in addition, to help with between year tasks and preparation for the start of the new school year, approximately 5,920 hours of teacher time has been budgeted. The regular summer school line item has been reduced and only includes

the cost of the summer curriculum, all teaching costs for summer school are now incorporated into the staffing sheet.

9. A shared expenses arrangement between the six California schools mentioned above is included below and provides details on the basis for the shared expense allocations.
10. The requirements of SB740 were taken into account in developing the staffing plan. As it relates to teachers, it requires 40% of ADA-based funding be spent on teacher compensation. Another test involves the amount of funds spent on "instruction". The requirement is that 80% of all funds must be spent in this category. Finally, other legislation requires established student-teacher ratio be met. This budget meets all of the tests contained in this legislation.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 24.5%. This rate has not changed from 19-20. The employer contribution to the state pension fund being used for this budget 16.2% down from 16.7% in 19-20. This rate is subject to change based on the final state budget and will be adjusted if needed once the actual employer contribution rate is known. Payroll taxes for all school employees are taken from the school's accounts monthly. The pension and tax rates for administrative staff shown on the Staffing Model represent average rates for all administrative employees.

### **Curriculum**

1. The budget reflects no increase from Connections in the curriculum charge per grade: \$600 for every student enrolled in kindergarten, \$950 for grades 1-5 and \$1,075 for grades 6-12.
2. Although Connections is holding the line on its curriculum fee schedule, it has made significant investments in Pearson Connexus, a new platform to support learners, families and teachers throughout their entire journey with Connections Academy.
3. Expected turnover in students will result in curriculum charges for a total of 651 students. Total Curriculum expense of approximately \$674,729 has been budgeted.

### **Other non-Payroll Related Expenses**

1. Connections has continued its school administration charge of 6% of revenues from governmental revenue sources (excluding special education revenue), for the 20-21 school year. This charge reflects the cost of many of the services provided by Connections as laid out in the Statement of Agreement.
2. California tax law states that CalCA is not exempt from sales, use or business taxes regardless of federal income tax exemption. Some of the products and services CalCA purchases from Pearson OBL are subject to these taxes, so similarly to the 19-20 budget, the 20-21 budget contains an expense line item projecting tax liability for the next school year. The fee schedule reflects products and services grouped by taxable items and non-taxable items. (Note: The estimated tax liability associated with the taxable services provided by Pearson is based on the current tax guidance available; therefore, the actual tax liability for the School is subject to change as tax guidance is issued or modified per state regulation).
3. The budget assumes a modified demand rate based on a projected increase in student technology requests. The projected cost for the student technology offering is \$575 per each computer provided by CA at any time during the school year. The per computer fee has remained the same in order to control costs as much as possible.
4. The charge from Connections to support the teaching of courses (primarily German, Latin, and Chinese) has increased from \$2.30 in 19-20 to \$2.75 in 20-21 per student day enrolled in one of

the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.

5. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school could always find an alternative to the use of this resource if it so desires.
6. CalCA Monterey Bay share of the school rent and rent operating expense has been budgeted at approximately \$27,008.
7. This budget also includes approximately \$8,857 for Travel and Conferences and \$6,000 for Professional Development to allow staff members to participate in some charter school conferences and professional development workshops. Some of the professional development opportunities may be funded partially with the Title I grant. It should be noted that to reduce costs, there will be a significant reduction in the amount of travel that CalCA staff members do, especially in the fall before more information about the longer term fiscal status of the school is known. This may include conducting more virtual staff and student events to replace in person events.
8. An allocation of \$2,926 for a summer school program has been included in this budget, which, as stated earlier, covers the cost of the curriculum. Students most at risk of not graduating are given priority to take summer school courses in order to make up credit deficiencies.
9. Student Activities of \$5,625 and graduation events of approximately \$8,710 are planned for the 20-21 school year. This is subject to change if there is a long delay in re-starting in person events in the 20-21 school year.
10. Audit services of \$13,400 are budgeted, reflecting the CalCA Monterey Bay portion of the annual audit and preparation of tax returns.
11. In order to encourage participation by Board members in training and school activities, including attendance at state and national charter school conferences, \$2,247 has been included in the budget.

## California Connections Academy Monterey Bay 2020-2021 Budget

### Revenue and Expense Statement

California Connections Academy Monterey Bay		CalMB									
2020-2021 Revenue and Expense Statement		Shared	Shared Expenses 20-21 Budget	General 20-21 Forecast	General Fund 20-21 Budget	EPA 20-21 Budget	Title I 20-21 Budget	Title II-A 20-21 Budget	IDEA-B 20-21 Budget	Title IV 20-21 Budget	Combined 20-21 Budget
Board Approved 9/30 Enrollment				454	454						454
Average Enrollment				465	465						465
Funded Enrollment (P-2 ADA)				408	408						408
<b>Revenue</b>											
LCFF / General Purpose Block Grant - State				1,477,566	1,477,566						1,477,566
LCFF / General Purpose Block Grant - State EPA					-	81,617					81,617
LCFF / General Purpose Block Grant - Local				1,975,175	1,975,175						1,975,175
LCFF / Categorical - State				-	-						-
Subtotal			-	3,452,741	3,452,741	81,617	-	-	-	-	3,534,358
Lottery				76,026	76,026						76,026
Special Education Pass through funds - State				222,221	222,221						222,221
Total Pupil Funding			-	3,750,988	3,750,988	81,617	-	-	-	-	3,832,605
Star Testing Reimbursement				-	-						-
State: Prop 39 Clean Energy Implementation					-						-
One Time State Block Grant					-						-
Mandated Cost Reimbursement				7,592	7,592						7,592
One Time State Funding				-	-						-
CARES Funding				-	-	-	-	-	-	-	-
Educator Effectiveness											
Education Technology K-12											
Federal Funding - Title I					-	-					-
Federal Funding - Title II					-		6,000				6,000
Federal Funding - IDEA					-			34,000			34,000
Federal Funding - Title IV				-	-						-
MediCAL											
E-Rate Funds				500	500						500
Contracted Services to CenCA											
Contracted Services to CalCAR											
Miscellaneous State Funds					-						-
College and Career Block Grant				-	-						-
Donations					-						-
Prior Year Adjustments - Other State Revenues					-						-
Prior Year Adjustments - Other Local Revenues					-						-
Prior Year Adjustments - State Aid					-						-
Prior Year Adjustments - Federal					-						-
Grants					-						-
Interest				500	500						500
Subtotal			-	8,592	8,592	-	-	6,000	34,000	-	48,592
Total Revenue			-	3,759,580	3,759,580	81,617	-	6,000	34,000	-	3,881,197
<b>Compensation Expense</b>											
<b>Administration</b>											
Salaries - Administration				312,532	312,532						312,532
Benefits - Administration					-						-
Taxes - Administration					-						-
Pension - Administration					-						-
Subtotal Administration			-	312,532	312,532	-	-	-	-	-	312,532
<b>Teachers</b>											
Salaries - Teachers				1,570,643	1,570,643	81,617	-	-	34,000	-	1,686,260
Benefits - Teachers					-						-
Taxes - Teachers					-						-
Pension - Teachers					-						-
Subtotal Instructional Staff			-	1,570,643	1,570,643	81,617	-	-	34,000	-	1,686,260
Total Compensation Expense			-	1,883,174	1,883,174	81,617	-	-	34,000	-	1,998,791
Educational Resource Center		No	-	58,587	58,587						58,587
Connexus™ Annual License (LMS)		No	-	278,988	278,988						278,988
Technical Support and Repairs		No	-	69,747	69,747						69,747
Accounting and Regulatory Reporting		No	-	23,249	23,249						23,249
Direct Course Instruction Support		Yes	11,645	9,900	11,645						11,645
Short Term Substitute Teaching		Yes	-	-	-						-
Hardware/Software - Employees		Yes	13,702	6,437	13,702						13,702
Voice Over IP Services		Yes	8,221	3,862	8,221						8,221
Human Resources Support		Yes	28,545	13,410	28,545						28,545
School Curriculum Supplies		Yes	10,050	4,721	10,050						10,050
Facility Support Services		Yes	1,756	1,756	1,756						1,756
Student Technology Assistance		No	-	177,377	177,377						177,377
Internet Subsidy Payment Processing		No	-	7,029	7,029						7,029
Enrollment and Records Management		No	-	26,021	26,021						26,021
Curriculum Postage		No	-	21,467	21,467						21,467
Tangible and Intangible Instructional Materials		No	-	674,729	674,729						674,729
Special Populations Consultative Services		Yes	80,349	80,349	80,349						80,349
Community Outreach		No	-	-	-						-
Total Enrollment/Unit Based Fees			154,267	1,457,628	1,491,461	-	-	-	-	-	1,491,461
Treasury Services		No	-	54,367	54,367						54,367
Marketing Services		No	-	36,245	36,245						36,245
School Administration		No	-	217,469	217,469						217,469
Special Education Direct Services		No	-	-	-						-
Total Revenue Based Fees			-	308,080	308,080	-	-	-	-	-	308,080



## California Connections Academy Monterey Bay 2020-2021 Budget

Revenue and Expense Statement									
Office Supplies	Yes	2,902	3,070	2,902					2,902
SPED Related Services	No	-	81,133	81,133					81,133
Expensed Furniture and Equipment	Yes	2,881	2,632	2,881					2,881
Copiers/Reproduction	Yes	2,027	1,608	2,027					2,027
Office Postage	Yes	2,546	2,632	2,546					2,546
ISP Payment Reimbursement	No	-	15,984	15,984					15,984
Student Testing & Assessment Facilities & Services	No	-	19,765	19,765					19,765
Student Testing & Assessment Travel	Yes	19,220	14,070	19,220					19,220
Student Testing Technology	No	-	5,000	5,000					5,000
Staff Recruiting / Background Checks	Yes	1,845	1,675	1,845			6,000		1,845
Staff Training / Prof. Dvlpmnt.	Yes	-	-	-					6,000
Travel and Conferences - Teachers	Yes	3,370	3,370	3,370					3,370
Travel and Conferences - Administration	Yes	5,486	5,486	5,486					5,486
Team Building	Yes	2,192	2,192	2,192					2,192
Maintenance & Repair	Yes	3,483	3,350	3,483					3,483
High Speed Internet	Yes	2,582	3,015	2,582					2,582
Phone	Yes	2,325	2,339	2,325					2,325
Rent	Yes	24,226	24,226	24,226					24,226
Rent Storage Unit	No	-	670	670					670
Rent Operating Expense	Yes	2,782	2,345	2,782					2,782
Utilities	Yes	2,893	2,680	2,893					2,893
Expenses Pending Allocation	Yes	-	-	-					-
Other		-	-	-					-
<b>Total Pass-Through Expenses</b>		<b>80,760</b>	<b>197,242</b>	<b>203,312</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>209,312</b>
Banking fees	No	-	585	585					585
Financial Audit	No	-	13,400	13,400					13,400
District Oversight	No	-	28,167	28,167					28,167
STRS Reporting	Yes	2,059	1,110	2,059					2,059
District Administrative Fees	No	-	10,000	10,000					10,000
SELPA One-Time Fee	No	-	-	-					-
SELPA Admin Fee	No	-	45,111	45,111					45,111
Student Activities	No	-	5,625	5,625					5,625
Graduation	No	-	8,710	8,710					8,710
Staff Activities	Yes	-	-	-					-
Office Furniture and Equipment	Yes	-	-	-					-
Relocation Expense	Yes	-	-	-					-
Board Expenses	Yes	2,247	7,370	2,247					2,247
Dues - Staff	Yes	1,023	335	1,023					1,023
Dues - School	No	-	3,350	3,350					3,350
Other School Expense	Yes	351	-	351					351
Science Lab - Other Contracted Services	No	-	-	-					-
Other Curriculum	Yes	4,899	33,480	4,899					4,899
Prop 39 Clean Energy Implementation	No	-	-	-					-
Equipment/Supplies	No	-	-	-					-
Manager Services	No	-	-	-					-
Science Lab	Yes	-	-	-					-
College and Career Grant	No	-	-	-					-
Other School Contracted Services	Yes	2,926	2,926	2,926					2,926
Accreditation and Consulting	No	-	2,345	2,345					2,345
Insurance - D&O	Yes	400	292	400					400
Aeries License	No	-	-	-					-
AERIES	No	-	2,005	2,005					2,005
Title I - SES Tutoring	No	-	-	-					-
Summer School	Yes	2,926	2,926	2,926					2,926
Math Time to Talk	Yes	-	-	-					-
LiveSpeech	No	-	-	-					-
Legal	Yes	4,974	3,500	4,974					4,974
<b>Total Other School Expenses</b>		<b>21,807</b>	<b>171,237</b>	<b>141,105</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>141,105</b>
<b>Depreciation Expense</b>									
Sales and Use Tax			25,315	25,315					25,315
Contractual Service Credit			(299,000)	(299,000)					(299,000)
<b>Total Adjustments and Credits</b>		<b>-</b>	<b>(299,000)</b>	<b>(299,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(299,000)</b>
<b>Total Program Expenses</b>		<b>256,834</b>	<b>3,743,677</b>	<b>3,753,448</b>	<b>81,617</b>	<b>-</b>	<b>6,000</b>	<b>34,000</b>	<b>3,875,065</b>
Net			<b>15,903</b>	<b>6,132</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,132</b>
Beginning Fund Balance			<b>4,064</b>	4,064					4,064
Change in Fund Balance			-	-					-
Ending Fund Balance			<b>19,967</b>	<b>10,196</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,196</b>

# CalCA Monterey Bay 2020-2021 Budget

## Enrollment and Revenue

California Connections Academy Monterey Bay				
Improved Attendance Rate 1.50%	Attendance		Turnover Factor	
	Factor			
	<b>87.8%</b>	<b>465.0</b>	<b>408.1</b>	<b>40%</b>
Grade	Grade Mix	Average Enrollment	Funded Enrollment	Total Enrollment
K	3.6%	16.6	14.6	23.2
1	3.0%	13.9	12.2	19.4
2	1.9%	8.7	7.6	12.1
3	4.0%	18.6	16.3	26.0
4	3.1%	14.6	12.8	20.5
5	4.7%	21.6	19.0	30.3
6	7.4%	34.6	30.4	48.5
7	5.2%	24.2	21.2	33.8
8	17.7%	82.5	72.4	115.4
9	8.9%	41.2	36.2	57.7
10	14.3%	66.5	58.3	93.0
11	20.0%	93.0	81.7	130.2
12	6.2%	28.9	25.4	40.5
<b>Total</b>	<b>100.0%</b>	<b>465.0</b>	<b>408.1</b>	<b>650.5</b>
FRPM Eligible/EL/FY			103.9	40%
PY P2			259.69	
PY K-8 P2			130.85	
PY 9-12 P2			128.84	
Revised SPED Rolling ADA			359.0	
PY P1			272.00	
General Purpose Block Grant	Funding Rates	CalMB		
K-3	7,092	359,588		
4-6	7,199	447,949		
7-8	7,412	693,854		
9-12	8,590	1,731,261		
Total		3,232,652		
K-3 Add-On	738	37,419		
9-12 Add-On	223	44,944		
High Needs Supplement	20%	219,343		
Total LCFF Funding Target		8,660.88		
Funding-16-17 Rates (adjusted for COLA)		9,301.32		
Cap Closing Increment		100.00%		
20-21 Funding per ADA		8,660.88		
Final LCFF		3,534,358		
State Portion	26.0%	1,477,566		
EPA	2.2%	81,617		
Local Portion	4,628	1,975,175		
Categorical	0.0%	-		
Lottery Fund Revenue	186	76,026		
Special Education Revenue	619	222,221		
One time Discretionary Grant	0	-		
Mandated Cost Reimbursement		7,592		
K-8	16	2,031		
9-12	43	5,560		
State Testing Reimbursement	2	0		
Federal Funding - Title I		-		
Per Pupil		-		
Federal Funding - Title II-A		6,000		
Per Pupil		14.70		
Federal Funding - IDEA	125	34,000		
Per Pupil		83.32		
Federal Funding - Title IV		-		
Per Pupil		-		
CARES Funding		-		
Per Pupil		-		
E-Rate		500		
Interest		500		
Total Revenue		3,881,197		

California Connections Academy Monterey Bay Funding Projection Worksheet  
Title I, II, IV and IDEA-B Funding Projection

	Title I	Title II	IDEA - B
Funding	\$0	\$6,000	\$34,000
Expenses			
Office Supplies	-	-	-
Professional Development	-	6,000	-
Other Curriculum	-	-	-
Summer School	-	-	-
SES Services	-	-	-
Tuition Reimbursement	-	-	-
Consumable Materials	-	-	-
Technological Devices	-	-	-
Parent Activities	-	-	-
Special Education Direct Services	-	-	-
Travel (Family Engagement Activities)	-	-	-
School Improvovement	-	-	-
Instructional Staff	-	-	34,000
Admin Staff	-	-	-
Total Expenses	\$0	\$6,000	\$34,000
Left to Spend	\$0	\$0	\$0

Title I							
Average 20-21 Salaries				25%		2%	
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.0	-	-	-	-	-	-
Title II							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.0	-	-	-	-	-	-
Title IDEA-B							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.5	26,877	-	6,585	-	538	34,000
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.5	26,877	-	6,585	-	538	34,000

California Connections Academy Monterey Bay Funding Projection Worksheet  
Title I, II, IV and IDEA-B Funding Projection

Summary

Average 20-21 Salaries

Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.5	26,877	-	6,585	-	538	34,000
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.5	26,877	-	6,585	-	538	34,000

California Connections Academy 2020-2021 Budget  
Staffing Model

Enrollment Plan							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

Total Population		
Elementary (K-5)	1,797	23%
Middle (6-8)	1,976	25%
Secondary (9-12)	4,173	53%
Total Regular FTE	7,946	100%

Special Population			
Category	%	Factor	Total FTE
IEP	12.8%	100.0%	1,017
IEP-Alt Asses.	0.6%	100.0%	54
504	3.7%	0.0%	0
Gifted	0.9%	0.0%	0
ELL	3.9%	0.0%	0
Total	13.420%		1,071

Merit Increase		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Merit Increase (Net of Benefits & Taxes)		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Recommended Salary
CalCA - Middletown
CalCA - Ripon
CalCA - San Juan Capistrano
CalCA - Visalia

New Staff - S
Avg - Existing
Adj. New Staff

Compens
Bonus

Career Ladder Points
Career Ladder Point %

Summer (# of FTE)
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WFH Stipend
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Prior Year iNaCA F
FTE

	Ratios			Staffing										Salaries, Benefits and Taxes				
	20-21		20-21 General Fund	19-20 Approved	20-21 General Fund	20-21 Title			20-21 Title IV	20-21 IDEA B	20-21 Combined	New	Average 19-20 Salaries	Average 20-21 Salaries	Total General			
	19-20	20-21 Fund				20-21 EPA	I	20-21 Title II							Fund 20-21 Salaries	Total Grant 20-21 Salaries	Total Combined 20-21 Salaries	
Instructional Staff																		
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	49.0	7.0	55,240	55,240	1,493,974	1,206,903	2,700,877	
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	67.8	6.8	55,580	55,580	3,762,578	-	3,762,578	
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	144.4	18.4	55,580	55,580	6,130,710	1,873,852	8,004,562	
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-	
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	45.6	9.6	58,364	58,364	1,989,644	658,846	2,648,490	
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	51,740	51,740	152,573	2,647	155,220	
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	55,320	55,320	276,600	-	276,600	
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	11.6	(1.4)	56,810	56,810	535,335	126,595	661,930	
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	20.9	(0.1)	57,710	57,710	1,204,243	-	1,204,243	
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	347.4	40.4	55,890	55,890	15,545,657	3,868,843	19,414,500	
Advisory /Counselor Ratio			189		112.6													
Student/Teacher Ratio (Less Counselors)			24.3															
Student/Teacher Ratio		24.1	22.9															
Other Compensation															785,054		785,054	
Subtotal Instructional Wages															16,330,711	3,868,843	20,199,554	
Benefits				0.2	0.2										4,001,024	947,867	4,948,891	
Pension				18.4%	16.2%										2,852,206	410,022	3,262,228	
Taxes				2.0%	2.0%										326,614	77,377	403,991	
Total Instructional Expense														-	23,510,556	5,304,109	28,814,664	
Administration																		
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	3.0	0.0						
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	7.6	1.6						
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	16.7	2.7						
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Admin Support Leadership																		
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
General Office/site support																		
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Enrollment/Attendance																		
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0	2.0						
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	47.3	6.3			3,868,148	-	3,868,148	
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	394.7	46.7						
Bonus Pool															0	-	0	
Subtotal Administrative Wages															3,868,148	-	3,868,148	
																	-	
Benefits				24.5%	24.5%										947,696	-	947,696	
Pension				18.4%	16.2%										311,597	-	311,597	
Taxes				5.0%	5.0%										213,076	-	213,076	
Total Administrative Expense															5,340,517	-	5,340,517	
Total Compensation Expense															28,851,072	5,304,109	34,155,181	

**California Connections Academy 2020 - 2021 Budget**  
EPA Funding

**California Connections Academy**  
EPA Funding

EPA	
<b>Funding</b>	\$3,621,653
<b>Expenses</b>	
<b>Instructional Staff</b>	3,621,653
<b>Admin Staff</b>	-
<b>Total Expenses</b>	<b>\$3,621,653</b>
<b>Left to Spend</b>	-

<b>EPA</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>45.8</b>	<b>2,538,838</b>	<b>-</b>	<b>622,015</b>	<b>410,022</b>	<b>50,777</b>	<b>3,621,653</b>
<b>Administration</b>							
Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-
<b>Admin Support Leadership</b>							
Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-
<b>Records Management</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>General Office/site support</b>							
Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Enrollment/Attendance</b>							
School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Specialized Support</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Monterey Bay 2020-2021 Budget**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**

Fee	Factor	Notes
Educational Resource Center	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	per each IEP student per month
Employee Benefits	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	-	Board approved budget for school's contribution toward outreach effort
<b>Expenses Reimbursed to Connections Academy at Cost</b>		<b>Expenses Paid by the School by Contractual Obligation</b>
Employee Wages and Taxes		Banking fees
Employer Contribution to State Pension Plan		Fiscal Consulting
Taxes for certified employees		Financial Audit
Office Supplies		District Oversight
Expensed Furniture and Equipment		STRS Reporting
Copiers/Reproduction		Outside Administrative Services
Office Postage		Student Activities
ISP Payment Reimbursement		Graduation
Student Testing & Assessment		Staff Activities
Staff Recruiting		Board Expenses
Staff Training / Professional Development		Dues
Travel and Conferences - Teachers		Insurance - D&O
Travel and Conferences - Administration		Other Curriculum Supplies
Team Building		Summer School
Maintenance & Repair		Legal
High Speed Internet		Any other expenses for services not contracted to Connections Academy of California, LLC
Phone		
Rent		
Rent Operating Expense		
Rent - Storage Unit		
Utilities		
Building Safety Program		
Contract School Staff		
<b>* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year. They remain the property of Connections Academy and/or its vendors.</b>		
<b>** Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:</b>		
<b>* Reshipment for replacement or repair</b>		
<b>* Student Supplemental Technical Equipment</b>		
<b>* Computers Approved for Special Education Students</b>		



California Connections Academy Schools - 2020-2021

Shared Expense Arrangement

	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Total ADM	5,021	563	1,624	216	56	465	7,946
Allocation %	63%	7%	20%	3%	1%	6%	100%

Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Administrative Services										
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205	2,344,541
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752	166,644
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109	241,093
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466	2,588,239
Total Administrative Expense				3,374,634	378,630	1,091,656	145,169	37,895	312,532	5,340,517
Instructional Services										
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017	18,954,475
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096	2,838,227
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530	1,717,853
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617	3,621,653
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-	885,331
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000	797,125
Total Instructional Expense				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260	28,814,664
Total Compensation Expense				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791	34,155,181

Non-Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Enrollment/Unit Based Fees										
Educational Resource Center	No	-	N/A	-	-	-	-	-	-	-
Connexus™ Annual License (LMS)	No	-	N/A	-	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-	-
Accounting and Regulatory Reporti	No	-	N/A	-	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645	198,990
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702	234,135
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221	140,481
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545	487,781
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050	171,731
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756	30,000
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-	-
Internet Subsidy Payment Processi	No	-	N/A	-	-	-	-	-	-	-
Enrollment and Records Managem	No	-	N/A	-	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-	-
Tangible and Intangible Instruction	No	-	N/A	-	-	-	-	-	-	-
Special Populations Consultative S	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54	1,372,989.31
Community Outreach	No	-	N/A	-	-	-	-	-	-	-
Revenue Based Fees										
Treasury Services	No	-	N/A	-	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-	-
Pass-Through Expenses										
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902	49,587
SPED Related Services	No	-	per ADM	-	-	-	-	-	-	-
Expensed Furniture and Equipmen	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881	49,224
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027	34,629
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546	43,509
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Fac	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Tra	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220	328,438
Student Testing Technology	No	-	N/A	-	-	-	-	-	-	-
Staff Recruiting / Background Chec	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845	31,532
Staff Training / Prof. Dvlpmnt.	Yes	-	per ADM	-	-	-	-	-	-	-
Travel and Conferences - Teacher:	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370	57,594
Travel and Conferences - Administ	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486	93,746
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192	37,449
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483	59,514
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582	44,122
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325	39,733
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226	413,970
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782	47,540
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893	49,431
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-	-
Other School Expenses										
Banking fees	No	-	N/A	-	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059	35,192
District Administrative Fees	No	-	N/A	-	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247	38,401



## **California Connections Academy @ Ripon 2020-2021 Budget Notes**

### **Overall Comments**

1. The budget reflects an average enrollment of 1624 students with an attendance rate of 88.5%, yielding an average daily attendance (ADA) of 1438 that generates total revenue of just over \$14.5 million.
2. On a total revenue basis, while the state LCFF formula is reduced, there are other funding sources which we anticipate will increase, most notably, federal and Special Education, which leads overall to a per pupil (ADA) funding reduction of 3.42% to \$10,116 as compared to 19-20.
3. Under the current assumptions, the budget projects a discretionary service credit of \$345,500 to maintain a positive ending fund balance of approximately \$10,000.
4. Similar to 19-20, California Connections Academy @ Ripon (CalCA Ripon) will continue to operate under a shared-services model along with the other California Connections Academy partnering schools. The financial results of this model are incorporated in the assumptions presented in this budget.
5. In collaboration with the school to best support students, the school has already assumed responsibilities for special education direct related services and is moving to a new SELPA to better support student needs. The charge for "direct services" is now shown under the school's expenses rather than as a fee from OBL, however, there is still a fee for Special Education consultative services, which the school will continue to use in 2020-21 under the current Statement of Agreement.
6. The format of the budget shows expenditures by fund source. The biggest impact involved the approach to staffing costs, which will be discussed later.

### **Enrollment, Grade Distribution, and Attendance Factor**

1. Enrollment for the year is expected to average 1624 students versus 1343 for 19-20, an increase of 20%. We will plan to revisit this in the fall when enrollment numbers are more clear.
2. To achieve this level of enrollment, the school is expected to enroll a total of 2,254 students with a "turnover and mid-year start" factor of 39%.
3. The grade distribution assumed is based upon the experience of the school in 19-20. Enrollment is projected as follows: 23% elementary (K-5), 24% in middle school (6-8), and 53% in high school (9-12).
4. The attendance factor is budgeted at 88.5%, based on the experience over the last several years. During the 2019-20 school year, some improvements were made with the attendance rate, however due to COVID considerations, we will need to continue to monitor this factor.
5. The number of students receiving special education services in all California Connections schools are budgeted based upon prior years of experience of the six Connections California schools, however because these numbers may change due to the impact on all schools of COVID, this will need to be monitored closely.

### **Revenue**

1. The base per pupil funding rates were updated to reflect the latest estimates available from the Governor's May revise. At the time of the board meeting there will be an update on any budget activity by the state legislature, but because of all the fiscal uncertainty, the May revise numbers are conservative and so until the budget update in the fall, this is what we are using to develop the preliminary budgets.

2. Projections for the percentage of students who generate Title funding are based upon enrollment that is consistent with the 19-20 school year. Revenue of \$218,725 is expected from the Title programs and \$160,000 from IDEA-B in 20-21.
3. Connections has filed the necessary documents with the Federal E-Rate program on behalf of the school, which is expected to yield a credit towards the school's phone/internet expense of approximately \$2,900.

### **Staffing**

1. School leadership, with the assistance of Connections Academy staff, developed the staffing model contained in the budget, which was designed to serve students in all six California Connections Academy schools (CalCA) . It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide now and throughout the year in which to make hiring decisions. Decisions made involved student-teacher ratios for different grade levels and different departments, such as Counseling, Advisory and Special Education, and administrative staff structure. It is important to note that this year, due to the economic uncertainty, no staff members will receive a merit increase. **Salaries will remain the same as they are in 2019-20, essentially creating a pay freeze, at least until further information becomes available.**
2. CalCA Ripon will incur instructional and administrative compensation costs based on an allocated share of total compensation expenses. This allocation will be based on the proportionated share of CalCA Ripon students being served by staff members. Additional details on the basis for allocating compensation expenses are presented in the Shared Expense Arrangement document of this budget.
3. The Staffing Model in this budget presents the number of teachers and/or counselors funded by federal funds separately from the number of teachers and counselors funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the compensation and fringe benefits of approximately 15 teachers and counselors. While individual employees may have only a portion of their salary allocated to federal funds, for purposes of the budget the total FTE is shown.
4. The proposed grade level staffing ratios are as follows:
  - a. 35.2:1 for K-5 (unchanged from 19-20)
  - b. 28.7:1 for 6-8 (unchanged from 19-20)
  - c. 28.5:1 for 9-12 (unchanged from 19-20)
  - d. 23.5:1 for special education (changed from 24.1:1 in 19-20)
  - e. 170:1 for secondary advisory teachers/counselors (changed from 150:1 19-20)
5. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 49 FTE (full-time equivalent) elementary teachers, 68 middle school teachers, 144 high school teachers, 46 special education teachers, 3 ELL teachers and 37 advisory teachers and counselors, for a total staff of approximately 347 teachers and counselors. This is the overall number for all CalCA schools and is shared proportionally through the allocation methodology between schools.
6. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
7. The administrative team (shared with all schools) will consist of an executive director, one director of student achievement, three principals, eight assistant principals, one director of counseling services, one manager of counseling services, one director of student services, one senior manager of student services, two managers of student services, one manager of school outreach, two assistant director of business services, one director of finance, one director of

business services two registrars, plus twenty one administrative assistants at varying levels. The budget therefore includes a total administrative staff of forty-seven employees.

8. In order to provide funds for the CalCA summer school program, which is launching in summer of 2020, using CalCA teachers for all courses, and in addition, to help with between year tasks and preparation for the start of the new school year, approximately 5,920 hours of teacher time has been budgeted. The regular summer school line item has been reduced and only includes the cost of the summer curriculum, all teaching costs for summer school are now incorporated into the staffing sheet.
9. A shared expenses arrangement between the six California schools mentioned above is included below and provides details on the basis for the shared expense allocations.
10. As in previous years, the requirements of SB740 were taken into account in developing the staffing plan. As it relates to teachers, it requires 40% of ADA-based funding be spent on teacher compensation. Another test involves the amount of funds spent on "instruction". The requirement is that 80% of all funds must be spent in this category. Finally, other legislation requires established student-teacher ratio be met. This budget meets all of the tests contained in this legislation.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 24.5%. This rate has not changed from 19-20. The employer contribution to the state pension fund being used for this budget 16.2% down from 16.7% in 19-20. This rate is subject to change based on the final state budget and will be adjusted if needed once the actual employer contribution rate is known. Payroll taxes for all school employees are taken from the school's accounts monthly. The pension and tax rates for administrative staff shown on the Staffing Model represent average rates for all administrative employees.

### **Curriculum**

1. The budget reflects no increase from Connections in the curriculum charge per grade: \$600 for every student enrolled in kindergarten, \$950 for grades 1-5 and \$1,075 for grades 6-12.
2. Although Connections is holding the line on its curriculum fee schedule, it has made significant investments in Pearson Connexus, a new platform to support learners, families and teachers throughout their entire journey with Connections Academy.
3. Expected turnover in students will result in curriculum charges for a total of 2,254 students. Total Curriculum expense of approximately \$2,330,556 has been budgeted.

### **Other non-Payroll Related Expenses**

1. Connections has continued its school administration charge of 6% of revenues from governmental revenue sources (excluding special education revenue), for the 20-21 school year. This charge reflects the cost of many of the services provided by Connections as laid out in the Statement of Agreement.
2. Community Outreach expense is budgeted at \$50,000.
3. California tax law states that CalCA is not exempt from sales, use or business taxes regardless of federal income tax exemption. Some of the products and services CalCA purchases from Pearson OBL are subject to these taxes, so similarly to the 19-20 budget, the 20-21 budget contains an expense line item projecting tax liability for the next school year. The fee schedule reflects products and services grouped by taxable items and non-taxable items. (Note: The estimated tax liability associated with the taxable services provided by Pearson is based on the

current tax guidance available; therefore, the actual tax liability for the School is subject to change as tax guidance is issued or modified per state regulation).

4. The budget assumes a modified demand rate based on a projected increase in student technology requests. The projected cost for the student technology offering is \$575 per each computer provided by CA at any time during the school year. The per computer fee has remained the same in order to control costs as much as possible.
5. The charge from Connections to support the teaching of courses (primarily German, Latin, and Chinese) has increased from \$2.30 in 19-20 to \$2.75 in 20-21 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
6. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school could always find an alternative to the use of this resource if it so desires.
7. CalCA Ripon's share of the school rent and rent operating expense has been budgeted at approximately \$94,337.
8. This budget also includes approximately \$30,935 for Travel and Conferences and \$31,979 for Professional Development to allow staff members to participate in some charter school conferences and professional development workshops. Some of the professional development opportunities may be funded partially with the Title I grant. It should be noted that to reduce costs, there will be a significant reduction in the amount of travel that CalCA staff members do, especially in the fall before more information about the longer term fiscal status of the school is known. This may include conducting more virtual staff and student events to replace in person events.
9. An allocation of \$10,221 for a summer school program has been included in this budget, which, as stated earlier, covers the cost of the curriculum. Students most at risk of not graduating are given priority to take summer school courses in order to make up credit deficiencies...
10. Student Activities of \$23,925 and graduation events of approximately \$9,000 are planned for the 20-21 school year. This is subject to change if there is a long delay in re-starting in person events in the 20-21 school year.
11. Audit services of \$9,500 are budgeted, reflecting the CalCA Ripon portion of the annual audit and preparation of tax returns.
12. In order to encourage participation by Board members in training and school activities, including attendance at state and national charter school conferences, \$7,850 has been included in the budget.

California Connections Academy @ Ripon 2020-2021 Budget  
Revenue and Expense Statement

California Connections Academy @ Ripon  
2020-2021 Revenue and Expense Statement

Board Approved 9/30 Enrollment  
Average Enrollment  
Funded Enrollment (P-2 ADA)

Revenue

LCFF / General Purpose Block Grant - State  
LCFF / General Purpose Block Grant - State EPA  
LCFF / General Purpose Block Grant - Local  
LCFF / Categorical - State  
Subtotal

Mandated Cost Reimbursement  
One Time State Funding  
Star Testing Reimbursement  
Lottery  
Special Education Pass through funds - State  
Total Pupil Funding

State: Prop 39 Clean Energy Implementation  
One Time State Block Grant  
CARES Funding  
Educator Effectiveness  
Education Technology K-12  
Federal Funding - Title I  
Federal Funding - Title II  
Federal Funding - IDEA  
Federal Funding - Title IV  
E-Rate Funds  
MediCAL  
Miscellaneous State Funds  
Prior Year Adjustments - Other State Revenues  
College and Career Block Grant  
Donations  
Grants  
Contracted Services to CenCA  
Contracted Services to CalCAR  
Prior Year Adjustments - Other Local Revenues  
Prior Year Adjustments - State Aid  
Prior Year Adjustments - Federal  
Interest  
Subtotal

Total Revenue

Compensation Expense

Salaries - Administration  
Benefits - Administration  
Taxes - Administration  
Pension - Administration  
Subtotal Administration

Salaries - Teachers  
Benefits - Teachers  
Pension - Teachers  
Taxes - Teachers  
Subtotal Instructional Staff

Total Compensation Expense

Enrollment/Unit Based Fees

Educational Resource Center  
ConnexusTM Annual License (LMS)  
Technical Support and Repairs  
Accounting and Regulatory Reporting  
Direct Course Instruction Support  
Short Term Substitute Teaching  
Hardware/Software - Employees  
Voice Over IP Services  
Human Resources Support  
School Curriculum Supplies  
Facility Support Services  
Student Technology Assistance  
Internet Subsidy Payment Processing  
Enrollment and Records Management  
Curriculum Postage  
Tangible and Intangible Instructional Materials  
Special Populations Consultative Services  
Community Outreach  
Total Enrollment/Unit Based Fees

Revenue Based Fees

Treasury Services  
Marketing Services  
School Administration  
Special Education Direct Services  
Total Revenue Based Fees

Shared	CalCAR								
	Shared Expenses 20-21 Budget	General 20-21 Forecast	General Fund 20-21 Budget	EPA 20-21 Budget	Title I 20-21 Budget	Title II-A 20-21 Budget	IDEA-B 20-21 Budget	Title IV 20-21 Budget	Combined 20-21 Budget
		1,586 1,624 1,438	1,586 1,624 1,438						1,586 1,624 1,438
		9,123,348 - 1,855,047	9,123,348 - 1,855,047	1,919,958					9,123,348 1,919,958 1,855,047 -
	-	10,978,396 36,000 - - 267,917 799,129	10,978,396 36,000 - - 267,917 799,129	1,919,958	-	-	-	-	12,898,353 36,000 - - 267,917 799,129
	-	12,081,441 157,067 2,900	12,081,441 157,067 2,900	1,919,958 - -	- - 168,725	- - 37,000	- - 160,000	- - 13,000	14,001,399 - - 157,067 168,725 37,000 160,000 13,000 2,900 - - - -
		8,000	8,000						8,000
	167,967	10,900	167,967	-	168,725	37,000	173,000	13,000	546,692
	167,967	12,092,341	12,249,408	1,919,958	168,725	37,000	173,000	13,000	14,548,091
		1,091,656	1,091,656 - - -						1,091,656 - - -
	-	1,091,656 3,635,251	1,091,656 3,635,251 - -	- 1,919,958	- 168,725	- 5,021	- 160,000	- 1,059	1,091,656 5,890,013 - -
	-	3,635,251	3,635,251	1,919,958	168,725	5,021	161,059	1,059	5,890,013
	-	4,726,907	4,726,907	1,919,958	168,725	5,021	161,059	1,059	6,981,670
	No	-	204,643	204,643					204,643
	No	-	974,490	974,490					974,490
	No	-	243,623	243,623					243,623
	No	-	81,208	81,208					81,208
	Yes	40,676	35,145	40,676					40,676
	Yes	-	-	-					-
	Yes	47,860	48,404	47,860					47,860
	Yes	28,716	29,043	28,716					28,716
	Yes	99,707	100,842	99,707					99,707
	Yes	35,104	35,503	35,104					35,104
	Yes	6,132	6,132	6,132					6,132
	No	-	693,349	693,349					693,349
	No	-	31,867	31,867					31,867
	No	-	90,150	90,150					90,150
	No	-	74,374	74,374					74,374
	No	-	2,330,556	2,330,556					2,330,556
Yes	280,653	280,653	280,653					280,653	
No	-	50,000	50,000					50,000	
	538,847	5,309,981	5,313,106	-	-	-	-	-	5,313,106
No	-	203,714	203,714						203,714
No	-	135,810	135,810						135,810
No	-	814,858	814,858						814,858
No	-	-	-						-
	-	1,154,382	1,154,382	-	-	-	-	-	1,154,382

California Connections Academy @ Ripon 2020-2021 Budget

Revenue and Expense Statement									
<b>Pass-Through Expenses</b>									
Office Supplies	Yes	10,136	7,000	10,136					10,136
SPED Related Services	No	-	503,500	503,500					503,500
Expensed Furniture and Equipment	Yes	10,062	8,000	10,062					10,062
Copiers/Reproduction	Yes	7,078	7,000	7,078					7,078
Office Postage	Yes	8,894	9,000	8,894					8,894
ISP Payment Reimbursement	No	-	72,464	72,464					72,464
Student Testing & Assessment Facilities & Services	No	-	99,000	99,000					99,000
Student Testing & Assessment Travel	Yes	67,136	66,000	67,136					67,136
Student Testing Technology	No	-	5,000	5,000					5,000
Staff Recruiting / Background Checks	Yes	6,445	6,000	6,445					6,445
Staff Training / Prof. Dvlpmnt.	Yes	-	-	-		31,979			31,979
Travel and Conferences - Teachers	Yes	11,773	11,773	11,773					11,773
Travel and Conferences - Administration	Yes	19,163	19,163	19,163					19,163
Team Building	Yes	7,655	7,655	7,655					7,655
Maintenance & Repair	Yes	12,165	16,100	12,165					12,165
High Speed Internet	Yes	9,019	12,000	9,019					9,019
Phone	Yes	8,122	8,000	8,122					8,122
Rent	Yes	84,620	84,620	84,620					84,620
Rent Storage Unit	No	-	4,000	4,000					4,000
Rent Operating Expense	Yes	9,718	10,300	9,718					9,718
Utilities	Yes	10,104	10,000	10,104					10,104
Expenses Pending Allocation	Yes	-	-	-					-
Other	No	-	-	-					-
<b>Total Pass-Through Expenses</b>		<b>282,090</b>	<b>966,575</b>	<b>966,054</b>	<b>-</b>	<b>-</b>	<b>31,979</b>	<b>-</b>	<b>998,033</b>
<b>Other School Expenses</b>									
Banking fees	No	-	600	600					600
Accreditation and Consulting	No	-	1,000	1,000					1,000
Financial Audit	No	-	9,500	9,500					9,500
District Oversight	No	-	128,984	128,984					128,984
STRS Reporting	Yes	7,194	7,400	7,194					7,194
District Administrative Fees	No	-	10,000	10,000					10,000
SELPA One-Time Fee	No	-	7,190	7,190					7,190
SELPA Admin Fee	No	-	47,956	47,956					47,956
Student Activities	No	-	23,925	23,925					23,925
Graduation	No	-	9,000	9,000					9,000
Staff Activities	Yes	-	-	-					-
Office Furniture and Equipment	Yes	-	-	-					-
Relocation Expense	Yes	-	-	-					-
Board Expenses	Yes	7,850	6,132	7,850					7,850
Dues - Staff	Yes	3,574	3,900	3,574					3,574
Dues - School	No	-	16,200	16,200					16,200
Other School Expense	Yes	1,226	3,300	1,226					1,226
Other Curriculum	Yes	17,112	10,300	17,112					17,112
Prop 39 Clean Energy Implementation	No	-	-	-					-
Equipment/Supplies	No	-	(0)	(0)				11,941	11,941
Manager Services	No	-	-	-					-
Science Lab	Yes	-	-	-					-
College and Career Grant	No	-	-	-					-
Other School Contracted Services	Yes	10,221	10,221	10,221					10,221
Science Lab - Other Contracted Services	No	-	-	-					-
Insurance - D&O	Yes	1,398	2,300	1,398					1,398
Aeries License	No	-	-	-					-
AERIES	No	-	10,700	10,700					10,700
Title I - SES Tutoring	No	-	-	-		-			-
Summer School	Yes	10,221	10,221	10,221					10,221
Math Time to Talk	Yes	-	-	-					-
LiveSpeech	No	-	-	-					-
Legal	Yes	17,375	15,000	17,375					17,375
<b>Total Other School Expenses</b>		<b>76,171</b>	<b>333,830</b>	<b>341,226</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,941</b>	<b>353,167</b>
<b>Depreciation Expense</b>									
Sales and Use Tax		-	94,035	94,035					94,035
<b>Adjustments and Credits</b>									
Contractual Service Credit			(345,500)	(345,500)					(345,500)
<b>Total Adjustments and Credits</b>		<b>-</b>	<b>(345,500)</b>	<b>(345,500)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(345,500)</b>
<b>Total Program Expenses</b>		<b>897,108</b>	<b>12,240,210</b>	<b>12,250,210</b>	<b>1,919,958</b>	<b>168,725</b>	<b>37,000</b>	<b>173,000</b>	<b>14,548,893</b>
Net			(147,869)	(802)	-	-	-	-	(802)
Beginning Fund Balance			11,062	11,062					11,062
Ending Fund Balance			(136,807)	10,260	-	-	-	-	10,260

# California Connections Academy @ Ripon 2020-2021 Budget

## Enrollment and Revenue

California Connections Academy @ Ripon				
Improved Attendance Rate	Attendance		Turnover Factor	
	Factor			
1.50%	88.5%	1,624.2	1,438.1	39%
Grade	Grade Mix	Average Enrollment	Funded Enrollment	Total Enrollment
K	3.6%	58.3	51.6	80.9
1	4.2%	68.3	60.4	94.7
2	3.4%	55.1	48.8	76.4
3	2.9%	47.7	42.2	66.1
4	3.4%	55.3	48.9	76.7
5	5.2%	84.0	74.3	116.5
6	6.1%	98.3	87.1	136.4
7	6.9%	112.5	99.6	156.0
8	10.7%	173.5	153.6	240.8
9	8.8%	142.4	126.1	197.6
10	13.9%	225.0	199.2	312.2
11	13.9%	226.2	200.3	313.8
12	17.1%	277.8	246.0	385.5
Total	100.0%	1,624.2	1,438.1	2,253.7
FRPM Eligible/EL/FY			481.8	40%
PY P2			1,204.43	
PY K-8 P2			561.57	
PY 9-12 P2			642.86	
Revised SPED Rolling ADA			1,291.0	
PY P1			1,280.00	
General Purpose Block Grant	Funding Rates	CalCAR		
K-3	7,092	1,439,723		
4-6	7,199	1,514,047		
7-8	7,412	1,876,710		
9-12	8,590	6,627,811		
Total		11,458,291		
K-3 Add-On	738	149,819		
9-12 Add-On	223	172,061		
High Needs Supplement	20%	1,118,183		
Total LCFF Funding Target		8,969.07		
Funding-16-17 Rates (adjusted for COLA)		9,687.87		
Cap Closing Increment		100.00%		
20-21 Funding per ADA		8,969.07		
Final LCFF		12,898,353		
State Portion	26.0%	9,123,348		
EPA	2.2%	1,919,958		
Local Portion	4,628	1,855,047		
Categorical	0.0%	-		
Lottery Fund Revenue	186	267,917		
Special Education Revenue	619	799,129		
One time Discretionary Grant	0	-		
Mandated Cost Reimbursement		36,000		
K-8	16	8,718		
9-12	43	27,744		
State Testing Reimbursement	2	0		
Federal Funding - Title I		168,725		
Per Pupil		136		
Federal Funding - Title II-A		37,000		
Per Pupil		23		
Federal Funding - IDEA	125	160,000		
Per Pupil		125		
Federal Funding - Title IV		13,000		
Per Pupil		8		
CARES Funding		157,067		
Per Pupil		109		
E-Rate		2,900		
Interest		8,000		
Total Revenue		14,548,091		

California Connections Academy @ Ripon Funding Projection Worksheet  
Title I, II, IV IDEA-B Funding Projection

	Title I	Title II	IDEA - B	Title IV	
<b>Funding</b>	\$168,725	\$37,000	\$160,000	\$13,000	
<b>Expenses</b>					
Office Supplies	-	-	-	-	
Professional Development	-	-	-	-	
Other Curriculum	-	-	-	-	
Summer School	-	-	-	-	
SES Services	-	-	-	-	
Tuition Reimbursement	-	31,979	-	-	
Equipment/Supplies	-	-	-	11,941	
Technological Devices	-	-	-	-	
Parent Activities	-	-	-	-	
Special Education Direct Services	-	-	-	-	
Travel (Family Engagement Activities)	-	-	-	-	
School Improvement	-	-	-	-	
Instructional Staff	168,725	5,021	160,000	1,059	-
Admin Staff	-	-	-	-	
<b>Total Expenses</b>	<b>\$168,725</b>	<b>\$37,000</b>	<b>\$160,000</b>	<b>\$13,000</b>	
<b>Left to Spend</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

<b>Title I</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	1.0	55,240	-	13,534	-	1,105	69,879
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	1.2	68,700	-	16,831	-	1,374	86,905
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.2	9,440	-	2,313	-	189	11,941
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	2.4	133,379	-	32,678	-	2,668	168,725
<b>Title II</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.1	3,969	-	972	-	79	5,021
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.1	3,969	-	972	-	79	5,021
<b>Title IDEA-B</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	2.2	126,482	-	30,988	-	2,530	160,000
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	2.2	126,482	-	30,988	-	2,530	160,000
<b>Title IV</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	0.0	837	-	205	-	17	1,059
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	0.0	837	-	205	-	17	1,059



California Connections Academy @ Ripon Funding Projection Worksheet  
Title I, II, IV IDEA-B Funding Projection

Summary							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	1.0	55,240	-	13,534	-	1,105	69,879
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	1.3	73,506	-	18,009	-	1,470	92,985
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	2.2	126,482	-	30,988	-	2,530	160,000
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.2	9,440	-	2,313	-	189	11,941
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	4.7	264,668	-	64,844	-	5,293	334,805

California Connections Academy 2020-2021 Budget  
Staffing Model

Enrollment Plan							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

Total Population		
Elementary (K-5)	1,797	23%
Middle (6-8)	1,976	25%
Secondary (9-12)	4,173	53%
Total Regular FTE	7,946	100%

Special Population			
Category	%	Factor	Total FTE
IEP	12.8%	100.0%	1,017
IEP-Alt Asses.	0.6%	100.0%	54
504	3.7%	0.0%	0
Gifted	0.9%	0.0%	0
ELL	3.9%	0.0%	0
Total	13.420%		1,071

Merit Increase		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Merit Increase (Net of Benefits & Taxes)		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Recommended Salary
CalCA - Middletown
CalCA - Ripon
CalCA - San Juan Capistrano
CalCA - Visalia

New Staff - S
Avg - Existing
Adj. New Staff

Compens
Bonus

Career Ladder Points
Career Ladder Point %

Summer (# of FTE)
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WFH Stipend
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Prior Year iNaCA F
FTE

	Ratios			Staffing										Salaries, Benefits and Taxes				
	20-21		20-21 General Fund	19-20 Approved	20-21 General Fund		20-21 Title 20-21 EPA		20-21 Title I		20-21 IDEA B		20-21 Combined New	Average 19-20 Salaries	Average 20-21 Salaries	Total General		
	19-20	Fund			20-21 Combined	20-21 Approved	Fund	20-21 EPA	I	20-21 Title II	IV	B				Fund 20-21 Salaries	Total Grant 20-21 Salaries	Total Combined 20-21 Salaries
Instructional Staff																		
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	49.0	7.0	55,240	55,240	1,493,974	1,206,903	2,700,877	
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	67.8	6.8	55,580	55,580	3,762,578	-	3,762,578	
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	144.4	18.4	55,580	55,580	6,130,710	1,873,852	8,004,562	
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-	
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	45.6	9.6	58,364	58,364	1,989,644	658,846	2,648,490	
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	51,740	51,740	152,573	2,647	155,220	
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	55,320	55,320	276,600	-	276,600	
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	11.6	(1.4)	56,810	56,810	535,335	126,595	661,930	
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	20.9	(0.1)	57,710	57,710	1,204,243	-	1,204,243	
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	347.4	40.4	55,890	55,890	15,545,657	3,868,843	19,414,500	
Advisory /Counselor Ratio			189		112.6													
Student/Teacher Ratio (Less Counselors)			24.3															
Student/Teacher Ratio		24.1	22.9															
Other Compensation															785,054		785,054	
Subtotal Instructional Wages															16,330,711	3,868,843	20,199,554	
Benefits				0.2	0.2											4,001,024	947,867	4,948,891
Pension				18.4%	16.2%											2,852,206	410,022	3,262,228
Taxes				2.0%	2.0%											326,614	77,377	403,991
Total Instructional Expense														-		23,510,556	5,304,109	28,814,664
Administration																		
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	3.0	0.0						
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	7.6	1.6						
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	16.7	2.7						
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Admin Support Leadership																		
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
General Office/site support																		
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Enrollment/Attendance																		
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0	2.0						
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	47.3	6.3			3,868,148	-	3,868,148	
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	394.7	46.7					-	
Bonus Pool															0	-	0	
Subtotal Administrative Wages															3,868,148	-	3,868,148	
																	-	
Benefits				24.5%	24.5%											947,696	-	947,696
Pension				18.4%	16.2%											311,597	-	311,597
Taxes				5.0%	5.0%											213,076	-	213,076
Total Administrative Expense																5,340,517	-	5,340,517
Total Compensation Expense																28,851,072	5,304,109	34,155,181

**California Connections Academy 2020 - 2021 Budget**  
EPA Funding

**California Connections Academy**  
EPA Funding

<b>EPA</b>	
<b>Funding</b>	\$3,621,653
<b>Expenses</b>	
<b>Instructional Staff</b>	3,621,653
<b>Admin Staff</b>	-
<b>Total Expenses</b>	<b>\$3,621,653</b>
<b>Left to Spend</b>	-

<b>EPA</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>45.8</b>	<b>2,538,838</b>	<b>-</b>	<b>622,015</b>	<b>410,022</b>	<b>50,777</b>	<b>3,621,653</b>
<b>Administration</b>							
Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-
<b>Admin Support Leadership</b>							
Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-
<b>Records Management</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>General Office/site support</b>							
Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Enrollment/Attendance</b>							
School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Specialized Support</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**California Connections Academy @ Ripon 2020-2021 Budget**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**

Fee	Factor	Notes
Educational Resource Center	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	per each IEP student per month
Employee Benefits	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	50,000.00	Board approved budget for school's contribution toward outreach effort
<b>Expenses Reimbursed to Connections Academy at Cost</b>		<b>Expenses Paid by the School by Contractual Obligation</b>
Employee Wages and Taxes		Banking fees
Employer Contribution to State Pension Plan		Fiscal Consulting
Taxes for certified employees		Financial Audit
Office Supplies		District Oversight
Expensed Furniture and Equipment		STRS Reporting
Copiers/Reproduction		Outside Administrative Services
Office Postage		Student Activities
ISP Payment Reimbursement		Graduation
Student Testing & Assessment		Staff Activities
Staff Recruiting		Board Expenses
Staff Training / Professional Development		Dues
Travel and Conferences - Teachers		Insurance - D&O
Travel and Conferences - Administration		Other Curriculum Supplies
Team Building		Summer School
Maintenance & Repair		Legal
High Speed Internet		Any other expenses for services not contracted to Connections Academy of California, LLC
Phone		
Rent		
Rent Operating Expense		
Rent - Storage Unit		
Utilities		
Building Safety Program		
Contract School Staff		
<b>* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year. They remain the property of Connections Academy and/or its vendors.</b>		
<b>** Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:</b>		
<b>* Reshipment for replacement or repair</b>		
<b>* Student Supplemental Technical Equipment</b>		
<b>* Computers Approved for Special Education Students</b>		

California Connections Academy Schools - 2020-2021

Shared Expense Arrangement

	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Total ADM	5,021	563	1,624	216	56	465	7,946
Allocation %	63%	7%	20%	3%	1%	6%	100%

Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Administrative Services										
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205	2,344,541
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752	166,644
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109	241,093
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466	2,588,239
Total Administrative Expense				3,374,634	378,630	1,091,656	145,169	37,895	312,532	5,340,517
Instructional Services										
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017	18,954,475
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096	2,838,227
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530	1,717,853
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617	3,621,653
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-	885,331
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000	797,125
Total Instructional Expense				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260	28,814,664
Total Compensation Expense				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791	34,155,181

Non-Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Enrollment/Unit Based Fees										
Educational Resource Center	No	-	N/A	-	-	-	-	-	-	-
Connexus™ Annual License (LMS)	No	-	N/A	-	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-	-
Accounting and Regulatory Reporti	No	-	N/A	-	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645	198,990
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702	234,135
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221	140,481
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545	487,781
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050	171,731
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756	30,000
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-	-
Internet Subsidy Payment Processi	No	-	N/A	-	-	-	-	-	-	-
Enrollment and Records Managem	No	-	N/A	-	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-	-
Tangible and Intangible Instruction	No	-	N/A	-	-	-	-	-	-	-
Special Populations Consultative S	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54	1,372,989.31
Community Outreach	No	-	N/A	-	-	-	-	-	-	-
Revenue Based Fees										
Treasury Services	No	-	N/A	-	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-	-
Pass-Through Expenses										
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902	49,587
SPED Related Services	No	-	per ADM	-	-	-	-	-	-	-
Expensed Furniture and Equipmen	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881	49,224
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027	34,629
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546	43,509
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Fac	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Tra	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220	328,438
Student Testing Technology	No	-	N/A	-	-	-	-	-	-	-
Staff Recruiting / Background Chec	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845	31,532
Staff Training / Prof. Dvlpmnt.	Yes	-	per ADM	-	-	-	-	-	-	-
Travel and Conferences - Teacher:	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370	57,594
Travel and Conferences - Administ	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486	93,746
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192	37,449
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483	59,514
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582	44,122
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325	39,733
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226	413,970
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782	47,540
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893	49,431
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-	-
Other School Expenses										
Banking fees	No	-	N/A	-	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059	35,192
District Administrative Fees	No	-	N/A	-	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247	38,401

# **California Connections Academy Southern California 2020-2021 Budget Notes**

## **Overall Comments**

1. The budget reflects an average enrollment of 5,021 students with an attendance rate of 90% yielding an average daily attendance (ADA) of 4,521 that generates total revenue of just over \$45.6 million.
2. On a total revenue basis, while the state LCFF formula is reduced, there are other funding sources which we anticipate will increase, most notably, federal and Special Education, which leads overall to a per pupil (ADA) funding decrease of approximately 3.3% to \$10,095 as compared to 19-20.
3. Under the current assumptions, the budget projects an ending fund balance of approximately \$855,484.
4. Similar to 19-20, California Connections Academy Southern California (CalCA SoCal) will continue to operate under a shared-services model along with the other California Connections Academy partnering schools. The financial results of this model are incorporated in the assumptions presented in this budget.
5. In collaboration with the school to best support students, the school has already assumed responsibilities for special education direct related services and is moving to a new SELPA to better support student needs. The charge for "direct services" is now shown under the school's expenses rather than as a fee from OBL, however, there is still a fee for Special Education consultative services, which the school will continue to use in 2020-21 under the current Statement of Agreement.
6. The format of the budget shows expenditures by fund source. The biggest impact involved the approach to staffing costs, which will be discussed later.

## **Enrollment, Grade Distribution, and Attendance Factor**

1. Enrollment for the year is expected to average 5,021 students versus 4,204 for 19-20, an increase of 19%. While actual enrollment may be higher, we will plan to revisit this in the fall when enrollment numbers are more clear.
2. To achieve this level of enrollment, the school is expected to enroll a total of 6740 students with a "turnover and mid-year start" factor of 34%.
3. The grade distribution assumed is based upon the experience of the school in 19-20. Enrollment is projected as follows: 22% elementary (K-5), 25% in middle school (6-8), and 53% in high school (9-12).
4. The attendance factor is budgeted at 90%, based on the experience over the last several years. During the 2019-20 school year, some improvements were made with the attendance rate, however due to COVID considerations, we will need to continue to monitor this factor.
5. The number of students receiving special education services in all California Connections schools are budgeted based upon prior years of experience of the six Connections California schools, however because these numbers may change due to the impact on all schools of COVID, this will need to be monitored closely.

## **Revenue**

1. The base per pupil funding rates were updated to reflect the latest estimates available from the Governor's May revise. At the time of the board meeting there will be an update on any budget activity by the state legislature, but because of all the fiscal uncertainty, the May revise numbers

are conservative. This is what we are using to develop the preliminary budgets until the budget update in the fall.

2. Projections for the percentage of students who generate Title funding are based upon enrollment that is consistent with the 19-20 school year. Revenue of \$744,853 is expected from the Title programs and \$504,875 from IDEA-B in 20-21.
3. Connections has filed the necessary documents with the Federal E-Rate program on behalf of the school, which is expected to yield a credit towards the school's phone/internet expense of approximately \$9,000.

### **Staffing**

1. School leadership, with the assistance of Connections Academy staff, developed the staffing model contained in the budget, which was designed to serve students in all six California Connections Academy schools (CalCA). It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide now and throughout the year in which to make hiring decisions. Decisions made involved student-teacher ratios for different grade levels and different departments, such as Counseling, Advisory and Special Education, and administrative staff structure. It is important to note that this year, due to the economic uncertainty, no staff members will receive a merit increase. **Salaries will remain the same as they are in 2019-20, essentially creating a pay freeze, at least until further information becomes available.**
2. CalCA SoCal will incur instructional and administrative compensation costs based on an allocated share of total compensation expenses. This allocation will be based on the proportionated share of CalCA SoCal students being served by staff members. Additional details on the basis for allocating compensation expenses are presented in the Shared Expense Arrangement document of this budget.
3. The Staffing Model in this budget presents the number of teachers and/or counselors funded by federal funds separately from the number of teachers and counselors funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the compensation and fringe benefits of approximately 15 teachers and counselors. While individual employees may have only a portion of their salary allocated to federal funds, for purposes of the budget the total FTE is shown.
4. The proposed grade level staffing ratios are as follows:
  - a. 35.2:1 for K-5 (unchanged from 19-20)
  - b. 28.7:1 for 6-8 (unchanged from 19-20)
  - c. 28.5:1 for 9-12 (unchanged from 19-20)
  - d. 23.5:1 for special education (changed from 24.1:1 in 19-20)
  - e. 170:1 for secondary advisory teachers/counselors (changed from 150:1 19-20)
5. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 49 FTE (full-time equivalent) elementary teachers, 68 middle school teachers, 144 high school teachers, 46 special education teachers, 3 ELL teachers and 37 advisory teachers and counselors, for a total staff of approximately 347 teachers and counselors. This is the overall number for all CalCA schools and is shared proportionally through the allocation methodology between schools.
6. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
7. The administrative team (shared with all schools) will consist of an executive director, one director of student achievement, three principals, eight assistant principals, one director of counseling services, one manager of counseling services, one director of student services, one

senior manager of student services, two managers of student services, one manager of school outreach, two assistant director of business services, one director of finance, one director of business services two registrars, plus twenty one administrative assistants at varying levels. The budget therefore includes a total administrative staff of forty-seven employees.

8. In order to provide funds for the CalCA summer school program, which is launching in summer of 2020, using CalCA teachers for all courses, and in addition, to help with between year tasks and preparation for the start of the new school year, approximately 5,920 hours of teacher time has been budgeted. The regular summer school line item has been reduced and only includes the cost of the summer curriculum, all teaching costs for summer school are now incorporated into the staffing sheet.
9. A shared expenses arrangement between the six California schools mentioned above is included below and provides details on the basis for the shared expense allocations.
10. As in previous years, the requirements of SB740 were taken into account in developing the staffing plan. As it relates to teachers, it requires 40% of ADA-based funding be spent on teacher compensation. Another test involves the amount of funds spent on "instruction". The requirement is that 80% of all funds must be spent in this category. Finally, other legislation requires established student-teacher ratio be met. This budget meets all of the tests contained in this legislation.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 24.5%. This rate has not changed from 19-20. The employer contribution to the state pension fund being used for this budget is 16.2% down from 16.7% in 19-20. This rate is subject to change based on the final state budget and will be adjusted if needed once the actual employer contribution rate is known. Payroll taxes for all school employees are taken from the school's accounts monthly. The pension and tax rates for administrative staff shown on the Staffing Model represent average rates for all administrative employees.

### **Curriculum**

1. The budget reflects no increase from Connections in the curriculum charge per grade: \$600 for every student enrolled in kindergarten, \$950 for grades 1-5 and \$1,075 for grades 6-12.
2. Although Connections is holding the line on its curriculum fee schedule, it has made significant investments in Pearson Connexus, a new platform to support learners, families and teachers throughout their entire journey with Connections Academy.
3. Expected turnover in students will result in curriculum charges for a total of 6740 students. Total Curriculum expense of approximately \$6,985,983 has been budgeted.

### **Other non-Payroll Related Expenses**

1. Connections has continued its school administration charge of 6% of revenues from governmental revenue sources (excluding special education revenue), for the 20-21 school year. This charge reflects the cost of many of the services provided by Connections as laid out in the Statement of Agreement.
2. California tax law states that CalCA is not exempt from sales, use or business taxes regardless of federal income tax exemption. Some of the products and services CalCA purchases from Pearson OBL are subject to these taxes, so similarly to the 19-20 budget, the 20-21 budget contains an expense line item projecting tax liability for the next school year. The fee schedule reflects products and services grouped by taxable items and non-taxable items. (Note: The estimated tax liability associated with the taxable services provided by Pearson is based on the



current tax guidance available; therefore, the actual tax liability for the School is subject to change as tax guidance is issued or modified per state regulation).

3. The budget assumes a modified demand rate based on a projected increase in student technology requests. The projected cost for the student technology offering is \$575 per each computer provided by CA at any time during the school year. The per computer fee has remained the same in order to control costs as much as possible.
4. The charge from Connections to support the teaching of courses (primarily German, Latin, and Chinese) has increased from \$2.30 in 19-20 to \$2.75 in 20-21 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
5. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school could always find an alternative to the use of this resource if it so desires.
6. CalCA SoCal's share of the school rent and rent operating expense has been budgeted at approximately \$291,625.
7. This budget also includes approximately \$95,631 for Travel and Conferences and \$111,075 for Professional Development to allow staff members to participate in some charter school conferences and professional development workshops. Some of the professional development opportunities may be funded partially with the Title I grant. It should be noted that to reduce costs, there will be a significant reduction in the amount of travel that CalCA staff members do, especially in the fall before more information about the longer term fiscal status of the school is known. This may include conducting more virtual staff and student events to replace in person events.
8. An allocation of \$31,595 for a summer school program has been included in this budget, which, as stated earlier, covers the cost of the curriculum. Students most at risk of not graduating are given priority to take summer school courses in order to make up credit deficiencies...
9. Graduation events of approximately \$42,700 are planned for the 20-21 school year. This is subject to change if there is a long delay in re-starting in person events in the 20-21 school year.
10. Audit services of \$9,500 are budgeted, reflecting the CalCA SoCal's portion of the annual audit and preparation of tax returns.
11. In order to encourage participation by Board members in training and school activities, including attendance at state and national charter school conferences, \$24,266 has been included in the budget.

CalCA Southern California 2020-2021 Budget  
Revenue and Expense Statement

CalCA Southern California  
2020-2021 Revenue and Expense Statement

Shared

Board Approved 9/30 Enrollment  
Average Enrollment  
Funded Enrollment (P-2 ADA)

**Revenue**

LCFF / General Purpose Block Grant - State  
LCFF / General Purpose Block Grant - State EPA  
LCFF / General Purpose Block Grant - Local  
LCFF / Categorical - State  
Subtotal

Lottery  
Special Education Pass through funds - State  
One Time State Funding  
Mandated Cost Reimbursement  
Total Pupil Funding

Star Testing Reimbursement  
CARES Funding  
Educator Effectiveness  
Education Technology K-12  
One Time State Block Grant  
State: Prop 39 Clean Energy Implementation  
Federal Funding - Title I  
Federal Funding - Title II  
Federal Funding - IDEA  
Federal Funding - Title IV  
E-Rate Funds  
MediCAL  
Miscellaneous State Funds  
College and Career Block Grant  
Donations  
Interest  
Grants  
Contracted Services to CenCA  
Contracted Services to CalCAR  
Prior Year Adjustments - Other Local Revenues  
Prior Year Adjustments - Other State Revenues  
Prior Year Adjustments - State Aid  
Prior Year Adjustments - Federal  
Subtotal

**Total Revenue**

**Compensation Expense**

Salaries - Administration  
Benefits - Administration  
Taxes - Administration  
Pension - Administration  
Subtotal Administration

Salaries - Teachers  
Benefits - Teachers  
Taxes - Teachers  
Pension - Teachers  
Subtotal Instructional Staff

**Total Compensation Expense**

**Enrollment/Unit Based Fees**

Educational Resource Center  
Connexus™ Annual License (LMS)  
Technical Support and Repairs  
Accounting and Regulatory Reporting  
Direct Course Instruction Support  
Short Term Substitute Teaching  
Hardware/Software - Employees  
Voice Over IP Services  
Human Resources Support  
Facility Support Services  
School Curriculum Supplies  
Student Technology Assistance  
Internet Subsidy Payment Processing  
Enrollment and Records Management  
Curriculum Postage  
Tangible and Intangible Instructional Materials  
Special Populations Consultative Services  
Community Outreach

**Total Enrollment/Unit Based Fees**

**Revenue Based Fees**

Treasury Services  
Marketing Services  
School Administration  
Special Education Direct Services

**Total Revenue Based Fees**

	20-21 Shared Expenses Budget	General 20-21 Forecast	General Fund 20-21 Budget	EPA 20-21 Budget	Title I 20-21 Budget	Title II-A 20-21 Budget	IDEA-B 20-21 Budget	Title IV 20-21 Budget	CalCA SoCAL Combined 20-21 Budget
Board Approved 9/30 Enrollment		4,903	4,903						4,903
Average Enrollment		5,021	5,021						5,021
Funded Enrollment (P-2 ADA)		4,521	4,521						4,521
<b>Revenue</b>									
LCFF / General Purpose Block Grant - State		10,508,410	10,508,410						10,508,410
LCFF / General Purpose Block Grant - State EPA			-	904,156					904,156
LCFF / General Purpose Block Grant - Local		29,029,345	29,029,345						29,029,345
LCFF / Categorical - State		-	-						-
Subtotal	-	39,537,755	39,537,755	904,156	-	-	-	-	40,441,911
Lottery		842,221	842,221						842,221
Special Education Pass through funds - State		2,474,762	2,474,762						2,474,762
One Time State Funding		-	-						-
Mandated Cost Reimbursement		116,000	116,000						116,000
Total Pupil Funding	-	42,970,738	42,970,738	904,156	-	-	-	-	43,874,894
Star Testing Reimbursement		-	-						-
CARES Funding		481,808	481,808	-	-	-	-	-	481,808
Educator Effectiveness									
Education Technology K-12									
One Time State Block Grant			-						-
State: Prop 39 Clean Energy Implementation			-						-
Federal Funding - Title I			-		604,000				604,000
Federal Funding - Title II			-			111,075			111,075
Federal Funding - IDEA			-				504,875		504,875
Federal Funding - Title IV			-					29,778	29,778
E-Rate Funds		9,000	9,000						9,000
MediCAL									
Miscellaneous State Funds			-						-
College and Career Block Grant		-	-						-
Donations			-						-
Interest		24,000	24,000						24,000
Grants									
Contracted Services to CenCA			-						-
Contracted Services to CalCAR			-						-
Prior Year Adjustments - Other Local Revenues		-	-						-
Prior Year Adjustments - Other State Revenues		-	-						-
Prior Year Adjustments - State Aid		-	-						-
Prior Year Adjustments - Federal		-	-						-
Subtotal	-	514,808	514,808	-	604,000	111,075	504,875	29,778	1,764,536
<b>Total Revenue</b>	-	<b>43,485,546</b>	<b>43,485,546</b>	<b>904,156</b>	<b>604,000</b>	<b>111,075</b>	<b>504,875</b>	<b>29,778</b>	<b>45,639,430</b>
<b>Compensation Expense</b>									
Salaries - Administration		3,374,634	3,374,634						3,374,634
Benefits - Administration			-						-
Taxes - Administration			-						-
Pension - Administration			-						-
Subtotal Administration	-	3,374,634	3,374,634	-	-	-	-	-	3,374,634
Salaries - Teachers		16,191,402	16,191,402	904,156	604,000	-	504,875	3,348	18,207,781
Benefits - Teachers			-						-
Taxes - Teachers			-						-
Pension - Teachers			-						-
Subtotal Instructional Staff	-	16,191,402	16,191,402	904,156	604,000	-	504,875	3,348	18,207,781
<b>Total Compensation Expense</b>	-	<b>19,566,036</b>	<b>19,566,036</b>	<b>904,156</b>	<b>604,000</b>	<b>-</b>	<b>504,875</b>	<b>3,348</b>	<b>21,582,415</b>
<b>Enrollment/Unit Based Fees</b>									
Educational Resource Center	No	-	632,612						632,612
Connexus™ Annual License (LMS)	No	-	3,012,438						3,012,438
Technical Support and Repairs	No	-	753,110						753,110
Accounting and Regulatory Reporting	No	-	251,037						251,037
Direct Course Instruction Support	Yes	125,740	133,650						125,740
Short Term Substitute Teaching	Yes	-	-						-
Hardware/Software - Employees	Yes	147,948	149,632						147,948
Voice Over IP Services	Yes	88,769	89,779						88,769
Human Resources Support	Yes	308,225	311,733						308,225
Facility Support Services	Yes	18,957	18,957						18,957
School Curriculum Supplies	Yes	108,515	109,750						108,515
Student Technology Assistance	No	-	1,622,058						1,622,058
Internet Subsidy Payment Processing	No	-	97,257						97,257
Enrollment and Records Management	No	-	269,581						269,581
Curriculum Postage	No	-	222,404						222,404
Tangible and Intangible Instructional Materials	No	-	6,985,983						6,985,983
Special Populations Consultative Services	Yes	867,582	867,582						867,582
Community Outreach	No	-	550,000						550,000
<b>Total Enrollment/Unit Based Fees</b>		<b>1,665,737</b>	<b>16,077,562</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,062,216</b>
<b>Revenue Based Fees</b>									
Treasury Services	No	-	639,537						639,537
Marketing Services	No	-	426,358						426,358
School Administration	No	-	2,558,148						2,558,148
Special Education Direct Services	No	-	-						-
<b>Total Revenue Based Fees</b>	-	<b>3,624,042</b>	<b>3,624,042</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,624,042</b>

**CalCA Southern California 2020-2021 Budget**  
**Revenue and Expense Statement**

<b>Pass-Through Expenses</b>									
Office Supplies	Yes	31,334	35,000	31,334					31,334
SPED Related Services	No	-	1,344,000	1,344,000					1,344,000
Expensed Furniture and Equipment	Yes	31,104	34,000	31,104					31,104
Copiers/Reproduction	Yes	21,882	22,000	21,882					21,882
Office Postage	Yes	27,493	28,000	27,493					27,493
ISP Payment Reimbursement	No	-	221,163	221,163					221,163
Student Testing & Assessment Facilities & Services	No	-	246,000	246,000					246,000
Student Testing & Assessment Travel	Yes	207,538	214,000	207,538					207,538
Student Testing Technology	No	-	5,000	5,000					5,000
Staff Recruiting / Background Checks	Yes	19,925	19,575	19,925					19,925
Staff Training / Prof. Dvlpmnt.	Yes	-	-	-	-	111,075			111,075
Travel and Conferences - Teachers	Yes	36,393	36,393	36,393					36,393
Travel and Conferences - Administration	Yes	59,237	59,238	59,237					59,237
Team Building	Yes	23,664	23,663	23,664					23,664
Maintenance & Repair	Yes	37,606	34,000	37,606					37,606
High Speed Internet	Yes	27,881	22,000	27,881					27,881
Phone	Yes	25,107	25,000	25,107					25,107
Rent	Yes	261,585	261,585	261,585					261,585
Rent Storage Unit	No	-	7,700	7,700					7,700
Rent Operating Expense	Yes	30,040	29,200	30,040					30,040
Utilities	Yes	31,235	30,000	31,235					31,235
Expenses Pending Allocation	Yes	-	-	-					-
Other	No	-	-	-					-
<b>Total Pass-Through Expenses</b>		<b>872,023</b>	<b>2,697,517</b>	<b>2,695,886</b>	<b>-</b>	<b>-</b>	<b>111,075</b>	<b>-</b>	<b>2,806,961</b>
<b>Other School Expenses</b>									
Banking fees	No	-	1,400	1,400					1,400
Financial Audit	No	-	9,500	9,500					9,500
District Oversight	No	-	404,419	404,419					404,419
STRS Reporting	Yes	22,237	22,935	22,237					22,237
District Administrative Fees	No	-	-	-					-
SELPA One-Time Fee	No	-	22,604	22,604					22,604
SELPA Admin Fee	No	-	148,982	148,982					148,982
Student Activities	No	-	63,690	63,690					63,690
Graduation	No	-	42,700	42,700					42,700
Staff Activities	Yes	-	-	-					-
Office Furniture and Equipment	Yes	-	-	-					-
Relocation Expense	Yes	-	-	-					-
Board Expenses	Yes	24,266	18,957	24,266					24,266
Dues - Staff	Yes	11,049	11,000	11,049					11,049
Dues - School	No	-	50,200	50,200					50,200
Other School Expense	Yes	3,791	-	3,791					3,791
Science Lab - Other Contracted Services	No	-	-	-					-
Other Curriculum	Yes	52,899	29,000	52,899					52,899
Prop 39 Clean Energy Implementation	No	-	-	-					-
Equipment/Supplies	No	-	-	-			26,430		26,430
Manager Services	No	-	-	-					-
Science Lab	Yes	-	-	-					-
College and Career Grant	No	-	-	-					-
Other School Contracted Services	Yes	31,595	31,595	31,595					31,595
Accreditation and Consulting	No	-	1,000	1,000					1,000
Insurance - D&O	Yes	4,323	3,000	4,323					4,323
Aeries License	No	-	-	-					-
AERIES	No	-	32,600	32,600					32,600
Title I - SES Tutoring	No	-	-	-	-				-
Summer School	Yes	31,595	31,595	31,595					31,595
Math Time to Talk	Yes	-	-	-					-
LiveSpeech	No	-	-	-					-
Legal	Yes	53,711	30,500	53,711					53,711
<b>Total Other School Expenses</b>		<b>235,466</b>	<b>955,677</b>	<b>1,012,561</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,430</b>	<b>1,038,991</b>
Depreciation Expense			2,000	2,000					<b>2,000</b>
Sales and Use Tax			250,542	250,542					<b>250,542</b>
<b>CA Credits</b>									
Contractual Service Credit			-						-
<b>Total Adjustments and Credits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Total Program Expenses</b>		<b>43,173,376</b>	<b>43,213,283</b>	<b>43,213,283</b>	<b>904,156</b>	<b>604,000</b>	<b>111,075</b>	<b>504,875</b>	<b>45,367,167</b>
Net			<b>312,171</b>	<b>272,263</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>272,264</b>
Beginning Fund Balance			583,220	583,220					583,220
Ending Fund Balance			<b>895,391</b>	<b>855,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>855,484</b>

# CalCA Southern California 2020-2021 Budget

## Enrollment and Revenue

		Southern California		
Improved Attendance Rate	Attendance		Turnover Factor	
	Factor			
1.50%	90.0%	5,020.7	4,520.8	34%
Grade	Grade Mix	Average Enrollment	Funded Enrollment	Total Enrollment
K	3.0%	153.0	137.8	205.4
1	3.1%	155.5	140.0	208.7
2	3.6%	181.6	163.5	243.7
3	3.8%	191.9	172.8	257.7
4	4.0%	198.7	178.9	266.7
5	4.7%	234.5	211.2	314.8
6	5.8%	293.5	264.3	394.0
7	8.2%	409.7	368.9	550.0
8	10.5%	525.4	473.1	705.3
9	10.1%	509.1	458.4	683.4
10	12.9%	647.2	582.8	868.8
11	14.7%	735.9	662.6	987.9
12	15.6%	784.6	706.5	1,053.2
Total	100.0%	5,020.7	4,520.8	6,739.5
FRPM Eligible/EL/FY			1,529.0	40%
PY P2			3,822.49	
PY K-8 P2			1,792.38	
PY 9-12 P2			2,030.11	
Revised SPED Rolling ADA			3,998.0	
PY P1			4,039.00	
General Purpose Block Grant	Funding Rates	Southern California		
K-3	7,092	4,355,059		
4-6	7,199	4,710,514		
7-8	7,412	6,241,284		
9-12	8,590	20,704,626		
Total		36,011,483		
K-3 Add-On	738	453,191		
9-12 Add-On	223	537,501		
High Needs Supplement	20%	3,439,736		
Total LCFF Funding Target		8,945.79		
Funding-16-17 Rates (adjusted for COLA)		9,614.20		
Cap Closing Increment		100.00%		
20-21 Funding per ADA		8,945.79		
Final LCFF		40,441,911		
State Portion	26.0%	10,508,410		
EPA	2.2%	904,156		
Local Portion	4,628	29,029,345		
Categorical	0.0%	0		
Lottery Fund Revenue	186	842,221		
Special Education Revenue	619	2,474,762		
One time Discretionary Grant	0	-		
Mandated Cost Reimbursement		116,000		
K-8	16	28,000		
9-12	43	88,000		
State Testing Reimbursement	2	0		
Federal Funding - Title I		604,000		
Per Pupil		157		
Federal Funding - Title II-A		111,075		
Per Pupil		27		
Federal Funding - IDEA	125	504,875		
Per Pupil		137		
Federal Funding - Title IV		29,778		
Per Pupil		9		
CARES Funding		481,808		
Per Pupil		107		
E-Rate		9,000		
Interest		24,000		
Total Revenue		45,639,430		

CalCA Southern California Funding Projection Worksheet  
Title I, II, IV, and IDEA - Funding Projection

Southern California Funding Projection Worksheet  
Title I, II & IDEA-B Funding Projection

	Title I	Title II	IDEA - B	Title IV
Funding	\$604,000	\$111,075	\$504,875	\$29,778
Expenses				
Office Supplies	-	-	-	-
Professional Development	-	-	-	-
Other Curriculum	-	-	-	-
Summer School	-	-	-	-
SES Services	-	-	-	-
Tuition Reimbursement	-	111,075	-	-
Equipment/Supplies	-	-	-	26,430
Technological Devices	-	-	-	-
Parent Activities	-	-	-	-
Special Education Direct Services	-	-	-	-
Travel (Family Engagement Activities)	-	-	-	-
School Improvement	-	-	-	-
Instructional Staff	604,000	-	504,875	3,348
Admin Staff	-	-	-	-
Total Expenses	\$604,000	\$111,075	\$504,875	\$29,778
Left to Spend	\$0	\$0	\$0	\$0

Title I

Average 20-21 Salaries								
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	2.9	161,356	-	39,532	-	3,227	204,115	
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	
Secondary Teachers (9-12)	3.2	176,102	-	43,145	-	3,522	222,770	
Adjuncts	0.0	-	-	-	-	-	-	
Special Population Teachers	0.5	28,708	-	7,033	-	574	36,315	
ELL Teacher	0.0	-	-	-	-	-	-	
Family Relationship Coordinator	0.0	-	-	-	-	-	-	
Middle School Advisory Teachers	2.0	111,304	-	27,270	-	2,226	140,800	
High School Counselors	0.0	-	-	-	-	-	-	
Total Teachers	8.5	477,470	-	116,980	-	9,549	604,000	

Title II

Average 20-21 Salaries								
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-	
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-	
Adjuncts	0.0	-	-	-	-	-	-	
Special Population Teachers	0.0	-	-	-	-	-	-	
ELL Teacher	0.0	-	-	-	-	-	-	
Family Relationship Coordinator	0.0	-	-	-	-	-	-	
Middle School Advisory Teachers	0.0	-	-	-	-	-	-	
High School Counselors	0.0	-	-	-	-	-	-	
Total Teachers	0.0	-	-	-	-	-	-	

Title IDEA-B

Average 20-21 Salaries								
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-	
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-	
Adjuncts	0.0	-	-	-	-	-	-	
Special Population Teachers	6.8	399,111	-	97,782	-	7,982	504,875	
ELL Teacher	0.0	-	-	-	-	-	-	
Family Relationship Coordinator	0.0	-	-	-	-	-	-	
Middle School Advisory Teachers	0.0	-	-	-	-	-	-	
High School Counselors	0.0	-	-	-	-	-	-	
Total Teachers	6.8	399,111	-	97,782	-	7,982	504,875	

Title IV

Average 20-21 Salaries								
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total	
Elementary Teachers (K-5)	0.0	-	-	-	-	-	-	
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-	
Secondary Teachers (9-12)	0.0	-	-	-	-	-	-	
Adjuncts	0.0	-	-	-	-	-	-	
Special Population Teachers	0.0	-	-	-	-	-	-	
ELL Teacher	0.1	2,647	-	648	-	53	3,348	
Family Relationship Coordinator	0.0	-	-	-	-	-	-	
Middle School Advisory Teachers	0.0	-	-	-	-	-	-	
High School Counselors	0.0	-	-	-	-	-	-	
Total Teachers	0.1	2,647	-	648	-	53	3,348	

CalCA Southern California Funding Projection Worksheet  
Title I, II, IV, and IDEA - Funding Projection

Summary							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	2.9	161,356	-	39,532	-	3,227	204,115
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	3.2	176,102	-	43,145	-	3,522	222,770
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	7.3	427,818	-	104,815	-	8,556	541,190
ELL Teacher	0.1	2,647	-	648	-	53	3,348
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	2.0	111,304	-	27,270	-	2,226	140,800
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	15.4	879,228	-	215,411	-	17,585	1,112,223



California Connections Academy 2020-2021 Budget  
Staffing Model

Enrollment Plan							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

Total Population		
Elementary (K-5)	1,797	23%
Middle (6-8)	1,976	25%
Secondary (9-12)	4,173	53%
Total Regular FTE	7,946	100%

Special Population			
Category	%	Factor	Total FTE
IEP	12.8%	100.0%	1,017
IEP-Alt Asses.	0.6%	100.0%	54
504	3.7%	0.0%	0
Gifted	0.9%	0.0%	0
ELL	3.9%	0.0%	0
Total	13.420%		1,071

Merit Increase		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Merit Increase (Net of Benefits & Taxes)		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Recommended Salary
CalCA - Middletown
CalCA - Ripon
CalCA - San Juan Capistrano
CalCA - Visalia

New Staff - Salary
Avg - Existing
Adj. New Staff

Compensation
Bonus

Career Ladder Points
Career Ladder Point %

Summer (# of FTE)
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WFH Stipend
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Prior Year iNaCA FTE
FTE

	Ratios			Staffing										Salaries, Benefits and Taxes				
	20-21		20-21 General Fund	19-20 Approved	20-21 General Fund		20-21 Title		20-21 Title		20-21 IDEA·	20-21	New	Average 19-20 Salaries	Average 20-21 Salaries	Total General		
	19-20	20-21 Combined			20-21 EPA	I	20-21 Title II	IV	B	Combined	Fund 20-21 Salaries	Total Grant 20-21 Salaries				Total Combined 20-21 Salaries		
Instructional Staff																		
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	49.0	7.0	55,240	55,240	1,493,974	1,206,903	2,700,877	
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	67.8	6.8	55,580	55,580	3,762,578	-	3,762,578	
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	144.4	18.4	55,580	55,580	6,130,710	1,873,852	8,004,562	
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-	
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	45.6	9.6	58,364	58,364	1,989,644	658,846	2,648,490	
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	51,740	51,740	152,573	2,647	155,220	
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	55,320	55,320	276,600	-	276,600	
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	11.6	(1.4)	56,810	56,810	535,335	126,595	661,930	
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	20.9	(0.1)	57,710	57,710	1,204,243	-	1,204,243	
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	347.4	40.4	55,890	55,890	15,545,657	3,868,843	19,414,500	
Advisory /Counselor Ratio			189		112.6													
Student/Teacher Ratio (Less Counselors)			24.3															
Student/Teacher Ratio		24.1	22.9															
Other Compensation															785,054		785,054	
Subtotal Instructional Wages															16,330,711	3,868,843	20,199,554	
Benefits				0.2	0.2										4,001,024	947,867	4,948,891	
Pension				18.4%	16.2%										2,852,206	410,022	3,262,228	
Taxes				2.0%	2.0%										326,614	77,377	403,991	
Total Instructional Expense														-	23,510,556	5,304,109	28,814,664	
Administration																		
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	3.0	0.0						
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	7.6	1.6						
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	16.7	2.7						
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Admin Support Leadership																		
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
General Office/site support																		
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Enrollment/Attendance																		
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0	2.0						
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	47.3	6.3			3,868,148	-	3,868,148	
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	394.7	46.7						
Bonus Pool															0	-	0	
Subtotal Administrative Wages															3,868,148	-	3,868,148	
																	-	
Benefits				24.5%	24.5%										947,696	-	947,696	
Pension				18.4%	16.2%										311,597	-	311,597	
Taxes				5.0%	5.0%										213,076	-	213,076	
Total Administrative Expense															5,340,517	-	5,340,517	
Total Compensation Expense															28,851,072	5,304,109	34,155,181	

**California Connections Academy 2020 - 2021 Budget**  
EPA Funding

**California Connections Academy**  
EPA Funding

EPA	
<b>Funding</b>	\$3,621,653
<b>Expenses</b>	
<b>Instructional Staff</b>	3,621,653
<b>Admin Staff</b>	-
<b>Total Expenses</b>	<b>\$3,621,653</b>
<b>Left to Spend</b>	-

<b>EPA</b>							
<b>Average 20-21 Salaries</b>							
<b>Teachers</b>	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
<b>Total Teachers</b>	<b>45.8</b>	<b>2,538,838</b>	<b>-</b>	<b>622,015</b>	<b>410,022</b>	<b>50,777</b>	<b>3,621,653</b>
<b>Administration</b>							
Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-
<b>Admin Support Leadership</b>							
Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-
<b>Records Management</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>General Office/site support</b>							
Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Enrollment/Attendance</b>							
School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
<b>Specialized Support</b>							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Southern California 2020-2021 Budget**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**

Fee	Factor	Notes
Educational Resource Center	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	per each IEP student per month
Employee Benefits	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	550,000.00	Board approved budget for school's contribution toward outreach effort

**Expenses Reimbursed to Connections Academy at Cost**

Employee Wages and Taxes  
Employer Contribution to State Pension Plan  
Taxes for certified employees  
Office Supplies  
Expensed Furniture and Equipment  
Copiers/Reproduction  
Office Postage  
ISP Payment Reimbursement  
Student Testing & Assessment  
Staff Recruiting  
Staff Training / Professional Development  
Travel and Conferences - Teachers  
Travel and Conferences - Administration  
Team Building  
Maintenance & Repair  
High Speed Internet  
Phone  
Rent  
Rent Operating Expense  
Rent - Storage Unit  
Utilities  
Building Safety Program  
Contract School Staff

**Expenses Paid by the School by Contractual Obligation**

Banking fees  
Fiscal Consulting  
Financial Audit  
District Oversight  
STRS Reporting  
Outside Administrative Services  
Student Activities  
Graduation  
Staff Activities  
Board Expenses  
Dues  
Insurance - D&O  
Other Curriculum Supplies  
Summer School  
Legal  
Any other expenses for services not contracted to Connections Academy of California, LLC

**\* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year. They remain the property of Connections Academy and/or its vendors.**

**\*\* Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:**  
**\* Reshipment for replacement or repair**  
**\* Student Supplemental Technical Equipment**  
**\* Computers Approved for Special Education Students**

California Connections Academy Schools - 2020-2021

Shared Expense Arrangement

		SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Total ADM		5,021	563	1,624	216	56	465	7,946
Allocation %		63%	7%	20%	3%	1%	6%	100%

Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Administrative Services										
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205	2,344,541
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752	166,644
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109	241,093
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466	2,588,239
Total Administrative Expense				3,374,634	378,630	1,091,656	145,169	37,895	312,532	5,340,517
Instructional Services										
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017	18,954,475
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096	2,838,227
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530	1,717,853
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617	3,621,653
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-	885,331
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000	797,125
Total Instructional Expense				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260	28,814,664
Total Compensation Expense				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791	34,155,181

Non-Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Enrollment/Unit Based Fees										
Educational Resource Center	No	-	N/A	-	-	-	-	-	-	-
Connexus™ Annual License (LM)	No	-	N/A	-	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-	-
Accounting and Regulatory Report	No	-	N/A	-	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645	198,990
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702	234,135
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221	140,481
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545	487,781
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050	171,731
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756	30,000
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-	-
Internet Subsidy Payment Process	No	-	N/A	-	-	-	-	-	-	-
Enrollment and Records Manager	No	-	N/A	-	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-	-
Tangible and Intangible Instruction	No	-	N/A	-	-	-	-	-	-	-
Special Populations Consultative & Outreach	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54	1,372,989.31
Community Outreach	No	-	N/A	-	-	-	-	-	-	-
Revenue Based Fees										
Treasury Services	No	-	N/A	-	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-	-
Pass-Through Expenses										
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902	49,587
SPED Related Services	No	-	per ADM	-	-	-	-	-	-	-
Expensed Furniture and Equipment	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881	49,224
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027	34,629
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546	43,509
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Fees	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Training	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220	328,438
Student Testing Technology	No	-	N/A	-	-	-	-	-	-	-
Staff Recruiting / Background Checks	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845	31,532
Staff Training / Professional Development	Yes	-	per ADM	-	-	-	-	-	-	-
Travel and Conferences - Teacher	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370	57,594
Travel and Conferences - Administrative	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486	93,746
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192	37,449
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483	59,514
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582	44,122
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325	39,733
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226	413,970
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782	47,540
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893	49,431
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-	-
Other School Expenses										
Banking fees	No	-	N/A	-	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059	35,192
District Administrative Fees	No	-	N/A	-	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247	38,401
Dues - Staff	Yes	2.20	per ADM	11,049	1,240	3,574	475	124	1,023	17,485
Dues - School	No	-	N/A	-	-	-	-	-	-	-
Other School Expense	Yes	0.76	N/A	3,791	425	1,226	163	43	351	6,000
Other Curriculum	Yes	10.54	N/A	52,899	5,935	17,112	2,276	594	4,899	83,715
Prop 39 Clean Energy Implementation	No	-	N/A	-	-	-	-	-	-	-
Science Lab	Yes	-	N/A	-	-	-	-	-	-	-
Other School Contracted Services	Yes	6.29	N/A	31,595	3,545	10,221	1,359	355	2,926	50,001
Accreditation and Consulting	No	-	per ADM	-	-	-	-	-	-	-
Insurance - D&O	Yes	0.86	N/A	4,323	485	1,398	186	49	400	6,842
Aeries License	No	-	N/A	-	-	-	-	-	-	-
AERIES	No	-	per ADM	-	-	-	-	-	-	-
Title I - SES Tutoring	No	-	N/A	-	-	-	-	-	-	-
Summer School	Yes	6.29	per ADM	31,595	3,545	10,221	1,359	355	2,926	50,000
Math Time to Talk	Yes	-	N/A	-	-	-	-	-	-	-
LiveSpeech	No	-		-	-	-	-	-	-	-
Legal	Yes	10.70	N/A	53,711	16,026	17,375	2,311	603	4,974	95,000
Total Non-Compensation Expense				2,773,226	321,153	897,108	119,298	31,142	256,834	4,398,761
Grand Total Shared Expense				24,355,641	2,742,674	7,878,778	1,047,722	273,500	2,255,625	38,553,941

**California Connections Academy  
Consolidated 2020-2021 Budget  
Revenue and Expense Statement**

**California Connections Academy - Consolidated  
2020-2021 Revenue and Expense Statement**

Shared

Board Approved 9/30 Enrollment 7,760  
Average Enrollment 7,946  
Funded Enrollment (P-2 ADA) 7,104

**Revenue**

LCFF / General Purpose Block Grant - State  
LCFF / General Purpose Block Grant - State EPA  
LCFF / General Purpose Block Grant - Local  
LCFF / Categorical - State  
Subtotal

Lottery  
Special Education Pass through funds - State  
One Time State Funding  
Mandated Cost Reimbursement  
Total Pupil Funding

Star Testing Reimbursement  
CARES Funding  
Educator Effectiveness  
Education Technology K-12  
One Time State Block Grant  
State: Prop 39 Clean Energy Implementation  
Federal Funding - Title I  
Federal Funding - Title II  
Federal Funding - IDEA  
Federal Funding - Title IV  
E-Rate Funds  
MediCAL  
Miscellaneous State Funds  
Interest  
Donations  
Grants  
Prior Year Adjustments - Other Local Revenues  
Prior Year Adjustments - Other State Revenues  
Prior Year Adjustments - State Aid  
Prior Year Adjustments - Federal  
Subtotal

**Total Revenue**

**Compensation Expense**

Salaries - Administration  
Benefits - Administration  
Taxes - Administration  
Pension - Administration  
Subtotal Administration

Salaries - Teachers  
Benefits - Teachers  
Taxes - Teachers  
Pension - Teachers  
Subtotal Instructional Staff

**Total Compensation Expense**

**Enrollment/Unit Based Fees**

Educational Resource Center No  
Connexus™ Annual License (LMS) No  
Technical Support and Repairs No  
Accounting and Regulatory Reporting No  
Direct Course Instruction Support Yes  
Short Term Substitute Teaching Yes  
Hardware/Software - Employees Yes  
Voice Over IP Services Yes  
Human Resources Support Yes  
School Curriculum Supplies Yes  
Facility Support Services Yes  
Student Technology Assistance No  
Internet Subsidy Payment Processing No  
Enrollment and Records Management No  
Curriculum Postage No  
Tangible and Intangible Instructional Materials No  
Special Populations Consultative Services Yes  
Community Outreach No  
Total Enrollment/Unit Based Fees

**Revenue Based Fees**

School Administration - Instruction No  
School Administration - Non-Instruction No  
Treasury Services No  
Marketing Services No  
School Administration No  
Special Education Direct Services No  
Total Revenue Based Fees

General 20-21 Budget	EPA 20-21 Budget	Title I 20-21 Budget	Title II-A 20-21 Budget	IDEA-B 20-21 Budget	Title IV 20-21 Budget	Combined 20-21 Budget	12/31/2019 19-20 Forecast
7,760						7,760	
7,946						7,946	6,668
7,104						7,104	5,960
26,043,572	-	-	-	-	-	26,043,572	23,829,353
-	3,621,653	-	-	-	-	3,621,653	3,705,116
34,049,621	-	-	-	-	-	34,049,621	29,934,283
-	-	-	-	-	-	-	-
60,093,193	3,621,653	-	-	-	-	63,714,846	57,468,751
1,323,397	-	-	-	-	-	1,323,397	1,219,048
3,939,316	-	-	-	-	-	3,939,316	1,031,104
-	-	-	-	-	-	-	-
180,644	-	-	-	-	-	180,644	177,000
65,536,550	3,621,653	-	-	-	-	69,158,204	59,895,903
-	-	-	-	-	-	-	11,187
739,615	-	-	-	-	-	739,615	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	147,921
-	-	888,199	-	-	-	888,199	884,000
-	-	-	175,675	-	-	175,675	147,000
-	-	-	-	797,125	-	797,125	765,000
-	-	-	-	-	62,778	62,778	67,000
13,900	-	-	-	-	-	13,900	10,700
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
34,700	-	-	-	-	-	34,700	76,180
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	103,672
-	-	-	-	-	-	-	47,450
-	-	-	-	-	-	-	-
788,215	-	888,199	175,675	797,125	62,778	2,711,992	2,260,110
66,324,765	3,621,653	888,199	175,675	797,125	62,778	71,870,195	62,156,013
5,340,517	-	-	-	-	-	5,340,517	3,157,335
-	-	-	-	-	-	-	773,547
-	-	-	-	-	-	-	132,191
-	-	-	-	-	-	-	281,491
5,340,517	-	-	-	-	-	5,340,517	4,344,564
23,510,555	3,621,653	873,796	7,128	797,125	4,407	28,814,664	17,487,009
-	-	-	-	-	-	-	4,284,317
-	-	-	-	-	-	-	309,560
-	-	-	-	-	-	-	2,610,006
23,510,555	3,621,653	873,796	7,128	797,125	4,407	28,814,664	24,690,893
28,851,072	3,621,653	873,796	7,128	797,125	4,407	34,155,181	29,035,457
1,001,138	-	-	-	-	-	1,001,138	837,153
4,767,324	-	-	-	-	-	4,767,324	3,986,442
1,191,831	-	-	-	-	-	1,191,831	996,611
397,277	-	-	-	-	-	397,277	332,204
198,990	-	-	-	-	-	198,990	142,303
-	-	-	-	-	-	-	298,647
234,135	-	-	-	-	-	234,135	201,000
140,481	-	-	-	-	-	140,481	120,600
487,781	-	-	-	-	-	487,781	418,750
171,731	-	-	-	-	-	171,731	148,000
30,000	-	-	-	-	-	30,000	30,000
2,859,577	-	-	-	-	-	2,859,577	2,627,175
152,198	-	-	-	-	-	152,198	186,048
433,806	-	-	-	-	-	433,806	365,920
357,890	-	-	-	-	-	357,890	301,884
11,225,526	-	-	-	-	-	11,225,526	9,476,400
1,372,989	-	-	-	-	-	1,372,989	1,779,528
625,000	-	-	-	-	-	625,000	625,000
25,647,675	-	-	-	-	-	25,647,675	22,873,663
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,006,486	-	-	-	-	-	1,006,486	904,301
670,991	-	-	-	-	-	670,991	602,868
4,025,943	-	-	-	-	-	4,025,943	3,617,205
-	-	-	-	-	-	-	-
5,703,420	-	-	-	-	-	5,703,420	5,124,374

**California Connections Academy  
Consolidated 2020-2021 Budget  
Revenue and Expense Statement**

<b><u>Pass-Through Expenses</u></b>								
Office Supplies	Yes	49,587	-	-	-	-	49,587	53,628
SPED Related Services	No	2,131,256	-	-	-	-	2,131,256	1,771,937
Expensed Furniture and Equipment	Yes	49,224	-	-	-	-	49,224	46,365
Copiers/Reproduction	Yes	34,629	-	-	-	-	34,629	29,150
Office Postage	Yes	43,509	-	-	-	-	43,509	39,382
ISP Payment Reimbursement	No	331,696	-	14,403	-	-	346,099	319,000
Student Testing & Assessment Facilities & Services	No	398,091	-	-	-	-	398,091	337,187
Student Testing & Assessment Travel	Yes	328,438	-	-	-	-	328,438	279,210
Student Testing Technology	No	30,000	-	-	-	-	30,000	56,069
Staff Recruiting / Background Checks	Yes	31,532	-	-	-	-	31,532	26,131
Staff Training / Prof. Dvlpmnt.	Yes	-	-	-	168,547	-	168,547	496,347
Travel and Conferences - Teachers	Yes	57,594	-	-	-	-	57,594	123,524
Travel and Conferences - Administration	Yes	93,746	-	-	-	-	93,746	110,676
Team Building	Yes	37,449	-	-	-	-	37,449	41,100
Maintenance & Repair	Yes	59,514	-	-	-	-	59,514	59,341
High Speed Internet	Yes	44,122	-	-	-	-	44,122	45,536
Phone	Yes	39,733	-	-	-	-	39,733	22,936
Rent	Yes	413,970	-	-	-	-	413,970	371,166
Rent Operating Expense	Yes	47,540	-	-	-	-	47,540	48,300
Rent Storage Unit	No	14,433	-	-	-	-	14,433	15,950
Utilities	Yes	49,431	-	-	-	-	49,431	36,774
Expenses Pending Allocation	Yes	-	-	-	-	-	-	-
Other	No	-	-	-	-	-	-	-
<b>Total Pass-Through Expenses</b>		<b>4,285,495</b>	<b>-</b>	<b>14,403</b>	<b>168,547</b>	<b>-</b>	<b>4,468,445</b>	<b>4,329,709</b>
<b><u>Other School Expenses</u></b>								
Banking fees	No	3,985	-	-	-	-	3,985	7,061
Financial Audit	No	52,655	-	-	-	-	52,655	55,600
District Oversight	No	630,453	-	-	-	-	630,453	574,688
STRS Reporting	Yes	35,192	-	-	-	-	35,192	31,889
District Administrative Fees	No	20,000	-	-	-	-	20,000	25,200
SELPA One-Time Fee	No	33,230	-	-	-	-	33,230	
SELPA Admin Fee	No	296,910	-	-	-	-	296,910	
Student Activities	No	123,513	-	-	-	-	123,513	140,961
Graduation	No	74,210	-	-	-	-	74,210	68,962
Staff Activities	Yes	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	-	-	-	-	-	-
Relocation Expense	Yes	-	-	-	-	-	-	-
Board Expenses	Yes	38,401	-	-	-	-	38,401	38,269
Dues - Staff	Yes	17,485	-	-	-	-	17,485	17,485
Dues - School	No	78,114	-	-	-	-	78,114	75,196
Other School Expense	Yes	6,000	-	-	-	-	6,000	6,838
Other Curriculum	Yes	83,715	-	-	-	-	83,715	94,570
Prop 39 Clean Energy Implementation	No	-	-	-	-	-	-	147,921
Equipment/Supplies	No	(0)	-	-	-	58,371	58,371	84,000
Manager Services	No	-	-	-	-	-	-	15,000
Science Lab	Yes	-	-	-	-	-	-	-
Science Lab - Other Contracted Services	No	-	-	-	-	-	-	-
College and Career Grant	No	-	-	-	-	-	-	63,000
Other School Contracted Services	Yes	50,001	-	-	-	-	50,001	66,500
Accreditation and Consulting	No	6,740	-	-	-	-	6,740	7,570
Insurance - D&O	Yes	6,842	-	-	-	-	6,842	8,834
Aeries License	No	-	-	-	-	-	-	-
AERIES	No	51,744	-	-	-	-	51,744	49,010
Title I - SES Tutoring	No	-	-	-	-	-	-	16,500
Summer School	Yes	50,000	-	-	-	-	50,000	119,604
Math Time to Talk	Yes	-	-	-	-	-	-	72,400
LiveSpeech	No	-	-	-	-	-	-	1,500
Legal	Yes	85,000	-	-	-	-	85,000	75,000
<b>Total Other School Expenses</b>		<b>1,744,189</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,371</b>	<b>1,802,560</b>	<b>1,863,556</b>
<b><u>Depreciation Expense</u></b>								
Sales and Use Tax		2,000	-	-	-	-	2,000	2,000
		422,179	-	-	-	-	422,179	425,479
<b><u>CA Credits</u></b>								
Contractual Service Credit		(709,500)	-	-	-	-	(709,500)	(784,000)
<b>Total Adjustments and Credits</b>		<b>(709,500)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(709,500)</b>	<b>(784,000)</b>
<b>Total Program Expenses</b>		<b>65,946,529</b>	<b>3,621,653</b>	<b>888,199</b>	<b>175,675</b>	<b>797,125</b>	<b>62,778</b>	<b>71,491,959</b>
Net		<b>378,237</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>378,237</b>	<b>(714,225)</b>
Beginning Fund Balance		669,255	-	-	-	-	669,255	1,263,069
Ending Fund Balance		<b>1,047,492</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,047,492</b>	<b>548,844</b>

California Connections Academy 2020-2021 Budget  
Enrollment and Revenue

Improved Attendance Rate 1.50%	Southern California				Central California Connections Academy				California Connections Academy @ Ripon				California Connections Academy @ North Bay				California Connections Academy @ Central Coast				California Connections Academy @ Monterey Bay			
	Attendance Factor		Turnover Factor		Attendance Factor		Turnover Factor		Attendance Factor		Turnover Factor		Attendance Factor		Turnover Factor		Attendance Factor		Turnover Factor		Attendance Factor		Turnover Factor	
	90.0%	5,020.7	4,520.8	34%	88.2%	563.3	497.1	45%	88.5%	1,624.2	1,438.1	39%	88.0%	216.0	190.0	40%	87.8%	56.4	49.5	46%	87.8%	56.4	49.5	46%
	Grade	Average	Funded	Total	Grade	Average	Funded	Total	Grade	Average	Funded	Total	Grade	Average	Funded	Total	Grade	Average	Funded	Total	Grade	Average	Funded	Total
	Mix	Enrollment	Enrollment	Enrollment	Mix	Enrollment	Enrollment	Enrollment	Mix	Enrollment	Enrollment	Enrollment	Mix	Enrollment	Enrollment	Enrollment	Mix	Enrollment	Enrollment	Enrollment	Mix	Enrollment	Enrollment	Enrollment
K	3.0%	153.0	137.8	205.4	4.7%	26.2	23.2	38.0	3.5%	58.3	51.6	80.9	2.2%	4.7	4.2	6.7	7.3%	4.1	3.6	6.1	3.6%	16.6	14.6	23.2
1	3.1%	155.5	140.0	208.7	4.3%	24.0	21.2	34.8	4.2%	68.3	60.4	94.7	3.5%	7.6	6.7	10.7	0.0%	0.0	0.0	0.0	3.0%	13.9	12.2	19.4
2	3.6%	181.6	163.5	243.7	5.4%	30.6	27.0	44.4	3.4%	55.1	48.8	76.4	2.8%	6.1	5.3	8.5	5.4%	3.1	2.7	4.5	1.9%	8.7	7.6	12.1
3	3.8%	191.9	172.8	257.7	4.8%	27.3	24.1	39.5	2.9%	47.7	42.2	66.1	3.9%	8.3	7.3	11.7	1.2%	0.7	0.6	1.0	4.0%	18.6	16.3	26.0
4	4.0%	198.7	178.9	266.7	4.8%	26.8	23.6	38.8	3.4%	55.3	48.9	76.7	4.3%	9.3	8.2	13.0	2.7%	1.5	1.3	2.2	3.1%	14.6	12.8	20.5
5	4.7%	234.5	211.2	314.8	4.3%	24.2	21.3	35.0	5.2%	84.0	74.3	116.5	3.9%	8.4	7.4	11.7	10.9%	6.2	5.4	9.0	4.7%	21.6	19.0	30.3
6	5.8%	293.5	264.3	394.0	6.7%	37.5	33.1	54.4	6.1%	98.3	87.1	136.4	3.4%	7.3	6.4	10.2	0.0%	0.0	0.0	0.0	7.4%	34.6	30.4	48.5
7	8.2%	409.7	368.9	550.0	9.3%	52.2	46.1	75.6	6.9%	112.5	99.6	156.0	6.6%	14.3	12.6	20.1	22.7%	12.8	11.2	18.7	5.2%	24.2	21.2	33.8
8	10.5%	525.4	473.1	705.3	11.8%	66.6	58.8	96.5	10.7%	173.5	153.6	240.8	12.1%	26.0	22.9	36.5	8.6%	4.9	4.3	7.1	17.7%	82.5	72.4	115.4
9	10.1%	509.1	458.4	683.4	9.8%	54.9	48.5	79.6	8.8%	142.4	126.1	197.6	13.0%	28.0	24.6	39.2	2.7%	1.5	1.3	2.2	8.9%	41.2	36.2	57.7
10	12.9%	647.2	582.8	868.8	10.8%	61.1	53.9	88.5	13.9%	225.0	199.2	312.2	14.3%	30.9	27.2	43.3	12.6%	7.1	6.2	10.4	14.3%	66.5	58.3	93.0
11	14.7%	735.9	662.6	987.9	12.1%	68.4	60.3	99.1	13.9%	226.2	200.3	313.8	13.9%	30.1	26.5	42.1	18.1%	10.2	9.0	15.0	20.0%	93.0	81.7	130.2
12	15.6%	784.6	706.5	1,053.2	11.3%	63.5	56.0	92.0	17.1%	277.8	246.0	385.5	16.2%	34.9	30.7	48.9	7.6%	4.3	3.8	6.3	6.2%	28.9	25.4	40.5
Total	100.0%	5,020.7	4,520.8	6,739.5	100.0%	563.3	497.1	816.3	100.0%	1,624.2	1,438.1	2,253.7	100.0%	216.0	190.0	302.5	100.0%	56.4	49.5	82.6	100.0%	465.0	408.1	650.5
FRPM Eligible/EL/FY			1,529.0	40%			268.3	53%			481.8	40%		72.5	40%				15.6	40%			103.9	40%
PY P2			3,822.49				506.17				1,204.43			181.36					38.96				259.69	
PY K-8 P2			1,792.38				283.42				561.57			77.51					22.77				130.85	
PY 9-12 P2			2,030.11				222.75				642.86								16.19				128.84	
Revised SPED Rolling ADA			3,998.0				486.0				1,291.0								46.0				359.0	
PY P1			4,039.00				552.00				1,280.00								38.00				272.00	
General Purpose Block Grant	Funding Rates	CapoCA	CenCA	CalCAR	CalCAN	CenCoast	CalMB																	
K-3	7,092	4,355,059	677,270	1,439,723	166,885	49,045	359,588																	
4-6	7,199	4,710,514	561,985	1,514,047	158,146	48,531	447,949																	
7-8	7,412	6,241,284	776,911	1,876,710	263,251	114,735	693,854																	
9-12	8,590	20,704,626	1,879,049	6,627,811	936,337	174,761	1,731,261																	
Total		36,011,483	3,895,215	11,458,291	1,524,619	387,072	3,232,652																	
K-3 Add-On	738	453,191	70,477	149,819	17,366	5,104	37,419																	
9-12 Add-On	223	537,501	48,781	172,061	24,308	4,537	44,944																	
High Needs Supplement	20%	3,439,736	692,768	1,116,183	140,794	29,182	219,343																	
Total LCFF Funding Target		8,945.79	9,468.86	8,969.07	8,983.76	8,607.19	8,660.88																	
Funding-16-17 Rates (adjusted for COLA)		9,614.20	9,984.05	9,687.87	9,575.74	9,199.42	9,301.32																	
Cap Closing Increment		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%																	
20-21 Funding per ADA		8,945.79	9,468.86	8,969.07	8,983.76	8,607.19	8,660.88																	
Final LCFF		40,441,911	4,707,242	12,898,353	1,707,087	425,895	3,534,358																	
State Portion	26.0%	10,508,410	3,803,287	9,123,348	1,068,270	62,690	1,477,566																	
EPA	2.2%	904,156	668,023	1,919,958	38,004	9,896	81,617																	
Local Portion	4,628	29,029,345	235,932	1,855,047	600,813	353,309	1,975,175																	
Categorical	0.0%	0	-	-	-	-	-																	
			329,506.91																					
Lottery Fund Revenue	186	842,221	92,615	267,917	35,401	9,218	76,026																	
Special Education Revenue	619	2,474,762	300,834	799,129	113,896	28,474	222,221																	
One time Discretionary Grant	0	-	-	-	-	-	-																	
Mandated Cost Reimbursement		116,000	14,000	36,000	6,000	1,052	7,592																	
K-8	16	28,000	4,400	8,718	1,203	353	2,031																	
9-12	43	88,000	9,613	27,744	4,482	699	5,560																	
State Testing Reimbursement	2	0	0	0	0	0	0																	
Federal Funding - Title I		604,000	90,000	168,725	25,474	-	-																	
Per Pupil		157	195	136	157	-	-																	
Federal Funding - Title II-A		111,075	14,000	37,000	5,600	2,000	6,000																	
Per Pupil		27	28	23	27	40.42	14.70																	
Federal Funding - IDEA	125	504,875	69,000	160,000	24,500	4,750	34,000																	
Per Pupil		137	141	125	146	96.00	83.32																	
Federal Funding - Title IV		29,778	10,000	13,000	10,000	-	-																	
Per Pupil		9	22	8	70	-	-																	
CARES Funding		481,808	77,933	157,067	22,807	-	-																	
Per Pupil		107	157	109	120	-	-																	
E-Rate		9,000	1,000	2,900	400	100	500																	
Interest		24,000	1,200	8,000	500	500	500																	
Total Revenue		45,639,430	5,377,824	14,548,091	1,951,664	471,990	3,881,197																	



California Connections Academy 2020-2021 Budget  
Staffing Model

Enrollment Plan							
Grade	Combined	90.0%	88.2%	88.5%	88.0%	87.8%	87.8%
		Capo	CenCA	CalCAR	CalCAN	CenCoast	CalMB
Kindergarten	263	153	26	58	5	4	17
First	269	155	24	68	8	0	14
Second	285	182	31	55	6	3	9
Third	295	192	27	48	8	1	19
Fourth	306	199	27	55	9	2	15
Fifth	379	235	24	84	8	6	22
Sixth	471	293	38	98	7	0	35
Seventh	626	410	52	112	14	13	24
Eighth	879	525	67	174	26	5	82
Ninth	777	509	55	142	28	2	41
Tenth	1,038	647	61	225	31	7	66
Eleventh	1,164	736	68	226	30	10	93
Twelfth	1,194	785	64	278	35	4	29
Average Enrollment	7,946	5,021	563	1,624	216	56	465
Funded Enrollment	7,104	4,521	497	1,438	190	49	408
Percent Allocation	100%	63%	7%	20%	3%	1%	6%

Total Population		
Elementary (K-5)	1,797	23%
Middle (6-8)	1,976	25%
Secondary (9-12)	4,173	53%
Total Regular FTE	7,946	100%

Special Population			
Category	%	Factor	Total FTE
IEP	12.8%	100.0%	1,017
IEP-Alt Asses.	0.6%	100.0%	54
504	3.7%	0.0%	0
Gifted	0.9%	0.0%	0
ELL	3.9%	0.0%	0
Total	13.420%		1,071

Merit Increase		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Merit Increase (Net of Benefits & Taxes)		
Teachers (merit)	0.0%	-
Admin (merit only)	0.0%	-
		-

Recommended Salary
CalCA - Middletown
CalCA - Ripon
CalCA - San Juan Capistrano
CalCA - Visalia

New Staff - S
Avg - Existing
Adj. New Staff

Compens
Bonus

Career Ladder Points
Career Ladder Point %

Summer (# of FTE)
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WFH Stipend
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Prior Year iNaCA F
FTE

	Ratios			Staffing										Salaries, Benefits and Taxes				
	20-21		20-21	20-21		20-21 Title			20-21 Title		20-21 IDEA- B	20-21		Average 19-20 Salaries	Average 20-21 Salaries	Total General		
	19-20	General Fund		19-20	General Fund	20-21 EPA	I	20-21 Title II	IV	Combined		New	Fund 20-21 Salaries			Total Grant 20-21 Salaries	Total Combined 20-21 Salaries	
Instructional Staff																		
Elementary Teachers (K-5)	35.5	62	35.2	42.0	27.2	17.4	4.4	0.0	0.0	0.0	49.0	7.0	55,240	55,240	1,493,974	1,206,903	2,700,877	
Middle School Teachers (6-8)	28.5	29	28.7	61.0	67.8	0.0	0.0	0.0	0.0	0.0	67.8	6.8	55,580	55,580	3,762,578	-	3,762,578	
Secondary Teachers (9-12)	28.75	37	28.50	126.0	110.6	28.4	5.2	0.1	0.1	0.0	144.4	18.4	55,580	55,580	6,130,710	1,873,852	8,004,562	
Adjuncts		0%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-	
Special Population Teachers	24.0	31	23.5	36.0	34.3	0.0	0.5	0.0	0.0	10.8	45.6	9.6	58,364	58,364	1,989,644	658,846	2,648,490	
ELL Teacher				3.0	3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	51,740	51,740	152,573	2,647	155,220	
Family Relationship Coordinator			5	5.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	55,320	55,320	276,600	-	276,600	
Middle School Advisory Teachers	135	210	170	13.0	9.4	0.0	2.2	0.0	0.0	0.0	11.6	(1.4)	56,810	56,810	535,335	126,595	661,930	
High School Counselors	165	200	200	21.0	20.9	0.0	0.0	0.0	0.0	0.0	20.9	(0.1)	57,710	57,710	1,204,243	-	1,204,243	
Subtotal Instructional Staff				307.0	278.2	45.8	12.4	0.1	0.1	10.8	347.4	40.4	55,890	55,890	15,545,657	3,868,843	19,414,500	
Advisory /Counselor Ratio			189		112.6													
Student/Teacher Ratio (Less Counselors)			24.3															
Student/Teacher Ratio		24.1	22.9															
Other Compensation															785,054		785,054	
Subtotal Instructional Wages															16,330,711	3,868,843	20,199,554	
Benefits				0.2	0.2										4,001,024	947,867	4,948,891	
Pension				18.4%	16.2%										2,852,206	410,022	3,262,228	
Taxes				2.0%	2.0%										326,614	77,377	403,991	
Total Instructional Expense														-	23,510,556	5,304,109	28,814,664	
Administration																		
Executive Director			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Achievement			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Principal			3.0	3.0	3.0	0.0	0.0	0.0		0.0	3.0	0.0						
Assistant Principal/Site Administrator	750	750	750	6.0	7.6	0.0	0.0	0.0		0.0	7.6	1.6						
Director of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Counseling Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Director of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Manager of Student Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
SEIS Coordinator			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Administrative Assistants - Statewide	350	350	350	14.0	16.7	0.0	0.0	0.0		0.0	16.7	2.7						
Sr Manager of Student Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Admin Support Leadership																		
Mgr of School Outreach			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Assistant Director of Business Services			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Director of Finance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Director of Business Services			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
General Office/site support																		
Mgr of School Office			2.0	2.0	2.0	0.0	0.0	0.0		0.0	2.0	0.0						
Enrollment/Attendance																		
School Enrollment Team Lead			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Sr. Manager of State Attendance			1.0	1.0	1.0	0.0	0.0	0.0		0.0	1.0	0.0						
Registrar			2.0	0.0	2.0	0.0	0.0	0.0		0.0	2.0	2.0						
Subtotal Administration				41.0	47.3	0.0	0.0	0.0		0.0	47.3	6.3			3,868,148	-	3,868,148	
Total Staff				348.00	325.5	45.8	12.4	0.1		10.8	394.7	46.7					-	
Bonus Pool															0	-	0	
Subtotal Administrative Wages															3,868,148	-	3,868,148	
Benefits				24.5%	24.5%										947,696	-	947,696	
Pension				18.4%	16.2%										311,597	-	311,597	
Taxes				5.0%	5.0%										213,076	-	213,076	
Total Administrative Expense															5,340,517	-	5,340,517	
Total Compensation Expense															28,851,072	5,304,109	34,155,181	

California Connections Academy 2020 - 2021 Budget  
EPA Funding

California Connections Academy  
EPA Funding

EPA	
Funding	\$3,621,653
Expenses	
Instructional Staff	3,621,653
Admin Staff	-
Total Expenses	\$3,621,653
Left to Spend	-

EPA							
Average 20-21 Salaries							
Teachers	FTE	Salary	Bonus	Benefits25%	Pension16%	Taxes2%	Total
Elementary Teachers (K-5)	17.4	961,173	-	235,487	155,230	19,223	1,371,114
Middle School Teachers (6-8)	0.0	-	-	-	-	-	-
Secondary Teachers (9-12)	28.4	1,577,665	-	386,528	254,793	31,553	2,250,539
Adjuncts	0.0	-	-	-	-	-	-
Special Population Teachers	0.0	-	-	-	-	-	-
ELL Teacher	0.0	-	-	-	-	-	-
Family Relationship Coordinator	0.0	-	-	-	-	-	-
Middle School Advisory Teachers	0.0	-	-	-	-	-	-
High School Counselors	0.0	-	-	-	-	-	-
Total Teachers	45.8	2,538,838	-	622,015	410,022	50,777	3,621,653
Administration							
Executive Director	0.0	-	-	-	-	-	-
Director of Student Achievement	0.0	-	-	-	-	-	-
Principal	0.0	-	-	-	-	-	-
Assistant Principal/Site Administrator	0.0	-	-	-	-	-	-
Director of Counseling Services	0.0	-	-	-	-	-	-
Manager of Counseling Services	0.0	-	-	-	-	-	-
Director of Student Services	0.0	-	-	-	-	-	-
Manager of Student Services	0.0	-	-	-	-	-	-
SEIS Coordinator	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Sr Manager of Student Services	0.0	-	-	-	-	-	-
Admin Support Leadership							
Mgr of School Outreach	0.0	-	-	-	-	-	-
Assistant Director of Business Services	0.0	-	-	-	-	-	-
OBL Director of Business Management	0.0	-	-	-	-	-	-
Director of Business Services	0.0	-	-	-	-	-	-
Records Management							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
General Office/site support							
Mgr of School Office	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Enrollment/Attendance							
School Enrollment Team Lead	0.0	-	-	-	-	-	-
Manager of State Attendance	0.0	-	-	-	-	-	-
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
Specialized Support							
Administrative Assistants - Statewide	0.0	-	-	-	-	-	-
	0.0	-	-	-	-	-	-

**California Connections Academy**  
**Connections Education DBA Pearson Online and Blended Learning**  
**Fee Schedule**  
**2020-2021 Budget**

Fee	Factor	Factor	Factor	Factor	Factor	Factor	Notes
Educational Resource Center	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	per each enrolled student, calculated as an average over the school year
Connexus™ Annual License (EMS)	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	per each enrolled student, calculated as an average over the school year
Technical Support and Repairs	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	per each enrolled student, calculated as an average over the school year
Accounting and Regulatory Reporting	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	per each enrolled student, calculated as an average over the school year
Direct Course Instruction Support	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	per student day; based on enrollment at a point in time each month in a NaCA supported course
Short Term Substitute Teaching Services	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	per day, if service is provided by a teacher employed by the EMO Partner
Hardware/Software - Employees	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	per each staff member employed at the end of the year
Voice Over IP Services	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	per each staff member employed at the end of the year
Human Resources Support	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	per each staff member employed at the end of the year
School Curriculum Supplies	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	per each teacher employed at the end of the school year
Facility Support Services	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	per each school office location
Student Technology Assistance*	\$575.00	\$575.00	\$575.00	\$575.00	\$575.00	\$575.00	per each laptop computer provided by CA at any time during the school year***
Internet Subsidy Payment Processing	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	per each household receiving an Internet Subsidy Payment at any time during the school year
Enrollment and Records Management	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	per each student enrolled at any time during the school year
Curriculum Postage	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	per each student enrolled at any time during the school year
Intangible Instructional Materials - Kindergarten*	\$443.00	\$443.00	\$443.00	\$443.00	\$443.00	\$443.00	per each Kindergarten student enrolled at any time during the school year
Tangible Instructional Materials - Kindergarten*	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	per each Kindergarten student enrolled at any time during the school year
Intangible Instructional Materials - 1st-5th Grade*	\$704.00	\$704.00	\$704.00	\$704.00	\$704.00	\$704.00	per each 1st - 5th grade student enrolled at any time during the school year
Tangible Instructional Materials - 1st-5th Grade*	\$246.00	\$246.00	\$246.00	\$246.00	\$246.00	\$246.00	per each 1st - 5th grade student enrolled at any time during the school year
Intangible Instructional Materials - 6th-12th Grade*	\$795.00	\$795.00	\$795.00	\$795.00	\$795.00	\$795.00	per each 6th - 12th grade student enrolled at any time during the school year
Tangible Instructional Materials - 6th-12th Grade*	\$280.00	\$280.00	\$280.00	\$280.00	\$280.00	\$280.00	per each 6th - 12th grade student enrolled at any time during the school year
Treasury Services	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50% of all revenue from governmental sources, excluding any special education revenue
Marketing Services	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00% of all revenue from governmental sources, excluding any special education revenue
School Administration	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00% of all revenue from governmental sources, excluding any special education revenue
Special Populations Consultative Services	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	per each IEP student per month
Employee Benefits	24.50%	24.50%	24.50%	24.50%	24.50%	24.50%	per actual gross wages and bonus accrual for administration and teachers
Community Outreach	550,000.00	25,000.00	50,000.00	-	-	-	Board approved budget for school's contribution toward outreach effort

**Expenses Reimbursed to Connections Academy at Cost**

Employee Wages and Taxes  
Employer Contribution to State Pension Plan  
Taxes for certified employees  
Office Supplies  
Expensed Furniture and Equipment  
Copiers/Reproduction  
Office Postage  
ISP Payment Reimbursement  
Student Testing & Assessment  
Staff Recruiting  
Staff Training / Professional Development  
Travel and Conferences - Teachers  
Travel and Conferences - Administration  
Team Building  
Maintenance & Repair  
High Speed Internet  
Phone  
Rent  
Rent Operating Expense  
Rent - Storage Unit  
Utilities  
Building Safety Program  
Contract School Staff

**Expenses Paid by the School by Contractual Obligation**

Banking fees  
Fiscal Consulting  
Financial Audit  
District Oversight  
STRS Reporting  
Outside Administrative Services  
Student Activities  
Graduation  
Staff Activities  
Board Expenses  
Dues  
Insurance - D&O  
Other Curriculum Supplies  
Summer School  
Legal  
Any other expenses for services not contracted to Connections Academy of California, LLC

**\* Items under Student Technology Assistance and Tangible and Intangible Instructional Materials are provided to the school and its students for use during the school year.  
They remain the property of Connections Academy and/or its vendors.**

**\*\* Total computers provided by CA are calculated by combining the sum of all computers assigned to a household as counted on the first school day of September  
plus each computer shipped thereafter at any time during the school year, excluding computers shipped for the following reasons:  
\* Reshipment for replacement or repair  
\* Student Supplemental Technical Equipment  
\* Computers Approved for Special Education Students**



# California Connections Academy Schools - 2020-2021

## Shared Expense Arrangement

	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
Total ADM	5,021	563	1,624	216	56	465	7,946
Allocation %	63%	7%	20%	3%	1%	6%	100%

Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
<b>Administrative Services</b>										
General	Yes	295.08	per budgeted ADM	1,481,499	166,222	479,248	63,731	16,636	137,205	2,344,541
SPED	Yes	20.97	per budgeted ADM	105,301	11,815	34,064	4,530	1,182	9,752	166,644
Counseling	Yes	30.34	per budgeted ADM	152,345	17,093	49,282	6,554	1,711	14,109	241,093
Classified	Yes	325.75	per budgeted ADM	1,635,489	183,500	529,063	70,355	18,366	151,466	2,588,239
<b>Total Administrative Expense</b>				3,374,634	378,630	1,091,656	145,169	37,895	312,532	5,340,517
<b>Instructional Services</b>										
General	Yes	2,385.55	per ADM	13,312,447	905,150	2,703,941	571,432	157,488	1,304,017	18,954,475
SPED	Yes	357.21	per ADM	1,793,455	201,224	580,163	77,150	20,140	166,096	2,838,227
Counseling	Yes	216.20	per ADM	1,085,499	121,792	351,147	46,696	12,190	100,530	1,717,853
EPA	Yes	-	per ADM	904,156	668,023	1,919,958	38,004	9,896	81,617	3,621,653
Title Teachers I, II, IV	Yes	-	per ADM	607,348	77,704	174,805	25,474	-	-	885,331
IDEA-B Teachers	Yes	-	per ADM	504,875	69,000	160,000	24,500	4,750	34,000	797,125
<b>Total Instructional Expense</b>				18,207,781	2,042,892	5,890,013	783,256	204,463	1,686,260	28,814,664
<b>Total Compensation Expense</b>				21,582,415	2,421,522	6,981,670	928,425	242,358	1,998,791	34,155,181

Non-Compensation Expense										
	Shared	Unit Charge	Basis	SoCAL	CenCA	CalCAR	CalCAN	CenCoast	CalMB	Total
<b>Enrollment/Unit Based Fees</b>										
Educational Resource Center	No	-	N/A	-	-	-	-	-	-	-
Connexus™ Annual License (LM)	No	-	N/A	-	-	-	-	-	-	-
Technical Support and Repairs	No	-	N/A	-	-	-	-	-	-	-
Accounting and Regulatory Report	No	-	N/A	-	-	-	-	-	-	-
Direct Course Instruction Support	Yes	25.04	per ADM	125,740	14,108	40,676	5,409	1,412	11,645	198,990
Short Term Substitute Teaching	Yes	-	per ADM	-	-	-	-	-	-	-
Hardware/Software - Employees	Yes	29.47	per ADM	147,948	16,600	47,860	6,364	1,661	13,702	234,135
Voice Over IP Services	Yes	17.68	N/A	88,769	9,960	28,716	3,819	997	8,221	140,481
Human Resources Support	Yes	61.39	per ADM	308,225	34,583	99,707	13,259	3,461	28,545	487,781
School Curriculum Supplies	Yes	21.61	per ADM	108,515	12,175	35,104	4,668	1,219	10,050	171,731
Facility Support Services	Yes	3.78	per budgeted ADM	18,957	2,127	6,132	815	213	1,756	30,000
Student Technology Assistance	No	-	N/A	-	-	-	-	-	-	-
Internet Subsidy Payment Process	No	-	N/A	-	-	-	-	-	-	-
Enrollment and Records Managem	No	-	N/A	-	-	-	-	-	-	-
Curriculum Postage	No	-	N/A	-	-	-	-	-	-	-
Tangible and Intangible Instruction	No	-	N/A	-	-	-	-	-	-	-
Special Populations Consultative S	Yes	172.80	N/A	867,582.14	97,341.70	280,653.12	37,321.34	9,742.46	80,348.54	1,372,989.31
Community Outreach	No	-	N/A	-	-	-	-	-	-	-
<b>Revenue Based Fees</b>										
Treasury Services	No	-	N/A	-	-	-	-	-	-	-
Marketing Services	No	-	N/A	-	-	-	-	-	-	-
School Administration	No	-	N/A	-	-	-	-	-	-	-
Special Education Direct Services	No	-	N/A	-	-	-	-	-	-	-
<b>Pass-Through Expenses</b>										
Office Supplies	Yes	6.24	per ADM	31,334	3,516	10,136	1,348	352	2,902	49,587
SPED Related Services	No	-	per ADM	-	-	-	-	-	-	-
Expensed Furniture and Equipmen	Yes	6.20	per budgeted ADM	31,104	3,490	10,062	1,338	349	2,881	49,224
Copiers/Reproduction	Yes	4.36	per ADM	21,882	2,455	7,078	941	246	2,027	34,629
Office Postage	Yes	5.48	per ADM	27,493	3,085	8,894	1,183	309	2,546	43,509
ISP Payment Reimbursement	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Fa	No	-	N/A	-	-	-	-	-	-	-
Student Testing & Assessment Tra	Yes	41.34	per ADM	207,538	23,285	67,136	8,928	2,331	19,220	328,438
Student Testing Technology	No	-	N/A	-	-	-	-	-	-	-
Staff Recruiting / Background Che	Yes	3.97	per ADM	19,925	2,236	6,445	857	224	1,845	31,532
Staff Training / Prof. Dvlpmt.	Yes	-	per ADM	-	-	-	-	-	-	-
Travel and Conferences - Teacher	Yes	7.25	per ADM	36,393	4,083	11,773	1,566	409	3,370	57,594
Travel and Conferences - Administ	Yes	11.80	per ADM	59,237	6,646	19,163	2,548	665	5,486	93,746
Team Building	Yes	4.71	per ADM	23,664	2,655	7,655	1,018	266	2,192	37,449
Maintenance & Repair	Yes	7.49	per budgeted ADM	37,606	4,219	12,165	1,618	422	3,483	59,514
High Speed Internet	Yes	5.55	per ADM	27,881	3,128	9,019	1,199	313	2,582	44,122
Phone	Yes	5.00	per ADM	25,107	2,817	8,122	1,080	282	2,325	39,733
Rent	Yes	52.10	per budgeted ADM	261,585	29,349	84,620	11,253	2,937	24,226	413,970
Rent Operating Expense	Yes	5.98	per budgeted ADM	30,040	3,370	9,718	1,292	337	2,782	47,540
Rent Storage Unit	No	-	N/A	-	-	-	-	-	-	-
Utilities	Yes	6.22	per budgeted ADM	31,235	3,505	10,104	1,344	351	2,893	49,431
Expenses Pending Allocation	Yes	-	per ADM	-	-	-	-	-	-	-
<b>Other School Expenses</b>										
Banking fees	No	-	N/A	-	-	-	-	-	-	-
Financial Audit	No	-	N/A	-	-	-	-	-	-	-
District Oversight	No	-	N/A	-	-	-	-	-	-	-
STRS Reporting	Yes	4.43	per ADM	22,237	2,495	7,194	957	250	2,059	35,192
District Administrative Fees	No	-	N/A	-	-	-	-	-	-	-
Student Activities	No	-	N/A	-	-	-	-	-	-	-
Graduation	No	-	N/A	-	-	-	-	-	-	-
Staff Activities	Yes	-	per ADM	-	-	-	-	-	-	-
Office Furniture and Equipment	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Relocation Expense	Yes	-	per budgeted ADM	-	-	-	-	-	-	-
Board Expenses	Yes	4.83	N/A	24,266	2,723	7,850	1,044	272	2,247	38,401

## CONNECTIONS ACADEMY SCHOOL LEADER COMPETENCIES

### SCHOOL DEVELOPMENT & LEADERSHIP

#### SCHOOL CULTURE

1. Establishes the belief that all students can and must learn at relatively high levels of achievement.
2. Promotes collaboration, trust, learning, and high expectations.
3. Establishes a pattern of thinking and acting with the customer in mind.
4. Supports appropriate levels of work/life balance for all employees.

#### CREATES A COMMONLY OWNED VISION AND PLAN FOR SUCCESS

1. Creates and internalizes a vision for learning that is shared and supported by all stakeholders, and seeks to meet goals through creativity and innovation.
2. Sets clear direction for the school by creating written long- and short-term plans, with the input of stakeholders, to support the vision.
3. Monitors implementation of plans, and adjusts them based on new data while clearly communicating changes.
4. Develops clear measurements for each goal in the plan, and builds systematic strategies to ensure sustainability of change.
5. Supports the professional development of the staff as it relates to the mission, vision, and goals of the school, and holds the staff accountable for implementation.

#### HIGH PERFORMING LEADERSHIP TEAM

1. Hires the best people based on the level of expertise, leadership style, needs of the team, and certification needed for the school, and commits to the ongoing development of a high-performing leadership team. Creates a school organizational model/structure that best utilizes the skills of all employees for the betterment of the school, and continuously monitors and re-evaluates the structure.
2. Delegates responsibilities as necessary and appropriate, and monitors the successful implementation of those responsibilities.
3. Empowers the leadership team to make decisions to get results.
4. Supports the collaboration, transparency and growth/development within the leadership team.

## TEAM DEVELOPMENT & LEADERSHIP

### SCHOOL TEAM FORMATION

1. Proactively and promptly fills school vacancies using staffing sheet and school allocations.
2. Selects the most talented people by considering level of expertise, certification requirements and school needs; successfully negotiates compensation packages; follows proper procedures in selection; successfully on boards staff.
3. Plans and distributes employee workloads to meet the mission of the school.
4. Develops and maintains effective succession plans and develops and encourages professional development programs to support those plans.
5. Develops the capacity for distributed leadership in a team environment.

### STAFF PERFORMANCE MANAGEMENT

1. Coaches employees to improve and grow professionally through continuous learning, training, and other developmental activities.
2. Holds all employees accountable for the timely accomplishment of all duties and responsibilities relating to school goals and individual competencies.
3. Provides constructive and timely performance feedback in association with performance evaluations, supporting the review schedule and established procedures.
4. Effectively deals with conflict and performance issues, including ensuring that Individual Performance Improvement Plans are implemented, with reasonable timelines, and works with appropriate parties to resolve the issues.

### STAFF SATISFACTION AND RETENTION

1. Maintains a positive, collaborative team environment for all employees throughout the school organization as evidenced in the school's culture and annual surveys.
2. Recognizes team/employee efforts providing appropriate incentives and rewards.
3. Seeks critical feedback and integrates this data into practice, without defensiveness, to strengthen the team.

## STUDENT ACHIEVEMENT/DATA MANAGEMENT

### INSTRUCTIONAL LEADER

1. Exhibits a high sense of urgency for change and sustainable results in improving student achievement.
2. Develops and leads school-wide engagement in professional learning communities that in turn facilitate and support collaborative teams.
3. Promotes an academically oriented, orderly and purposeful school climate.
4. Is able to quickly move initiatives ahead with applicable stakeholders.
5. Sets a clear direction for the school focused on student achievement.
6. Is able to effectively deal with and manage change.
7. Develops strong teachers; cultivates good teaching practice.

8. The leader has a working knowledge of RTI instructional model and the related resources, supplemental instructional support programs, current professional development opportunities, etc. and participates in related training and requires staff to do so as well.
9. Focuses on the needs of students, and preparing them for college and career readiness.

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#### INTERNAL/EXTERNAL DATA TO EFFECTIVELY DRIVE STUDENT ACHIEVEMENT

1. Uses instructional data to support needed change and empowers staff to make decisions based on the data.
2. Uses available technology and resources to build systemic strategies to ensure sustainability of change.
3. Uses internal and external resources to effectively monitor and evaluate the impact of the instructional program on students.

#### PERSONAL DEVELOPMENT & PROFESSIONAL SKILLS

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##### LEADERSHIP DEVELOPMENT OF SELF

1. Has a high sense of curiosity for ways to get results, and is hungry for evidence.
2. Possesses strong self-management and self-reflection and self-awareness skills. Is receptive to feedback and/or criticism. Listens to all team members to consider other perspectives, changes personal practices if needed to obtain desired results.
3. Displays a results oriented, motivational, and innovative mindset.
4. Completes all required training and professional development in a timely manner and requires the same of the leadership team.
5. Models the principles of self-awareness, reflective practices, transparency, ethical behaviors and sets an example of excellence.

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##### JUDGMENT AND PROBLEM SOLVING

1. Identifies the elements of a problem situation by analyzing relevant information, framing issues, identifying possible causes and reframing possible solutions.
2. Reaches logical conclusions by making quality, timely decisions based on available information.
3. Identifies and gives priority to significant issues.
4. Takes personal responsibility for problems before he/she looks at others. Provides no excuses.
5. Manages the school budget—effectively achieves goals within budget.

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##### KNOWLEDGE AND IMPLEMENTATION OF KEY POLICIES AND REGULATIONS

1. Ensures that the school complies and creates processes to meet all state/district/client/partner/board and Connections Academy rules, policies, tasks, and requirements.
2. Communicates all local, state, authorizer regulations/requirements to stakeholders in a timely manner.
3. Knows local, state, and federal regulations and contract provisions, and how they apply to the school.
4. Ensures all timelines are met and procedures followed correctly.

5. Creates, oversees and implements state testing plan effectively to get 95% participation.

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#### ENVIRONMENT OF TRUST: CLEAR COMMUNICATION, RELATIONSHIP BUILDING, AND EXPECTATIONS

1. Communicates in an open, honest, and direct manner. Demonstrates effective listening skills. Communicates appropriately and effectively (speaking, listening, writing, presenting) for different audiences (Boards, Students, Parents, Staff, Corporate Office).
2. Follows through with actions and on all commitments.
3. Creates positive, professional and collaborative relationships with all stakeholders (Boards, Students, Parents, Staff, Corporate Office)
4. Works cooperatively/collaboratively with stakeholders to meet school goals.

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#### COMMUNITY RELATIONS

1. Articulates organizational purpose and priorities to all stakeholders, the community and media (as needed).
2. Demonstrates the ability to build consensus among stakeholders.
3. Promotes a positive image of the school and online/blended learning in the state.
4. Understands his or her role as being part of a variety of internal and external networks for change and improvement.

# Commercial Card Application & Agreement | JPMORGAN CHASE BANK, N.A.

V1.4

<b>Client</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>City</b>			
<b>State</b>			
<b>Zip Code</b>			
<b>Phone</b>			
<b>REBATES</b>			
<b>Please identify a Business Account to which rebates associated with Client's Commercial Card rebate program should be deposited. Deposits will be made via Wire Transfer only.</b>			
Business Account at:	(Enter the name of Client's financial institution)		
ABA:	(Enter ABA for Client's financial institution)		
Business Account Number:	(Enter Client's business account number)		
Business Account Name:	(Enter the name of Client's business account)		
<b>Please enter the Financial Institution and Business Account Name exactly as it appears on Client's account. Black ink only.</b>			
*Requests to modify the account information set forth above must be provided to J.P. Morgan in writing and sent to the following address: <a href="mailto:CCS.Rebate@jpmchase.com">CCS.Rebate@jpmchase.com</a> . A form will be provided to Client upon receipt of Client's request to modify the business account information. Client will be instructed to complete the form and return it to J.P. Morgan at the address specified. Changes to the business account information will be effective when J.P. Morgan has a reasonable opportunity to act upon such request.			
<b>SIGNATURE</b>			
This Application must be signed by an acting officer, partner, or owner of the Client with the authority to bind the Client to the terms and conditions of the following Commercial Card Agreement. I hereby certify that I am a duly authorized and acting officer, partner or owner of this Client with the authority to bind the Client to enter into and perform the obligations of the Commercial Card Agreement. I have read and agree to the terms and conditions of the Commercial Card Agreement. <u>Black ink only.</u>			
Signature of Authorized Officer			Date
Name			
Title			
<b>CLIENT ATTESTATION</b>			
The undersigned, a duly authorized officer or representative of this Client, does hereby certify that the person signing above on behalf of the Client has been duly authorized to bind the Client and to enter into and perform the obligations of the Commercial Card Agreement and that the person signing above on behalf of this Client, whose execution of this Commercial Card Agreement was witnessed by the undersigned, is an officer, partner, owner, or other representative of Client possessing authority to execute this Commercial Card Agreement. * <u>Black ink only.</u>			
Signature			Date
Name			
Title			
*Note: The person signing the attestation shall be someone different from the person signing above on behalf of Client.			
<b>ADDRESS FOR NOTICES</b>			
<b>Client</b>	See above		
<b>Bank</b>	JPMorgan Chase Bank, N.A.		
	10 South Dearborn, Floor 06		
	Mail Code IL1-0286		
	Chicago, IL, 60603-2300		
	Attn: Commercial Card Contracts Manager		

# Commercial Card

## Application & Agreement | JPMORGAN CHASE BANK, N.A.

V1.4

This Commercial Card Agreement (the "Agreement") sets forth the terms and conditions under which JPMorgan Chase Bank, N.A. ("Bank") shall provide commercial card services to Client who executes this Agreement and/or one or more of such Client's Affiliates. This Agreement is effective as of the date of the first signature above ("Effective Date"). By signing this Agreement, Client hereby agrees to be bound by the terms and conditions referenced herein.

### 1. Definitions

Each capitalized term used in this Agreement shall have the following defined meanings set forth below or as otherwise set forth herein.

**Account** means each account established in the name of Client pursuant to the Agreement.

**Affiliate** means an entity controlling, controlled by, or under common control with, directly or indirectly, a party to this Agreement. For this purpose, one entity "controls" another entity if it has the power to direct the management and policies of the other entity (for example, through the ownership of voting securities or other equity interest, representation on its board of directors or other governing body, or by contract).

**Agreement** means the Commercial Card Agreement in each case as amended, supplemented or replaced from time to time.

**Applicable Law** means for any country, all federal, state, provincial and local laws, statutes, regulations, rules, executive orders, supervisory requirements, licensing requirements, export requirements, directives, circulars, decrees, interpretive letters, guidance or other official releases of or by any government, any authority, department or agency thereof, or any regulatory or self-regulatory organization, that apply to a party's obligations under the Agreement.

**Business Day** means a day on which Bank is open for business.

**Card** means a Network-branded card that is issued to Cardholders by the Bank upon the request of the Client and approval by the Bank, and includes any plastic card bearing a card number and Accounts with no associated plastic card, which includes Single-Use Accounts.

**Cardholder** means: (A) an individual in whose name a Card is issued, and (B) any person or entity authorized by Client or named Cardholder to use a Card.

**Cardholder Agreement** means documentation provided by Bank to Client or Cardholder governing use of a Card by such Cardholder.

**Cardholder Credit Limit** means the maximum spending limit established in relation to a Cardholder.

**Corporate Liability** means Client is solely liable for the Transactions, subject to the Agreement and any Cardholder Agreement.

**Credit Limit** means the maximum spending limit established for Client in connection with the Program.

**Cycle** means the monthly period ending on the same day each month or, if that day is not a Business Day, then the following Business Day or preceding Business Day, as systems may require, or such other period as Bank may specify.

**Fraudulent Transactions** means transactions made on a Card by a person, other than Client or Cardholder, who does not have actual, implied, or apparent authority for such use, and for which neither Cardholder nor Client receives direct or indirect benefit.

**Joint and Several Liability** means Client and Cardholder are jointly and severally liable for the Transactions, subject to the Agreement, and the Cardholder Agreement.

**MCC** means merchant category code.

**Network** means either MasterCard International, Inc. or Visa U.S.A., Inc.

**Program** means the commercial card system composed of Accounts, Card-use controls, reports to facilitate purchases of and payments for business goods and services, and related services, all as established in connection with the Agreement.

**Single-Use Account** means a one-time virtual card number generated for a single transaction.

**System** means the system through which Client can access Account and Transaction data and reports.

**Transaction** means a purchase, a cash advance, fees, charges or any other activity charged to an Account with respect to a Card.



## 2. Conditions Precedent

Prior to the commencement of the Program rendered by Bank pursuant to this Agreement, Client will provide the information listed on the Application, included with this Agreement, and additional documents as required by the Bank, and will certify to the accuracy of such information.

## 3. Certain Bank Services

- A. Subject to prior financial, risk management and compliance approvals by Bank, Bank shall: (i) establish Accounts in the name of Client; (ii) issue Cards to Cardholders designated by a person authorized to bind the Client to these terms and conditions (an "Authorized Person"); (iii) implement the Credit Limits specified by an Authorized Person from time to time and accepted by Bank; and (iv) deliver Cards and billing statements only to a U.S. address. Notwithstanding anything contained in this Agreement to the contrary, Bank shall not be obligated to extend credit to Client in violation of any limitation or prohibition imposed by Applicable Law or Bank policies and procedures.
- B. Extension of Program. Upon Client's submission of a request from time to time in the form required by Bank and following Bank's agreement to do so, Bank will extend Program to Client's Affiliates. Client is responsible as principal obligor for all obligations under the Agreement (including, without limitation, as principal obligor with respect to all payment and other obligations as the same relate to its Affiliates and their respective Cardholders and waives any defenses or offsets available to such Affiliates). Client shall cause each of its Affiliates and their respective Cardholders to comply with the Agreement.
- C. Notwithstanding the foregoing, Bank shall not be obligated to provide any Account to Client or any Client Affiliate or any Card to an employee or authorized representative of Client or any Client Affiliate or to process any transactions in violation of any limitation or prohibition imposed by Applicable Law, including, but not limited to, the regulations issued by the U.S. Department of Treasury's Office of Foreign Assets Control ("OFAC").
- D. Supplier Recruitment. Supplier recruitment is an optional recruitment campaign comprising of certain services provided by Bank (such services collectively, "**Supplier Recruitment**") in connection with certain products. Should Client request Supplier Recruitment services, Client shall be deemed to have accepted and agreed to the following terms of use:
- i. Client will complete Supplier Campaign Questionnaire/Form provided by Bank;
  - ii. Client will commit to having internal resources available to address weekly recruitment needs;
  - iii. Client will provide, to the extent commercially reasonable, complete and accurate supplier information including, but not limited to, supplier name, remittance address, contact name, phone number, and email addresses.
  - iv. Should Client not have complete and accurate Supplier contact information, the Bank will offer "**Supplier Data Enrichment**", a recruitment service utilizing internal and external data sources to obtain supplier contact information for the purpose of Supplier Recruitment. Bank will: (i) use commercially reasonable efforts to enrich supplier data provided by Client via the Supplier Data Enrichment process, and (ii) provide on a weekly basis a report of supplier data that is captured during the acceptance process for further verification from Client. Client is solely responsible for validating Bank obtained supplier contact information during the recruitment process and prior to issuing payment to that supplier. Client acknowledges that supplier contact information is deemed to be accurate once payment has been requested.
  - v. Bank reserves the right to refuse or discontinue Supplier Recruitment and/or Supplier Data Enrichment services at any time.
  - vi. Furthermore, except to the extent that such Claims (as hereinafter defined) arise from the negligent or wrongful actions of the Bank or its Affiliates, Client, on its behalf and on behalf of each of its Affiliates:
    - (a) releases and forever discharges Bank and each of its Affiliates from any and all past, present and future claims, losses, liabilities, obligations, expenses, attorney or other fees, suits, debts, liens, contracts, agreements, promises, demands and damages, of any nature whatsoever, known or unknown, suspected or unsuspected, fixed or contingent (collectively, "**Claims**") that Client or any of its Affiliates ever had, now has, or hereafter may have against Bank and each of its Affiliates, arising out of or related to, Supplier Recruitment and Supplier Data Enrichment, and
    - (b) agrees to reimburse Bank and each of its Affiliates for any direct damages Bank incurs related to all Claims arising under clause (a) from Client suppliers.
- E. Receipt Image Services. For purposes of this section, "**Receipt Image Services**" means the optional services provided through Bank to allow Client the ability to attach and maintain image(s) of receipt(s) on the System, and "**Receipt Image(s)**" means an image of a receipt produced by a Transaction through use of Accounts and maintained on the System. Receipt Images will be stored and made available to Client through use of the System. In order for Bank to make Receipt Images available through the System, Client shall first fax and/or upload to the System images of Client's receipts through use of its own devices. Client is responsible for verifying the accuracy of the image of its receipts and any other information uploaded and entered into the System. Client shall ensure that the information contained in the image of the receipt accurately reflects the applicable Transaction. Receipt Image will be made available online through the System for a maximum of thirty-six (36) months ("**System Image Accessibility Period**"). The System Image Accessibility Period includes the month of the Transaction Date. Bank may, in its sole and absolute discretion, reject Receipt Images provided by Client to be posted on the System. In addition, Bank may suspend Client's use of the Receipt Image Service at any time without prior notice to Client.



#### 4. Obligations of Client

In connection with the Program, Client shall:

- A. Notify each Cardholder at the earliest opportunity: (i) that Cards are to be used only for business purposes; (ii) of the Cardholder Credit Limit and any other applicable limit; (iii) of the extent, if any, to which Bank will provide Transaction and Account information to third parties at Client's request; and (iv) to collect and destroy any Cards which are no longer required.
  - B. Client represents that the Cards to be issued under this Agreement are substitutes for an accepted credit card or will be issued in response only to a written request or application for such Card, by a prospective Cardholder, which Client has obtained in accordance with the requirements of Section 226.12(a) of Regulation Z of the Federal Truth in Lending Act. Client further represents that Client will retain the applications (paper or electronic) for any Card, when such application is not provided to Bank, for a period of two (2) years after the application has been received and acted upon.
  - C. Client will immediately notify Bank by telephone of any lost, stolen, misappropriated, improperly used, or compromised Cards.
    - i. **Liability for Fraudulent Transactions Following Notification.** Notwithstanding anything to the contrary contained herein, Client shall not be liable for any Fraudulent Transactions occurring on a Card after the effective time of such notification to Bank of such Fraudulent Transaction.
    - ii. **Liability for Fraudulent Transactions Prior to Notification.** Subject to the terms and conditions contained in subsection (iii) below, Client shall not be liable for Fraudulent Transactions occurring on a Card prior to the effective time of such notification to Bank of such Fraudulent Transactions.
    - iii. Bank reserves the right, in its sole and absolute discretion, to hold Client liable for Fraudulent Transactions should Bank determine that subsequent to implementation of Client's Program and at the time that the Fraudulent Transaction occurred, Client failed to operate Client's Program in accordance with Bank's fraud reduction requirements as set forth below:
      - a. Client must block high risk MCC's identified by Bank and presented to Client;
      - b. Client must maintain reasonable security precautions and controls regarding the dissemination, use and storage of Card and Transaction data; and
      - c. Client must comply with all other requirements as Bank may reasonably require from time to time.
- If Client fails to comply with Client's obligations described in this subsection (iii), and Bank determines Client to be liable for Fraudulent Transactions, Bank will either: (i) invoice Client for the amount of such Fraudulent Transaction minus any amounts collected, or (ii) deduct the amount of such Fraudulent Transaction from Client's rebate.
- D. Notify Bank of any Transaction that Client disputes as soon as practicable after the last day of the Cycle during which such Transaction is charged to Client and, in any event, within sixty (60) days of such day. Client shall use commercially reasonable efforts to assist in obtaining reimbursement from a merchant. Client or, subject to any Cardholder Agreement and in the case of Cards under any Joint and Several Liability Accounts, the Cardholder, shall not be relieved of liability for any disputed Transaction if the charge-back is rejected in accordance with the applicable Network's charge-back policy. Bank shall not be liable to Client where notice is received after such sixty (60) day period. Client shall not make a claim against Bank or refuse to pay any amount because Client or the person using the Card may have a dispute with any merchant.
  - E. Unless previously provided to Bank, obtain and provide to Bank such information as Bank may reasonably request for the purposes of investigating the identity of an actual or prospective Cardholder or Client, evidencing authority for Card issuance requests, and assisting in any review of Bank by a regulator with relevant jurisdiction. Any information provided by Client to Bank shall be, to the best of Client's knowledge, information and belief, accurate and complete in all material respects.
  - F. Make payments for all Transactions posted to Accounts no later than the payment date (the "Payment Date"), as specified in the periodic statement. In the event that Client makes payments other than as contemplated by the periodic statement, Bank may require, and Client shall provide, such documentation as reasonably required by Bank to reconcile such payments to the amounts stated as due in the periodic statement by the Payment Date. Any amount due which is not received by the Payment Date shall be subject to the late fees and delinquency fees as set forth in the fees schedule of Exhibit A attached hereto. If collection is initiated by Bank, Client shall be liable for payment of Bank's reasonable attorneys' fees and other costs and expenses of collection.
  - G. In the case of any Joint and Several Liability Account, Client shall pay Bank within ten (10) days of written notice, for any Transactions not paid by a Cardholder within one hundred and twenty (120) days of the first billing with respect to the relevant Transaction.
  - H. Unless otherwise provided to Bank, provide Bank with such financial statements and other related information requested by Bank in form and in such detail as Bank may reasonably request, from time to time.
  - I. Client represents and warrants that it will use commercially reasonable efforts to ensure that such applicants to whom it requests Bank issue Cards and whom Client authorizes to use the Cards/Accounts are not identified on a prohibited government sanctions list, are not located or resident in a sanctioned country, or otherwise subject to a sanctions program applicable to Client.

## 5. Credit Limits and Certain Bank Rights

- A. Bank may establish a Credit Limit and Cardholder Credit Limit and may establish other limits from time-to-time. Client will not exceed the Credit Limit; provided however, that if Client exceeds the Credit Limit, Client shall pay all amounts exceeding the Credit Limits.
- B. Bank may at any time: (i) increase or decrease any Credit Limit or the Cardholder Credit Limit or any other limit in connection with any Card or any Account or the Program; (ii) refuse to authorize Transactions; (iii) vary the payment terms, or require the provision of security or additional security; (iv) suspend or terminate any Card or any Account; (v) decline to open any Account or issue any Card; or (vi) require MCC authorization restrictions in connection with a Program.

## 6. System Access

- A. Client shall adhere to all applicable license agreements, security procedures, and terms and conditions regarding the System.
- B. Client agrees that any access, Transaction, or business conducted on the System is presumed by Bank to have been in Client's name for Client's benefit.
- C. Except for unauthorized use by a Bank employee, Client is solely responsible for the genuineness and accuracy of all instructions, messages and other communications received by Bank via the System. Bank may rely and act upon all Client instructions and messages issued with valid credentials.
- D. From time to time, Bank may suspend the System when Bank considers it necessary to do so (including, without limitation, for maintenance or security purposes). Bank will use reasonable efforts to provide Client with notice prior to the suspension.

## 7. Notices.

All notices required or permitted to be given under this Agreement shall be addressed as set forth above or as otherwise agreed in writing by the parties from time to time, and shall be effective upon receipt.

## 8. Representations and Warranties.

Client represents and warrants that this Agreement constitutes a legal, valid, and binding obligation, enforceable against Client, in accordance with its terms, and that execution and performance of this Agreement: (i) does not breach any agreement with any third party; (ii) does not violate any law, rule, or regulation, or any duty arising in law or equity applicable to it; (iii) is within Client's organizational powers; and (iv) has been authorized by all necessary organizational action.

## 9. Fees.

Client agrees to pay the fees and charges incurred by Client as specified by Bank, from time to time, on a periodic invoice. The fees initially applicable are specified in Exhibit A attached hereto. Bank may change the fees and charges payable by Client at any time, provided Bank notifies Client at least thirty (30) days prior to the effective date of the change.

## 10. Term and Termination.

This Agreement shall have an initial term of **five (5)** years from the Effective Date unless otherwise terminated pursuant to the provisions of this paragraph. Thereafter, this Agreement shall be successively renewed for one-year terms upon the anniversary of the Effective Date. This Agreement may be terminated by either party at any time for any reason. In the event this Agreement is terminated, Client shall immediately pay all amounts owing under this Agreement, without set-off or deduction, and destroy all physical Cards furnished to Cardholders. Sections 4.B, 4.E, 4.F, 4.G, 4.I, 8, 9, 10, 11.A, 11.B, 12, 13.D, 13.F, 13.G, 13.H, 13.K, 13.L, 13.M, and 13.N shall survive the termination of this Agreement.

## 11. Limitation of Liability.

- A. Subject to Section 11.B below, Bank shall be liable only for Client's actual damages which Client suffers or incurs as a direct result of Bank's negligence or willful misconduct and shall not be liable for any other loss or damage of any nature.
- B. TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER UNDER ANY THEORY OF TORT, CONTRACT, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY EXEMPLARY, PUNITIVE, SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OR THE LIKE, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, EACH OF WHICH ARE EXPRESSLY EXCLUDED BY AGREEMENT OF THE PARTIES HEREIN REGARDLESS OF WHETHER SUCH DAMAGES WERE REASONABLY FORESEEABLE AND WHETHER EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## 12. Confidentiality.

Except as expressly provided in the Agreement, all information furnished by either party in connection with the Agreement shall be kept confidential. The foregoing obligation shall not apply to information that: (A) is already lawfully known when received without an obligation of confidentiality other than under this Agreement; (B) is or becomes lawfully obtainable from other sources; (C) is in the public domain when received or thereafter enters the public domain through no breach of this Section; (D) is required to be disclosed to, or in any document filed with, the U.S. Securities and Exchange Commission (or any analogous body or any registrar of companies or other organizations in any relevant jurisdiction), banking regulator, or any other governmental agencies; (E) is required by law to be disclosed and notice of such disclosure is given (when legally permissible) by the disclosing party; or (F) may be disclosed as provided in the Cardholder Agreement or other Cardholder-related documentation. Notice under (E), when practicable, shall be given sufficiently in advance of the disclosure to permit the other party to take legal action to prevent disclosure. Bank may exchange (and the Client insofar as necessary hereby consents to such exchange) Client and (to the extent authorized) Cardholder confidential information with Affiliates. Bank may also disclose confidential information to service providers, the Networks, and any other authorized third parties in connection with Bank's provision of Program services; provided that these authorized third parties are under obligations of confidentiality at least as restrictive as those set forth in this **Section 12**. Bank may exchange information concerning the Client or Cardholders with merchants and, in the case of Cardholder information, with the Client.

### 13. Miscellaneous

- A. If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth in this Agreement. The failure of either party hereto to enforce any right or pursue any remedy hereunder shall not be construed to be a waiver thereof.
- B. In the regular course of business, Bank may monitor, record, and retain telephone conversations made or initiated to or by Bank from or to Client or Cardholders.
- C. The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Client and Bank and their respective successors and assigns. This Agreement, or any of the rights or obligations hereunder, may not be assigned by Client without the prior written consent of Bank.
- D. This Agreement embodies the entire agreement and understanding between Client and Bank and supersedes all prior agreements and understandings between Client and Bank relating to the subject matter thereof.
- E. This Agreement may be signed in one or more counterparts, each of which shall be an original, with the same effect as if the signatures were upon the same document. Facsimile signatures shall have the same force and effect as the original.
- F. If applicable, to the extent that Client would have been able to claim sovereign immunity in any action, claim, suit, or proceeding brought by Bank, Client irrevocably waives and agrees not to claim such immunity.
- G. Neither Bank nor Client shall be liable for any loss or damage to the other for its failure to perform or delay in the performance of its obligations under this Agreement, if such non-performance or delay is caused directly or indirectly by an act of God, act of governmental authority, de jure or de facto, legal constraint, war, terrorism, catastrophe, fire, flood or electrical, computer, mechanical or telecommunications failure, or failure of any agent or correspondent, or unavailability of a payment system, or other natural disaster or any cause beyond its reasonable control.
- H. CHOICE OF LAW. THIS AGREEMENT AND ANY CLAIM, CONTROVERSY, OR DISPUTE ARISING UNDER OR RELATED TO THIS AGREEMENT, THE RELATIONSHIP OF THE PARTIES, AND/OR THE INTERPRETATION AND ENFORCEMENT OF THE RIGHTS AND DUTIES OF THE PARTIES SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE INTERNAL LAWS (AND NOT THE LAW OF CONFLICTS) OF THE STATE OF NEW YORK, BUT GIVING EFFECT TO FEDERAL LAWS APPLICABLE TO NATIONAL BANKS. TO THE EXTENT PERMITTED BY APPLICABLE LAW, EACH PARTY HEREBY WAIVES ANY AND ALL RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING OF ANY KIND ARISING OUT OF, BY REASON OF, OR RELATING TO THIS AGREEMENT, THE INTERPRETATION THEREOF OR TO ANY TRANSACTIONS HEREUNDER. THIS WAIVER IS KNOWINGLY, WILLINGLY, AND VOLUNTARILY MADE BY THE PARTIES.
- I. Client acknowledges that Bank prohibits the use of Cards under any Accounts to conduct transactions (including, without limitation, the acceptance or receipt of credit or other receipt of funds through an electronic funds transfer, or by check, draft or similar instrument, or the proceeds of any of the foregoing) that are related, directly or indirectly, to unlawful internet gambling. The term "unlawful internet gambling," as used here, shall have the meaning as set forth in 12 C.F.R. Section 233.2(bb).
- J. International Transactions include any transaction made in a foreign currency or that is made outside the United States of America even if it is made in U.S. dollars. If an international transaction is made in a currency other than U.S. dollars, the Network will convert the transaction into U.S. dollars using its respective currency conversion procedures. The exchange rate the Network uses to convert currency is a rate that it selects either from the range of rates available in the wholesale currency markets for the applicable processing date (which rate may vary from the rate the respective entity itself receives), or the government-mandated rate in effect on the applicable processing date. The rate in effect on the applicable processing date may differ from the rate on the date when the international transaction occurred or when the Account was used. Bank reserves the right to charge an international transaction fee, as specified in Exhibit A. Bank may charge a commission on the relevant currency amount at the rate provided to it by the Network as set forth in the fee schedules attached hereto. The international transaction fee will be calculated on the U.S. dollar amount provided to Bank by the Network. The same process and charges may apply if any international transaction is reversed.
- K. Bank may at any time offset any obligation of Client to Bank under this Agreement or otherwise against any obligation Bank owes to Client.
- L. This Agreement and Cards are non-transferable, non-assignable, and shall remain the property of Bank.
- M. *USA PATRIOT Act Disclosure.* Section 326 of the USA PATRIOT Act mandates that Bank obtain, verify and record information that identifies each business or person that opens a new account. By signing this Agreement Client agrees to provide and consent to us obtaining, if necessary from third parties, any and all information reasonably necessary to verify Client's identity.
- N. This Agreement may be amended or waived only by notice to Client, in writing from Bank.

**EXHIBIT A to the Commercial Card Application & Agreement**  
**INCENTIVES & FEES**

SAMPLE

# **CALIFORNIA CONNECTIONS ACADEMY SCHOOLS**

**Governed by California Online Public Schools**

## **FINANCIAL REPORT**

**Submitted for June, 2020**

TO: Board of Directors

FROM: LaChelle Carter, Director of Finance

RE: Written Financial Report for CalCA schools

DATE: June 19, 2020

### **BACKGROUND**

***With the change in structure of the Business Services Department, the format of the Financial Report for the Board is being updated. For the 2019-20 school year, there will be two parts to the report: the financial update provided by LaChelle Carter, Director of Finance and the policy and compliance portion (provided separately by Franci Sassin, Director of Business Services).***

*These written updates will be prepared for each board meeting in order to facilitate the flow of the board meeting by reducing the need for verbal reports. Board members are expected to review the written report which is part of their board packet. Questions or comments about anything in the report, or other related matters, are welcomed during the board meeting. In addition, board members can reach out with questions prior to the board meeting if needed.*

*If additional information comes up between the time the written report is submitted and the board meeting date, it will be provided verbally. This report will include information for all CalCA schools, and board members are reminded that they now have fiduciary responsibility for all schools the corporation operates. The report will include sections on the monthly financial statements, other financial matters, compliance and accountability matters, and other items that are part of the Business Services Department. The monthly reports on the school finances will typically focus on items that have changed or been significantly updated since the previous report.*

### **FINANCIAL ITEMS:**

***Monthly Financial Reports:***

## Monthly Financials:

Highlights of the monthly financial information are reviewed below which includes analysis through the end of May.

**Consolidated Financial Report:** The consolidated financial report shows the overall fiscal picture for the California Online Public Schools (CalOPS) Corporation. This corporation encompasses Connections Academy: Southern California, Central, Ripon, North Bay, Central Coast and Monterey Bay. This report has been reviewed and summarized below.

***Revenue-***When looking at the overall picture, the schools have accrued most of their state and local funding and are still awaiting ½ of their federal funding as of date. Funding allocations we anticipate receiving in the coming months include LCFF EPA, LCFF Block Grant, SpED, Lottery, IDEA and E-Rate. Of these funding sources, not all will be received before we close the 2019-20 school year books, so for funds not received, this will be reflected on the Accounts Receivables and CalOPS Balance Sheet.

***Expenses-*** As we prepare to close the books for this current school year and are looking to settle all outstanding balances, there are fewer significant pending expenditures due to the cancellation of state testing, traditional graduation and travel cost as a result of COVID-19 restrictions. Numbers in most of the budget line items are close to being 100% accounted for therefore allowing us to determine overall fiscal standings sooner compared to years past.

As of right now, based on the February budget revision, most schools show much lower expenditures in the following areas, most as a result to the restrictions put in place in response to COVID-19:

- *Assessments*, including cost related to facility rentals, travel for the purpose of testing duties and testing technology
- *Employee Related*, including cost related to staff recruiting/background checks, professional development, team building, conference and travel for administrators and teachers
- *Internet Service Provider*, including ISP payment reimbursement
- *Instructional*, including curriculum and summer school cost
- *Professional Services*, including cost for accounting/audit services, AERIES, legal services, and contracted services
- *Taxes*, for sales tax on the Connections taxable products

Areas where direct spending are on track to the projected numbers in the February budget revision are:

- *Enrollment*, we anticipate most of these expenditures have been accounted for and should come in slightly under budget.

- *Governance*, includes cost associated with accreditation, banking fees, board expenses, staff and school dues and insurance. Though in all schools, board expenses are lower, all other areas are on track.
- *Facilities*, includes items like, copier, supplies, rents, utilities, telephone, postage, maintenance and repairs and other expenses related to the office setting. At this time we have not seen significant decreases due to the office closures as a result of COVID-19. We continue however to anticipate savings over time in this line item as a result of some of the energy efficiency projects completed this school year.
- *Authorizer Oversight*, are considered district administrative fees, district oversight and STRS reporting.

Lastly, there is one main budget area that is tracking higher than projected in the February budget for most schools and in the overall CalOPS Consolidated reports, *Student Related Services*. This area includes student activities, graduation related expenses and SpED Related Services. This particular area is significantly over budget as a result of SpED Related Services and could have been even higher if cost were not saved as a result of adjustments and cancellations made to our field trips and graduation ceremony due to COVID-19. Because of the inclusion of SpED Related Services this year, we knew that the numbers were uncertain considering the direct cost were unknown. In addition, we have had an increase of SpED students this year, particularly those with higher/more costly needs. With those things in consideration, we have made adjustments to next year's budget to try be more accurate using this year's data.

Overall, for CalOPS, we expect to see savings in multiple areas this year which we hope to offset some of the unexpected cost incurred. Taking into account all contractual obligations, revenue and outstanding expenditures, we do anticipate the need to apply Deficit Protection Funds in accordance with the terms of the Statement of Agreement.

#### **Schools' Summary:**

***SoCal***-In alignment with the overall CalOPS consolidated report, SoCal's revenue and expenses are tracking parallel. Specifically, higher cost areas include phone services, accounting/auditing services, banking fees, school dues, SPED related services, and student technology (Chromebooks). The school will not need to use any deficit protection funds because of the reserve it has, but in addition, the school is projected to end the year in the positive.

***Central***-Much like SoCal, Central's revenue and expenses are tracking parallel to the CalOPS financials. For this school in particular, higher cost areas include phone services, accounting/auditing services, banking fees, SPED related services, and student technology (Chromebooks). All of the planned deficit protection funds will be re-considered during the end of the year close to allow for proper adjustments in order for the school to maintain at least the minimum cumulative ending fund balance.

**Ripon-** This school has more areas of the budget trending at cost or lower so we hope to see significant savings compared to the revised budget from February. Higher tracking items for this school include SpED related services, and student technology (Chromebooks). We will likely need to apply all the estimated budgeted deficit protection funds to the end of the year close, based on final adjustments, in order to end the fiscal year with the minimum positive cumulative ending fund balance.

**North Bay-** This school has a few particular line items that are high and/or over budget but because of where they are placed in the budget do not have a large impact, and these overages are absorbed by other line items showing significantly lower expenditures than planned. These include staff training/professional development, SpED related services, and student technology (Chromebooks). North Bay does not have funds allocated in the budget for deficit protection, but it is not believed to be needed based on the May close. We are however reviewing some grant funds that may have to be paid back due to nonuse. If so, the fund balance will decrease in which case we will need deficit protection funds in order to end the fiscal year with the minimum positive cumulative ending fund balance.

**Central Coast-** Although revenue has started to come in, we do not anticipate seeing enough revenue to cover all expenditures, even when including monies due to schools within the next few months. As a result, and in accordance with the fiscal policy, we are planning on converting any monies owed to other CalOPS schools into a loan with specified requirements in August. In the meantime we will continue to work to resolve any debit as finances allow. Deficit protections funds will likely be applied based on the appropriate adjustments to the end of the year close file.

**Monterey Bay-** Although revenue has started to come in, we do not anticipate seeing enough revenue to cover all expenditures, even when including monies due to schools within the next few months. As a result and in accordance with the fiscal policy, we are planning on converting any monies owed to other CalOPS schools into a loan with specified requirements in August. In the meantime we will continue to work to resolve any debit as finances allow. Deficit protections funds will likely be applied based on the appropriate adjustments to the end of the year close file.

**Balance Sheet:** As reported above, all schools have revenue that will continue to come in over the coming months. With the exception of the state's June funding we anticipate all projected funding to come in per normal schedule. The state made the decision to defer June funding until July, but no other deferments have been announced. The July funds are scheduled per normal.

In being cautious of the budget concerns at the state/federal level and understanding that decisions are still being discussed we plan to be very conservative with our spending over the next couple months. Since the May Close Financial Reports included in this Board Package, SoCal has paid Pearson Online and Blended Learning (POBL), \$5,744,285.50 settling all invoices through March 2020 and decreasing their "Due To POBL" in half. Likewise, North Bay paid \$202,139.35 decreasing their "Due To POBL" by almost half. Remaining funds in the accounts will be secured for payroll and school operating expenses through



August. We hope to receive needed revenue in July to resume payments for significant expenditures in early August.

Below are updated charts outlining what has been paid to date, as it pertains to clearing the schools Due To/From amongst each other as well as the POBL invoices.

**Due to (From) Payroll:**

Date of Transfer	Amount	School From	Month (s) Paid
6/17/20	\$444,083.51	M. Bay	July-Dec
5/26/20	\$364,368.69	Ripon	April
5/26/20	\$58,868.67	N. Bay	April
5/26/20	\$631,555.13	Central	Jan-Apr
4/22/20	\$1,484,477.72	Ripon	Dec-Mar
4/22/20	\$155,058.84	Central	Dec
4/22/20	\$236,115.15	N.Bay	Dec-Mar
2/13/20	\$960,856.76	Ripon	Oct/Nov
2/13/20	\$390,499.80	Central	Oct/Nov
2/13/20	\$159,623.91	N. Bay	Oct/Nov
10/28/19	\$344,687.11	Ripon	Sept
10/28/19	\$144,346.45	Central	Sept
10/28/19	\$240,790.35	N. Bay	Sept

**Payment Tracker: This chart shows what months each school has paid back SoCal for payroll related expenses**

Month	Ripon	Central	N. Bay	M. Bay	Central Coast
July				x	
August				x	
September	x	x	x	x	
October	x	x	x	x	
November	x	x	x	x	
December	x	x	x	x	
January	x	x	x		
February	x	x	x		
March	x	x	x		
April	x	x	x		
May					
June					

**Due To (From) Schools:**

Date of Transfer	Amount	SchoolFrom	School To	Month (s) Paid
1/15/20	\$53,886.86	Central	SoCal	Thru Nov
1/15/20	\$73,529.17	Ripon	SoCal	Thru Nov
1/15/20	\$6,128.09	N. Bay	SoCal	Thru Nov
1/15/20	\$120.85	Central	Ripon	Thru Nov
1/15/20	\$45.11	N. Bay	Ripon	Thru Nov
10/30/19	\$100.99	N. Bay	Central	Thru Sept
10/30/19	\$650.08	Ripon	SoCal	Thru Sept
10/30/19	\$13.12	N. Bay	Ripon	Thru Sept
10/28/19	\$8,513.18	Ripon	SoCal	Thru Sept
5/26/2020	\$55,860.52	M. Bay	SoCal	Thru April
5/26/2020	\$9,300.37	N. Bay	SoCal	Thru April
5/26/2020	\$16.45	N. Bay	Central	Thru April
5/26/2020	\$16.67	N. Bay	Ripon	Thru April
6/17/2020	\$4,610.30	M. Bay	SoCal	May
6/18/2020	\$94,964.78	Ripon	SoCal	May
6/18/2020	\$43.52	Ripon	Central	May
6/18/2020	\$64,046.00	Central	SoCal	May
6/18/2020	\$812.87	N. Bay	SoCal	May
6/18/2020	\$11.75	N. Bay	Ripon	May

**Payment Tracker: This chart shows what months each school has paid back the other schools for expenses recorded**

Month	SoCal	Ripon	Central	N. Bay	M. Bay	Central Coast
July	x	x	x	x	x	
August	x	x	x	x	x	
September	x	x	x	x	x	
October	x	x	x	x	x	
November	x	x	x	x	x	
December	-	x	-	x	x	
January	-	x	-	x	x	
February	-	x	-	x	x	
March	-	x	-	x	x	
April	-	x	-	x	x	

May	-	x	x	x	x	
June						

**Due To POBL:**

Date of Transfer	Amount	SchoolFrom	Month (s) Paid
12/18/19	\$160,241.67	N. Bay	Aug/Sept/Credit
12/18/19	\$389,350.29	Central	Aug/Sept/Credit
	\$1,848,560.13	SoCal	Aug/Sept/Credit
	\$96,268.65	Ripon	Aug/Sept/Credit
12/3	\$805,206.69	Ripon	Summer/July
12/6/19	\$2,291,743.78	SoCal	Summer/July
12/6/19	\$137,878.15	N. Bay	Summer/July
12/6/19	\$320,185.79	Central	Summer/July
2/17/20	\$90,923.96	N. Bay	Oct, Inv 03789
2/17/20	\$1,283,928.28	SoCal	Sept, Inv 03594
2/17/20	\$1,266,636.53	Ripon	Oct, Inv 03788 and Nov, Inv 03948
2/17/20	\$324,947.08	Central	Oct, Inv 03786
2/18/20	\$238,053.10	Central	Nov, 03946
4/3/20	\$307,117.74	Central	1/2 Dec, Inv 4220
4/3/20	\$85,332.76	N. Bay	POBL Inv 3949, Nov 2019
4/3/20	\$99,393.71	N. Bay	POBL Inv 4218, Dec 2019
4/3/2020	\$2,273,463.18	SoCal	POBL Inv 3781, Oct 2019
4/3/20	\$673,534.78	Ripon	POBL Inv 4394, Nov 2019
4/3/20	\$673,192.26	Ripon	POBL Inv 4219, Dec 2019
4/22/20	\$4,037,192.84	SoCal	POBL Inv 4221 and 3945 Nov and Dec
5/27/20	\$88,558.87	Central	POBL Inv 4220, 2ND Part of Dec 2019
6/18/2020	\$202,139.35	N. Bay	POBL Sept 3597, Jan 4387 and Feb 4690 Invoice
6/18/2020	\$5,744,285.50	SoCal	POBL Aug 3447, Jan 4396, Feb, 4687, Mar 4844

**Payment Tracker: This chart shows what months each school has paid back POBL for fees based upon the agreed upon fee schedule**

Month	SoCal	Ripon	Central	N. Bay	M. Bay	Central Coast
July	x	x	x	x		
August	x	x	x	x		
September	x	x	x	x		
October	x	x	x	x		
November	x	x	x	x		

December	x	x	x	x		
January	x	x		x		
February	x			x		
March	x					
April						
May						
June						

## MEMO

TO: Board of Directors  
California Online Public Schools

FROM: LaChelle Carter  
Director of Finance

RE: Electronic Payment Systems

DATE: June 19, 2020

### BACKGROUND AND CURRENT CONSIDERATIONS

As you are aware, we have been researching electronic payable options to add to the schools' fiscal payment options. As enrollment and the number of contracted vendors increase so have the numbers of checks, as well as their amounts. This influx has sometimes been a challenge to get appropriate 'wet signatures' in a timely manner, especially during school holidays and closures.

In this process, various options were researched and administration felt the options through our current bank, Chase, would be most favorable to our needs. A detailed presentation was shared in the April Board packet outlining the details of Chase's Commercial Card Services. During that same meeting approval was given to move forward in pursuing the loan application to determine approval status and loan parameters. This memo provides a current update as well as some background information. Board action is requested in order to potentially put this new system in place for the beginning of the 2020-21 fiscal year.

While the actual loan agreement is not yet through the underwriting process, a sample loan agreement, plus some additional background material on the program have been provided to the board for review. Further information will also be provided during the board meeting.

### REQUESTED ACTION:

It is recommended that the Board approve this electronic payment system, and authorize the corporation to enter into a loan agreement with Chase for the purchase of utilizing the Commercial Card System as a method to make electronic payments to resolve outstanding

invoices to vendors. In addition, it is requested that the Board take action to formally designate the Executive Director to finalize and execute the loan agreement. The final loan agreement would then be brought back for ratification at the next Board meeting.

# One Card

## One Card. One Solution.

One Card provides the opportunity to simplify spend management by consolidating usage of multiple issuers and/or card types into a single program. Your business can benefit from process efficiencies, streamlined data feeds, enhanced reporting capabilities, all with a built-in platform that reduces the need to rely on other expense tools.

## Built-in Features

We are positioned to help you improve how you manage payables and deliver tangible results across your organization. Our program includes a range of controls, benefits and tools to simplify purchasing and T&E expense reporting. Examples of standard features include:

- **Protection benefits**—employee misuse coverage, travel accident insurance, lost luggage and car insurance and rental car collision damage waiver.
- **Core controls**—cycle limit settings, transaction limits, velocity controls, merchant category code restrictions and more!
- **Expense reporting**—multiple features including the ability to review & approve transactions.
- **Program Administrators**—can monitor cardholder purchases, deliver timely reporting information to management, and automatically post transaction information to accounts payable ledger systems.
- **One point of Contact**—oversees your program backed by extensive resources and support.

## Optional One Card Offerings

We offer several elective features to help you solve your everyday business challenges and work hand-in hand with your organization's objectives. Examples of optional features include:

- **ERP integration**—incorporate One Card data into a third party provider's expense management system.
- **Flexible billing/payment terms**—a variety of billing and payment cycles are available to meet your financial objectives (including shortened cycles).
- **Specialty purpose cards**—Non-personalized cards that can be leveraged in diverse ways for multiple employees. For example; Department Card for business purchases, Central Travel Account for travel purposes, or Ghost/Supplier accounts that can be set up for recurring payments to significant suppliers.
- **Executive Card**—for executives seeking easy access to customer support along with convenience, protection and added support while on the road.

<sup>1</sup>The Nilson Report, Issue 1134, June 2018

<sup>2</sup>The Nilson Report, Issue 1117, September 2017

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## The Chase and J.P. Morgan Difference

As the industry's largest U.S. commercial card issuer<sup>1</sup>, we offer a sound framework that provides:



A broad base of accepting suppliers at more than 44 million locations worldwide.<sup>2</sup>



Solution specialists and program support every step of the way.



Scale, resources and insight to help you achieve your goals.

Adding One Card places another brick in the foundation of your full banking relationship with Chase and J.P. Morgan.

*To learn more about One Card, contact a Chase or J.P. Morgan Banking Relationship Manager or Card Product Specialist today.*

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## A platform that fits your needs

Running your commercial card program with ease, control and efficiency begins with the right foundation. At J.P. Morgan, we believe program management should fit your organization, not the other way around. That's why we developed PaymentNet®, our proprietary, web-based platform to help you manage the day-to-day administration and reporting for your commercial card program.

## Personalized for your organizations' goals

- Define user roles to provide different levels of access, screen views and functionality to manage what users can see and do.
- Leverage the hierarchy features within PaymentNet to align program management with your internal structure - departments, divisions, etc.
- Automate approval workflows and apply program controls like spend limits to help promote policy adherence and minimize misuse.
- Set temporary spend limits to accommodate unique needs like one-time purchases, emergencies or staff travel coverage.

## Program management simplified

- Program administrators and cardholders have direct access to an intuitive dashboard and the ability to address core tasks and action items, including making payments, right from their home page.
- Tailor reporting to fit your needs - customize reports with data elements from across all reporting categories and define the column order, or select from a wide array of standard reporting options.
- Replace paper-based processes with receipt imaging capabilities.
- Account Request Manager provides an efficient way to process and track requests for new card accounts. Prospective cardholders complete the application online, and all approvals take place within the system for full end-to-end traceability.

Training overviews provide you and your cardholders the support you need to quickly get up and running, and online help tools, 24/7 customer service and your relationship team will provide the support you need to help you achieve your program goals.

Take advantage of PaymentNet's extensive functionality to save time, reduce administrative costs and gain greater control over your spend.



## Key Features and Benefits

- Create efficiencies – automate administrative functions, simplify cardholder tasks and streamline account reconciliation
- Access key information, address core tasks and make payments directly from the home page
- Design custom reports or choose from standard reporting options based on your needs
- Set controls and promote expense policy adherence
- Gain greater transparency and insights into your organization's spend
- Capture the entire card application process in the platform for full traceability

*For more information, please contact your Commercial Card relationship team, sales specialist or Treasury Services representative.*

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# PaymentNet® Reporting

## Tailor reporting to fit your needs

Our PaymentNet® reporting module was designed with our clients in mind. We made ease of use and customization a priority. Reports fit a broad base of needs – from standard reports that you can simply select and run, to report templates that allow you the flexibility to create customized reports to match your organization's requirements.

## Customize reports from start to finish

PaymentNet reporting empowers your program administrator to create robust reports that include only the data that is important for your business. Create customized reporting by selecting the columns you want included, and in the order you want them to appear. You have access to data elements from all reporting categories across our entire reporting catalogue.

Select Columns

Report Name \* Transaction Audit Template 100 characters remaining

Output Format: PDF Availability: Private

Report Category \* Transactions \* Indicates Required Field

Select Columns Filter Rows Sort and Group Report Options Scheduling

The lists on this tab allow you to specify which fields to display as report columns. Use the Add and Remove buttons next to the Report Columns list to add and remove selected fields. Use the Move Up and Move Down buttons to reorder the fields.

If you plan to filter the data based on values in specific fields, be sure to include those fields in the Report Columns list.

To view additional fields in the Browse Fields list, select a different set of data in the Report Data From dropdown.

Report Data From Transactions

Browse Fields

- Account Number
- Account State/Province
- Accounting Code Values
- Approval Status
- Authorization Number
- Billed To Account
- Convenience Check Number
- Cardholder First Name
- Cardholder Last Name
- Customer Code
- Destination State/Province
- Destination Zip/Postal Code
- Diverted To
- Estimated Tax %
- Exported
- Hierarchy Description
- Hierarchy ID
- MCC
- MCC Description
- Merchant City
- Merchant Country

Add >

< Remove

Report Columns (Minimum 1, Maximum 20)

- Transaction ID
- Account Number
- Change Date
- Field Name
- Previous Value
- New Value
- Modified By
- Post Date

Move Up

Move Down

12 fields can be added

Save Run Delete

## Eliminate manual work

Our report templates allow you to customize reporting for your senior leadership, program administrators, cardholders and more. By leveraging the sort and group functionality, you can organize and present data in a logical order that's meaningful for your end-user. Further customize PDF reports to include calculations for sub-totals, grand totals and counts, removing the risk of possible errors associated with manual calculations.

You can share customized reports across your organization to help standardize reporting, and also have the ability to schedule reports to run quarterly, by cycle, weekly, monthly, daily or one time for up to 15 recipients.



## Key Features and Benefits

- Intuitive reporting interface with filter options to quickly find the report you need.
- Choose from standard reports or customize templates to fit your needs.
- Customize reports with data elements from across all reporting categories and define the column order.
- Add calculations, sorting and grouping to further enhance your custom reports.
- Share custom reports across your organization.
- Schedule CSV, Excel and PDF reports to run for up to 15 recipients.

*For more information, please contact your Commercial Card relationship manager, sales specialist or Treasury Services representative.*



The CSV reports are formatted to enable data uploads into your enterprise resource planning (ERP) or accounts payable system. Our Excel reports allow you to adapt the data for your organization's needs, without headers or unnecessary formatting. And PDF reports include relevant headers and are organized based on your customized settings.

	A	B	C	D	E	F
	Account Number	Account Given Name	Account Family Name	Credit Limit Amount	Available Balance Amount	Account Amount
*****6600	6930036028	CARDSITE	---KONEIL	55000	55000	0
*****8000	6930007961	A30111	2WE	1000		3709
*****8000	6600465143	PPPPPP2	2WE	1000		3709
*****6600	8000523386	A3010	A3010	1000		3709
*****6600	8000523406	A3010	A3010	1000		3709
*****6600	6600456779	A3011	A3011	5000	5000	0
*****6600	6600456761	PRADEPKD	A3011	1000		3709
*****6600	660465119	A30111	A30111	1000		3709
*****6600	660453453	A30111	A30111	1000		3709
*****6600	660454337					
*****6600	660456128					
*****6600	660453487					
*****6600	660454548					
*****6600	66045466					
*****6600	6600017183					
*****6600	6600017191					
*****6600	6600003274					

Account Template 2 groups calcs

TMC0018

Date/Time Printed: 10/10/2017 01:36:40 PM

Selection Criteria:

Account Template 2 groups calcs  
 TMC0018  
 Date/Time Printed: 10/10/2017 01:36:40 PM  
 Selection Criteria:  
 Orientation: Portrait

Account Status	Active	Account Number	Available Balance Amount	Account Balance Amount	Cycle Transaction Limit Amount
Credit Limit Amount	0				
*****		6930010882	5000	0	0
*****		8008223116	100005	0	0

## Intuitive layout helps you quickly find the report you need

The PaymentNet Report List is streamlined to provide you with only the information you need - you'll see the report name and a button to display or hide additional detail about each report. You can schedule a report - or use the Quick Run feature to quickly access reports you frequently use - directly from the Report List.

The filter option lets you find the report you're looking for when you need it. You can filter on Report Type, Report Category, Output Format and Schedule, and enhance your search with keywords.

PaymentNet puts  
you in control of  
reporting



Report List

Report List Filters

Report Type

All

Report Category

Transactions

Output Format

PDF

Schedule

All

Keyword Search

Search

Reset All

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Report Information	Last Modified	Actions
<div>+</div> <a href="#">Transactions Declined</a>	8/12/2017 12:00:00 AM EDT	
<div>+</div> <a href="#">Central Bill Reconciliation</a>	8/12/2017 12:00:00 AM EDT	
<div>+</div> <a href="#">Declines</a>	8/12/2017 12:00:00 AM EDT	
<div> <div>-</div> <div> <div>Transaction Audit Template</div> <div> <div>Report created on 8/12/2017 for program administrators to track transactions in the last month.</div> <div>Fields: Transaction ID, Account Number, Change Date, Field Name, Previous Value, New Value, Modified By, Post Date</div> <div>Output Format: PDF</div> <div>Owner: Test User (Test123)</div> <div>Schedule: Monthly, 15th day</div> </div> </div> <div> <div>Quick Run</div> <div>Delete</div> </div> <div>8/12/2017 12:00:00 AM EDT</div> <div> <a href="#">Schedule</a> </div> </div>		

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# **CALIFORNIA CONNECTIONS ACADEMY SCHOOLS**

**Governed by California Online Public Schools**

## **POLICY AND COMPLIANCE REPORT**

**Submitted for June, 2020**

TO: Board of Directors

FROM: Franci Sassin, Director of Business Services

RE: Written Policy and Compliance report for CalCA schools

DATE: June 19, 2020

### **BACKGROUND**

***With the change in structure of the Business Services Department, the format of the Financial Report for the Board is being updated. For the 2019-20 school year, there will be two parts to the report: the financial update, which will be provided by LaChelle Carter, Director of Finance, and the policy and compliance portion, which will be provided by Franci Sassin, Director of Business Services.***

*These written updates will be prepared for each board meeting in order to facilitate the flow of the board meeting by reducing the need for verbal reports. Board members are expected to review the written reports which are part of their board packet. Questions or comments about anything in the report, or other related matters, are welcomed during the board meeting. In addition, board members can reach out with questions prior to the board meeting if needed.*

*If additional information comes up between the time the written reports are submitted and the board meeting date, it will be provided verbally. These reports will include information for all CalCA schools, and board members are reminded that they have fiduciary responsibility for all schools the corporation operates. The report will include sections on the monthly financial statements, other financial matters, compliance and accountability matters, and other items that are part of the Business Services Department. The monthly reports on the school finances will typically focus on items that have changed or been significantly updated since the previous report, as well as ongoing budget updates.*

## **2020-21 BUDGET UPDATE:**

### **STATE BUDGET:**

As reported last month, the adoption of the state budget is quite different from usual. The legislature took action on a budget that was significantly different from the Governor's May Revise proposal, but the different groups are still trying to work out details by July 1, as the Governor has to sign the budget bill. The legislative proposal relies heavily on an assumption of federal funding being added, which is quite uncertain. The legislative budget does not have the same cuts as the Governor's proposal, but also does not increase in the other areas either. In both versions there are significant deferrals of funding to public schools. The state is also still waiting to collect annual income tax revenue, so as previously reported, we will likely NOT know the true fiscal impact to K-12 funding until late August.

Additional updates will be provided at the board meeting during the STAR report item. There will also be many items negotiated in "budget trailer bills", especially regarding how the state funds schools based on attendance during times of school closures and distance learning. This could have a significant impact on CalCA schools, depending on what the final approach of the state is.

### **CALCA BUDGET PROCESS:**

Because of the uncertainty and timing of the state budget process, we built the preliminary school budgets for 2020-21 on the Governor's May revise revenue assumptions.

As previously reported, these budgets were built using a growth rate higher than in the past several years for the larger CalCA schools, however, based on close monitoring of the current enrollment pipeline, as well as a significant increase in interest in our online outreach sessions, these higher enrollment projections still appear to be a reasonable assumption, based on current enrollment trends and the likelihood that CalCA schools will be more in demand in the fall due to COVID considerations.

The schools will definitely plan for a significant budget revision in the fall after the state revenues are known over the summer. The news could be better or worse at that time, however, we would also have a lot more information about enrollment trends by late August. During the past recession, our schools continued to see increasing enrollment, which helped to offset the per pupil reductions in funding, and this will hopefully prove to be the case during this economic downturn.

Each school budget presented is accompanied by a budget narrative for that specific school, which contains many of the revenue and expenditure assumptions and summaries. There are several key things to note about all the draft budgets presented to the board:

- The budgets assume no pay increases for any staff, but does contain a few support staff promotions, plus an increase from last year for the career ladder positions for teachers and counselors.
- Some teacher or counselor to student ratios were increased compared 2019-20, resulting in reduced hiring in those areas.

- The budget reduces costs in several areas such as travel and school events, based on the need to cancel or postpone most face to face events in the fall due to COVID 19 considerations. This includes moving the staff back to school meetings to an online format instead of the all school in person gathering that usually takes place every August.
- There is a reduction in fees from Connections/POBL in a few areas, plus holding steady on other fees such as curriculum, the educational management system (EMS) and student technology. This is despite the significant enhancements to the EMS being rolled out for 2020-21 as Pearson Connexus (PCx).

Following board approval, the preliminary budgets will be submitted to each authorizing district prior to the July 1 deadline.

The schools' leadership is continuing to monitor the legislative and budget activity at the state, and will continue to advocate, through grassroots efforts and through the charter membership organizations, for additional flexibility on how we are able to staff and to spend funds within the constraints of the Funding Determination process and the constraints of independent study law.

## **COMPLIANCE AND REPORTING:**

### **OWR and LCAP:**

The new COVID 19 Operations Written Report has been prepared and recommended for approval by the Board, along with the Budget. After Board approval, this will be submitted to each authorizer prior to the July 1 deadline and also posted on each school's website. This is the temporary replacement for the LCAP, and the submission of the 2019-20 Annual Update to the LCAP has been postponed until December.

### **YEAR END ATTENDANCE:**

Due to COVID 19, the annual attendance reports will only report attendance through February 29, the same information that was reported for the P2 reporting period. Because we do not need to complete the final month of attendance, these reports are being prepared now for a somewhat earlier submission than usual. We continued to have our internal attendance processes for parents and teachers remain the same through the entire school year, in order to try to keep the gains made in improving attendance rates and decreasing chronic absenteeism

### **INTERIM AUDIT VISIT:**

The first part the annual audit is scheduled later than usual this year, in August. An update will be provided at the August board meeting. The audit firm has introduced a new online portal for tracking and submitting documentation, which should help expedite the audit process. The "interim audit" looks at attendance, plus compliance with various laws, and internal controls on the school's finances.

### **CONSOLIDATED APPLICATION:**

Due to increased flexibility provided for federal funding, the state re-opened the ConApp from the winter submission so that LEAs could update their use of federal funds. Three of the CalCA schools submitted updated information regarding Title IV funding. Since all of the Title IV funding for the Ripon, Central and North Bay schools was not expected to be expended on the original activities proposed, the remaining balances have been transferred to Title I. This will allow all CalCA schools to spend all of the federal Title funds for 2019-20 and not have to carry over any of these funds.

#### **TAX RETURNS:**

A draft of the tax returns has been received and is under review by staff. Following the staff review, it will be sent to the Board for review prior to filing. The IRS extended all tax filing deadlines, so the final due date to submit the tax returns is now July 15. Due to the corporation merger, we now will always file one consolidated tax return for CalOPS.

#### **POLICY ITEMS:**

The first round of revisions to the Employee Handbook was completed and is submitted for board approval at this meeting. Due to additional work needed on some of the policies, a second round of revisions will be brought to the board at future meetings.

Revisions to the Fiscal Policies were completed in a variety of areas, and to make sure that the organization is ready to start making and accepting online payments. With organizational growth and changes, along with the obstacles presented by COVID 19, these changes will significantly help make school operations more efficient. Additional support staff will be needed for 2020-21 to support these efforts.

Revisions to the Mathematics Placement Policy were completed so that the policy is ready for the 2020-21 school year. This will be posted to the website following board approval.

CCSA and CSDC, including significant efforts by the CCSA non-classroom based “work group”, helped to defeat a bill (AB 2990) that targeted non-classroom based charter schools. There is continuing work by CCSA and CSMC staff on other possible flexibilities that may be able to be included in the budget trailer bill as urgent COVID measures, such as additional flexibility in charter accountability, independent study regulations and the Funding Determination process.

#### **SCHOOL OPERATIONS:**

School leadership is keeping apprised of state, county and local guidance and rules around the re-opening of businesses. This primarily affects our two school offices, but in addition, guidance about when gatherings can take place will be important for the start of the new school year. We have been

purchasing items such as PPE and cleaning supplies to be sure we are able to protect the health and safety of our office staff. We are expecting to be able to open the two office to the public after the summer break, sometime in mid-July, with social distancing and other health and safety practices in place.

The new summer school program operated by CalCA will launch next week. The agreement for the course curriculum is provided for board approval. CalCA teachers will be teaching all summer school courses. Priority space was given to 11<sup>th</sup> and 12<sup>th</sup> grade students who need summer school courses to stay on track or get back on track for graduation.

## **CHARTER RENEWAL AND AMENDMENTS:**

### **Charter Renewal for CalCA Central**

As previously reported, there is a large amount of uncertainty around charter accountability for renewal under the new law and with the effects of the COVID pandemic which has led to suspension of much of the state accountability system, however, we are still able to prepare a charter renewal for submission in the fall which uses the two PRIOR years of data to support the renewal. Work is still underway to have the renewal application ready sometime this summer or early fall. Alpaugh Unified School District hired a new superintendent who starts in July, so we will reach out to discuss the charter renewal with him as soon as possible.

### **Charter Amendments**

The charter amendments for the SELPA transfer have been prepared and are included in the board materials for approval. At this time, only the CalCA SoCal charter requires a material amendment for this change, due to language that CUSD required in the current charter. The other charters will be submitted for non-material amendments.

## **AUTHORIZER RELATIONSHIPS**

We continue to work on items for the upcoming school year with several of the authorizers, and will be continuing to schedule meetings to conduct oversight activities. An update on the MOU with SVUSD as well as on the flow of funding for CalCA Monterey Bay and Central Coast will be provided at the board meeting. Several items will be submitted in late June and further updates can be provided at the next board meeting.





# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20





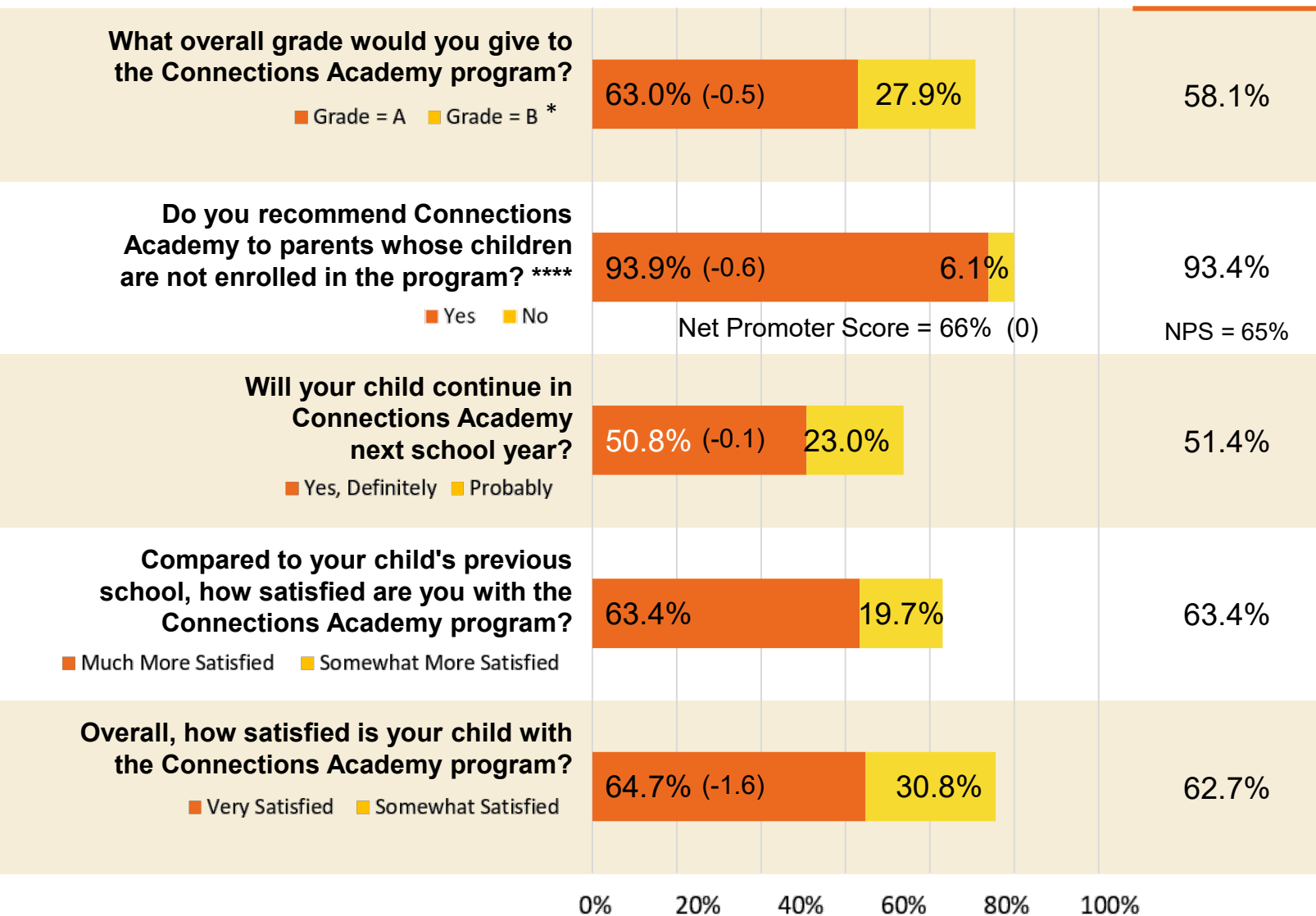
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 453 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promoter Score (NPS) = (10 + 9) – (0 to 6)

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Support

**Top CA Avg.  
Response  
(2019-2020)**

How would you rate fulfillment support?

Excellent Good\*

63.4% (-2.3)

28.2%

62.4%

How would you rate placement support?

Excellent Good

56.9% (-1.1)

32.9%

54.8%

How would you rate enrollment support?

Excellent Good

59.5% (-2.6)

31.1%

58.7%

How would you rate technical support?

Excellent Good

58.4%

31.1%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Academic and Emotional Success

Top CA Avg.  
Response  
(2019-2020)

**My child's attitude toward learning has improved with Connections Academy.**

Agree Strongly Agree\*

35.3% (-2.0)

47.9%

34.1%

**My child is able to learn at his/her own pace.**

Agree Strongly Agree

45.1%

44.0%

43.7%

**My child is enjoying the program.**

Agree Strongly Agree

37.2% (-1.7)

52.6%

36.8%

**My child is making good progress.**

Agree Strongly Agree

39.1% (-2.7)

52.4%

39.0%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Socialization and Interaction

**Top CA Avg.  
Response  
(2019-2020)**

Have you attended an event sponsored by your school this school year (e.g. field trip or end-of-year party)?

Yes No

38.4% (-1.6) 61.6%

38.1%

Please rate the overall quality of your school's events you have attended this school year.

Excellent Good\*

48.9% (+3.1) 38.2%

49.2%

I am satisfied with the opportunities my child has for participation in extracurricular activities.

Agree Strongly Agree

29.6% (+0.8) 53.2%

29.1%

The program provides opportunities for interaction with other families.

Agree Strongly Agree

22.4% 54.9%

22.5%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Academic Experience

Top CA Avg.  
Response  
(2019-2020)

**I am satisfied with special education services.**

Agree Strongly Agree\*

42.3% (+1.4)

43.5%

41.2%

**I am satisfied with the variety of learning activities provided by the program.**

Agree Strongly Agree

40.7%

53.7%

39.6%

**The curriculum is high quality.**

Agree Strongly Agree

40.4% (-2.7)

54.5%

39.8%

**I am able to personalize the curriculum to fit the learning demands and interests of my child.**

Agree Strongly Agree

31.2% (-0.1)

51.3%

30.4%

**The use of the computers and Connexus is improving the learning experience.**

Agree Strongly Agree

52.3% (+1.6)

43.5%

49.5%

**The curriculum is more challenging than my child's former schooling.**

Agree Strongly Agree

28.3% (-1.4)

41.4%

27.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

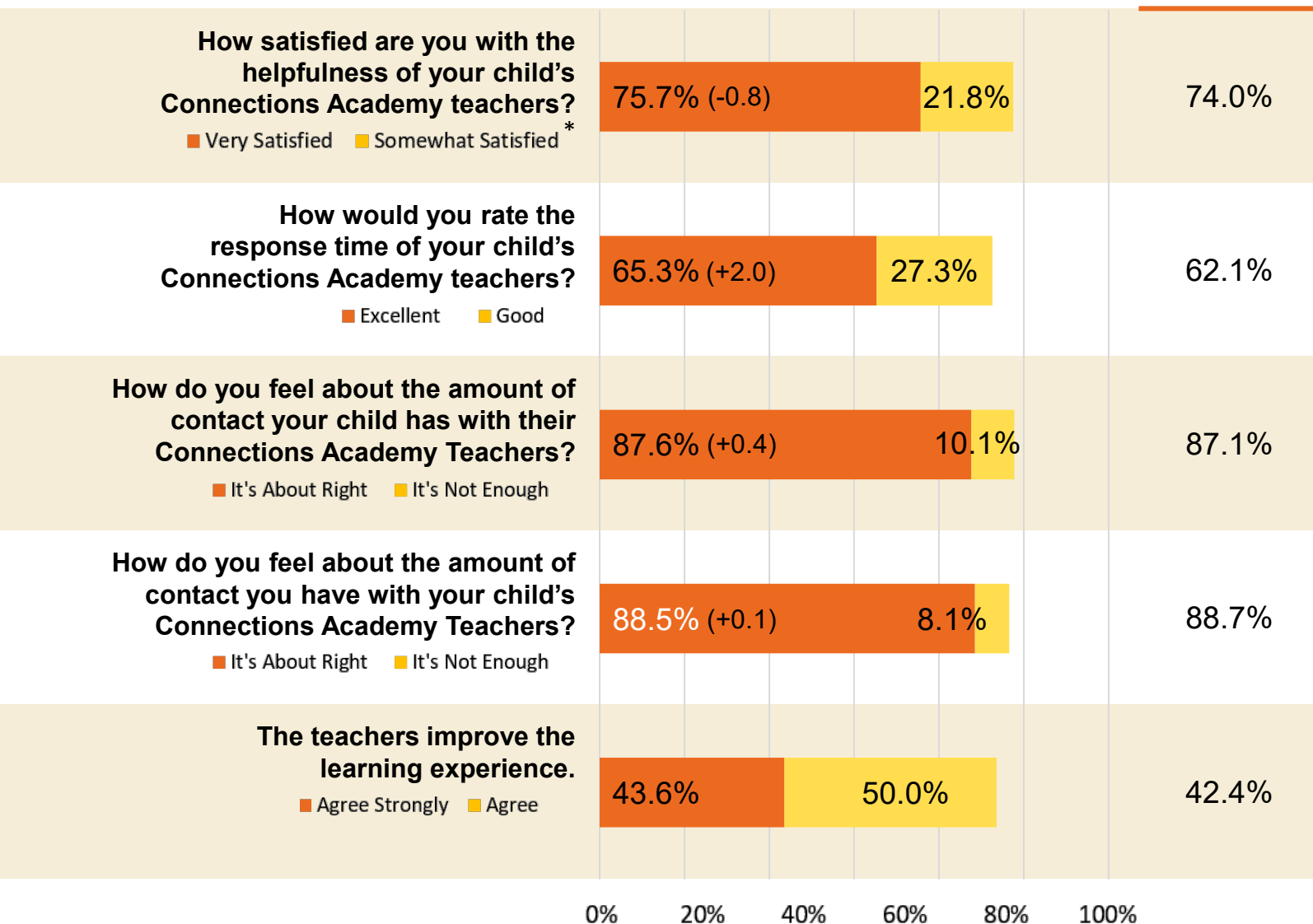
# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Teacher Availability and Performance

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Addendum: Comparison of Top Two Responses



		CAL TOTAL 2019-20			CAL TOTAL 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	63.0%	27.9%	90.8%	63.5%	29.1%	92.6%	58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	93.9%	6.1%		94.5%	5.5%		93.4%	6.6%	
1-3	Will your child continue in CA next school year?	50.8%	23.0%	73.8%	50.9%	22.6%	73.5%	51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	63.4%	19.7%	83.1%	64.4%	20.8%	85.2%	63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	64.7%	30.8%	95.6%	66.3%	29.3%	95.6%	62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	63.4%	28.2%	91.6%	65.7%	26.2%	91.9%	62.4%	29.3%	91.7%
2-2	How would you rate placement support?	56.9%	32.9%	89.8%	58.0%	32.3%	90.3%	54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	59.5%	31.1%	90.7%	62.2%	30.0%	92.2%	58.7%	31.3%	90.0%
2-4	How would you rate technical support?	58.4%	31.1%	89.5%	61.1%	31.3%	92.4%	58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	35.3%	47.9%	83.2%	37.3%	47.3%	84.6%	34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	45.1%	44.0%	89.1%	46.9%	43.5%	90.4%	43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	37.2%	52.6%	89.8%	38.9%	52.2%	91.1%	36.8%	52.3%	89.0%
3-4	My child is making good progress.	39.1%	52.4%	91.4%	41.8%	50.1%	91.9%	39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year party?	38.4%	61.6%		40.0%	60.0%		38.1%	61.9%	
4-2	Please rate the overall quality of your school's events you have attended.	48.9%	38.2%	87.1%	45.8%	40.7%	86.5%	49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	29.6%	53.2%	82.8%	28.8%	55.1%	83.9%	29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	22.4%	54.9%	77.3%	22.4%	56.5%	78.9%	22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	42.3%	43.5%	85.7%	40.9%	42.9%	83.7%	41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	40.7%	53.7%	94.4%	41.6%	53.0%	94.6%	39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	40.4%	54.5%	94.9%	43.2%	52.4%	95.6%	39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	31.2%	51.3%	82.5%	31.3%	51.3%	82.5%	30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	52.3%	43.5%	95.8%	50.7%	44.9%	95.6%	49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	28.3%	41.4%	69.7%	29.8%	41.0%	70.8%	27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	75.7%	21.8%	97.5%	76.5%	20.8%	97.3%	74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	65.3%	27.3%	92.6%	63.3%	28.6%	92.0%	62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	87.6%	10.1%	97.8%	87.2%	10.1%	97.4%	87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	88.5%	8.1%	96.6%	88.4%	8.2%	96.6%	88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	43.6%	50.0%	93.6%	45.1%	49.2%	94.3%	42.4%	50.5%	92.9%





CALIFORNIA CONNECTIONS ACADEMY CENTRAL

# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20



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# California Connections Academy Central

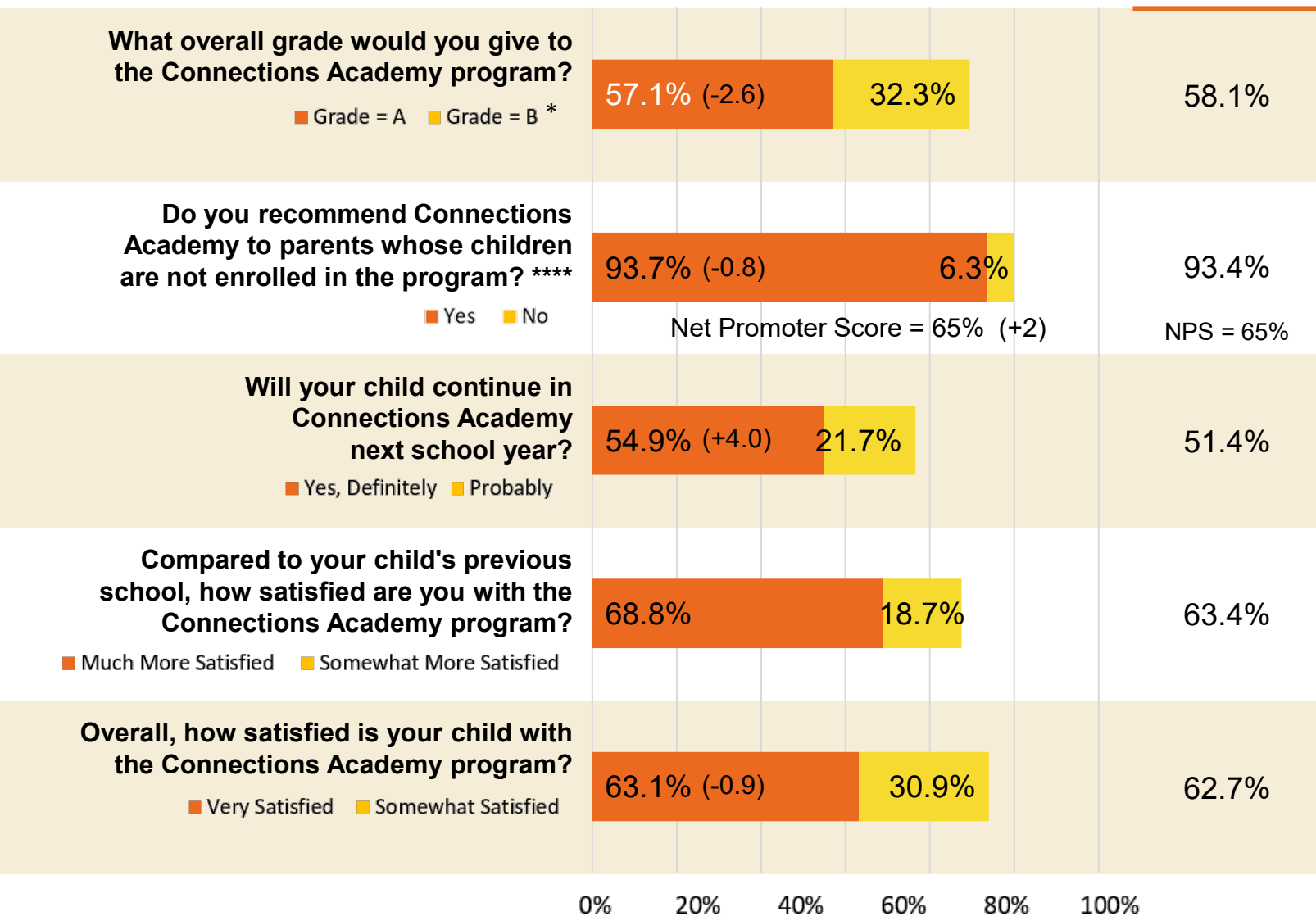
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 461 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promoter Score (NPS) = (10 + 9) – (0 to 6)

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Support

**Top CA Avg.  
Response  
(2019-2020)**

How would you rate fulfillment support?

Excellent

Good\*

62.2% (-2.7)

29.8%

62.4%

How would you rate placement support?

Excellent

Good

52.6% (-1.0)

37.2%

54.8%

How would you rate enrollment support?

Excellent

Good

58.6% (-3.9)

30.3%

58.7%

How would you rate technical support?

Excellent

Good

57.5%

31.8%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Academic and Emotional Success

Top CA Avg.  
Response  
(2019-2020)

**My child's attitude toward learning has improved with Connections Academy.**

Agree Strongly Agree\*

34.9% (-2.4)

49.4%

34.1%

**My child is able to learn at his/her own pace.**

Agree Strongly Agree

44.3%

43.4%

43.7%

**My child is enjoying the program.**

Agree Strongly Agree

38.9% (+0.1)

50.6%

36.8%

**My child is making good progress.**

Agree Strongly Agree

35.4% (-1.0)

52.0%

39.0%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Socialization and Interaction

**Top CA Avg.  
Response  
(2019-2020)**

Have you attended an event sponsored by your school this school year (e.g. field trip or end-of-year party)?

Yes No

43.1% (-5.5)

56.9%

38.1%

Please rate the overall quality of your school's events you have attended this school year.

Excellent Good\*

51.0% (+3.1)

34.4%

49.2%

I am satisfied with the opportunities my child has for participation in extracurricular activities.

Agree Strongly Agree

30.0% (-1.1)

51.1%

29.1%

The program provides opportunities for interaction with other families.

Agree Strongly Agree

28.3%

53.1%

22.5%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Academic Experience

Top CA Avg.  
Response  
(2019-2020)

**I am satisfied with special education services.**

Agree Strongly Agree\*

43.6% (+8.5)

40.4%

41.2%

**I am satisfied with the variety of learning activities provided by the program.**

Agree Strongly Agree

37.7%

56.3%

39.6%

**The curriculum is high quality.**

Agree Strongly Agree

39.4% (-1.8)

54.9%

39.8%

**I am able to personalize the curriculum to fit the learning demands and interests of my child.**

Agree Strongly Agree

29.1% (-3.0)

54.6%

30.4%

**The use of the computers and Connexus is improving the learning experience.**

Agree Strongly Agree

50.3% (+2.7)

46.9%

49.5%

**The curriculum is more challenging than my child's former schooling.**

Agree Strongly Agree

26.0% (-7.7)

45.0%

27.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

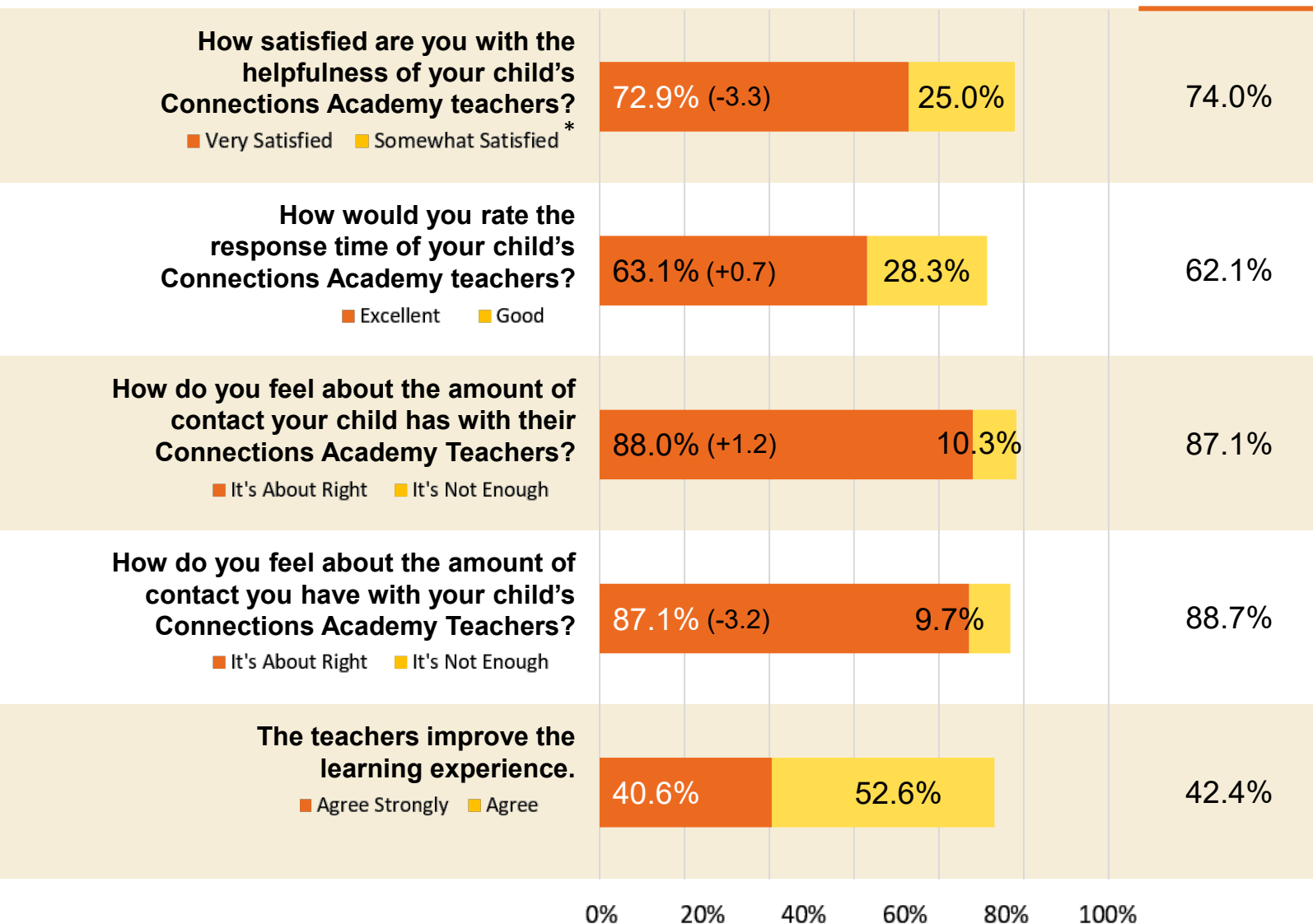
# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Teacher Availability and Performance

Top CA Avg.  
Response  
(2019-2020)



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Addendum: Comparison of Top Two Responses



		CA CENTRAL 2019-20			CA CENTRAL 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	57.1%	32.3%	89.4%	59.7%	31.4%	91.1%	58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	93.7%	6.3%	0.0%	94.4%	5.6%	0.0%	93.4%	6.6%	0.0%
1-3	Will your child continue in CA next school year?	54.9%	21.7%	76.6%	50.9%	21.8%	72.7%	51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	68.8%	18.7%	87.5%	65.5%	22.1%	87.7%	63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	63.1%	30.9%	94.0%	64.1%	30.4%	94.4%	62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	62.2%	29.8%	92.0%	64.9%	24.8%	89.7%	62.4%	29.3%	91.7%
2-2	How would you rate placement support?	52.6%	37.2%	89.8%	53.6%	33.7%	87.3%	54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	58.6%	30.3%	88.9%	62.4%	28.1%	90.5%	58.7%	31.3%	90.0%
2-4	How would you rate technical support?	57.5%	31.8%	89.3%	60.5%	31.9%	92.5%	58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	34.9%	49.4%	84.3%	37.2%	44.6%	81.8%	34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	44.3%	43.4%	87.7%	46.6%	43.5%	90.1%	43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	38.9%	50.6%	89.4%	38.7%	51.9%	90.6%	36.8%	52.3%	89.0%
3-4	My child is making good progress.	35.4%	52.0%	87.4%	36.5%	52.7%	89.1%	39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year party?	43.1%	56.9%	0.0%	48.6%	51.4%	0.0%	38.1%	61.9%	0.0%
4-2	Please rate the overall quality of your school's events you have attended.	51.0%	34.4%	85.4%	47.9%	38.5%	86.5%	49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	30.0%	51.1%	81.1%	31.1%	55.7%	86.8%	29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	28.3%	53.1%	81.4%	26.3%	56.5%	82.8%	22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	43.6%	40.4%	84.0%	35.2%	48.4%	83.5%	41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	37.7%	56.3%	94.0%	39.5%	54.4%	93.9%	39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	39.4%	54.9%	94.3%	41.3%	53.4%	94.7%	39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	29.1%	54.6%	83.7%	32.2%	51.6%	83.8%	30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	50.3%	46.9%	97.1%	47.6%	48.9%	96.5%	49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	26.0%	45.0%	70.9%	33.7%	42.7%	76.4%	27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	72.9%	25.0%	97.9%	76.2%	20.6%	96.9%	74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	63.1%	28.3%	91.4%	62.4%	29.8%	92.2%	62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	88.0%	10.3%	98.3%	86.8%	11.4%	98.2%	87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	87.1%	9.7%	96.9%	90.4%	6.8%	97.2%	88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	40.6%	52.6%	93.1%	41.5%	53.9%	95.4%	42.4%	50.5%	92.9%





CALIFORNIA CONNECTIONS ACADEMY CENTRAL COAST

# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20



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# California Connections Academy Central Coast

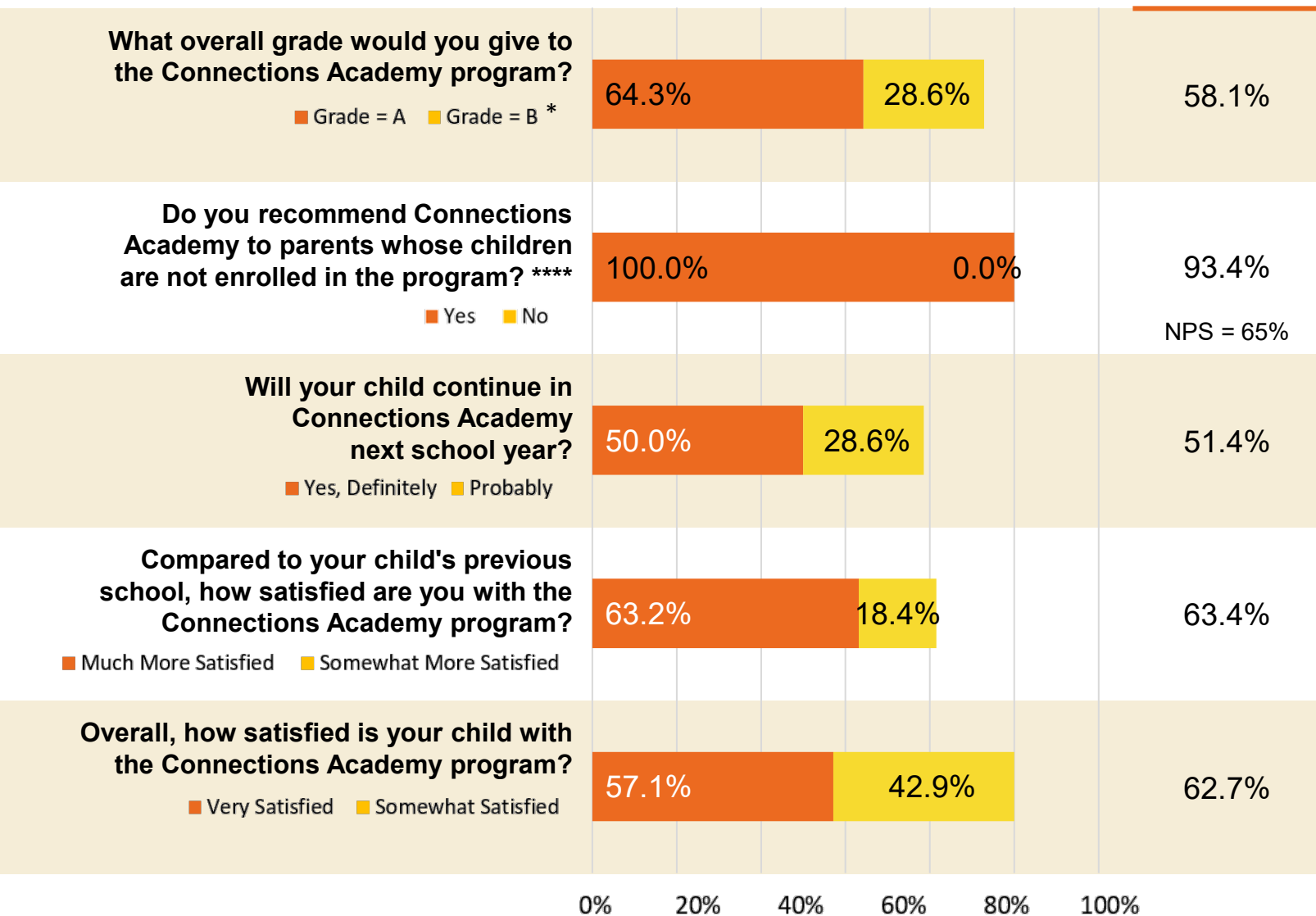
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 469 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promotor Score (NPS) = (10 + 9) – (0 to 6)



## Support

Top CA Avg.  
Response  
(2019-2020)

How would you rate fulfillment support?

Excellent Good\*

63.4%

29.3%

62.4%

How would you rate placement support?

Excellent Good

51.3%

41.0%

54.8%

How would you rate enrollment support?

Excellent Good

53.7%

39.0%

58.7%

How would you rate technical support?

Excellent Good

57.1%

38.1%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

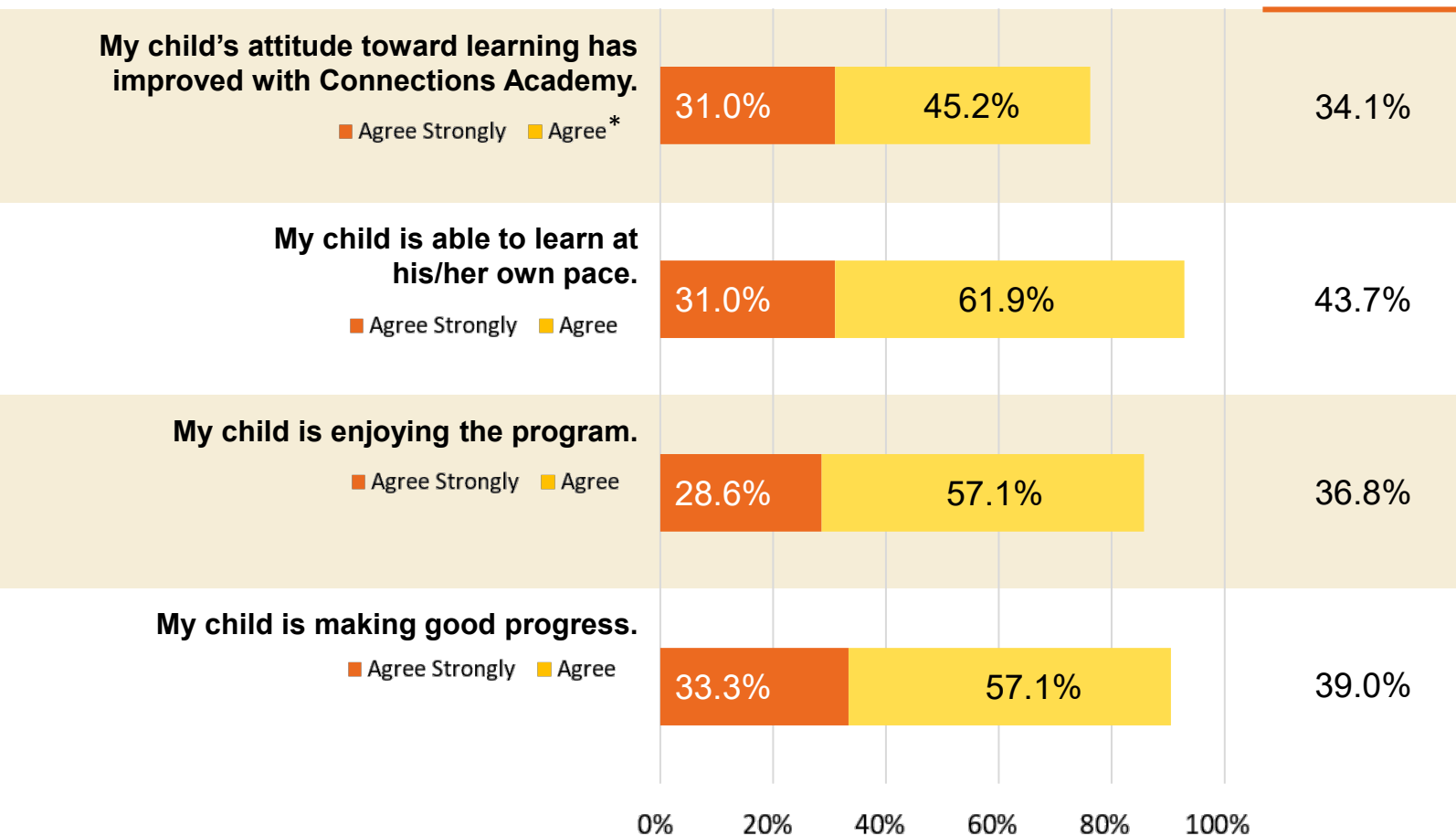
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Academic and Emotional Success

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Socialization and Interaction

**Top CA Avg.  
Response  
(2019-2020)**

**Have you attended an event sponsored by your school this school year (e.g. field trip or end-of-year party)?**

Yes No

35.7%

64.3%

38.1%

**Please rate the overall quality of your school's events you have attended this school year.**

Excellent Good\*

66.7%

20.0%

49.2%

**I am satisfied with the opportunities my child has for participation in extracurricular activities.**

Agree Strongly Agree

42.9%

40.5%

29.1%

**The program provides opportunities for interaction with other families.**

Agree Strongly Agree

21.4%

69.0%

22.5%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

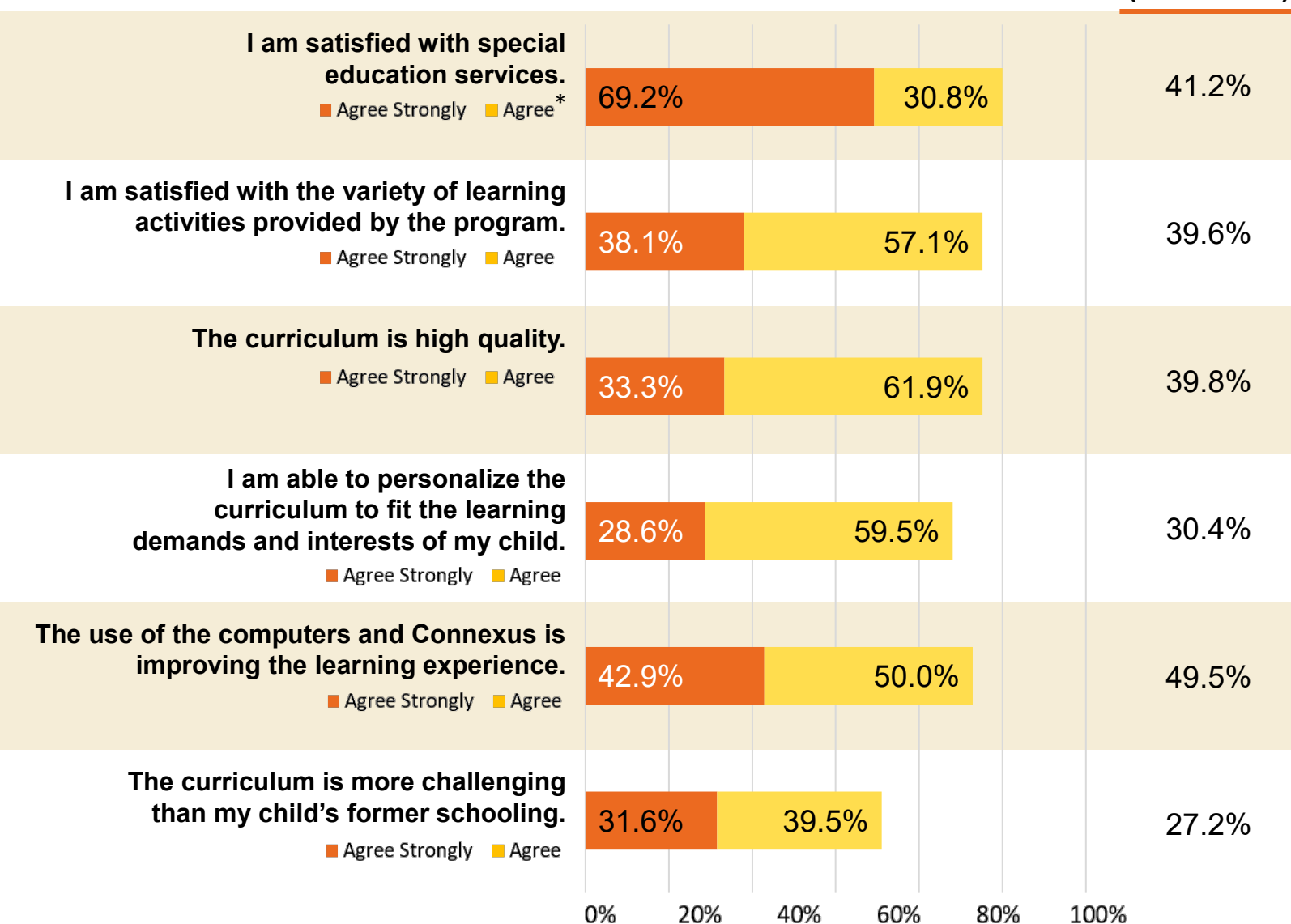
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Academic Experience

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

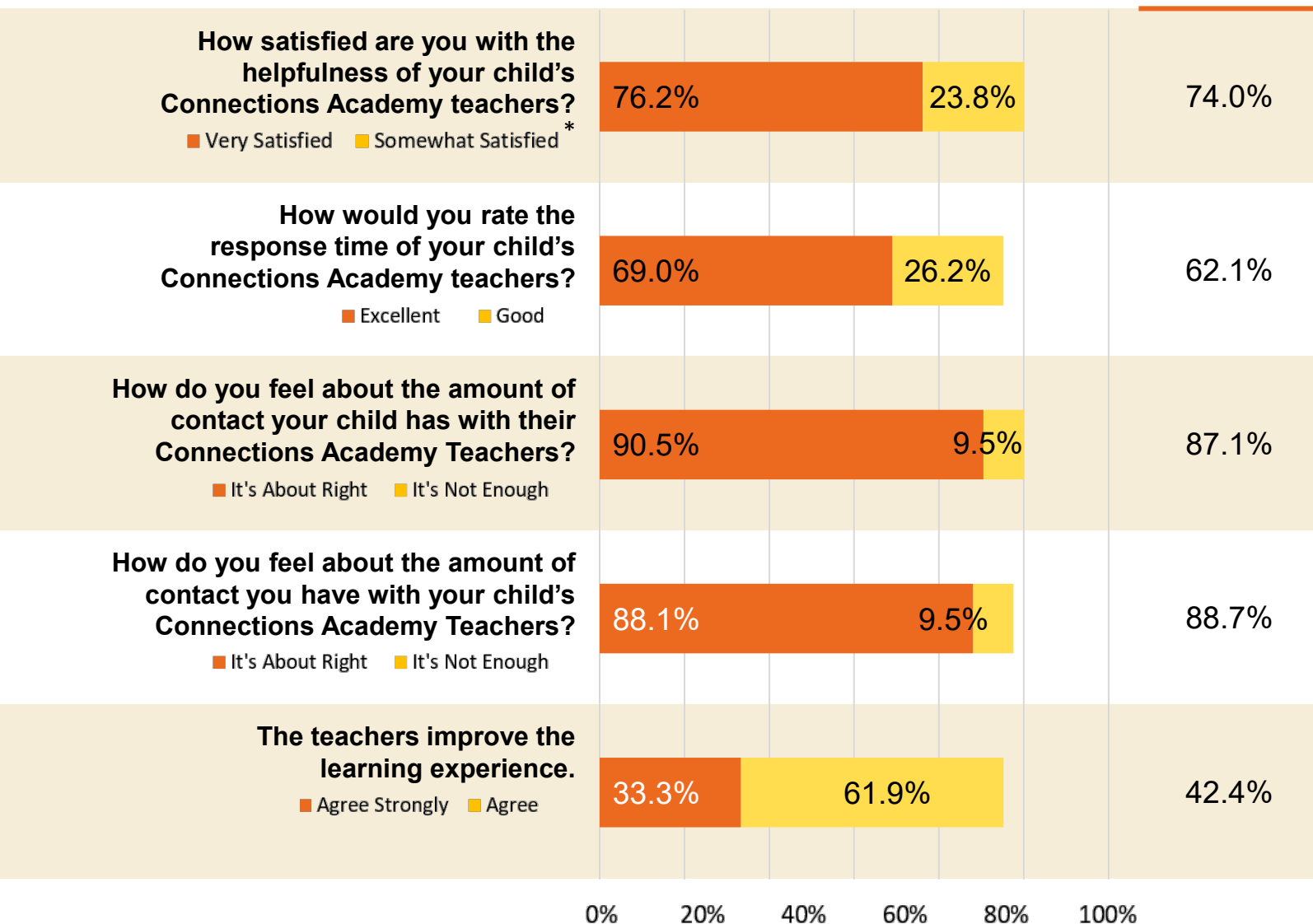
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Teacher Availability and Performance

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# Addendum: Comparison of Top Two Responses



		CA CENTRAL COAST 2019-20			CA CENTRAL COAST 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	64.3%	28.6%	92.9%				58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	100.0%	0.0%					93.4%	6.6%	
1-3	Will your child continue in CA next school year?	50.0%	28.6%	78.6%				51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	63.2%	18.4%	81.6%				63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	57.1%	42.9%	100.0%				62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	63.4%	29.3%	92.7%				62.4%	29.3%	91.7%
2-2	How would you rate placement support?	51.3%	41.0%	92.3%				54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	53.7%	39.0%	92.7%				58.7%	31.3%	90.0%
2-4	How would you rate technical support?	57.1%	38.1%	95.2%				58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	31.0%	45.2%	76.2%				34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	31.0%	61.9%	92.9%				43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	28.6%	57.1%	85.7%				36.8%	52.3%	89.0%
3-4	My child is making good progress.	33.3%	57.1%	90.5%				39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year party?	35.7%	64.3%					38.1%	61.9%	
4-2	Please rate the overall quality of your school's events you have attended.	66.7%	20.0%	86.7%				49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	42.9%	40.5%	83.3%				29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	21.4%	69.0%	90.5%				22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	69.2%	30.8%	100.0%				41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	38.1%	57.1%	95.2%				39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	33.3%	61.9%	95.2%				39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	28.6%	59.5%	88.1%				30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	42.9%	50.0%	92.9%				49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	31.6%	39.5%	71.1%				27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	76.2%	23.8%	100.0%				74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	69.0%	26.2%	95.2%				62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	90.5%	9.5%	100.0%				87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	88.1%	9.5%	97.6%				88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	33.3%	61.9%	95.2%				42.4%	50.5%	92.9%





CALIFORNIA CONNECTIONS ACADEMY MONTEREY BAY

# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20





# California Connections Academy Monterey Bay

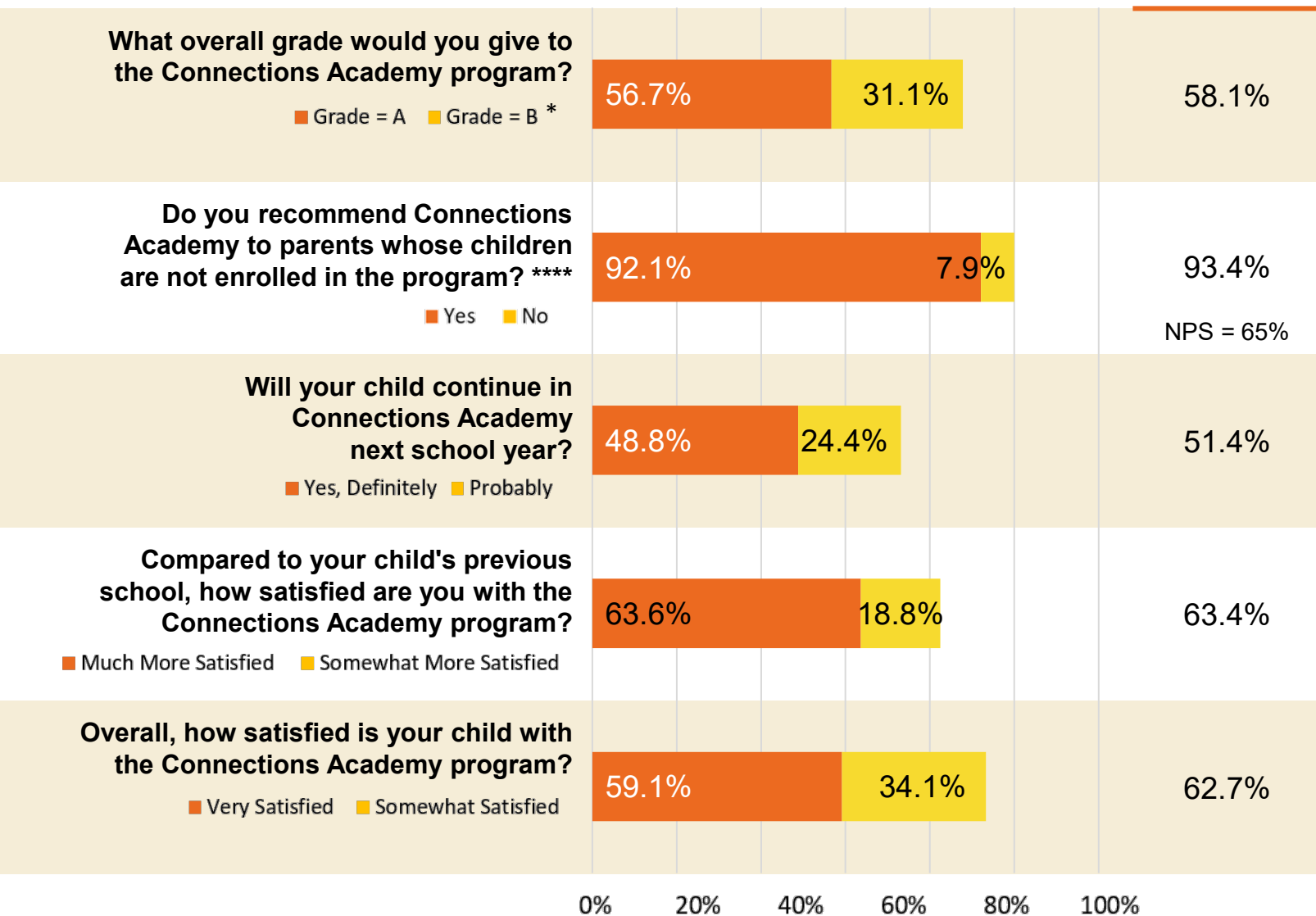
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 477 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promotor Score (NPS) = (10 + 9) – (0 to 6)



## Support

Top CA Avg.  
Response  
(2019-2020)

How would you rate fulfillment support?

Excellent Good\*

54.1%

36.9%

62.4%

How would you rate placement support?

Excellent Good

45.0%

45.0%

54.8%

How would you rate enrollment support?

Excellent Good

48.8%

38.8%

58.7%

How would you rate technical support?

Excellent Good

47.8%

38.1%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

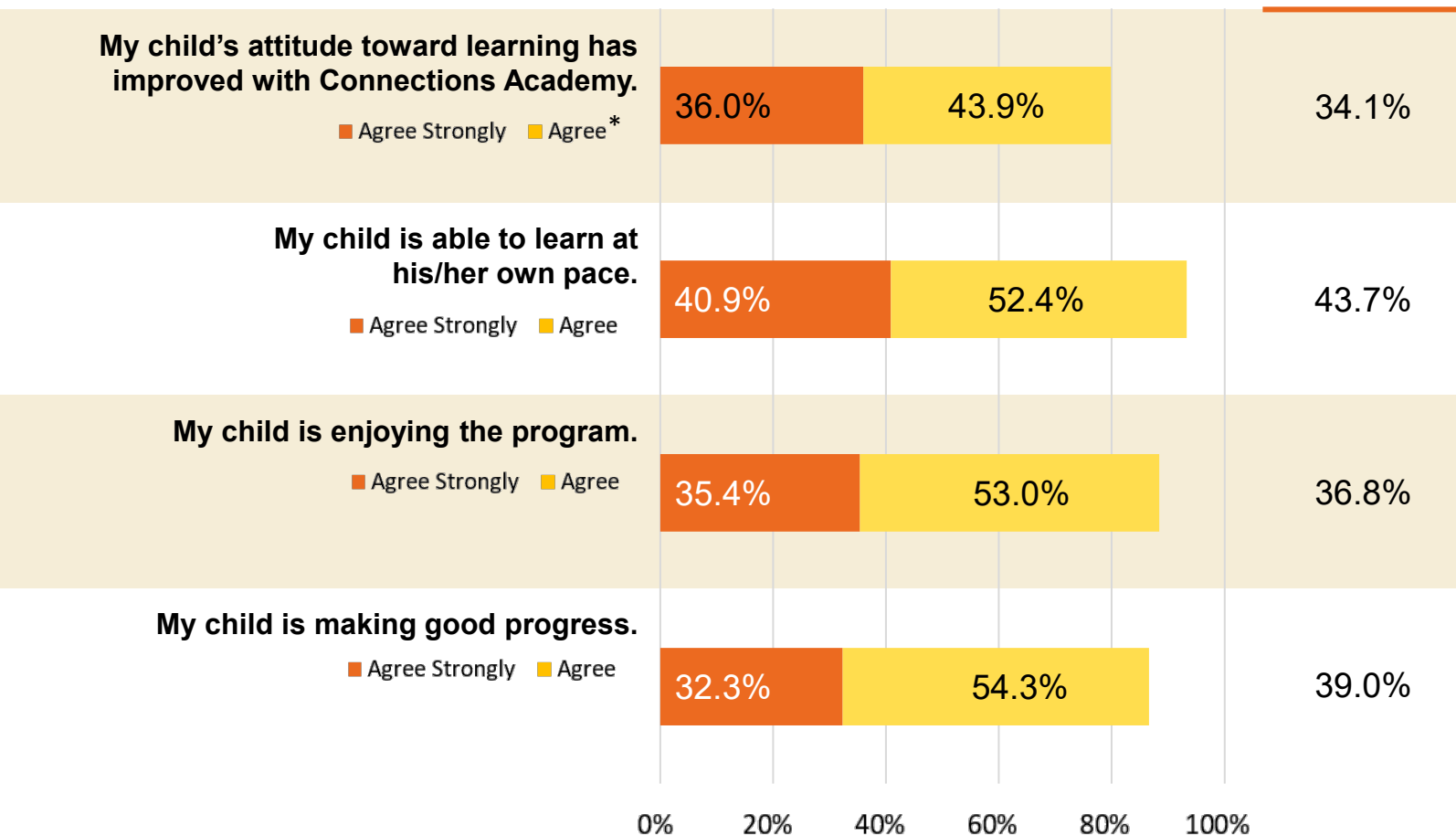
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Academic and Emotional Success

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

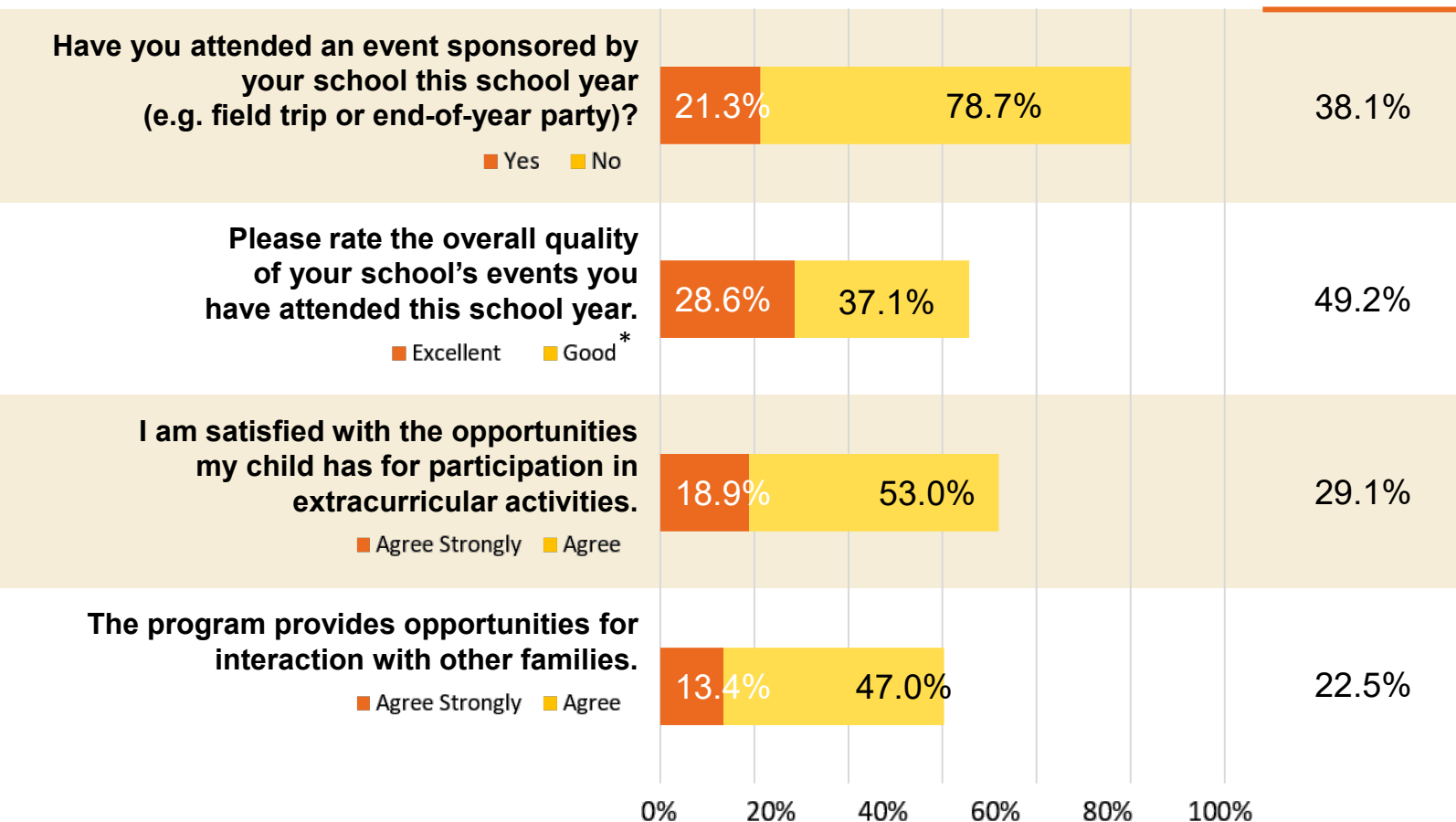
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Socialization and Interaction

Top CA Avg.  
Response  
(2019-2020)



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

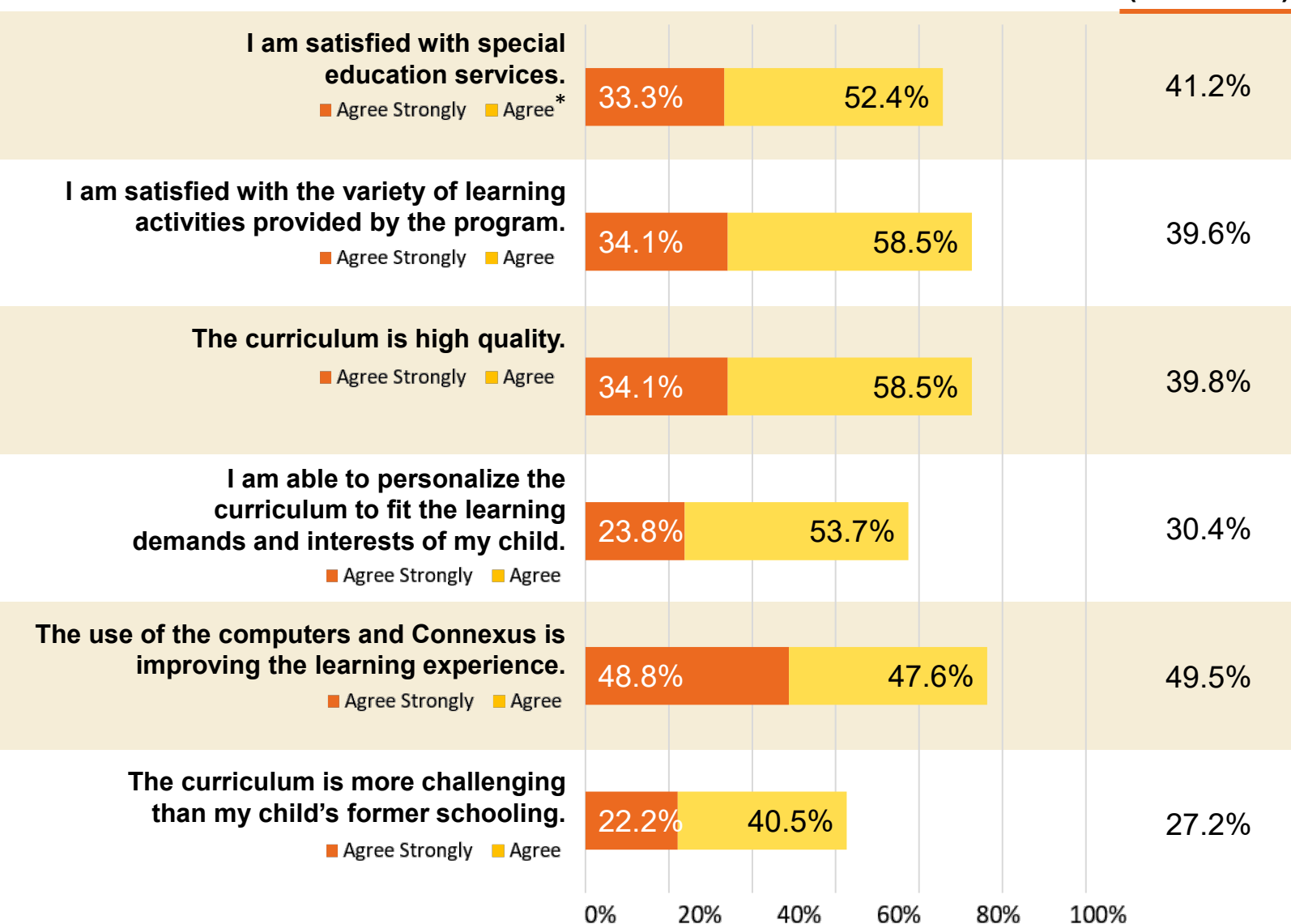
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Academic Experience

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

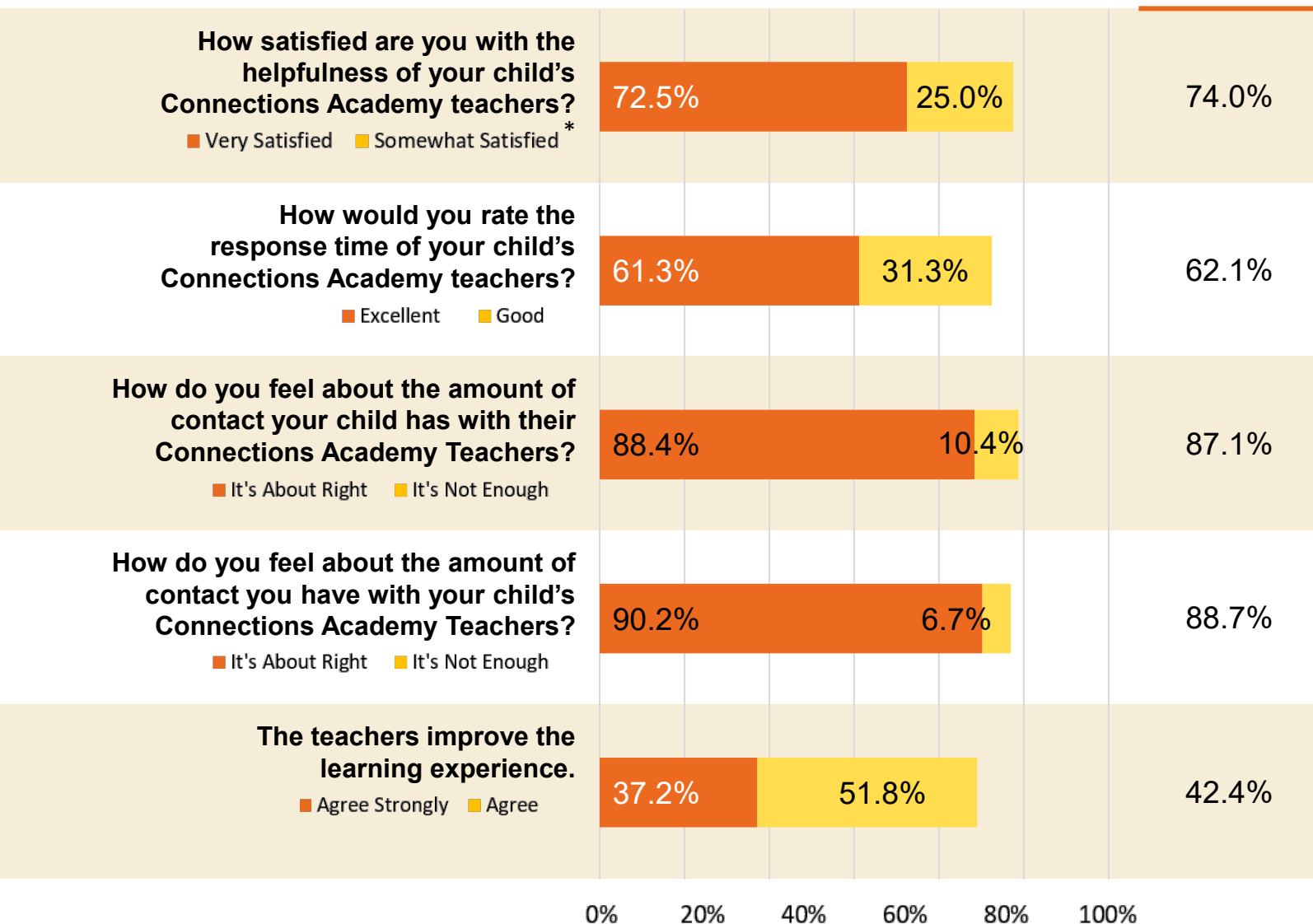
\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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## Teacher Availability and Performance

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# Addendum: Comparison of Top Two Responses



		CA MONTEREY BAY 2019-20			CA MONTEREY BAY 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	56.7%	31.1%	87.8%				58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	92.1%	7.9%					93.4%	6.6%	
1-3	Will your child continue in CA next school year?	48.8%	24.4%	73.2%				51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	63.6%	18.8%	82.5%				63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	59.1%	34.1%	93.3%				62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	54.1%	36.9%	91.1%				62.4%	29.3%	91.7%
2-2	How would you rate placement support?	45.0%	45.0%	89.9%				54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	48.8%	38.8%	87.5%				58.7%	31.3%	90.0%
2-4	How would you rate technical support?	47.8%	38.1%	85.8%				58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	36.0%	43.9%	79.9%				34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	40.9%	52.4%	93.3%				43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	35.4%	53.0%	88.4%				36.8%	52.3%	89.0%
3-4	My child is making good progress.	32.3%	54.3%	86.6%				39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year pa	21.3%	78.7%					38.1%	61.9%	
4-2	Please rate the overall quality of your school's events you have attended.	28.6%	37.1%	65.7%				49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	18.9%	53.0%	72.0%				29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	13.4%	47.0%	60.4%				22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	33.3%	52.4%	85.7%				41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	34.1%	58.5%	92.7%				39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	34.1%	58.5%	92.7%				39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	23.8%	53.7%	77.4%				30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	48.8%	47.6%	96.3%				49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	22.2%	40.5%	62.7%				27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	72.5%	25.0%	97.5%				74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	61.3%	31.3%	92.5%				62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	88.4%	10.4%	98.8%				87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	90.2%	6.7%	97.0%				88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	37.2%	51.8%	89.0%				42.4%	50.5%	92.9%





CALIFORNIA CONNECTIONS ACADEMY NORTH BAY

# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20



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# California Connections Academy North Bay

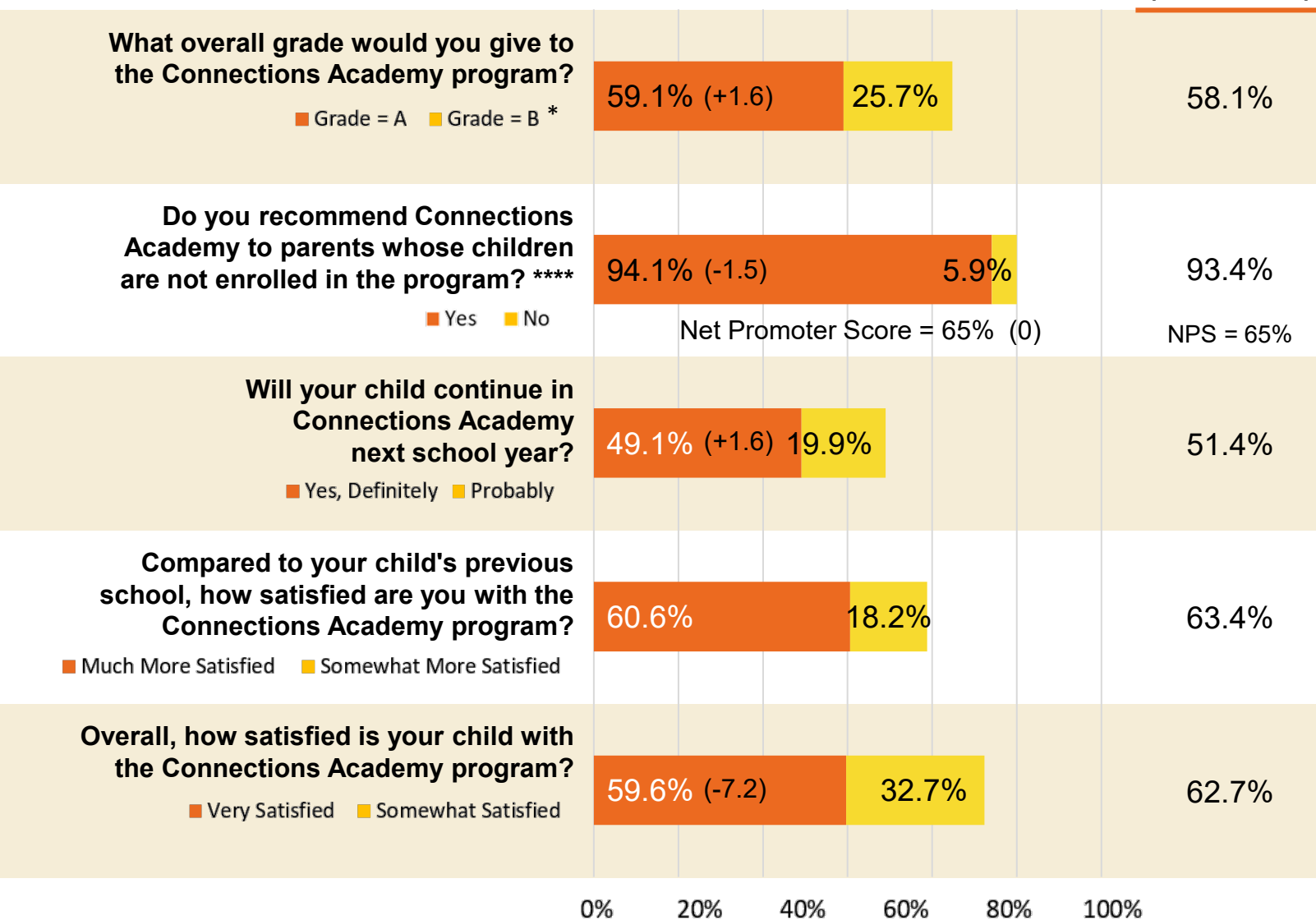
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 485 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promoter Score (NPS) = (10 + 9) – (0 to 6)

# California Connections Academy North Bay

## Parent Satisfaction Survey 2019-2020

### Executive Summary



## Support

**Top CA Avg.  
Response  
(2019-2020)**

How would you rate fulfillment support?

Excellent Good\*

59.8% (-6.9)

26.8%

62.4%

How would you rate placement support?

Excellent Good

57.8% (-4.3)

25.5%

54.8%

How would you rate enrollment support?

Excellent Good

57.9% (-4.1)

26.2%

58.7%

How would you rate technical support?

Excellent Good

65.5%

20.4%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# California Connections Academy North Bay

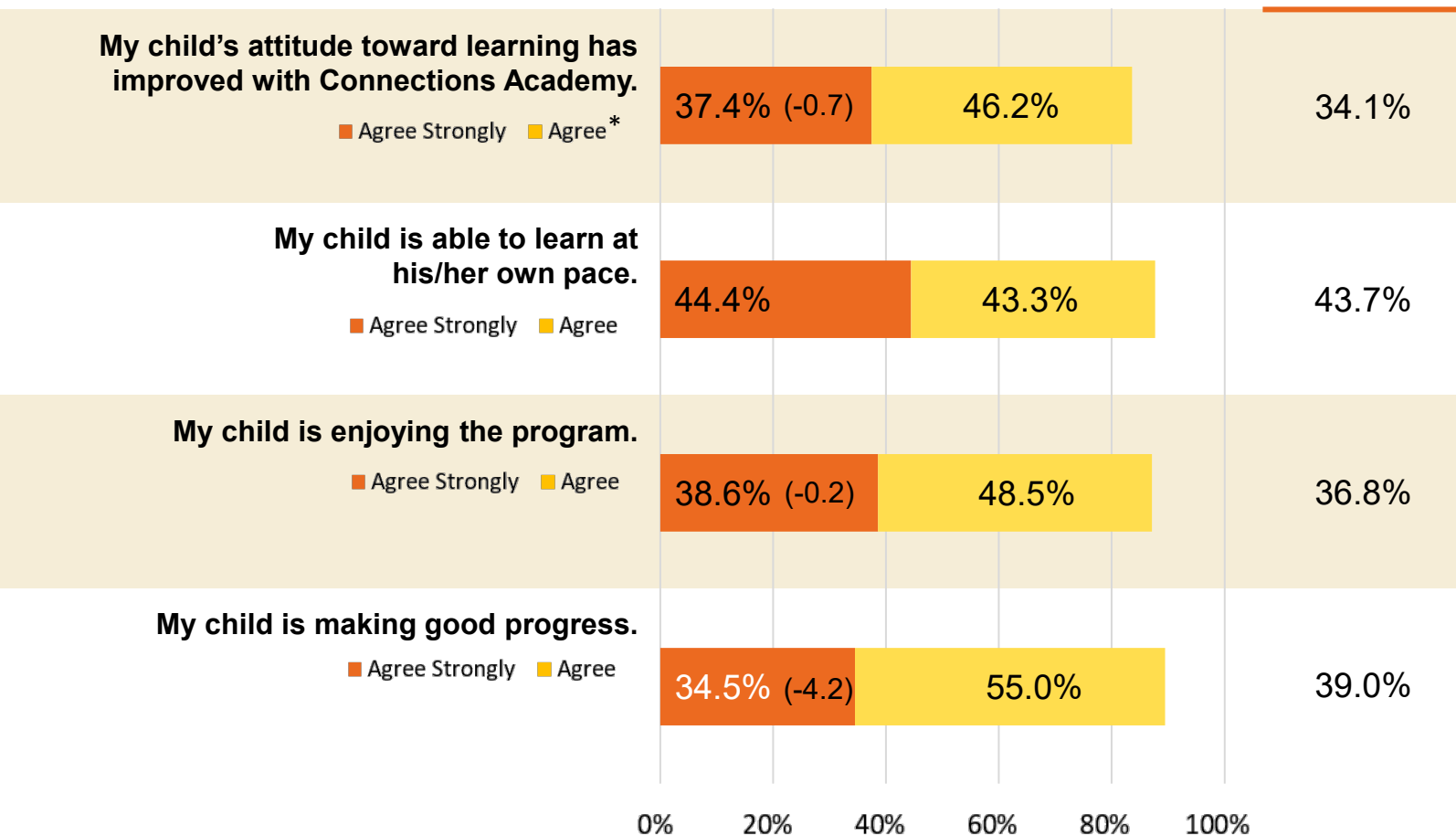
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Academic and Emotional Success

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# California Connections Academy North Bay

## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Socialization and Interaction

**Top CA Avg.  
Response  
(2019-2020)**

Have you attended an event sponsored by your school this school year (e.g. field trip or end-of-year party)?

Yes No

39.2% (-0.8)

60.8%

38.1%

Please rate the overall quality of your school's events you have attended this school year.

Excellent Good\*

52.2% (+5.4)

31.3%

49.2%

I am satisfied with the opportunities my child has for participation in extracurricular activities.

Agree Strongly Agree

31.0% (-1.5)

46.2%

29.1%

The program provides opportunities for interaction with other families.

Agree Strongly Agree

26.9%

46.8%

22.5%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# California Connections Academy North Bay

## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Academic Experience

Top CA Avg.  
Response  
(2019-2020)

**I am satisfied with special education services.**

Agree Strongly Agree\*

32.4% (-19.7) 56.8%

41.2%

**I am satisfied with the variety of learning activities provided by the program.**

Agree Strongly Agree

40.4% 52.0%

39.6%

**The curriculum is high quality.**

Agree Strongly Agree

45.0% (0) 50.3%

39.8%

**I am able to personalize the curriculum to fit the learning demands and interests of my child.**

Agree Strongly Agree

35.7% (0) 44.4%

30.4%

**The use of the computers and Connexus is improving the learning experience.**

Agree Strongly Agree

46.8% (-1.3) 48.5%

49.5%

**The curriculum is more challenging than my child's former schooling.**

Agree Strongly Agree

28.1% (-2.6) 39.5%

27.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# California Connections Academy North Bay

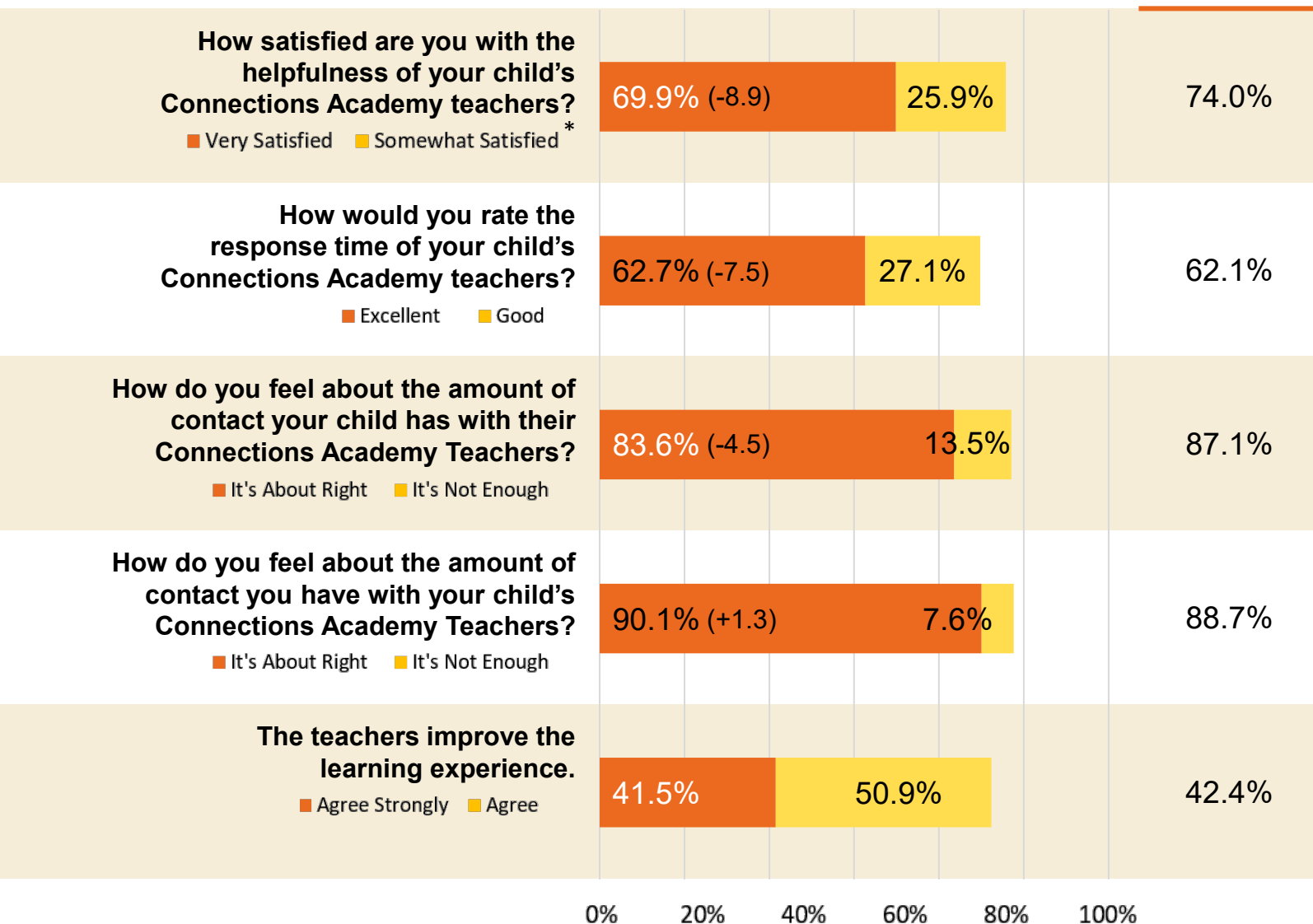
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Teacher Availability and Performance

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# Addendum: Comparison of Top Two Responses



		CA NORTH BAY 2019-20			CA NORTH BAY 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	59.1%	25.7%	84.8%	57.5%	33.8%	91.3%	58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	94.1%	5.9%		95.6%	4.4%		93.4%	6.6%	
1-3	Will your child continue in CA next school year?	49.1%	19.9%	69.0%	47.5%	22.5%	70.0%	51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	60.6%	18.2%	78.8%	58.3%	23.6%	81.9%	63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	59.6%	32.7%	92.4%	66.9%	30.0%	96.9%	62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	59.8%	26.8%	86.6%	66.7%	22.4%	89.1%	62.4%	29.3%	91.7%
2-2	How would you rate placement support?	57.8%	25.5%	83.2%	62.1%	26.9%	89.0%	54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	57.9%	26.2%	84.1%	62.0%	27.8%	89.9%	58.7%	31.3%	90.0%
2-4	How would you rate technical support?	65.5%	20.4%	85.9%	68.3%	23.0%	91.3%	58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	37.4%	46.2%	83.6%	38.1%	46.3%	84.4%	34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	44.4%	43.3%	87.7%	47.5%	41.3%	88.8%	43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	38.6%	48.5%	87.1%	38.8%	53.1%	91.9%	36.8%	52.3%	89.0%
3-4	My child is making good progress.	34.5%	55.0%	89.5%	38.8%	51.9%	90.6%	39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year pa	39.2%	60.8%		40.0%	60.0%		38.1%	61.9%	
4-2	Please rate the overall quality of your school's events you have attended.	52.2%	31.3%	83.6%	46.9%	35.9%	82.8%	49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	31.0%	46.2%	77.2%	32.5%	55.0%	87.5%	29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	26.9%	46.8%	73.7%	23.8%	58.1%	81.9%	22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	32.4%	56.8%	89.2%	52.2%	30.4%	82.6%	41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	40.4%	52.0%	92.4%	43.1%	50.6%	93.8%	39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	45.0%	50.3%	95.3%	45.0%	50.0%	95.0%	39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	35.7%	44.4%	80.1%	35.6%	48.1%	83.8%	30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	46.8%	48.5%	95.3%	48.1%	48.8%	96.9%	49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	28.1%	39.5%	67.7%	30.7%	37.3%	68.0%	27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	69.9%	25.9%	95.8%	78.8%	19.9%	98.7%	74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	62.7%	27.1%	89.8%	70.2%	24.5%	94.7%	62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	83.6%	13.5%	97.1%	88.1%	9.4%	97.5%	87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	90.1%	7.6%	97.7%	88.8%	8.1%	96.9%	88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	41.5%	50.9%	92.4%	47.5%	46.3%	93.8%	42.4%	50.5%	92.9%





CALIFORNIA CONNECTIONS ACADEMY RIPON

# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20



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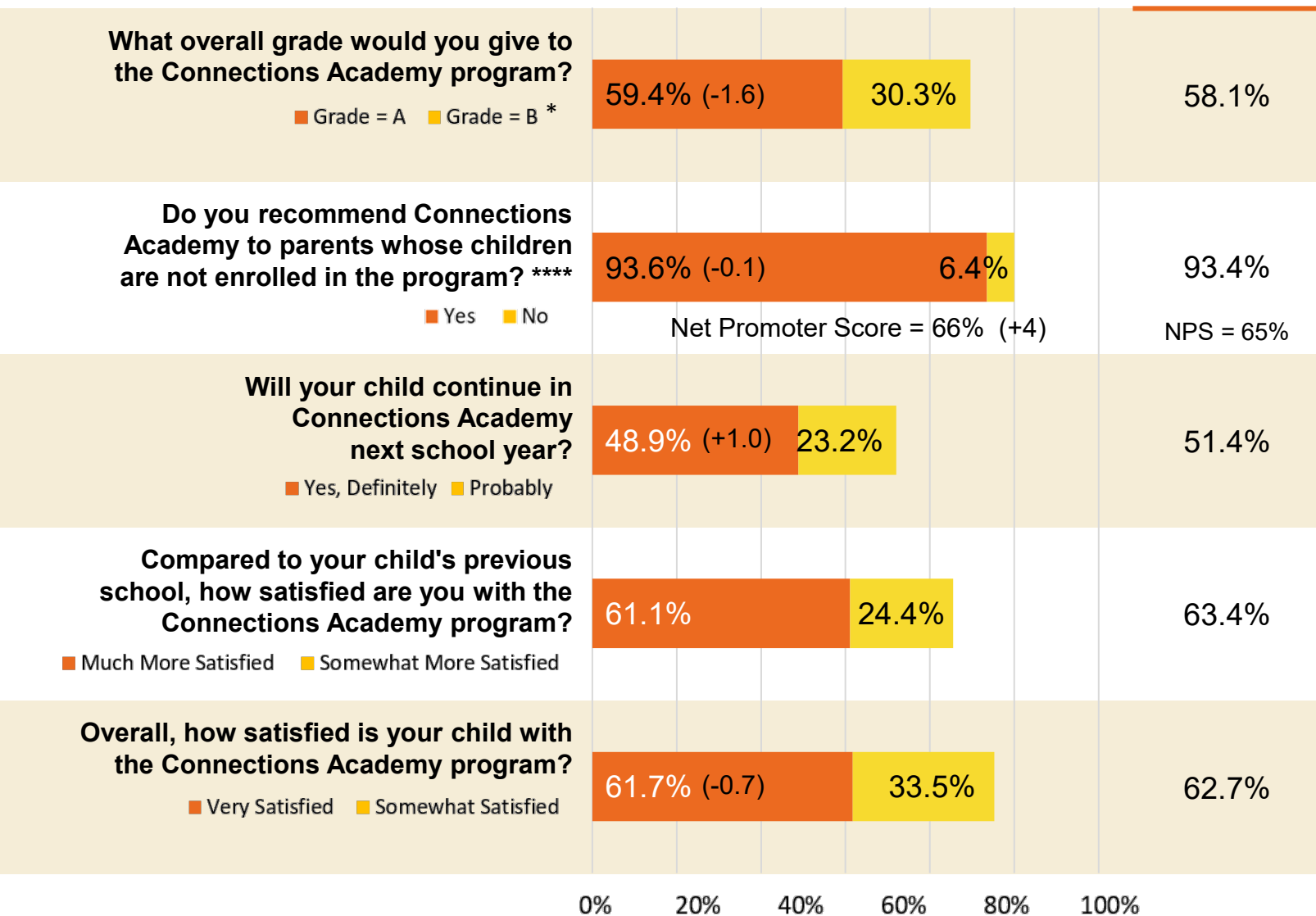
# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 493 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promoter Score (NPS) = (10 + 9) – (0 to 6)

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Support

Top CA Avg.  
Response  
(2019-2020)

How would you rate fulfillment support?

Excellent Good\*

61.7% (-3.3)

30.2%

62.4%

How would you rate placement support?

Excellent Good

55.4% (-1.2)

33.6%

54.8%

How would you rate enrollment support?

Excellent Good

59.1% (-1.8)

32.8%

58.7%

How would you rate technical support?

Excellent Good

56.7%

33.2%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Academic and Emotional Success

**Top CA Avg.  
Response  
(2019-2020)**

**My child's attitude toward learning has improved with Connections Academy.**

Agree Strongly Agree\*

32.4% (-1.9)

49.3%

34.1%

**My child is able to learn at his/her own pace.**

Agree Strongly Agree

43.0%

45.3%

43.7%

**My child is enjoying the program.**

Agree Strongly Agree

34.3% (-2.5)

54.2%

36.8%

**My child is making good progress.**

Agree Strongly Agree

35.8% (-3.6)

55.9%

39.0%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Socialization and Interaction

Top CA Avg.  
Response  
(2019-2020)

Have you attended an event sponsored by your school this school year (e.g. field trip or end-of-year party)?

Yes No

34.0% (-2.5) 66.0%

38.1%

Please rate the overall quality of your school's events you have attended this school year.

Excellent Good\*

48.0% (+5.7) 40.3%

49.2%

I am satisfied with the opportunities my child has for participation in extracurricular activities.

Agree Strongly Agree

25.7% (+0.3) 55.9%

29.1%

The program provides opportunities for interaction with other families.

Agree Strongly Agree

18.2% 57.4%

22.5%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Academic Experience

Top CA Avg.  
Response  
(2019-2020)

**I am satisfied with special education services.**

Agree Strongly Agree\*

41.7% (0)

45.7%

41.2%

**I am satisfied with the variety of learning activities provided by the program.**

Agree Strongly Agree

37.9%

56.4%

39.6%

**The curriculum is high quality.**

Agree Strongly Agree

37.7% (-4.4)

57.4%

39.8%

**I am able to personalize the curriculum to fit the learning demands and interests of my child.**

Agree Strongly Agree

27.9% (-0.9)

54.0%

30.4%

**The use of the computers and Connexus is improving the learning experience.**

Agree Strongly Agree

49.0% (-1.9)

46.8%

49.5%

**The curriculum is more challenging than my child's former schooling.**

Agree Strongly Agree

28.0% (-2.0)

41.5%

27.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

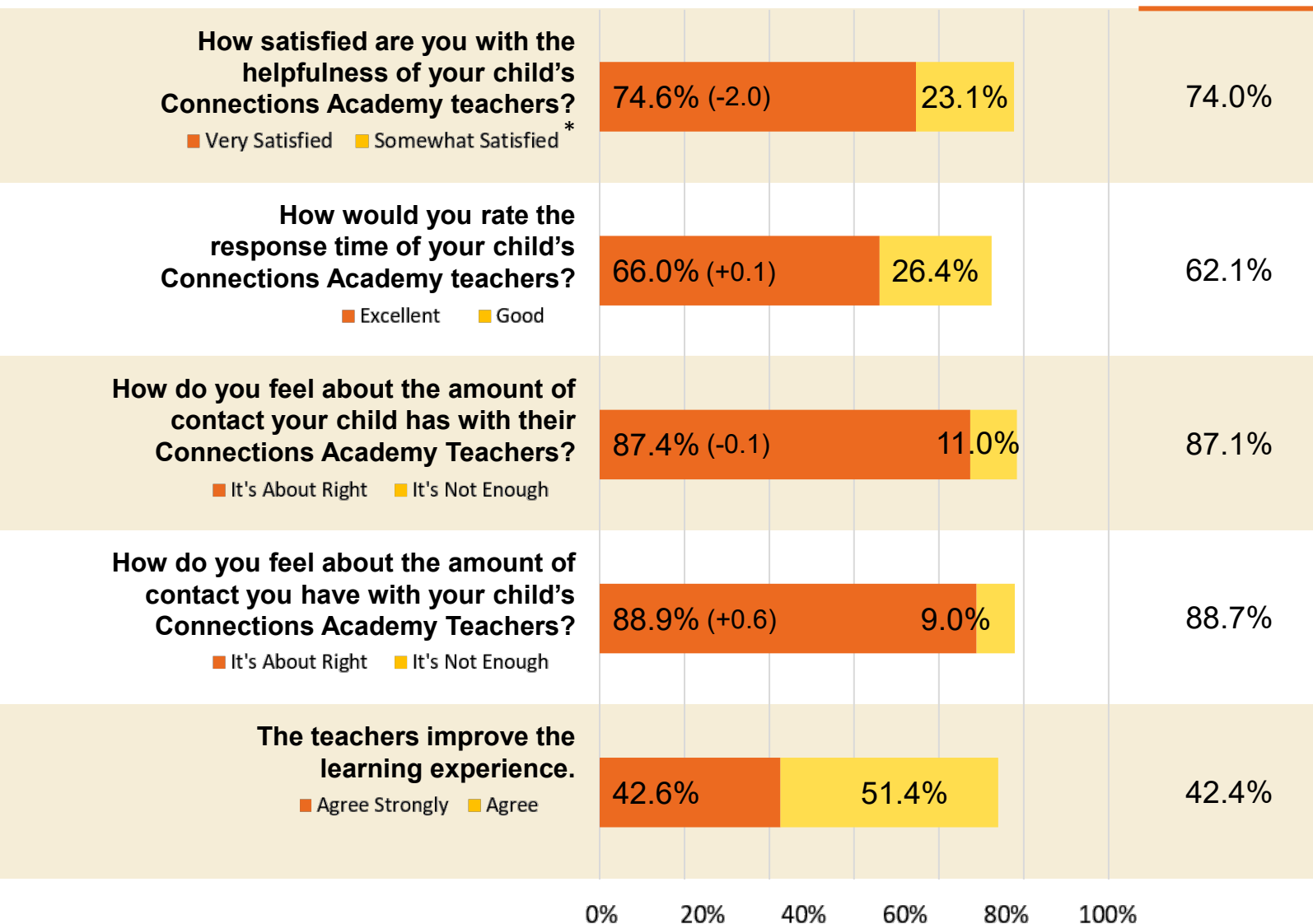
# Parent Satisfaction Survey 2019-2020

## Executive Summary



### Teacher Availability and Performance

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# Addendum: Comparison of Top Two Responses



		CA RIPON 2019-20			CA RIPON 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	59.4%	30.3%	89.7%	61.0%	30.2%	91.2%	58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	93.6%	6.4%		93.7%	6.3%		93.4%	6.6%	
1-3	Will your child continue in CA next school year?	48.9%	23.2%	72.1%	47.9%	24.3%	72.1%	51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	61.1%	24.4%	85.5%	64.2%	22.9%	87.0%	63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	61.7%	33.5%	95.3%	62.4%	31.9%	94.4%	62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	61.7%	30.2%	91.8%	65.0%	25.8%	90.8%	62.4%	29.3%	91.7%
2-2	How would you rate placement support?	55.4%	33.6%	89.0%	56.7%	32.5%	89.2%	54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	59.1%	32.8%	91.9%	60.9%	31.4%	92.4%	58.7%	31.3%	90.0%
2-4	How would you rate technical support?	56.7%	33.2%	89.9%	62.1%	30.4%	92.4%	58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	32.4%	49.3%	81.7%	34.3%	48.3%	82.6%	34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	43.0%	45.3%	88.3%	46.4%	41.9%	88.3%	43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	34.3%	54.2%	88.5%	36.8%	53.4%	90.2%	36.8%	52.3%	89.0%
3-4	My child is making good progress.	35.8%	55.9%	91.6%	39.4%	51.7%	91.2%	39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year pa	34.0%	66.0%		36.5%	63.5%		38.1%	61.9%	
4-2	Please rate the overall quality of your school's events you have attended.	48.0%	40.3%	88.3%	42.3%	41.8%	84.0%	49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	25.7%	55.9%	81.5%	25.3%	53.9%	79.2%	29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	18.2%	57.4%	75.6%	20.9%	57.2%	78.1%	22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	41.7%	45.7%	87.4%	41.7%	40.4%	82.2%	41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	37.9%	56.4%	94.3%	39.7%	54.4%	94.1%	39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	37.7%	57.4%	95.0%	42.0%	51.8%	93.9%	39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	27.9%	54.0%	81.9%	28.8%	49.7%	78.5%	30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	49.0%	46.8%	95.8%	50.9%	44.2%	95.0%	49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	28.0%	41.5%	69.5%	30.0%	39.9%	69.8%	27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	74.6%	23.1%	97.7%	76.6%	19.9%	96.5%	74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	66.0%	26.4%	92.4%	65.9%	25.5%	91.5%	62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	87.4%	11.0%	98.4%	87.5%	10.9%	98.3%	87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	88.9%	9.0%	97.9%	88.3%	9.1%	97.5%	88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	42.6%	51.4%	94.0%	42.9%	50.5%	93.4%	42.4%	50.5%	92.9%





CALIFORNIA CONNECTIONS ACADEMY SOUTHERN CALIFORNIA

# *Parent Satisfaction Survey*

**Executive Board Summary**  
2019–20



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# California Connections Academy Southern California

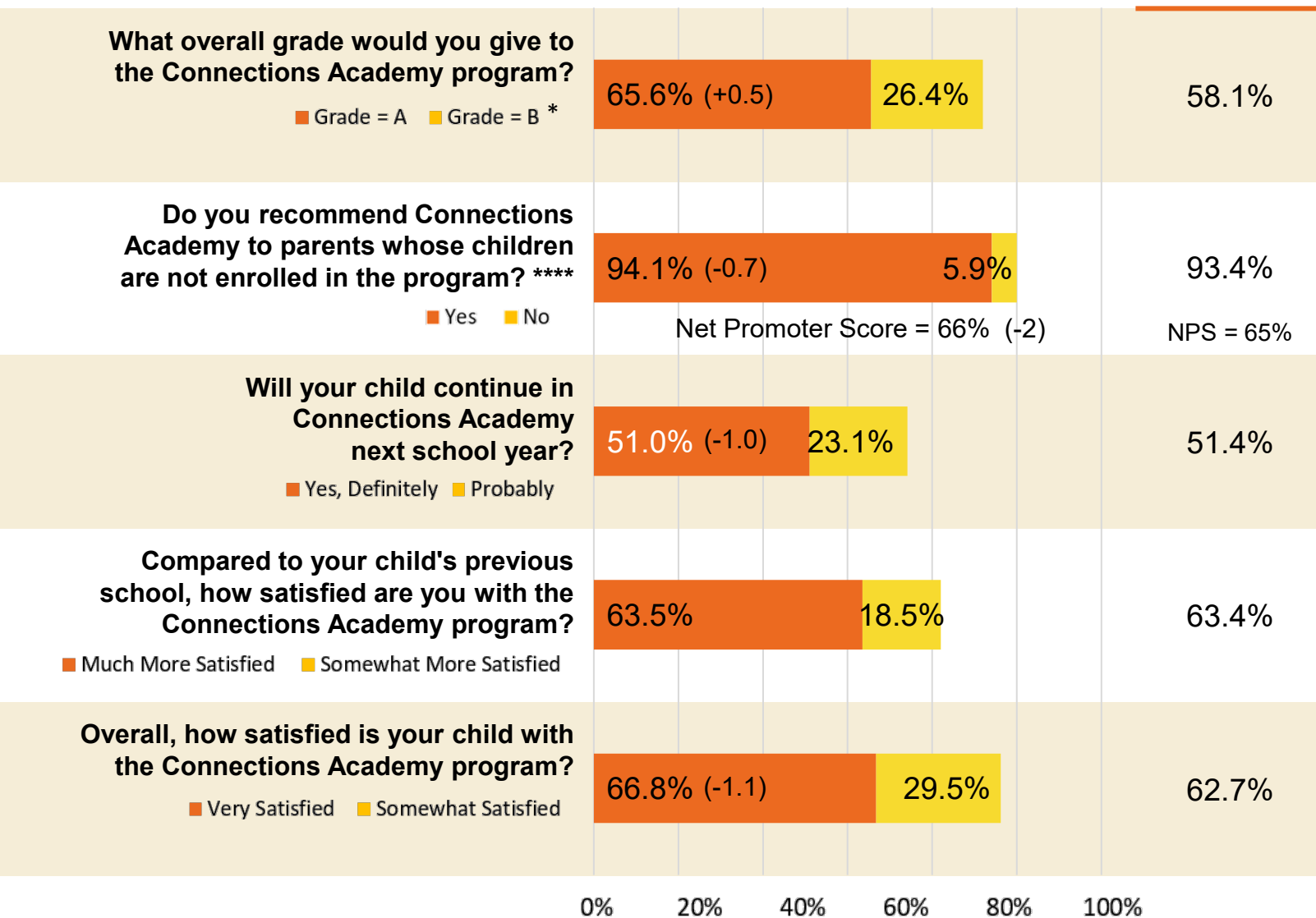
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Satisfaction with the Connections Academy Program

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average. 501 of 507

\*\*\*\* Survey Rating: Yes = 6 to 10; No = 0 to 5; Net Promoter Score (NPS) = (10 + 9) – (0 to 6)

# California Connections Academy Southern California

## Parent Satisfaction Survey 2019-2020

### Executive Summary



## Support

**Top CA Avg.  
Response  
(2019-2020)**

How would you rate fulfillment support?

Excellent Good\*

64.9% (-1.1)

26.9%

62.4%

How would you rate placement support?

Excellent Good

58.8% (0)

31.7%

54.8%

How would you rate enrollment support?

Excellent Good

60.8% (-1.8)

30.4%

58.7%

How would you rate technical support?

Excellent Good

59.3%

30.4%

58.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# California Connections Academy Southern California

## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Academic and Emotional Success

Top CA Avg.  
Response  
(2019-2020)

**My child's attitude toward learning has improved with Connections Academy.**

Agree Strongly Agree\*

36.2% (-2.1)

47.6%

34.1%

**My child is able to learn at his/her own pace.**

Agree Strongly Agree

46.5%

42.9%

43.7%

**My child is enjoying the program.**

Agree Strongly Agree

38.0% (-1.6)

52.5%

36.8%

**My child is making good progress.**

Agree Strongly Agree

41.5% (-1.9)

50.9%

39.0%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# California Connections Academy Southern California

## Parent Satisfaction Survey 2019-2020

### Executive Summary



## Socialization and Interaction

**Top CA Avg.  
Response  
(2019-2020)**

**Have you attended an event sponsored by your school this school year (e.g. field trip or end-of-year party)?**

Yes No

40.2% (+0.2)

59.8%

38.1%

**Please rate the overall quality of your school's events you have attended this school year.**

Excellent Good\*

49.1% (+2.6)

39.0%

49.2%

**I am satisfied with the opportunities my child has for participation in extracurricular activities.**

Agree Strongly Agree

31.2% (+1.8)

53.3%

29.1%

**The program provides opportunities for interaction with other families.**

Agree Strongly Agree

23.3%

55.2%

22.5%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

# California Connections Academy Southern California

## Parent Satisfaction Survey 2019-2020

### Executive Summary



## Academic Experience

**Top CA Avg.  
Response  
(2019-2020)**

**I am satisfied with special education services.**

Agree Strongly Agree\*

42.6% (+1.6)

42.2%

41.2%

**I am satisfied with the variety of learning activities provided by the program.**

Agree Strongly Agree

42.5%

52.2%

39.6%

**The curriculum is high quality.**

Agree Strongly Agree

41.7% (-2.0)

53.4%

39.8%

**I am able to personalize the curriculum to fit the learning demands and interests of my child.**

Agree Strongly Agree

32.7% (+1.0)

50.2%

30.4%

**The use of the computers and Connexus is improving the learning experience.**

Agree Strongly Agree

54.4% (+3.2)

41.3%

49.5%

**The curriculum is more challenging than my child's former schooling.**

Agree Strongly Agree

29.2% (0)

41.0%

27.2%

0% 20% 40% 60% 80% 100%

\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# California Connections Academy Southern California

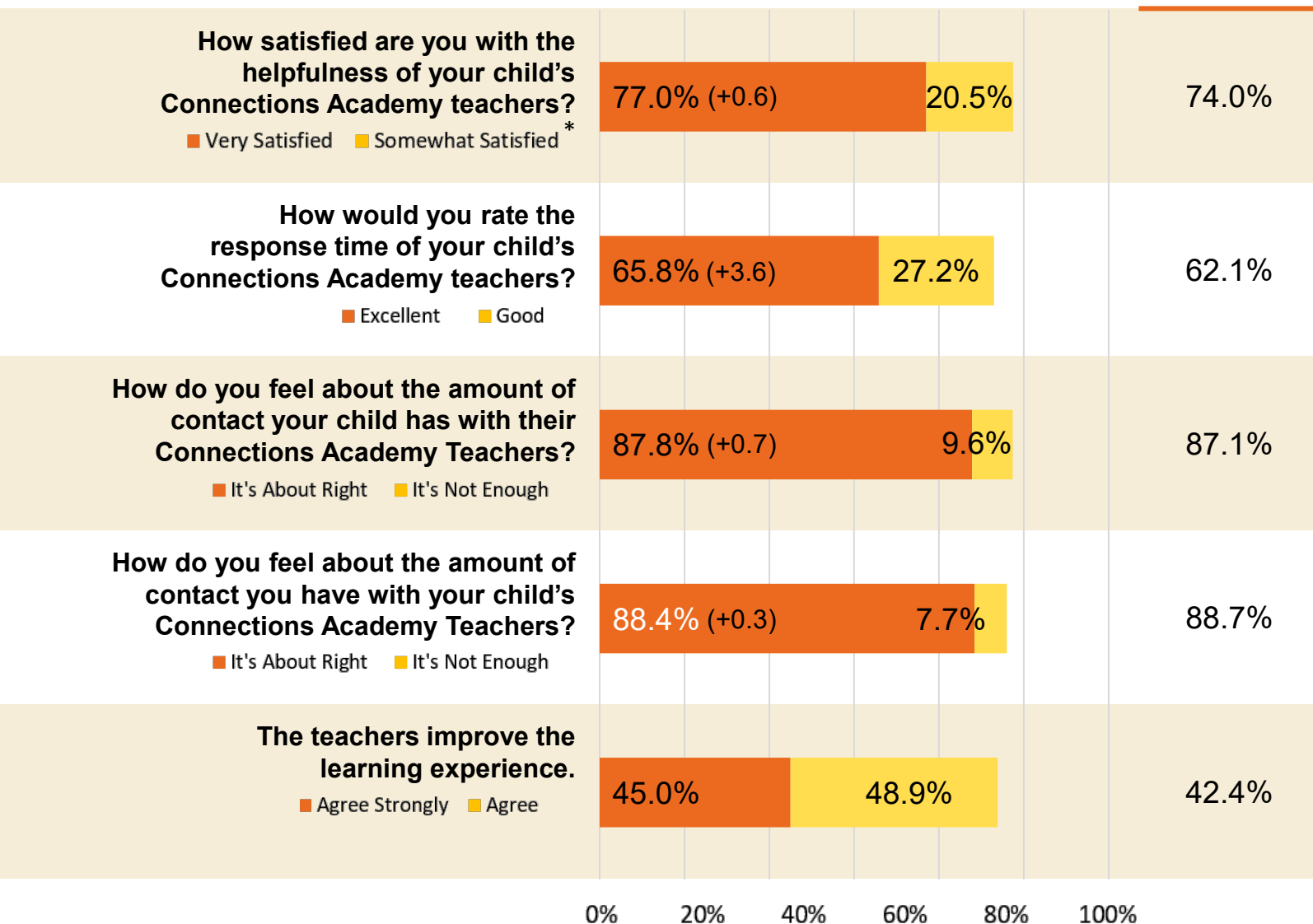
## Parent Satisfaction Survey 2019-2020

### Executive Summary



#### Teacher Availability and Performance

**Top CA Avg.  
Response  
(2019-2020)**



\* Top two response options.

\*\* (+/-x.x) = Point change from 18-19 to 19-20, e.g., 20.0% to 21.5% = (+1.5)

\*\*\* White figures indicate a top scores lower than the Connections Academy average.

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# Addendum: Comparison of Top Two Responses



		CA SOUTHERN 2019-20			CA SOUTHERN 2018-19			CA TOTAL 2019-20		
		Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses	Top Response	2nd Response	Sum of Top Two Responses
<b>Satisfaction with Connections Academy Program</b>										
1-1	What overall grade would you give the CA Program	65.6%	26.4%	92.0%	65.1%	28.2%	93.3%	58.1%	31.5%	89.6%
1-2	Do you recommend CA to parents whose children are not enrolled in the program?	94.1%	5.9%		94.8%	5.2%		93.4%	6.6%	
1-3	Will your child continue in CA next school year?	51.0%	23.1%	74.2%	52.1%	22.1%	74.2%	51.4%	21.9%	73.3%
1-4	Compared to your child's previous school, how satisfied are you with the CA program?	63.5%	18.5%	82.0%	64.6%	19.8%	84.4%	63.4%	19.7%	83.0%
1-5	Overall, how satisfied is your child with the CA program?	66.8%	29.5%	96.2%	67.8%	28.3%	96.1%	62.7%	32.2%	94.8%
<b>Support</b>										
2-1	How would you rate fulfillment support?	64.9%	26.9%	91.8%	66.0%	26.7%	92.7%	62.4%	29.3%	91.7%
2-2	How would you rate placement support?	58.8%	31.7%	90.4%	58.7%	32.4%	91.1%	54.8%	33.9%	88.7%
2-3	How would you rate enrollment support?	60.8%	30.4%	91.2%	62.6%	29.8%	92.4%	58.7%	31.3%	90.0%
2-4	How would you rate technical support?	59.3%	30.4%	89.7%	60.6%	31.9%	92.4%	58.2%	32.1%	90.2%
<b>Academic and Emotional Success</b>										
3-1	My child's attitude towards learning has improved with CA.	36.2%	47.6%	83.8%	38.2%	47.4%	85.6%	34.1%	47.4%	81.5%
3-2	My child is able to learn at his/her own pace.	46.5%	42.9%	89.3%	47.1%	44.1%	91.2%	43.7%	44.2%	87.9%
3-3	My child is enjoying the program.	38.0%	52.5%	90.5%	39.6%	51.8%	91.4%	36.8%	52.3%	89.0%
3-4	My child is making good progress.	41.5%	50.9%	92.4%	43.4%	49.2%	92.6%	39.0%	51.7%	90.6%
<b>Socialization and Interaction</b>										
4-1	Have you and your child ever attended an event sponsored by CA, like a field trip or end of year party?	40.2%	59.8%		40.0%	60.0%		38.1%	61.9%	
4-2	Please rate the overall quality of your school's events you have attended.	49.1%	39.0%	88.0%	46.5%	40.9%	87.4%	49.2%	39.8%	89.1%
4-3	I am satisfied with the opportunities my child has for participation in extracurricular activities.	31.2%	53.3%	84.5%	29.5%	55.5%	84.9%	29.1%	53.8%	82.9%
4-4	The program provides opportunities for interaction with other families.	23.3%	55.2%	78.4%	22.4%	56.2%	78.6%	22.5%	55.0%	77.5%
<b>Academic Experience</b>										
5-1	I am satisfied with special education services.	42.6%	42.2%	84.8%	41.0%	43.5%	84.5%	41.2%	44.5%	85.6%
5-2	I am satisfied with the variety of learning activities provided by the program.	42.5%	52.2%	94.7%	42.5%	52.5%	95.0%	39.6%	53.2%	92.8%
5-3	The curriculum is high quality.	41.7%	53.4%	95.1%	43.7%	52.6%	96.2%	39.8%	54.7%	94.5%
5-4	I am able to personalize the curriculum to fit the learning demands and interests of my child.	32.7%	50.2%	82.9%	31.7%	51.9%	83.6%	30.4%	49.0%	79.4%
5-5	The use of the computer and Connexus® is improving the learning experience.	54.4%	41.3%	95.7%	51.2%	44.4%	95.6%	49.5%	45.5%	95.0%
5-6	The curriculum is more challenging than my child's former school.	29.2%	41.0%	70.2%	29.2%	41.4%	70.6%	27.2%	43.2%	70.4%
<b>Teacher Availability and Performance</b>										
6-1	How satisfied are you with the helpfulness of your child's CA teachers?	77.0%	20.5%	97.5%	76.4%	21.1%	97.6%	74.0%	22.6%	96.6%
6-2	How would you rate the response time of your child's CA teachers?	65.8%	27.2%	93.0%	62.3%	29.7%	92.0%	62.1%	29.1%	91.2%
6-3	How do you feel about the amount of contact your child has with their CA teachers?	87.8%	9.6%	97.4%	87.1%	9.8%	96.9%	87.1%	11.5%	98.5%
6-4	How do you feel about the amount of contact you have with your child's CA teachers?	88.4%	7.7%	96.1%	88.1%	8.0%	96.2%	88.7%	8.7%	97.4%
6-5	The teachers improve the learning experience.	45.0%	48.9%	93.9%	46.2%	48.3%	94.5%	42.4%	50.5%	92.9%