



Connecting Waters Charter Schools

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Published on April 10, 2026 at 3:25 PM PDT

Date and Time

Thursday April 16, 2026 at 3:00 PM PDT

Location

Connecting Waters Central Valley Resource Center, Board Room
2300 E. Briggsmore Ave. Modesto, CA 95355

Additional Teleconference Locations:

- Connecting Waters East Bay Resource Center
703 C Street, Union City, CA 94587
- Connecting Waters Charter School Waterford Resource Center
12705 Bentley Street, Waterford, CA 95386
- Livestream link view only: <https://us02web.zoom.us/j/85271398615#success>

Agenda Posting Locations

This agenda was posted at least 72 hours prior to the meeting at the following locations: Connecting Waters Charter Schools, 12420 Bentley Street, Waterford, CA 95386; Connecting Waters Charter School Resource Center, 12705 Bentley Street, Waterford CA, 95386; Connecting Waters East Bay Resource Center, 703 C Street, Union City, CA 94587; Connecting Waters Central Valley Resource Center, 2300 E. Briggsmore Avenue, Modesto, CA 95355.

Instructions for Presentations to the Board by Parents and Citizens

Connecting Waters Charter Schools (“Schools”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the Schools in public. Your participation assures us of continuing community interest in our Schools. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Hearing of the Public.” “Hearing of the Public” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item. Complaints against specific school employees should be resolved through the school’s Personnel Complaint Procedure. The right to address the Board does not exempt the speaker from any potential liability for defamation. The proceedings of the Board are recorded and are a part of the public record.
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5. A member of the public requiring a translator will be provided twice the allotted time for public comment per individual speaker in accordance with Section 54954.3 of the Government Code.
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Agenda

I. Opening Items

A. Call the Meeting to Order

- B. Roll Call
- C. Approval of the April 16, 2026, Board of Directors Agenda
- D. Pledge of Allegiance

II. Hearing of the Public on Closed Session Items

III. Closed Session

- A. Public Employee Performance Evaluation
Government Code 54957
Executive Director

IV. Report on Closed Session

- A. Public Employee Performance Evaluation
Government Code 54957
Executive Director

V. Return to Open Session

- A. Hearing of the Public on Non-Agenda Items
- B. Hearing of the Public on Agenda Items

VI. Administrative Reports

- A. Annual Business Services Department Report - Kim Kosky, Business Services Coordinator
- B. Annual Math Department Update - Mary Orvell, Math Department Chair
- C. Annual EL Department Report - Gina Ledesma, EL Coordinator

VII. Directors' Reports

- A. Acting Executive Director Report

VIII. Consent Items

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member to be removed from the Consent Agenda for discussion, there will be no discussion of these items prior to the Board voting on them. The Executive Director and Board Chair recommend approval of all consent agenda items.

- A.** Approval of Minutes - March 3, 2026, Regular Meeting

- B.** Approval of New Hires List
Leslie Viera - Site Assistant

- C.** Approval of Separations List
None at this time

- D.** Approval of the February 2026 Warrant Report from DMS for Connecting Waters Charter School

- E.** Approval of the February 2026 Warrant Report from DMS for Connecting Waters Charter School, East Bay

- F.** Approval of the February 2026 Warrant Report from DMS for Connecting Waters Charter School, Central Valley

- G.** Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School

- H.** Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School, East Bay

- I.** Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School, Central Valley

- J.** Approval of the Amended Board of Directors Meeting Dates 2025-2026 Canceling June 11, 2026 and adding June 22, 2026.

- K.** Approval of the Connecting Waters Charter School Declaration of Need For Fully Qualified Educators for the 2026-2027 School Year

- L.** Approval of the Connecting Waters Charter School, East Bay Declaration of Need For Fully Qualified Educators for the 2026-2027 School Year

- M.** Approval of the Connecting Waters Charter School, Central Valley Declaration of Need For Fully Qualified Educators for the 2026-2027 School Year

N. Approval of New Vendor List

No new Vendors for this meeting

O. Approve the Deletion of the CWCS Grading Policy dated June 16, 2017

P. Approval of the Treasurer's Report for January - February 2026

Q. Approval of Items on the Consent Agenda

IX. Items Scheduled for Consideration and/or Action

A. Approval of the Connecting Waters Charter Schools Employee Handbook for 2026-2027

B. Approve the Establishment of Ad Hoc CBHRO Hiring Committee

The Board will consider the creation of a temporary Ad Hoc Committee to lead the recruitment and screening process for the Chief Business & Human Resources Officer (CBHRO) position. The Board will designate a maximum of three (3) members to serve on the committee and define its scope and duration.

X. Items scheduled for Information & Discussion

A. First Read of the Student Use of Mobile Communication Devices Policy

B. Review February Monthly Financial Report for Connecting Waters Charter School

C. Review February Monthly Financial Report for Connecting Waters Charter School, East Bay

D. Review February Monthly Financial Report for Connecting Waters Charter School, Central Valley

E. Review March Monthly Financial Report for Connecting Waters Charter School

F. Review March Monthly Financial Report for Connecting Waters Charter School, East Bay

G. Review March Monthly Financial Report for Connecting Waters Charter School, Central Valley

H. Board Remarks

XI. Hearing of the Public on Closed Session Items

XII. Closed Session

A. Public Employee Discipline/Dismissal/Release

Gov. Code 54957

XIII. Report on Closed Session Actions

A. Public Employee Discipline/Dismissal/Release

Gov. Code 54957

XIV. Return to Open Session

XV. Closing Items

A. Adjourn Meeting

LCAP/WASC Goals

1. Increase the percentage of students who are on track to graduate college and career-ready.
2. Close the achievement gap for low-performing students in English and Math.
3. Increase the percentage of EL students who achieve proficiency in English Language Arts and Math.
4. Foster positive relationships through community outreach.

Coversheet

Annual Business Services Department Report - Kim Kosky, Business Services Coordinator

Section: VI. Administrative Reports
Item: A. Annual Business Services Department Report - Kim Kosky, Business Services Coordinator
Purpose: FYI
Submitted by:
Related Material: 2025-2026 Business Services Dept (Kim Kosky).pdf

BACKGROUND:

2025-2026 Annual Report from the Business Services Department



Business Services Department

Recap 2025-2026

Goals 2026-2027

Presented by

Kim Kosky, Coordinator and your Business
Services Team

2025-2026 Business Services Team

Kim Kosky
Department
Coordinator



Dre Honore
Department Lead/
VCI Assistant



Nathan Meginness
Business Services
Assistant



Antoinette Galindo
Amazon Punchout
EMR Processor Assistant



Sandra Thornberry
SGI / ES Tutor Assistant
Student Inventory



**VR Assistant while Miriah
Vallejo is on maternity
leave**



Lisa Vargas
Lead Vendor Relations
Assistant



Miriah Vallejo
Vendor Relations
Assistant





Kim Kosky
Business Services
Department Coordinator



The BSD Department

The Business Services Department plays a vital role in managing and implementing key procedures, communications, and documentation to ensure smooth operations and full compliance related to school purchases, services, and contracts. Our responsibilities include overseeing ordering timelines, monitoring spending criteria, and maintaining accurate order tracking.

We process all school and student orders for curriculum materials, supplies, and vendor services, ensuring that every expenditure aligns with the school's fiscal policies, education codes, and accounting best practices. This approach supports strong financial integrity while preventing any perception of excessive spending or inappropriate use of funds.

To uphold these standards, we work in close collaboration with our accounts payable provider, DMS, to ensure responsible, transparent, and compliant financial management.

Additionally, our Vendor Relations team carefully evaluates Independent Contractors to ensure they meet all legislative requirements, demonstrate meaningful community partnerships, and successfully complete all required background checks.

VCI Processor



Dre Honore
Department Lead
VCI Processor Assistant

- Processing of Vocational Course Instruction (VCI) purchase orders (student services)
- Liaison to vendors & ESs providing essential training and support.
- Mediation between ES/family & vendors
- Processing of special purchase orders for internal departments.
- Provides order training to multiple department leads.
- Managing budget anomalies and reconciling the Education Specialists (ES) educational funding (EUs) accounts.

VCI Summary Report

109 VCI Services Vendors

CWCS Total POs Processed: 2,502

CWCS Total Cost of VCI Orders:
 \$357,667.09

CWCV Total POs Processed: 3,553

CWCV Total Cost of VCI Orders:
 \$460,873.59

CWEB Total POs Processed: 2,085

CWEB Total Cost of VCI Orders:
 \$335,381.44

Top 3 VCI Vendors by \$

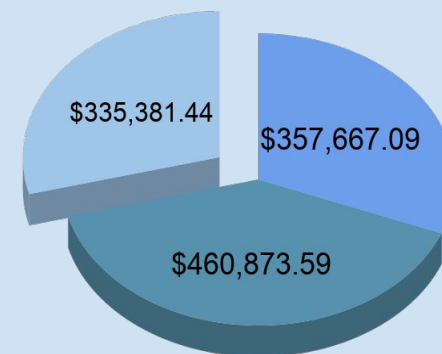
CWCS	\$67,201.93	My Tutoring Partners, formerly Home Tutoring Plus
	\$16,070.00	Andalusia Academics
	\$14,320.56	Brooke Finley Learning Center LLC
CWCV	\$66,043.50	My Tutoring Partners, formerly Home Tutoring Plus
	\$33,895.81	Modesto Academy of Music and Design
	\$26,508.60	Andrew Acrobats- Darla Andrew
CWEB	\$37,238.50	My Tutoring Partners, Formerly Home Tutoring Plus
	\$31,650.00	Shine Through Motion LLC
	\$31,494.50	Andalusia Academics

VCI Purchase Order Policies

The purchase order is a service and payment contract between the vendor and the school. A purchase order (PO) must be received by the vendor prior to the student's start date. CWCS does not pay for deposits, enrollment, registration, invoice or any other type of administration fee that is not related to direct instruction. Class or lessons must have taken place prior to invoicing. CWCS does not pre-pay lessons.

Connecting Waters Charter Schools

2025 - 2026 VCI Spending To Date





Antoinette Galindo
Amazon Punchout
EMR Processor Assistant

Amazon Punchout/EMR

Processing of Educational Materials & Resources (EMR)purchases orders

- **Maintain Amazon Punchout lists**
- **Provide support and training to ES/Parents for Amazon Procurement System**
- **Review orders for Sectarian Content**

Amazon Procurement System

CWCS has designated Amazon as the schools preferred vendor for School/Office/Art Supplies

- **New Curated Book list for classes**
- **CWCS has processed a total of 2,783 Amazon Punchout orders**
- **Total Cost of Amazon Punchout Orders for all CWCS to date = 182,322.19**

EMR Summary Report

- **CWCS- Has a total of 145 EMR Product Vendor Accounts**
- **Total Processed EMR Orders for CWCS = 5,565**
- **Total Cost of EMR Orders for CWCS = 502,996.22**

Top 3 EMR Vendors by \$

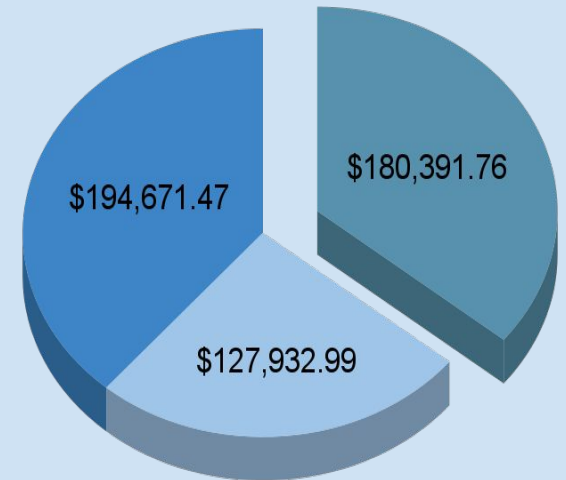
CWCS Amazon Punchout \$67,950.63
 Rainbow Resource \$26,385.20
 Kiwi Co Inc \$16,466.57

CWEB Amazon Punchout \$40,343.67
 Rainbow Resource \$17,805.50
 Kiwi Co Inc \$13,048.94

CWCV Amazon Punchout \$74,027.89
 Rainbow Resource \$32,687.55
 Moving Beyond the Page \$15,077.52

Connecting Waters Charter Schools

2025-2026 EMR Spending Totals by School



● CWCS ● CWEB ● CWCV





Nathan Meginness
Business Services Asst.
Grant Coordinator



Grant Tracking & Budgeting Manages CWCS State Categorical Entitlements to ensure compliant spending and tracking within the approved budgets

LCAP Budgeting & Tracking Works with Academic Cabinet and Executive Director to track and ensure LCAP actions and goals are being met within budget

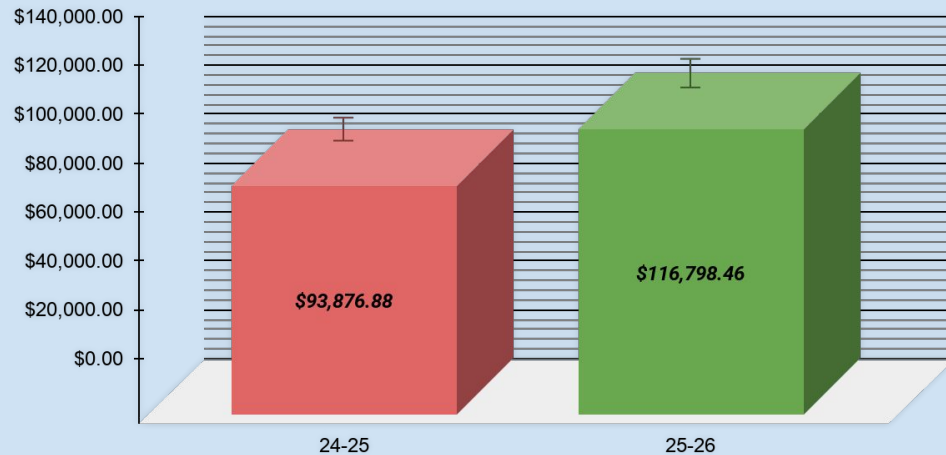
2026-2027 Goals
Begin Grant writing for specific funding sources that would allow us to meet CWCS specific interests, programs and needs; instead of trying to fit them within state entitlements

Dept. Ordering Handles the majority of School Purchasing, for the Resource Centers, Administration, Curriculum and any/all grant related materials

- 24-25 & 25-26 FY Comparison**
- New Department Coordinator Approval Policy
 - Approx. 19.6% Increase in expenses with a 5% variance allowance

CWCS Office Supply Spending Comparison*

Consolidated Data from Amazon



* Reports pulled from Amazon Expenditures not Warrant report via account system



Sandra Thornberry
SGI /ES Tutor Assistant
Student Inventory

Student Inventory

- **Coordinate student asset tracking across four platforms (OPS, Atrium, IncidentIQ, and BookTracks) to ensure 100% data accuracy for active, dropped, and graduated students.**
- **Partner with ESs and families to facilitate the return of all checked-out materials.**

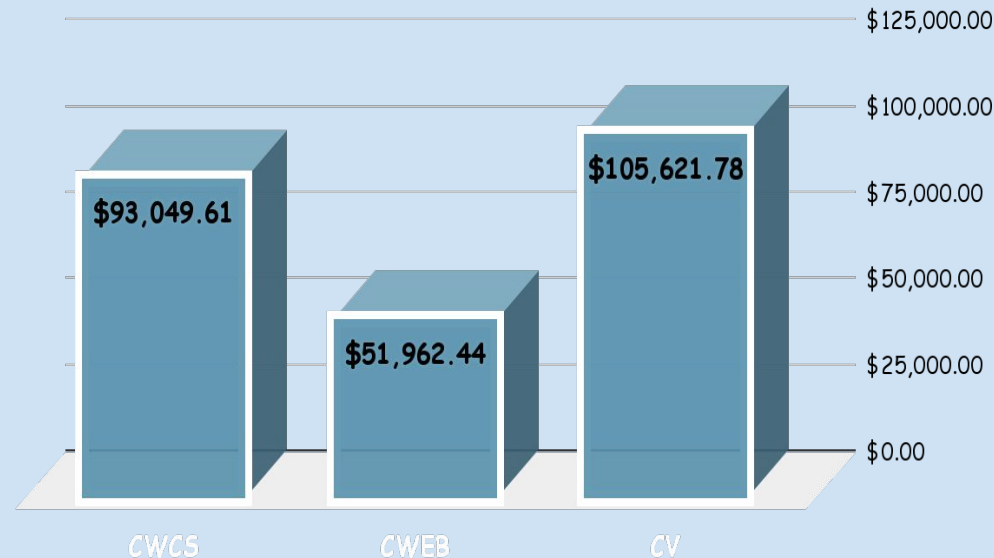
2026-2027 Goals

- **Continue to improve communication between all departments (library, IT, student inventory).**
- **Reduce record holds by working with ESs, Library Staff, and IT to recover school property before or within a short period of time from when the student graduates or drops.**

SGIs-Small Group Instructors

- **Process monthly Purchase Orders with 100% accuracy in subject, dates, times, and totals..**
- **Maintain real-time tracking of SGI sessions to ensure perfect alignment between POs and timesheets.**
- **Execute bi-weekly audits and submissions of SGI timesheets.**

Funding Spent on In House Tutoring (SGI-Small Group Instructor) 2025-2026



Vendor Relations



Lisa Vargas
Lead VR Assistant

Two Main Functions of VR

- Review Prospective Businesses for Eligibility to Become a Vendor
- Maintain Current Vendors

Determining Eligibility for Prospective Vendors

- AB5
- TB Clearances
- Business Licenses
- State and Federal Background Clearances
- Non-Sectarian
- Insurance

Maintaining Current Vendors

- 109 Service & Digital Curriculum vendors
- 145 Product vendors
- Daily Insurance check & Monthly TB checks
- Annual vendor account updates



Emily Giraldes
VR Assistant while Miriah
is on maternity leave



Vendor Relations Continued

Additional Vendor Options

In response to ES requests, Edmentum's live, online, multi-subject courses which are led by California-credentialed instructors and documented in CALPADS, were added in late October 2025. Adding this vendor has helped ease ES workloads while expanding opportunities to personalize each student's learning experience:

- **Expanded student learning opportunities:** Students now have access to a broad range of courses, including Math, Computer Science, Physical Education, History, English, Spanish, and a wide range of electives including Psychology, Sociology, Marketing & Finance, Personal Communication, Music & Art appreciation, HR principles, and Accounting.

Goals for 26/27 (continuation of current goals)

- Support our Vendors
- Provide instructions for Families in the Public Notes of OPS
- Include information for our ESs in the Internal Notes of OPS
- Supply data for our BSD Processors in Internal Notes of OPS

Our goal is to create an efficient process that offers clear consistent communication and support for vendors, families, ESs, and our internal team

School Year Highlights

- We welcomed 2 new hires to our BSD team this school. This addition strengthens our staff and supports ongoing operational excellence.
- Kim Kosky & Nathan Meginess are completing CSDC CBO (Charter Business Officer) training – enhancing understanding of charter school funding, legal compliance, financial management, and operational oversight.
- Onboarding Charter Impact – Charter Impact, to streamline financial and administrative support.
- Launched school-owned instrument program with in-house repairs and implemented stronger library checkout processes
- Buy Q Rebate Program (2024–2025): Earned a 0.25% rebate on all Amazon Business purchases, totaling \$884.03.
- Business Services Coordinator has taken on all school conferences and travel arrangements



Next Year Goals:

- Strengthen operational processes with Charter Impact
- Through the knowledge gained from CBO training, we will be able to provide more effective support to school administration and enhance compliance & oversight
- Strengthen instrument program to maximize resources & reduce purchases
- Optimize conference & travel planning systems
- Pursue professional development to expand leadership capabilities within the department.

Thank You

Please contact us, we're here to

help

- Kim Kosky Business Services Coordinator - kkosky@cwcharter.org
- Amazon OPS Punchout - amazon@cwcharter.org
- EMR / Materials Orders - poinquiries@cwcharter.org
- VCI / Vendor Services - poinquiries@cwcharter.org
- SGI / ES Employee tutor Services - poinquiries@cwcharter.org
- Student Inventory - studentinventory@cwcharter.org
- Vendor Relations - vendorrelations@cwcharter.org
- Verizon Student Jetpack - poinquiries@cwcharter.org
- Travel Support - travelsupport@cwcharter.org



Coversheet

Annual Math Department Update - Mary Orvell, Math Department Chair

Section: VI. Administrative Reports
Item: B. Annual Math Department Update - Mary Orvell, Math Department Chair
Purpose:
Submitted by:
Related Material: Math Board Presentation April 2026.pdf

BACKGROUND:

2025-2026 Annual Math Department Report and Math Placement Data Review

Math Department Updates

Connecting Waters Charter Schools
2025-26

Topics To Be Addressed

- Math Department Updates
- Where we are moving next

Department Updates

- **Parent Math Workshops:** one of our high school teachers and our early math intervention specialist held in parent math workshops at CV to help them engage with the discovery and inquiry aspects of their child's math content.
- **Prioritizing Synchronous HSI Options:** Keeping track of numbers in our HSI live classes to ensure we have enough classes to accommodate as many students as possible.
- **K-8 Math Tiger Time Classes:** Added around 50 new K-8 math classes (both Big Ideas and CMS).

Department Updates

- **iReady Score Increases:** For students in K-8 who took the second iReady diagnostic and are enrolled in one of our CMS or Big Ideas classes, we saw a trend of overall growth from diagnostic 1 to diagnostic 2.
- **Support Class Additions:** Added four new support classes grades 5-8 targeted toward students enrolled in our CMS classes where they can receive reteaching from that week's lessons and individualized homework help.
- **Tiger Time Instructors Making Great Strides:**
 - ◆ [Kindergarten Math Big Ideas Class Recording](#)
 - ◆ [CMS Math 5 Class Recording](#)

Plans for 2026-27

- **Curriculum Adoption Pilot (K-8 and Algebra 1):** Working according to adoption timeline to select a curriculum based on solid instructor/parent educator feedback and to create a smooth transition for our teachers.
- **Developing CMS Grades K-2 Classes:** Working with Debbie Kutz (early math intervention specialist) to build CMS K-2 classes using new curriculum pilots
- **Improving Tiger Time Courses:** Provide enriching PD opportunities for our CMS instructors on how to differentiate instruction for tier 1-3 students; revamp Big Ideas classes to match the population they are serving

Plans for 2026-27

- **Revamping Support Classes (grades 6-8):** working with early math intervention specialist to have our grades 6-8 support classes have an optional second hour that includes remedial skill building for our students that need support with middle school math skills.

Coversheet

Annual EL Department Report - Gina Ledesma, EL Coordinator

Section: VI. Administrative Reports
Item: C. Annual EL Department Report - Gina Ledesma, EL Coordinator
Purpose:
Submitted by:
Related Material: 25_26 Board Presentation EL Department.pdf

BACKGROUND:

2025-2026 Annual EL Department report

EL (English Learner)

Department

Board Presentation

April 18, 2026 Board Meeting



Welcome!
Thank you for
your time!



Gina Ledesma

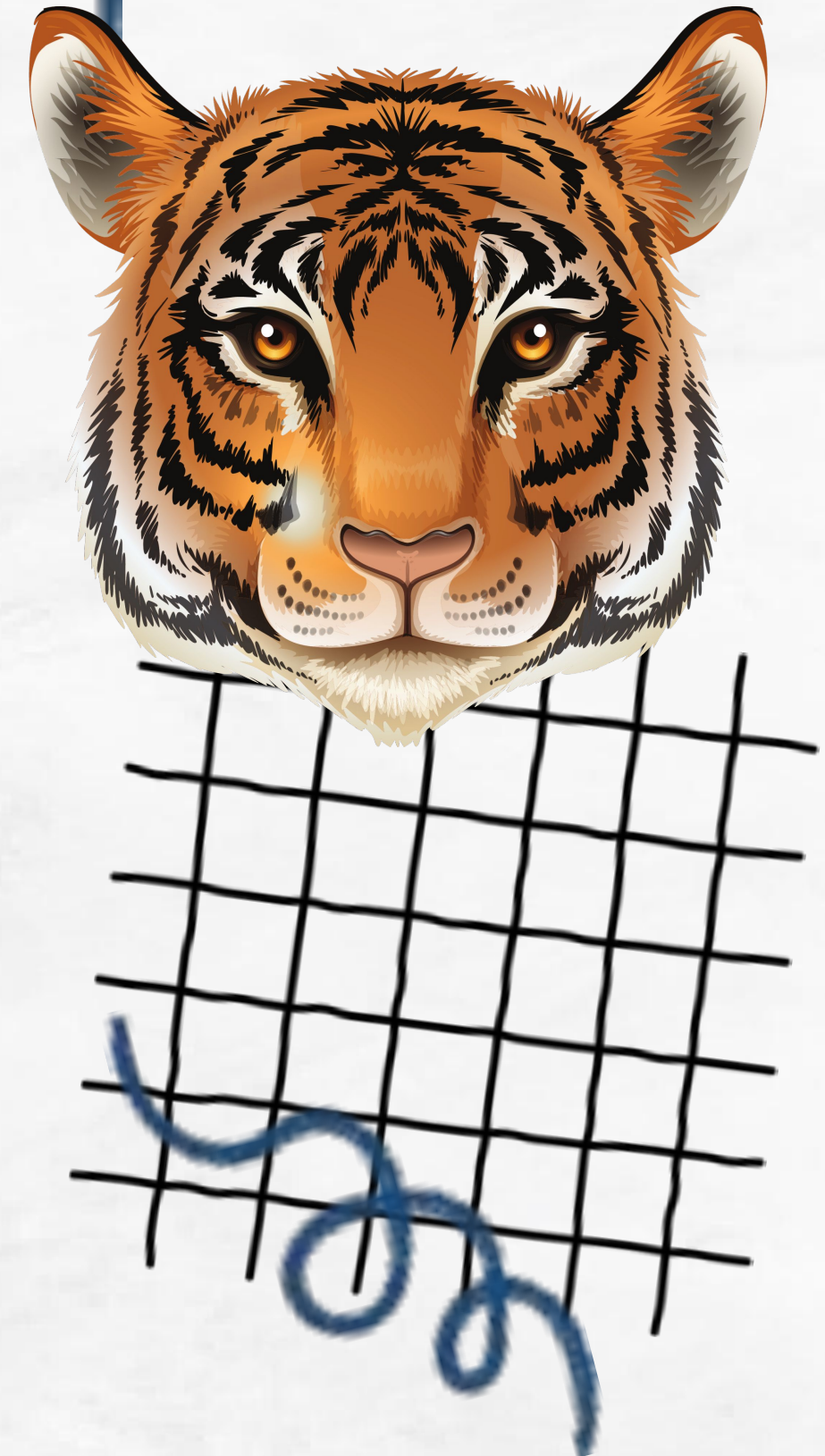
EL Coordinator

This year is my 11th year with CWCS! I have worn many hats at CWCS and I am completing my 3rd year as EL Coordinator. I feel it is my duty as a leader to aide my team in honing in on their crafts and to lead from the roots and let the “peach tree” flourish and bloom. I am blessed to have an amazing team of 15 teachers, 7 ELPAC examiners, 1 Bilingual Aide, and RC staff that make up the most amazing peach tree! It is an honor to be the roots of the EL Department.

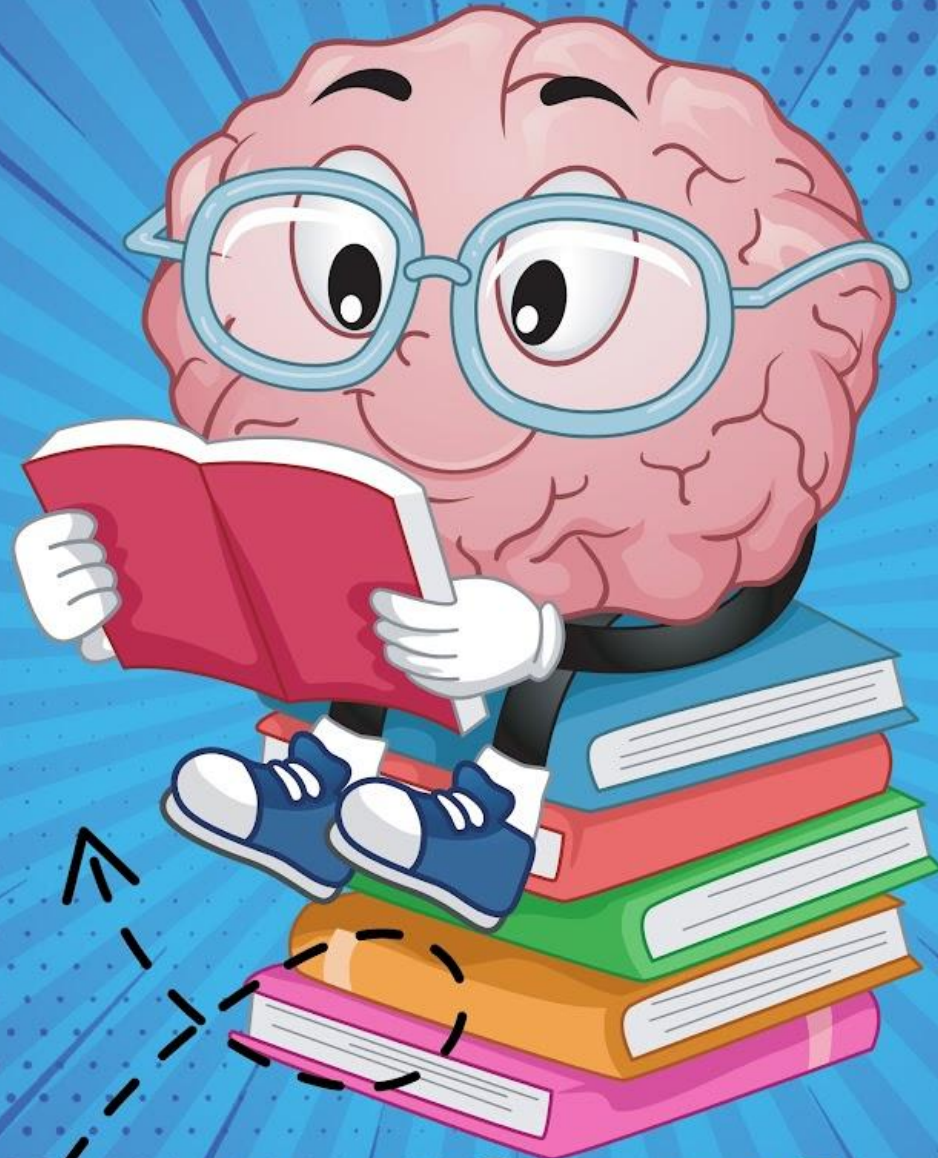


EL Department Fun Facts 25/26

- A. There are 114 ELs
 - a. CV - 45, CVV - 44, and CWEB - 25
- B. There are 53 ESSs (64%) that have ELs on their roster. Some ESSs have 1 EL and quite a few more have 5 or more.
- C. We have 3 students graduating with the State Seal of Biliteracy...so far
- D. Our staff has used Interpreting Services over 40 times from October-March.
- E. We are watching 35 students who could possibly reclassify.



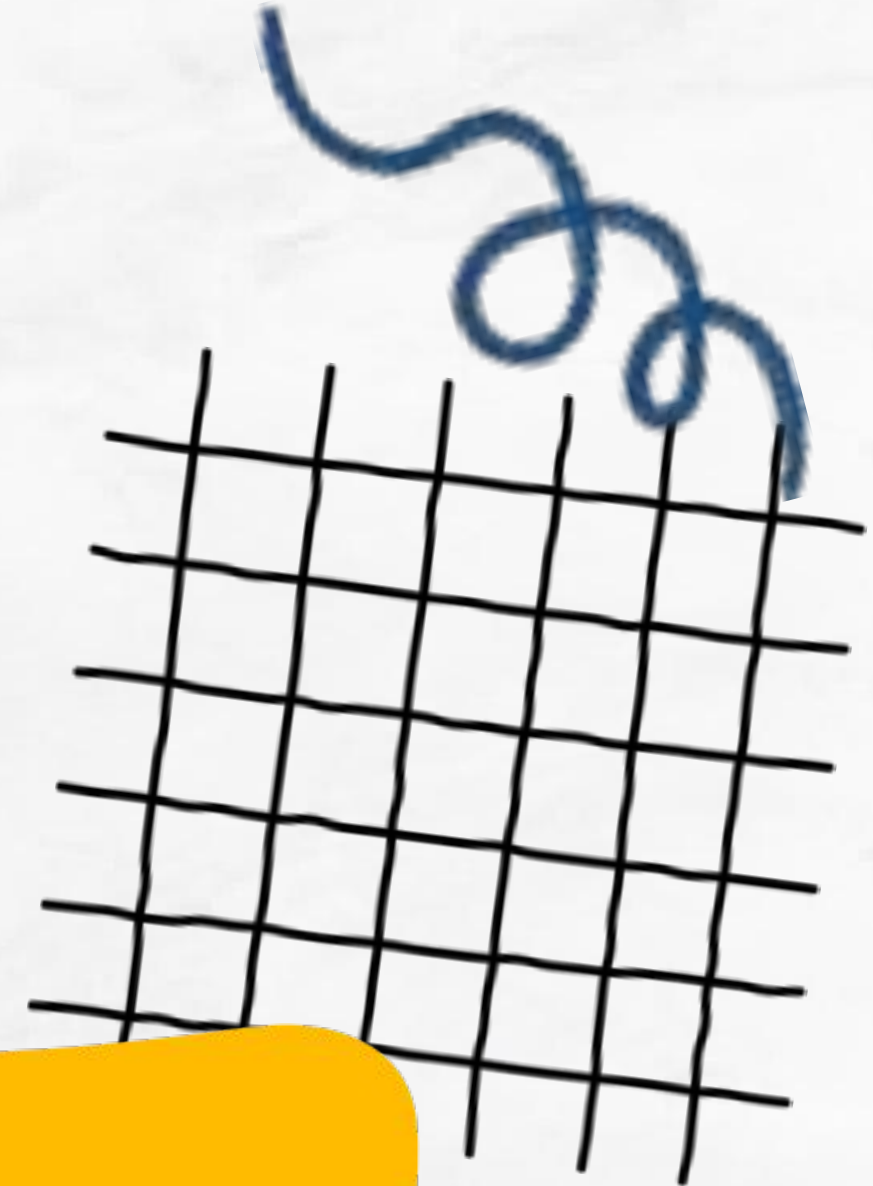
I LEVELED UP WITH LU!



CWCS 2025

Our Programs

- Level Up EL Tutoring
- Interpreting and Translation Services
- DELD Classes
- Integrated English Classes
- Seal of Biliteracy
- ELAC Committee
- ELPAC Initial and



Let's Dig Deeper!

EL Department Goals

- Ensure that English learners acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English.
- Ensure that English learners, within a reasonable period of time, achieve the same rigorous grade-level academic standards that are expected of all students.
- Increase the percentage of EL students who achieves proficiency in English Language Arts and Math
- Increase and prepare EL students for college and career readiness
- Increase the percentage of EL parent participation
- Our team will provide parents of ELs with the following information:
 - Identification as EL
 - Program placement options and notification
 - English language proficiency level, as determined by ELPAC results and any local English Proficiency assessment used
 - Academic achievement level and reclassification information
 - At the high school level, graduation requirements and annual notification of their student progress toward meeting those requirements



Looking to 26/27

- Have a flourishing ELAC Committee
- Fine tune our EL Masterplan
- Implement team wide DELD curriculum as requested by the teachers.
 - Looking into SIPPS.
- Incorporate more PD for EL teachers



State Compliance

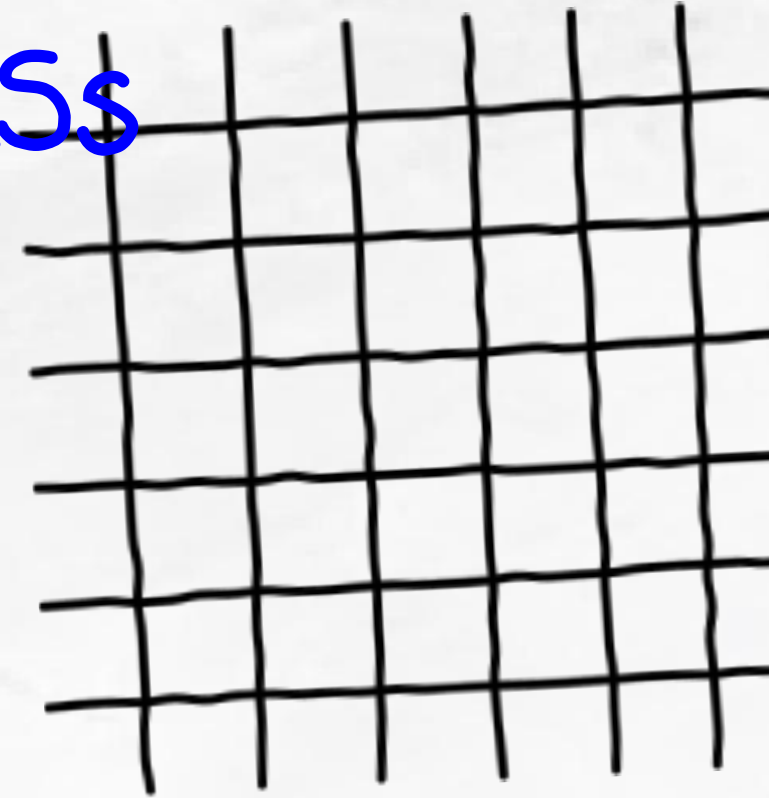
- All EL students but 1 have completed the ELPAC exam.
 - The last student will be tested in April.
- Our ELPAC examiners are already preparing for Initial ELPAC season by calibrating to give the exam.
- All EL, LTEL, and RFEP Students are being served in accordance to state requirements.



All Links EL From the

Presentation

- All Links EL Department - For ESS
- EL Department Goals
- Reclassification
- State Seal of Biliteracy
- ELAC Committee
- EL Master Plan for CWCS



Questions
Feedback
Suggestions?
Thank you :-)



Thank you for your time!

Coversheet

Acting Executive Director Report

Section: VII. Directors' Reports
Item: A. Acting Executive Director Report
Purpose: FYI
Submitted by:

BACKGROUND:

The Acting Executive Director Spotlight is a record of all the major school updates, training, and events the Acting Executive Director will be sharing with the board.

Coversheet

Approval of Minutes - March 3, 2026, Regular Meeting

Section: VIII. Consent Items
Item: A. Approval of Minutes - March 3, 2026, Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for CWCS Board of Directors Meeting on March 3, 2026

BACKGROUND:

These are the minutes that reflect the meeting of the Connecting Waters Charter Schools Board of Directors' March 3, 2026, meeting.

DRAFT



Connecting Waters Charter Schools

Minutes

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Date and Time

Tuesday March 3, 2026 at 3:00 PM

Location

Connecting Waters Central Valley Resource Center, Board Room
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Directors Present

E. Melton, J. Louie-Monzon, K. Corrales, K. Fatima, K. Martin, S. Welch

Directors Absent

L. Addipah

Directors who arrived after the meeting opened

K. Fatima

Guests Present

L. Joseph

I. Opening Items

A. Call the Meeting to Order

E. Melton called a meeting of the board of directors of Connecting Waters Charter Schools to order on Tuesday Mar 3, 2026 at 3:01 PM.

B. Roll Call

C. Approval of the March 3, 2026, Board of Directors Agenda

S. Welch made a motion to approve the March 3, 2026, Board of Directors Agenda.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Addipah	Absent
K. Corrales	Aye
J. Louie-Monzon	Aye
S. Welch	Aye
E. Melton	Aye
K. Martin	Aye

D. Pledge of Allegiance

Led By: Kristen Corrales

E. Hearing of the Public on Non-Agenda Items

No comments from the public

F. Hearing of the Public on Agenda Items

No comments from the public

II. Administrative Reports

A. Annual Special Education Department Report - Michelle Day, Special Education Director

The Special Education Director presented the annual department report, noting that overall enrollment has remained relatively stable this year, with only modest increases across the three schools. Staffing updates included the addition of in-house occupational therapists, a school psychologist, a resource specialist, and classified support to assist with IEP scheduling, reducing reliance on outside vendors while continuing to meet all required service needs. Enrollment and disability data were reviewed by site, with no significant shifts in primary disability categories and all identified student needs currently being served. Approximately 300 IEP meetings had been held as of January, reflecting the high volume of compliance and support activities. The board also received clarification on revocations of special education services and an overview of eligibility criteria for specific learning disabilities, including assessment processes and required discrepancy standards.

K. Fatima arrived at 3:10 PM.

III. Directors' Reports

A. Acting Executive Director Report

The Acting Executive Director presented her report, highlighting the recent all-staff meeting and professional development day, which focused on reconnecting staff to the school's mission, personalized learning model, and charter renewal efforts. She reviewed upcoming agenda items, including the alternative work schedule, grant updates, recruitment efforts for students and staff, open house events, upcoming CAASPP testing, and the onboarding process with Charter Impact. Updated enrollment trend data were provided in response to a prior board request. The board was also informed of ongoing hiring efforts, recent conference participation for legislative and networking updates, and the development of an acronyms reference document to support board clarity. The board expressed appreciation for the report's format and alignment with agenda action items.

IV. Consent Items

A. Approval of Minutes - February 17, 2026, Regular Meeting

K. Corrales made a motion to approve the minutes from CWCS Board of Directors Meeting on 02-17-26.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approval of Items on the Consent Agenda

K. Corrales made a motion to approve Items on the Consent Agenda.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Welch Aye

K. Fatima Aye

Roll Call

K. Martin Aye
J. Louie-Monzon Aye
E. Melton Aye
L. Addipah Absent
K. Corrales Aye

V. Items Scheduled for Consideration and/or Action

A. Approval of the Alternative Work Week 9/80 Employee Schedule

K. Martin made a motion to approve the Pilot of Alternative Work Week 9/80 Employee Schedule through the end of the school year.

K. Corrales seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Welch No
E. Melton Aye
K. Martin Aye
L. Addipah Absent
J. Louie-Monzon Aye
K. Corrales Aye
K. Fatima Aye

B. Approval of the Connecting Waters Charter Schools Employee Handbook for 2026-2027

J. Louie-Monzon made a motion to Table Approval of the Connecting Waters Charter Schools Employee Handbook for 2026-2027 to the April 16, Board of Directors Meeting.

K. Corrales seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

K. Fatima Aye
L. Addipah Absent
E. Melton Aye
J. Louie-Monzon Aye
K. Corrales Aye
S. Welch Aye
K. Martin Aye

C. Approval of the Amended Board of Directors Meeting Dates 2025-2026

K. Martin made a motion to Table to next meeting Approval of the Amended Board of Directors Meeting Dates 2025-2026.

K. Corrales seconded the motion.

The Board is being asked to move the June 11th regularly scheduled Board meeting to a different date in June. At this time the board is considering either June 22nd or June 23rd. The board **VOTED** unanimously to approve the motion.

Roll Call

K. Martin	Aye
L. Addipah	Absent
K. Corrales	Aye
S. Welch	Aye
K. Fatima	Aye
J. Louie-Monzon	Aye
E. Melton	Aye

D. Approval of the Modification to the Expenditure Plan for the Arts, Music, and Instructional Materials Discretionary Block Grant for Connecting Waters Charter School

S. Welch made a motion to approve the Modification to the Expenditure Plan for the Arts, Music, and Instructional Materials Discretionary Block Grant for Connecting Waters Charter School.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

K. Fatima	Aye
K. Martin	Aye
K. Corrales	Aye
S. Welch	Aye
L. Addipah	Absent
J. Louie-Monzon	Aye
E. Melton	Aye

E. Approval of the Modification to the Expenditure Plan for the Arts, Music, and Instructional Materials Discretionary Block Grant for Connecting Waters Charter School, East Bay

S. Welch made a motion to approve the Modification to the Expenditure Plan for the Arts, Music, and Instructional Materials Discretionary Block Grant for Connecting Waters Charter School, East Bay.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Addipah	Absent
K. Martin	Aye
E. Melton	Aye
J. Louie-Monzon	Aye
K. Corrales	Aye

Roll Call

K. Fatima Aye
S. Welch Aye

F. Approval of the Modification to the Expenditure Plan for the Arts, Music, and Instructional Materials Discretionary Block Grant for Connecting Waters Charter School, Central Valley

S. Welch made a motion to Approve the Modification to the Expenditure Plan for the Arts, Music, and Instructional Materials Discretionary Block Grant for Connecting Waters Charter School, Central Valley.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Addipah Absent
K. Martin Aye
K. Corrales Aye
E. Melton Aye
K. Fatima Aye
S. Welch Aye
J. Louie-Monzon Aye

VI. Items scheduled for Information & Discussion

A. Board Remarks

During Board Remarks, a board member shared reflections on attending the recent CCSA conference, describing it as informative and a valuable opportunity to connect with staff outside of the regular school setting. The member noted that the presentations provided meaningful insights and ideas that may be implemented at the school in the future. No additional board remarks were offered.

VII. Hearing of the Public on Closed Session Items

A. VII. Hearing of the Public on Closed Session Items

No Comments from the public.

Entered closed session at 4:15 p.m.

VIII. Report on Closed Session Actions

A. Public Employee Discipline/Dismissal/Release

Nothing to report. return from closed session at 6:02 p.m.

IX. Closing Items

A. Adjourn Meeting

K. Corrales made a motion to A. Adjourn Meeting.

K. Martin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

K. Fatima Aye

J. Louie-Monzon Aye

L. Addipah Absent

K. Corrales Aye

E. Melton Aye

K. Martin Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:03 PM.

Respectfully Submitted,

E. Melton

LCAP/WASC Goals

1. Increase the percentage of students who are on track to graduate college and career-ready.
2. Close the achievement gap for low-performing students in English and Math.
3. Increase the percentage of EL students who achieve proficiency in English Language Arts and Math.
4. Foster positive relationships through community outreach.

Coversheet

Approval of New Hires List

Section: VIII. Consent Items
Item: B. Approval of New Hires List
Purpose:
Submitted by:

BACKGROUND:

This is the list of Connecting Waters Charter Schools newly hired employees since the last Board of Directors meeting

Coversheet

Approval of Separations List

Section: VIII. Consent Items
Item: C. Approval of Separations List
Purpose:
Submitted by:

BACKGROUND:

This is the list of Connecting Waters Charter Schools recently separated employees since the last Board of Directors meeting

Coversheet

Approval of the February 2026 Warrant Report from DMS for Connecting Waters Charter School

Section: VIII. Consent Items
Item: D. Approval of the February 2026 Warrant Report from DMS for
Connecting Waters Charter School
Purpose:
Submitted by:

BACKGROUND:

Financial summary for February monthly expenses

Coversheet

Approval of the February 2026 Warrant Report from DMS for Connecting Waters Charter School, East Bay

Section: VIII. Consent Items
Item: E. Approval of the February 2026 Warrant Report from DMS for
Connecting Waters Charter School, East Bay
Purpose:
Submitted by:

BACKGROUND:

Financial summary for February monthly expenses

Coversheet

Approval of the February 2026 Warrant Report from DMS for Connecting Waters Charter School, Central Valley

Section: VIII. Consent Items
Item: F. Approval of the February 2026 Warrant Report from DMS for
Connecting Waters Charter School, Central Valley
Purpose:
Submitted by:

BACKGROUND:

Financial summary for February monthly expenses

Coversheet

Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School

Section: VIII. Consent Items
Item: G. Approval of the March 2026 Warrant Report from DMS for Connecting
Waters Charter School
Purpose:
Submitted by:

BACKGROUND:

Financial summary for March monthly expenses

Coversheet

Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School, East Bay

Section: VIII. Consent Items
Item: H. Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School, East Bay
Purpose:
Submitted by:

BACKGROUND:

Financial summary for March monthly expenses

Coversheet

Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School, Central Valley

Section: VIII. Consent Items
Item: I. Approval of the March 2026 Warrant Report from DMS for Connecting Waters Charter School, Central Valley
Purpose:
Submitted by:

BACKGROUND:

Financial summary for March monthly expenses

Coversheet

Approval of the Amended Board of Directors Meeting Dates 2025-2026 Canceling June 11, 2026 and adding June 22, 2026.

Section: VIII. Consent Items
Item: J. Approval of the Amended Board of Directors Meeting Dates 2025-2026 Canceling June 11, 2026 and adding June 22, 2026.
Purpose: Vote
Submitted by:
Related Material: A. BOD Meetings for 2025-2026 (1).docx - Google Docs.pdf

BACKGROUND:

The Board will vote to confirm canceling the June 11th Board Meeting Date and add June 22nd to the Board Meeting dates for 2025-2026

BOD Meetings for 2025-2026 (Thursday)
July 24, 2025-Meeting
No Meeting Only if Necessary
August 28, 2025-BOD Meeting
At this meeting we need to approve: Unaudited actuals due 9/4
September 25, 2025-BOD Meeting
October 16, 2025-BOD Meeting
Non-school days on the 23 rd and 24th
November 20, 2025-BOD Meeting
3 rd Thursday due to Thanksgiving. At this meeting we need to approve 1 st Interim Budget due 12/6 DMS confirmed we could have this by 11/17. Should also be approved at this time.
December 11, 2025-BOD Meeting
2 nd Annual Audit is due Dec. 15th
January 22, 2026-BOD Meeting
SARC will need to be approved at this meeting
February 5, 2026- BOD Meeting
Regular Meeting of the Board of Directors
February 17, 2026- BOD Meeting
At this meeting we need to approve the 2 nd Interim Budget due 3/8 and the Comprehensive Safety Plan. This is a Tuesday due to All staff and CCSA conference
March 3, 2026-BOD Meeting
Regular Meeting of the Board of Directors
April 16, 2026-BOD Meeting
3 rd Thursday due to CAASPP Testing. At this meeting approve the Workplace Violence Prevention Plan and Prop 28 Plan
May 28, 2026-BOD Meeting
At this meeting we need to review the LCAP and Budget for 2026-2027
June 22, 2026-BOD Meeting
Monday due to deadlines. We need to approve LCAP and Budget due 6/28

Coversheet

Approval of New Vendor List

Section: VIII. Consent Items
Item: N. Approval of New Vendor List
Purpose:
Submitted by:

BACKGROUND:

A list of new vendors contracted CWCS since the last Board Meeting

Coversheet

Approve the Deletion of the CWCS Grading Policy dated June 16, 2017

Section: VIII. Consent Items
Item: O. Approve the Deletion of the CWCS Grading Policy dated June 16, 2017
Purpose:
Submitted by:

BACKGROUND:

Policy is no longer needed.

Coversheet

Approval of the Treasurer's Report for January - February 2026

Section: VIII. Consent Items
Item: P. Approval of the Treasurer's Report for January - February 2026
Purpose:
Submitted by:
Related Material: CWCS Treasurer's Report Jan-Feb - TREASURER REPORT.pdf

BACKGROUND:

The Treasurer's Report for January - February 2026

CWCS - Treasurer's Quarterly Report			
January-February Report Fiscal Year Starting July 1, 2025			
Prepared by Malinda Miller			
S.O.F.A. School Office Fundraiser Account			
Beginning Balance	\$ 5,602.90		
Deposits and other credits	\$ 95.00	2/18	School T-shirts Sold
	\$ 15.00	2/25	School T-shirts Sold
Checks/Withdrawals/Debits	\$ (70.70)	1/29	Check #162 - CWCS General Funding Credit Card Reimbursement (T.Hushaw) White Tiger Plushies / Employee Appreciation Plaque
Ending Balance	\$ 5,642.20		
FCCLA (Family, Career, Community, Leaders of America)			
Beginning Balance	\$ 1,465.51		
Deposits and other credits	\$ 72.45	2/9	Square Credit - 2/6 FCCLA Baking Buddies Event
	\$ 30.00	2/18	Cash Deposit - 2/6 FCCLA Banking Buddies Event
	\$ 174.72	2/20	Square Credit - Take-n-Bake Pizzas after All Staff Meeting
Checks/Withdrawals/Debits	-		
Ending Balance	\$ 1,742.68		
CTE (Career Technical Education) - Business Class Online Store			
Beginning Balance	\$ 1,547.37		
Deposits and other credits	-		
Checks/Withdrawals/Debits	-		
Ending Balance	\$ 1,547.37		
CTE (Career Technical Education) Account - Culinary Program Tiger Cafe			
Beginning Balance	\$ 10,873.29		
Deposits and other credits	\$ 37.38	1/15	Square Credit - CTE Tiger Cafe
	\$ 30.14	1/22	Square Credit - CTE Tiger Cafe
	\$ 32.00	1/29	Cash Deposit - CTE Tiger Cafe
	\$ 143.64	2/5	Square Credit - CTE Tiger Cafe
	\$ 71.04	2/12	Square Credit - CTE Tiger Cafe
	\$ 54.00	2/18	Cash Deposit - CTE Tiger Cafe
	\$ 39.74	2/19	Square Credit - CTE Tiger Cafe
	\$ 38.91	2/26	Square Credit - CTE Tiger Cafe
Checks/Withdrawals/Debits	-		
Ending Balance	\$ 11,320.14		
Yearbook Account			
Beginning Balance	\$ 5,384.65		
Deposits and other credits	-		
Checks/Withdrawals/Debits	-		
Ending Balance	\$ 5,384.65		
P.A.W.S (Parent Activities Workshops Support) Formerly PAC (Parent Advisory Council)			
Beginning Balance	\$ 549.65		
Deposits and other credits	-		
Checks/Withdrawals/Debits	-		
Ending Balance	\$ 549.65		
SunShine Account - Employee Donations			
Beginning Balance	\$ 193.99		
Deposits and other credits	\$ 196.11	2/12	Square Credit - Employee Donations
	\$ 48.05	2/17	Square Credit - Employee Donations
	\$ 50.00	2/18	Deposit - Employee Donation
	\$ 119.66	2/19	Square Credit - Employee Donations
	\$ 124.80	2/23	Square Credit - Employee Donations
	\$ 100.00	2/25	Deposit - Employee Donation
	\$ 14.20	2/26	Square Credit - Employee Donations
Checks/Withdrawals/Debits	\$ (82.64)	2/2	Debit - ProFlowers Plant (Employee Jerri Levers)
	\$ (78.38)	2/2	Debit - ProFlowers Plant (Employee Dawn Miller)
Ending Balance	\$ 685.79		
Student Council Account			
Beginning Balance	\$ 1,104.06		
Deposits and other credits	-		
Checks/Withdrawals/Debits	\$ (59.58)	1/8	Debit - Amazon PO 3810 Winter Harvest Festival Supplies
	\$ (33.71)	1/9	
	\$ (199.85)	2/10	
	\$ (6.21)	2/10	Debit - Amazon PO 3901 CWEB International Festival Event Supplies
	\$ (12.49)	2/10	
	\$ (64.72)	2/11	Debit - Amazon PO 3904 Spring Into Skills Event Supplies

	\$	(5.79)	2/11	Debit - Amazon PO 3904 Spring Into Skills Event Supplies
	\$	(19.06)	2/13	Debit - Amazon PO 3901 CWEB International Festival Event Supplies
	\$	(14.24)	2/13	Debit - Amazon PO 3901 CWEB International Festival Event Supplies
Ending Balance	\$	688.41		
CSF (California Scholarship Federation) Account				
Beginning Balance	\$	151.09		2014-2015 Inactive Account
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	151.09		
EVS (Environmental Science) / Book Club Account				
Beginning Balance	\$	(1.75)		2023-2024 Inactive Account
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	(1.75)		
OLF (Oral Language Fair) Account				
Beginning Balance	\$	56.00		2019-2020 Inactive Account
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	56.00		
Science Olympiad Account				
Beginning Balance	\$	31.98		2014-2015 Inactive Account
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	31.98		
DONATIONS TOTAL CHECKING ACCOUNT BALANCE ENDING ON: February 28, 2026				
	\$	27,798.61		

Coversheet

Approval of the Connecting Waters Charter Schools Employee Handbook for 2026-2027

Section: IX. Items Scheduled for Consideration and/or Action
Item: A. Approval of the Connecting Waters Charter Schools Employee Handbook for 2026-2027
Purpose: Vote
Submitted by:
Related Material: 2026-2027 Employee Handbook.pdf

BACKGROUND:

The annually updated employee handbook for the 2026-2027 school year. Reviewed by our legal advisors and updated as necessary

Connecting Waters Charter Schools

Employee Handbook

~~2025-2026~~ 2026-2027



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Waterford, CA 95386

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Appendix B - Internal Complaint Form

Introduction To Handbook

This Handbook is designed to help employees get acquainted with Connecting Waters Charter Schools (hereinafter referred to as “CWCS, CWEB and CWCV” or the “School”). It explains some of our philosophies and beliefs, and describes some of our employment guidelines in general terms. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at the School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. CWCS, CWEB and CWCV also reserve the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Executive Director has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Executive Director.

Employees must sign the acknowledgment of receipt of the employee handbook form annually. This will provide the School with a record that each employee has received this Handbook.

Conditions Of Employment

Equal Employment Opportunity Is Our Policy

The School is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision-making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy protects qualified individuals based on the perception that the individual has any of these characteristics or any combination of these characteristics, or is associated with an individual who has, or is perceived to have, any of these characteristics or a combination of these characteristics.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the Board Approval:

essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. CWC, CWEB and CWCV will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. CWCS, CWEB and CWCV will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Executive Director or designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

This policy applies to all School employees, volunteers, contractors, and Board members (collectively referred to as “mandated reporters” herein).

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

CWCS, CWEB and CWCV will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Board Approval:

Services, to ~~employees~~ individuals who are mandated reporters. Mandated reporter training will also be provided to ~~employees hired during the course of the school year.~~ all qualifying individuals who begin their service midyear. Independent contractors are required to complete their own training. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine. Training will also be provided on the prevention of abuse, including sexual abuse and assault, of children on School grounds, by School personnel and volunteers, or in School-sponsored programs.

All ~~employees~~ individuals who are required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of the start of each school year or within the first six (6) weeks of that ~~employee's employment.~~ individuals beginning service for the School. The School will maintain documentation of all completed training.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Similarly, convictions involving crimes of moral turpitude (e.g., fraud), child abuse or neglect, violence, or any offense which may make the employee unsuitable/undesirable to work around students may also serve as a bar to employment at the School. Additionally, should an employee be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Executive Director.

Tuberculosis Testing

All employees of the School must submit written proof from a health care provider of a risk assessment examination for tuberculosis ("TB") within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file
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in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Immigration Compliance

CWCS, CWEB and CWCV will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, CWCS, CWEB and CWCV will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

Professional Boundaries: ~~Staff/~~ Adult/Student Interaction Policy

CWCS, CWEB and CWCV recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible. This policy is available on the School's website, link: [Employee Code of Conduct Policy](#).

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the ~~employee~~ individual, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School ~~personnel~~ employees, volunteers, contractors, and Board members:

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- A. Examples of **permitted** actions (**Not** i.e., **not** corporal punishment)
1. Stopping a student from fighting with another student;
 2. Preventing a pupil from committing an act of vandalism;
 3. Defending yourself from physical injury or assault by a student;
 4. Forcing a pupil to give up a weapon or dangerous object;
 5. Requiring **a student participating on** an athletic team to **participate complete** in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of **prohibited** actions (i.e., corporal punishment)
1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable **Staff/Adult/Student** Behavior

This policy is intended to guide **all School faculty and staff adults** in conducting themselves in a way that reflects the high standards of behavior and professionalism required of **school employees them** and to specify the boundaries between **adults and** students. ~~and staff.~~

~~Employees shall maintain a professional learning and work environment that does not include exposing students, parents or staff to their personal, religious, political, or other beliefs, and must instead focus on providing a neutral learning environment.~~

Although this policy gives specific, clear direction, it is each ~~staff member's~~ **adult's** obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or School leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by **staff members an adult** while interacting with a student student, **whether during school hours or outside of school hours, including through social media platforms, text messaging, and other forms of communication that do not otherwise include a student's parent/guardian.** Trespassing the boundaries of a student/~~teacher~~ adult relationship is deemed an abuse of power and a betrayal of public trust.

Professional boundaries apply not only between students and staff, volunteers, and contractors, and Board members, but also among and between students, and among and between adults employed, volunteering, or under contract with the School. All members of the School community are expected to maintain professional conduct that models appropriate behavior and fosters a safe and respectful learning environment. Additionally, all facilities/areas under School control shall be effectively supervised to promote a safe

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environment for students and individuals performing services on behalf of the School.

Some activities may seem innocent from ~~a staff member's~~ an adult's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between ~~staff~~ adults and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff Adults must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all ~~employees~~ adults learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/~~staff~~ adults interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse, **other forms of child abuse, and/or neglect.**

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
~~without prior approval.~~
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- (k) Communication with students via an employee's personal accounts such as email and/or social media.

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Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor **written** permission.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
without prior approval.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students **within School-provided platforms** if the content is not about school activities

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any **extra-curricular after-school** activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students **within School-provided platforms** must be **very** professional and pertain to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Executive Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.

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- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) ~~Pats on the back~~, **Fist bumps**, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation

CWCS, CWEB and CWCV are committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. CWCS, CWEB and CWCV's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race including traits associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists; color; gender (including gender identity, gender expression, transgender identity, whether or not the employee is transitioning or has transitioned); sex (including reproductive health decision-making, pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

This policy protects qualified individuals based on the perception that the individual has any of these characteristics or any combination of these characteristics, or is associated with an individual who has, or is perceived to have, any of these characteristics or a combination of these characteristics.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

CWCS, CWEB and CWCV does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Executive Director or designee.

When CWCS, CWEB and CWCV receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation, in accordance with our complaint policy, that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for Board Approval:

making complaints in good faith or participating in an investigation. CWCS, CWEB and CWCV is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

The following examples are not an exhaustive list:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

CWCS, CWEB and CWCV is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory Board Approval:

responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See **Appendix A** for the “Harassment/Discrimination/Retaliation Complaint Form.” See **Appendix B** for the general “Internal Complaint Form.”

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults; and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of the employee’s sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all- inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may

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violate CWCS, CWEB and CWCV policy.

Title IX Notice of Nondiscrimination

CWCS, CWEB and CWCV does not discriminate on the basis of sex and prohibits any acts of sex discrimination including sex-based harassment in any education program or activity that it operates, as required by California law, Title IX (20 U.S.C. § 1681 et seq.) and the Title IX regulations (34 C.F.R. Part 106), including in admission and employment.

Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Charter School Title IX Coordinator, the Office for Civil Rights of the U.S. Department of Education, or both.

All complaints and reports of conduct that may constitute sex discrimination including sex-based harassment should be submitted to our Title IX Coordinator, who can be reached at:

Jerri Levers, Executive Director
209-874-1119 Ext. 6
ExecutiveDirector@cwcharter.org

A copy of the School's Title IX Policy, which includes the specific rules and procedures for reporting sex discrimination and sex-based harassment occurring within the School's education program or activities and for pursuing available remedies, is available on the website at: [Title IX Notice](#).

Whistleblower Policy

CWCS, CWEB and CWCV require its administrators, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable administrators, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All administrators, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information Board Approval:

regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug, Alcohol, Tobacco, and Vape Free Workplace

CWCS, CWEB and CWCV are committed to providing a drug alcohol, tobacco and vape-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug, alcohol, tobacco and vape use in the workplace or during the performance of job duties is extremely harmful to employees and to other CWCS, CWEB and CWCV stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

CWCS, CWEB and CWCV will provide unpaid leave to employees who wish to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that such time off does not impose an undue hardship on the School. The School will make reasonable efforts to protect the employee's privacy at this time. Nothing in this section will prevent the School from disciplining or terminating an employee found to be in violation of the Drug and Alcohol Free Workplace policy, the Rules of Conduct, or any other School policy or law.

CWCS, CWEB, and CWCV are also smoke and Vape-free environments. No smoking or vaping will be allowed on any school campus, and at off-campus School-sponsored events. Additionally, smoking is prohibited within 250 feet of any facility or park where a School sports event is taking place.

This policy does not prohibit an employee's use of cannabis off the job and away from the workplace.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of the employee's work, the employee may have access to confidential information regarding students, parents, our suppliers, our customers, or perhaps even fellow employees. Employees have the responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. All information relating not just to personnel but also to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education students shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

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All employees must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Operational Conflicts of Interest

The School prohibits its employees from engaging in the following:

1. Education Specialists (“ES”) may not solicit students for their “class roster” who are already enrolled with another ES. However, this in no way limits a parent in requesting a new ES or from allowing ESs to work together on transfers for the good of students.
2. An ES who serves as the ES for his/her own children or other children who reside in his/her household may not complete an AESS contract for them.
3. An ES or anyone in their immediate family may not become a Service or Product Vendor for CWCS, CWEB and CWCV or otherwise receive payment for services or product sold to the School.
4. An ES may not order services or product for a student from a Service or Product Vendor who is a relative of that student.
5. An ES who is also a School Small Group Instructor (“SGI”) or 1:1 Tutor may not be paid from the Instructional Funding account they control for his/her own children or other children who reside in his/her household.
6. A service Purchase Order may not be created for a Small Group Instructor employee (who is not also working in the capacity of a School ES) with relatives enrolled in the school.
7. A Service Purchase Order (“PO” or “Service PO”) may not be created for a student to attend a vendor course or lesson offered by a relative step-relative, domestic partner, or anyone who lives in the same household of the enrolled student.
8. An ES may not require any of the students on their “class roster” to become AESS students, to enroll in the courses they instruct, or to participate in the service activities for which an ES receives payment. If an ES feels that a student would benefit from one of the above activities, and the parent disagrees, the ES can only require it of them if approved in writing by the ES’s Advisor. (This does not limit a parent’s ability to participate in any of these situations).
9. An ES may not become a contracted Business Vendor during the same time they are a School employee. However, an ES may teach courses or offer tutoring as a school employee in addition to serving as an ES.
10. No ES can recommend or refer a student to the ES’s spouse or immediate relative for any business purpose, including but not limited to providing tutoring or other services for pay. However, parents are free to voluntarily request that the spouse/relative of an ES provide their child with tutoring or other services.

Employee Relocations

This policy governs employees who plan to relocate outside of CWCS’s immediate

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service area. For purposes of this policy, CWCS's "immediate service area" is limited to the state of California. These procedures do not apply to any current CWCS employees who are already authorized to work outside of the School's immediate service area.

Request and Approval Process

Employees who plan to relocate and work outside of the School's immediate service area, including in remote locations outside the state of California, must receive advanced written approval from the Executive Director to continue their employment with the School.

Employees must submit a written request to the Executive Director at least 60 days' days' regarding their intent to relocate outside of CWCS's immediate service area. The Executive Director shall review each request to determine approval, which may depend on the School's existing operations in the area requested.

Sustainability and Policy Modifications

Given that the sustainability of permitting continued work outside of the School's immediate service area, whether such arrangements involve remote work within California or out-of-state, remains under review, CWCS reserves the right to modify the requirements outlined above in its discretion.

The Workplace

Employment Classifications

Exempt Employee: These positions are generally paid on a salaried basis and are "exempt" from the overtime requirements of federal and state wage and hour laws. These roles are typically professional, administrative, or executive.

Nonexempt Employee: These positions are entitled to overtime pay under specific legal guidelines. Nonexempt employees are paid an hourly wage and are required to record all hours worked on their timecards.

Certificated Employee: This refers to staff members whose positions require a professional credential or permit issued by the state (such as Teachers, Counselors, or School Administrators).

Classified Employee: This category refers to staff members in roles that do not require a teaching or administrative credential (such as office staff, facilities, instructional aides, or IT).

Employment Status

Regular Employee: Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Temporary Employee: Temporary employees are those employed for short-term assignments. Short-term assignments generally are generally for periods of three (3) months or fewer, although such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Full-time Employee: Regular full-time employees are those who are scheduled for and do work forty (40) hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-time Employee: Part-time employees are those who are scheduled for and do work fewer than forty (40) hours per week. Part-time employees who work at least twenty (20) hours per week may be eligible for prorated benefits as outlined herein.

As-needed Employee: As-needed employees are those that are scheduled on an as-needed basis. As-needed staff are not eligible to accrue vacation. Benefit eligibility is dependent on hours and period of time employed.

Job Duties

Employees should be aware that their job responsibilities may change at any time during their employment. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of the Board Approval:

department or the School. The employee's cooperation and assistance in performing such additional work is required.

CWCS, CWEB and CWCV reserve the right, at any time, with or without notice, to alter or change an employee's job responsibilities, reassign or transfer any employee's job positions, or assign additional job responsibilities to employees.

For Education Specialists, student assignments and extra duties are not guaranteed from year to year.

Employees who have a full-time position within CWCS or outside of CWCS may only be granted up to fifteen (15) independent study students if they wish to work as an ES in addition to their full-time position. However, granting fifteen (15) students will only be allowed on a case-by-case basis as approved by the Executive Director. This is dependent on administrative approval, employee performance, and does not carry over from year to year.

Full-time salaried/administrative staff who also have students assigned as a part-time Education Specialist must perform their full-time position duties independent from the Education Specialist duties. Education Specialist duties must be performed outside of the full-time position and must be approved by your supervisor.

Multiple Positions within CWCS:

We value our employee's expertise and dedication to assuming additional job duties at CWCS. The School acknowledges that employees are most productive when their work hours are reasonable and when CWCS spreads the option to assume additional paid duties to as many employees as possible. For employee comfort and to share additional duties opportunities across all staff, employees are limited to working a combined maximum of sixty (60) hours per week between their regular position and any additional duties and positions. Any work beyond a sixty (60) hour workweek must be expressly approved by the Executive Director or the Designee, or be non-recurring based on an occasional increase in work.

Customer Relations

CWCS, CWEB and CWCV consider parents and students to be its "customers." Further, CWCS, CWEB and CWCV consider staff members and vendors to be its "associates." All must be treated with respect and immediate attention. The School's success depends on the quality of service CWCS, CWEB and CWCV provide its customers.

Employees must use active listening, polite replies, and seek to understand the customer point of view during in-person and phone conversations.

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, a more senior employee should be called immediately to assist.

CWCS, CWEB and CWCV are here to serve and each employee must remember that the customer always comes first. Remember, while the customer is not always right,

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employees will treat them respectfully and should refrain from engaging in arguments.

Customers and employees are to be treated courteously and given proper respect at all times. Never regard a customer's question or concern as an interruption or an annoyance.

Employees must respond to inquiries from parents, students, administration, supervisors, office staff, or co-workers whether in person, email, or by telephone, promptly and professionally within no more than one (1) workday. Employees who are out of the office must be sure to update their email or telephone voicemail accordingly.

Work Schedule

Business hours are normally 8:00 a.m. – 4:00 p.m. **Pacific Time**, Monday through Friday.

- The regular workday schedule for **nonexempt employees** is eight (8) hours; the regular workweek schedule is forty (40) hours.
- **Exempt employees** are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

Meal and Rest Periods

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and CWCS, CWEB and CWCV mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked or major fraction thereof, which should be scheduled towards the middle of the work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods.

Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

CWCS, CWEB and CWCV accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

CWCS, CWEB and CWCV will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is clean
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and, located close to the employee's work area. Such room/location shall not be a bathroom or contain toxic or hazardous materials, and shall have electricity, a surface to place a breast pump, and a place to sit. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive and begin work consistently and on time. Absenteeism and tardiness negatively affect the School's ability to implement its educational program and disrupts consistency in students' learning.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School.

If an employee is unable to report for work on any particular day, the employee must call the Executive Director or the Human Resource Department at least one (1) hour before the scheduled start time, and obtain approval for the absence from the Executive Director or designee, unless due to emergency circumstances the employee is unable to do so. The employee must also inform the Executive Director or designee of the expected duration of any absence. If an employee is absent from work longer than one (1) day, he or she is expected to keep the Executive Director sufficiently informed of the situation. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated. Absence for more than three (3) consecutive days without notifying the Executive Director will be considered a voluntary resignation from employment.

Education Specialists ("ES") who encounter emergency situations that do not allow them to do their job must inform their ES Advisor and the Executive Director within twenty-four (24) hours. Further, an ES who is unable to attend a scheduled meeting or are running late to a meeting with students/parents due to an unforeseen emergency must contact the students/parents immediately. Failure to return phone calls/emails within twenty-four (24) hours during workdays requires an explanation to the employee's ES Advisor. Failure to inform the ES Advisor of the employee's expected absence, failure to return phone calls/email for three (3) workdays without notice, and missing required deadlines/meetings constitutes abandonment of the ES position.

Online Meeting Protocol

For staff unable to attend an in-person meeting and the online option is appropriate, the following protocol applies:

1. The employee is to reach out to their immediate supervisor (ES Advisor, Director, or Coordinator) and inform them of the need for online meeting attendance.
2. The employee will then email Personnel (personnel@cwcharter.org), and CC their ES Advisor, Director, or Coordinator requesting approval to attend the meeting online, if available. Personnel will determine whether or not the employee should

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take a sick/personal day. Approval for online attendance is only given if the employee can adhere to all of the following online meeting norms listed below.

- a. If it is determined that the employee needs to take a personal/sick day, Personnel will send them the form to fill out. The employee will need to arrange with their immediate supervisor (ES Advisor, Director, or Coordinator) to make up for the missed meeting and any relevant information. If approval to attend online is given, Personnel will send a follow-up email and CC the immediate supervisor (ES Advisor/Director/Coordinator).

Online Meeting Norms

In addition to the CW Meeting Norms, if the meeting is conducted online, the following norms also apply:

- Be ready to begin by the start time
- Stay muted throughout the meeting
- The camera should be turned on with your face visible and limited background distractions. (On a case-by-case basis, the employee may seek approval from their direct Supervisor to have the camera off.)
- Employees should be able to fully participate in the meeting/training.
- If the employee steps away for a short moment, they must leave their video on.
- If an urgent matter arises and the employee needs to step away for a prolonged time, they are expected to text or private chat their direct Supervisor to notify them. Press 'Stop Video' to tend to the matter, and press 'Start Video' upon returning to the meeting. If an employee does not have prior approval and is unable to stay on camera, they will be excused from the meeting, and their direct Supervisor will conduct a follow-up.
- Dress in appropriate workwear.

If teaching a Canvas class, employees are required to have a camera on during all instruction in order to maximize student engagement during online classes.

Timecards/Records

By law, CWCS, CWEB and CWCV is obligated to keep accurate records of the time worked by non- exempt employees. Such employees shall be required to utilize the School's timecard system.

Nonexempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The timecard indicates when the employee arrived and when the employee departed. All nonexempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday. Clocking in and out can only be done at an employee's workstation. Using a personal electronic device is prohibited.

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Nonexempt employees are solely responsible for ensuring accurate information on their timecards and remembering to record time worked. If an employee forgets to mark their timecard or makes an error on the time card, the employee must contact the Executive Director or designee to make the correction and such correction must be initialed by both the employee and the Executive Director or designee.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's timecard Any employee who violates any aspect of this policy, may be subject to disciplinary action, up to and including release from at-will employment with the School.

School Property

Any items purchased with school funds, such as computers, educational materials and desks, are considered CWCS, CWEB and CWCV property and must be maintained according to School rules and regulations. School property is to be used only for work-related purposes. The School reserves the right to search and inspect all School property and any property used by employees in work-related duties to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

School-paid cell phones are lent to employees working in the field, for work related communications. These cell phones are not to be used for personal use.

The School may periodically need to assign and/or change "passwords" and personal codes for voicemail, email and computers. Except as provided herein, these communication technologies and related storage media and databases are to be used only for School business and remain the property of the School. CWCS, CWEB and CWCV reserves the right to keep a record of all passwords and codes used, and to override any such password system at any time at its sole discretion, with or without cause.

Prior authorization must be obtained from the Executive Director or their designee before any School property may be removed from the premises, except in the course of normal movement of educational materials/computers by ESs. In this case, regular check-out/tracking procedures must be followed.

Work Stations

Workstations are shared areas and are available for any staff member to use. Staff should be mindful of others and make the workstation available and welcoming to all. Staff must keep their workstation clean and organized. Personal decor should be professional and kept to a minimum. Workstations should be free of clutter and items such as toys, candles (fire hazard), plug in devices, distracting/inappropriate/offensive objects or pictures.

Use of Email, Voicemail and Internet Access

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CWCS, CWEB and CWCV will permit employees to use its email, voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
3. Employees should not attempt to gain access to another employee's personal file or email or voicemail messages without the latter's express permission.
4. School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. CWCS, CWEB and CWCV retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account.

Personal Business

CWCS, CWEB and CWCV's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

Professionalism

Employees may not bring their non-student children to work events (learning record meetings, CAASPP testing, ES meetings, etc.) unless they are participants in a School events or it is a general School event open to all students. Only the Executive Director may grant an exception for employees.

Compensation from Parents/Guardians

Employees are prohibited from requesting or accepting compensation from parents/guardians for the educational services provided/rendered by CWCS, CWEB and/or CWCV.

Social Media

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If an employee decides to post information on the Internet (i.e., TikTok, Facebook, Instagram, Snapchat, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including School computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be strictly followed;
- Employees must make clear that the views expressed are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential or proprietary information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose social media postings violate this or other School policies.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only employees designated in writing by the Executive Director may comment on the School's behalf regarding policy or events relevant to the School. Employees must be mindful of how they represent the School.

Personal Appearance/Standards of Dress

CWCS, CWEB and CWCV employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress (i.e. business casual/work appropriate attire), and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in dresses or skirts that are no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats

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are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Executive Director.

- 3) Slacks, work-appropriate dress shorts and jeans in good repair are to be worn on the waist with no portion of an undergarment showing. Tights, athletic leggings and yoga pants are permissible only when paired with a long blouse, cardigan, or dress that is no higher than three (3) inches above the knee. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage. T-shirts and tops with logos/writing not affiliated with CWCS, or that are back-less, strap-less, or spaghetti strap, are not permitted.
- 6) For safety purposes, earrings must not dangle too far below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Visible body art such as tattoos should be appropriate for a school setting. Visible tattoos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted and must be concealed. Body piercing jewelry, body piercings, tongue rings, facial piercings (except for small nose piercings/studs) are not permitted where employees interact with students, parents, or the public.
- 9) Appropriate shoes must be worn at all times.

Anti-Nepotism Policy

Consistent with the principle that employees and prospective employees of CWCS, CWEB and CWCV shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, sex, religion, sexual orientation, or national origin, or any other factors not involving professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. No one with supervisory responsibility shall hire or recommend for hire any related person.
2. All persons wishing to be considered for employment with the School shall disclose family and personal relationships with then-current the School employees or students.
3. To maintain workplace professionalism, related persons shall not be assigned to work in the same office location where they would have direct or indirect interactions. The School reserves the right to transfer related employees to alternative offices/locations to ensure compliance with this restriction.

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4. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
5. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the staff or as a member of a committee, to participate in the evaluation, advancement, or salary decisions of the other related person.
6. No member of the Board, CWCS, CWEB and CWCV administration or staff member shall engage in recommendations, discussions, or otherwise participate in any decision or recommendation relating to the appointment, promotion, retention, tenure, or employment of a related person.
7. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the School upon the approval of the Executive Director, subject to compliance with other applicable conflict of interest laws.
8. When other qualified candidates have not applied, assignments of short duration (generally less than sixty (60) working days), may be exempt from these guidelines, subject to compliance with other applicable conflict of interest laws.
9. This policy shall not supplant the application of applicable conflicts of interest laws to the School.

Definition of "Related Persons"

The following relationships create related persons:

- Parent and child;
- Siblings;
- Grandparent and grandchild;
- Aunt and/or uncle and niece and/or nephew;
- First cousins;
- Spouses and registered domestic partners;
- Guardian and ward;
- Any corresponding in-law, step, or adoptive relative, or anyone residing in a permanent basis in the home of a current The School employee or student; and
- Persons engaged in amorous relationships, meaning a relationship in which two (2) persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated.

Policy Statement on Consensual Relationships

Consensual romantic or sexual relationships between supervisors and employees and between staff are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of Board Approval:

others. In addition, a supervisor will be prohibited from evaluating an employee's job performance if he/she is romantically/sexually involved with that employee.

The School's anti-nepotism policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to supervisor-employee relationships in the context of work or academic evaluation.

Violations of this Policy Statement on Consensual Relationships, if proven, will result in the imposition of corrective actions and/or disciplinary sanctions, up to and including dismissal from employment.

Health and Safety Policy

CWCS, CWEB and CWCV is committed to providing and maintaining a healthy and safe work environment for all employees.

Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report immediately to the Executive Director any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

CWCS, CWEB and CWCV has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Executive Director. Employee desk or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a workstation that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Executive Director when keys are missing or if security access codes or passes have been breached.

Occupational Safety

CWCS, CWEB and CWCV is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

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It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. CWCS, CWEB and CWCV's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

Emergency Contact

Employees are entitled to choose an emergency contact to be contacted by the School in case of emergency. The School will notify an employee's designated emergency contact if the employee is arrested or detained at work but only if the employee has designated an emergency contact for this purpose, and only if the School has actual knowledge of the Arrest.

Workplace Rights

All employees are entitled to know and exercise their workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state regardless of immigration status. See **Appendix C** for a pamphlet from the State of California Department of Industrial Relations regarding employee rights at the School.

Employee Wages and Health Benefits

Payroll Withholdings

As required by law, CWCS, CWEB and CWCV shall withhold applicable Federal Income Tax, State Income Tax, Social Security (FICA), and the employee's contributions to the State Teachers' Retirement System ("STRS") or Public Employees' Retirement System ("PERS"), as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. STRS/PERS: CWCS, CWEB and CWCV shall withhold any applicable employee contribution owing to STRS or PERS.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Payroll Department to explain it to them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Human Resource Department. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Human Resource Department and to fill out a new W-4 form.

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At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Masters and Doctorate Degree Stipend

CWCS offers an additional \$1,000 stipend per school year for those who have a Master’s degree or \$2,000 for those with a Doctorate degree. To receive payment, the degree awarded must be in the field of education or area that pertains to the employee's position with CWCS. Employees previously approved for a degree stipend who would now be ineligible under the requirements of this revised policy shall be grandfathered in and permitted to maintain their stipend, but will not be permitted an additional stipend for the attainment of another qualifying degree. Stipends cannot be combined/compounded. The employee must submit a copy of their degree to the HR/Personnel department for payroll processing. It is the employee's responsibility to submit the required documentation to the HR/Personnel department. Once an employee submits the proper documentation, the stipend will be paid in equal monthly increments the following pay periods of the school year. Employees will not be eligible for the stipend until it is cleared by CWCS, nor will they be retroactively reimbursed for time periods where the degree is held but not reported to CWCS. There is no need to submit new documentation each school year.

As-needed and temporary employees are not eligible for Master's and Doctorate degree stipend payment.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case- by-case basis and will be indicated in the employee’s job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. CWCS, CWEB and CWCV will attempt to distribute overtime evenly and accommodate individual schedules.

All overtime work must be previously authorized by the Executive Director. CWCS, CWEB and CWCV provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee’s regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work Board Approval:

demands require. No overtime compensation will be paid to these exempt employees.

Paydays

Paydays are scheduled twice per month for nonexempt employees and once per month for exempt employees. All employees should contact the Payroll Department immediately upon noticing a paycheck discrepancy.

Automatic Deposit

Automatic Deposit is available to all CWCS, CWEB and CWCV employees. Employees may elect to have their payroll wages deposited to a checking, debit, or savings account of their choice at any U.S. financial institution, subject to some restrictions. Final paychecks will not be sent via Automatic Deposit. Instead, a paper copy will be made available to the employee.

To begin automatic payroll deposit, employees must complete an Automatic Deposit form and return it to the Human Resources Department at least fifteen (15) days prior to the close of the pay period for which the employee would like the service to begin. (The first payroll after submitting the employee's Automatic Deposit Request will be a Pre-note and he/she will still receive a paper check.) Employees should carefully monitor their payroll deposit statements for the first two (2) pay periods after the service begins to ensure that funds are being deposited appropriately. The School is not responsible for any delay in processing by the employee's financial institution.

To stop automatic payroll deposit, notify the Payroll Department at least fifteen (15) days prior to the close of the pay period for which the employee would like the service to end. The employee will receive a regular payroll check on the first pay period after the receipt of the form, provided it is requested no later than fifteen (15) days before the end of the pay period.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Executive Director will discuss the situation with the employee.

Mileage Stipend for Exempt Staff

At CWCS's discretion, an exempt employee may receive a Mileage Stipend if their job duties require regular, work-related travel, excluding commutes. The Mileage Stipend is provided as a business expense reimbursement and is not considered earned wages.

The Mileage Stipend covers work-related mileage from the employee's designated work site, typically a resource center or administrative office, to another assigned work site(s)

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(e.g., a student's home). The Mileage Stipend is calculated as follows: The round-trip mileage from the designated work site to another assigned location is multiplied by the number of visits assigned by the School per academic year. The IRS mileage rate is then applied to the total mileage. The resulting dollar amount is then divided by the number of payroll periods for the employee's position for the work year. The stipend will be updated when the IRS mileage rate is updated and/or when the employee informs CWCS that their business mileage has significantly changed due to a work assignment (e.g., added or dropped students).

Nonexempt employees who are ineligible for the Mileage Stipend or exempt employees whose travel exceeds the scope of what is covered by their Mileage Stipend will instead receive mileage reimbursement per the Mileage Reimbursement policy below.

Mileage Reimbursement for Exempt and Nonexempt Staff

CWCS shall reimburse employees for non-commute work-related mileage when such mileage is not already factored into a provided Mileage Stipend. Commute mileage, including round-trip travel to an employee's designated work site or any local alternate work site, is not reimbursable. Mileage incurred after initially reporting to a designated or alternate work site may be reimbursed if it is for a School-authorized work assignment, including travel to additional sites, when such travel is not covered by a Mileage Stipend. An employee may also claim excess mileage incurred for work-related travel to an alternate/temporary location when such location is non-local (exceeding a 30-mile radius from the employee's designated School site) and not already covered by a Mileage Stipend. The IRS mileage rate in effect at the time of travel shall apply.

Employees may also be reimbursed for parking fees and tolls associated with this travel when valid receipts are provided. Reimbursement shall not be given for any parking and traffic violation tickets.

Employees requesting mileage reimbursement must submit a completed "Employee Mileage Expense Reimbursement Form" to Human Resources or its designee. The form must include the destination, purpose and miles driven for each trip, along with parking fees and tolls supported by receipts. To ensure timely processing, reimbursement requests should be submitted within one (1) month after the travel date. Reimbursement will be made within the earliest possible payroll period after receipt of the claim and its approval. Employees who believe that the amount they have been reimbursed is incorrect should immediately contact Human Resources or its designee.

Medical Benefits

Eligibility

An employee is eligible for medical coverage if he or she is scheduled to and actually works for the School at least ~~thirty (30)~~ **twenty (20) hours per week (.5 FTE)**. ~~For purposes of this section, the term "full-time" employee means either of the following:~~

- ~~• A regular employee hired to work and who actually works at least thirty (30) hours per week. An Education Specialist ("ES") with twenty five (25) or more student assignments, working six (6) hours per day.~~

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~~• An ES Advisor with twenty-one (21) or more ES assignments.~~

Part-time employees are eligible to receive partial employee benefits, which will be explained to each employee by the Human Resources Department.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

When Coverage Starts

Employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. An enrollment form must be submitted to the Human Resource Department as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

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Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

CWCS, CWEB and CWCV will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, die, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. CWCS, CWEB and CWCV will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- CWCS, CWEB and CWCV stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

403(b) Retirement Plan

CWCS, CWEB and CWCV offers eligible employees the opportunity to participate in a 403(b) Retirement Plan. This is a tax deferred savings and investment plan to which School employees may make voluntary salary deductions. Please contact the Human Resources Department for more information on eligibility for and enrollment in the 403(b) Retirement Plan.

Eligible employees will be enrolled in STRS or PERS, as applicable.

Personnel Evaluation and Record Keeping

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by the Executive Director. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, an employee will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with the Executive Director, and that they are aware of its contents.

Newly hired employees may have their performance goals reviewed by the Executive Director within the first ninety (90) days of employment.

Salary and potential for advancement will be based largely upon job performance. On a periodic basis, the Executive Director will review employee job performance with an employee in order to establish goals for future performance and to discuss current performance. CWCS, CWEB and CWCV's evaluation system will in no way alter the at-will employment relationship.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep the Executive Director or designee advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. CWCS, CWEB and CWCV will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is Board Approval:

heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

Board Approval:

Holidays, Vacations and Leaves

Holidays

CWCS, CWEB and CWCV calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Day before Christmas
- Christmas Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. To be eligible for holiday pay, an employee must be regularly scheduled to work on the day on which the holiday is observed and must work his/her regularly scheduled working days immediately preceding and immediately following the holiday, unless the absence is based on the employee's approved use of an accrued Paid Leave day (Sick/Personal Necessity/Vacation). Employees required by a supervisor to work a full day on a paid scheduled holiday will either be granted a floating holiday to be used at a later date with approval of the Executive Director or his/her designee, or receive the equivalent of one (1) day's pay in addition to the pay the employee would otherwise receive.

Note: If New Year's Day, Juneteenth, Independence Day, Veterans Day, Day before Christmas, and Christmas Day lands on a weekend, the holiday will be observed on the weekdays preceding or following the holiday. Additional paid holidays may be granted to nonexempt employees at the discretion of the Executive Director.

As-Needed and Temporary employees are not eligible for paid holidays.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Executive Director. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. vacation, personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

Vacation

Regular full-time, twelve (12) month classified/clerical employees are entitled to vacation

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days based upon date of hire, length of service and status with the School as follows:

- Regular full-time employees who have been with CWCS, CWEB or CWCV for fewer than five (5) consecutive years will accrue 6.7 hours of vacation leave per month for a total of eighty (80) hours per year;
- Regular full-time employees who have been with CWCS, CWEB or CWCV for more than five (5) but less than ten (10) years will accrue ten (10) hours of vacation leave per month for a total of one-hundred twenty (120) hours per year;
- Regular full-time employees who have been with CWCS, CWEB or CWCV for more than ten (10) but fewer than sixteen (16) consecutive years will accrue 13.3 hours of vacation leave per month for a total of one-hundred sixty (160) hours per year; and
- Regular full-time employees who have been with CWCS, CWEB or CWCV for more than sixteen (16) consecutive years will accrue 16.67 hours of vacation leave per month for a total of two-hundred (200) hours per year.

Classified employees working twenty (20) or more hours per week may accrue vacation leave on a pro rata basis. Employees do not accrue vacation leave during months in which they do not perform work for CWCS, CWEB and CWCV.

As-Needed and Temporary employees do not accrue vacation leave.

For the purposes of calculating length of service, employees hired before July 1, 2015 will have their length of service measured starting on the July 1 that precedes their hire date. Employees hired on or after July 1, 2015 will have their length of service beginning on their hire date.

From	To	Vacation Hours Earned
Service Date	The end of year four (4)	80 Hours
Year five (5)	The end of year nine (9)	120 Hours
Year ten (10)	The end of year fifteen (15)	160 Hours
Year sixteen (16)	Beyond	200 Hours

Vacation accrual begins with the first day of employment for regular full-time and part-time employees. New employees are not eligible to use vacation until successful completion of six (6) months of employment. Vacation time may not be utilized before it is earned.

Use of vacation shall be mutually agreed upon between the employee and the Executive Director or designee. Vacations are submitted on the tentative work calendar. Any changes to the employees' tentative work calendar must be pre-approved by the Executive Director or designee at least three (3) days prior to vacation except in emergency situations. Failure to get pre-approval may result in disciplinary action, or

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denial of the request.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of the equivalent of two (2) years' allocation of vacation. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

Any accrued, unused vacation at the time of separation will be paid out to the employee. No vacation time is accrued during any type of unpaid leave of absence.

Employees who exhaust their sick leave but continue to be absent from work will be required to utilize any and all accrued vacation in order to avoid going into an unpaid status.

Blackout Times

The School may establish blackout times during which employee use of vacation days is restricted. Employees must make any requests for vacation days during blackout times at least forty-five (45) days in advance. The School reserves the right to deny some or all vacation requests, including the requests of employees in certain departments, based on the operational needs of the School. Blackout dates will be determined by the Executive Director or their designee. Only the Executive Director or their designee may approve vacation requests during blackout times. The School may also set gray-out times during which vacation may not be used for more than two (2) consecutive workdays.

Unpaid Leave of Absence

CWCS, CWEB and CWCV recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.ck

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken
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to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) or a designated person (i.e., a person identified by the employee at the time the employee requests sick leave) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address qualifying acts of violence, including but not limited to domestic violence, sexual assault, or stalking, that are committed against themselves or a family member.

Additionally, paid sick leave may be used by employees who are victims or family members of victims of specified crimes to attend judicial proceedings. Paid sick leave may also be used to serve on a jury or when ordered by a court or subpoenaed to testify in court as a witness.

Paid sick leave is available to all CWCS, CWEB and CWCV employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible employees shall accrue forty (40) hours of paid sick leave each school year. Sick leave shall accrue at the rate of eight (8) hours for each month worked until the forty (40) hour cap is reached. Certain employees may accrue additional sick leave as follows:

- Regular full-time classified employees working on a twelve (12) month schedule will accrue a total of ninety-six (96) hours of paid sick leave per year.
- Regular part-time classified employees who work less than a full-time twelve (12) month schedule for any particular year will receive a prorated amount of additional accrued sick leave based on their scheduled hours and work calendar.

An employee may use up to one-half ($\frac{1}{2}$) of his/her annual accrual of paid sick leave to take leave for "kin care" (e.g., use of paid sick leave to care for a family member).

Separate from paid sick leave, regular, full-time classified employees shall be provided two (2) hours of leave per month of work which may be used to attend medical appointments for themselves. Employees are required to provide three (3) days' advance notice of a need for a qualifying medical appointment. Employees may provide less notice if the medical appointment is an emergency or more time could not have been reasonably provided. An employee should leave for their appointment at an appropriate amount of time before the start time of the appointment. (For example, if an employee's appointment is at 3:30 pm and it only takes twenty-five (25) minutes to get to the facility, then he/she should be leaving at 3:00 pm). CWCS may request appropriate certification of an employee's medical appointments to verify date and time of appointment, though employees shall not be required to provide any medical information with such certification. Medical appointment leave shall not accrue from month to month and is not compensable upon separation from employment.

Unused, accrued sick leave for regular classified employees shall carry over from year-to-year. However, such sick leave is capped up to eight hundred (800) hours or the equivalent

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to an employee's FTE. Sick leave for all certificated employees shall carry over from year-to-year up to a cap of four hundred (400) hours. Sick leave for as-needed and temporary employees is capped at eighty (80) hours.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of two (2) hours. Employees are not allowed to draw against unearned/unaccrued sick leave. The School does not pay employees in lieu of unused sick leave. Unused sick leave may be transferred to STRS/PERS, as applicable, for service credit upon retirement.

Sick leave may only be used in circumstances permitted by CWCS, CWEB and CWCV policy. The School does not require employees who have used less than forty (40) hours of sick leave to provide a medical certification to verify the illness. When an employee uses more than forty (40) hours of sick leave consecutively for the employee's personal illness, the employee may be required to submit a medical certification. **An employee may also be required to submit a medical certification for any absences upon exhaustion of sick leave.** Any employee who fails to provide a medical certification placing them out of work when requested may be subject to disciplinary action.

Employees must provide reasonable advance notification, either orally or in writing, if a need for paid sick leave is foreseeable. Further, ESs are expected to contact both their Advisor and the Human Resource Department when using sick leave. Employees should schedule medical appointments in a manner that does not interfere with their job duties whenever possible. If the need for paid sick leave is unforeseeable, the employee must provide notice for the leave as soon as practicable.

Personal Necessity Leave

Certificated and classified employees may use up to five (5) days of unused sick leave in cases of personal necessity upon prior approval. The following are incidents in which personal necessity leave may be used:

- Death or serious illness of a member of an employee's immediate family (this is in addition to Bereavement Leave);
- Accident involving an employee's person or property, or the person or property of a member of an employee's immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption of a child;
- The birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours;
- Business matters which cannot reasonably be conducted outside the workday;
- A monumental life event;
- Religious observance;
- Mental health days; and
- **Other significant events or emergencies, as approved by the Executive Director.**

All requests to use personal necessity leave shall require forty-eight (48) hours advance

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approval (except in emergencies, which shall be evaluated on a case-by-case basis) from the Executive Director. Approval shall be at the discretion of the Executive Director and shall not serve as precedent for any other request. Personal necessity leave shall not be used for recreation, vacation, seeking employment, and other activities not covered above. Verification of personal necessity leave may be required upon return to work. Personal necessity leave is not vacation, does not roll over, and is not paid out upon separation from employment.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

- **Employee Eligibility Criteria**

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five [5] employees).

- **Events That May Entitle an Employee To FMLA/CFRA Leave**

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will each be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).
 - a. A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.

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- b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
- c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

"Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

- 3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.
 - 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) - month period to provide said care. CFRA does not provide leave specific to caring for a service member.
 - 5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 - 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
 - 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total

of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.

3. The “twelve month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
 4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
- Pay during FMLA/CFRA Leave
 1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
 2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
 3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
 4. The receipt of sick leave pay or State Disability Insurance and/or Paid Family Leave benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously

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employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

CWCS, CWEB and CWCV may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

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4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.
- Procedures for Requesting and Scheduling FMLA/CFRA Leave
 1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
 2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

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1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each pregnant female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman the employee is actually personally disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

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1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of ~~their her~~ job without undue risk to ~~herself themselves~~, the successful completion of ~~her their~~ pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by-case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

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- Health Benefits

CWCS, CWEB and CWCV shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. CWCS, CWEB and CWCV can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, ~~they~~ ~~she~~ will return with the same seniority ~~she~~ ~~they~~ had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from ~~her~~ ~~their~~ healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.

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2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which ~~he or she is~~ they qualify qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, ~~she~~ they must be reinstated to a comparable position unless one of the following is applicable:
 - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original

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position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
 3. In accordance with CWCS, CWEB and CWCV policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from ~~her~~ **their** healthcare provider that she is able to resume work.
 4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

CWCS, CWEB and CWCV, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Executive Director;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Director; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. CWCS, CWEB and CWCV, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

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- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (“EMS”) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Executive Director and to the individual responsible for reporting to the School’s insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School’s approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers’ Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School’s approved medical facility before returning to work.
- Any time there is a job-related injury, the School’s policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

CWCS, CWEB and CWCV shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services **or the Federal Emergency Management Agency (“FEMA”) reserves who deploy to major disaster sites** in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee’s health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, CWCS, CWEB and CWCV will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service Board Approval:

obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

CWCS, CWEB and CWCV shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

All employees who have worked for the School for at least thirty (30) days are entitled to a leave of up to five (5) consecutive days (or up to seven (7) consecutive days if services are taking place out-of-state) without loss of pay due to the death of a covered family member. Covered family members include parents/stepparents/in-laws, spouses/domestic partners, children/stepchildren, siblings/stepsiblings/their spouses/in-laws, grandparents/in-laws, and grandchildren. The Executive Director may approve up to two (2) days of paid bereavement leave for the loss of a non-family member with whom the employee had a close relationship. For new employees who do not meet the thirty (30) day eligibility requirement, they are entitled to unpaid leave unless they utilize any available paid leave (e.g., vacation, sick, and/or personal necessity leave) to serve as a wage replacement during their absence. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. The Executive Director or designee may approve additional unpaid time off. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered family member.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

Jury Duty or Witness Leave

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. For all regular classified nonexempt employees, the School will pay for up to three (3) days if an

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employee is called to serve on a jury. For all nonexempt Education Specialists, the School will not pay for time off to serve on jury duty. All employees who are subpoenaed to appear as a witness in any official judicial proceeding may take unpaid leave or may use another available paid leave (e.g., vacation or personal necessity leave).

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Executive Director at least two (2) days' notice.

School Appearance and Activities Leave

As required by law, CWCS, CWEB and CWCV will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one parent or guardian is an employee of CWCS, CWEB and CWCV, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave to be paid during the absence). When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave. An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid Board Approval:

leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

CWCS, CWEB and CWCV provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide CWCS, CWEB and CWCV with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide CWCS, CWEB and CWCV one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably certifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee,

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or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, CWCS, CWEB and CWCV will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Executive Director thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Executive Director.

Discipline and Termination of Employment

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
5. Fighting or instigating a fight on School premises.
6. Violations of the drug and alcohol policy.
7. Using or possessing **real or replica** firearms, weapons or explosives of any kind on School premises.
8. Gambling on School premises.
9. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
10. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record the clock card.
11. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
12. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
13. Excessive absenteeism or tardiness excused or unexcused.
14. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
15. Immoral or indecent conduct.
16. Conviction of a criminal act.
17. Engaging in sabotage or espionage (industrial or otherwise)
18. Violations of the sexual harassment policy.
19. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
20. Sleeping during work hours.
21. Release of confidential information without authorization.

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22. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
23. Refusal to speak to supervisors or other employees.
24. Dishonesty.
25. Failure to possess or maintain the credential/certificate required of the position.
26. Employees are not to be distracted at work, or allow students to be distracted, by music, streaming services, video games, cell phones, headphones, media, or other non-educational programming/products intended for their own entertainment.
27. Unprofessional conduct.
28. Allowing a visitor onto campus or any non-public School event without prior authorization and without the appropriate clearances.
29. Failure to disclose a pending action against the employee's credential by the California Commission on Teacher Credentialing.
30. Failure to ~~adequately~~ **appropriately** supervise students.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or Board Approval:

apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. CWCS, CWEB and CWCV shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

As of March 30, 2015, employees may not work for any competing IS charter school. Anyone who is on record as already employed with a competing charter school would be able to maintain their employment with CWCS, CWEB and CWCV. Exceptions can be made during the first year of employment while teachers are transitioning to CWCS, CWEB and CWCV.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Executive Director regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

Terminated employees must remove any personal items at the time they leave the School. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Internal Complaint Review

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Executive Director, the complainant may file his or her complaint in a signed writing to the Chair of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board Chair or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board Chair (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant’s concerns. The written complaint should set forth in detail the factual basis for the complaint.

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In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Executive Director or designee or the Board (if a complaint is about the Executive Director) will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Amendment to Employee Handbook

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

CWCS, CWEB and CWCV reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

Appendix A

Harassment/Discrimination/Retaliation Complaint Form

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination or retaliation.

If you are an employee of the School, you may file this form with the Executive Director or Board Chair (if the complaint is against the Executive Director).

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

CWCS, CWEB and CWCV will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name:

Date:

Date of Alleged Incident(s):

Name of Person(s) you believe harassed, or discriminated or retaliated against you or someone else:

List any witnesses that were present:

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. Date: Signature of Complainant

Print Name:

Received by:

Date:

Appendix B

Internal Complaint Form

Your Name:

Date:

Date of Alleged Incident(s):

Name of Person(s) you have a complaint against:

List any witnesses that were present:

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Date:

Signature of Complainant:

Print Name:

To be completed by School:

Received by:

Date:

Coversheet

First Read of the Student Use of Mobile Communication Devices Policy

Section: X. Items scheduled for Information & Discussion
Item: A. First Read of the Student Use of Mobile Communication Devices Policy
Purpose:
Submitted by:

BACKGROUND:

Assembly Bill 3216, known as the “Phone-Free Schools Act,” requires all school districts, charter schools, and county offices of education to adopt a policy limiting or prohibiting student use of smartphones during the school day no later than July 1, 2026.

Coversheet

Review February Monthly Financial Report for Connecting Waters Charter School

Section: X. Items scheduled for Information & Discussion
Item: B. Review February Monthly Financial Report for Connecting Waters Charter School
Purpose:
Submitted by:
Related Material: CW FY2025-26 Feb DMU.pdf

BACKGROUND:

Monthly Financials for February



Connecting Waters

DMS Monthly Update Actuals through: February 28, 2026





CONNECTING WATERS



This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through February 28, 2026. Along with an updated on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 67% of the year (8 months) completed, YTD expense results are 71% of the Second Interim Budget. Expenditures are on-target with the budget with the exception of Services and Operations which are trending slightly higher than budget.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through February 28th were \$6.7million: 56% of the Second Interim Budget.

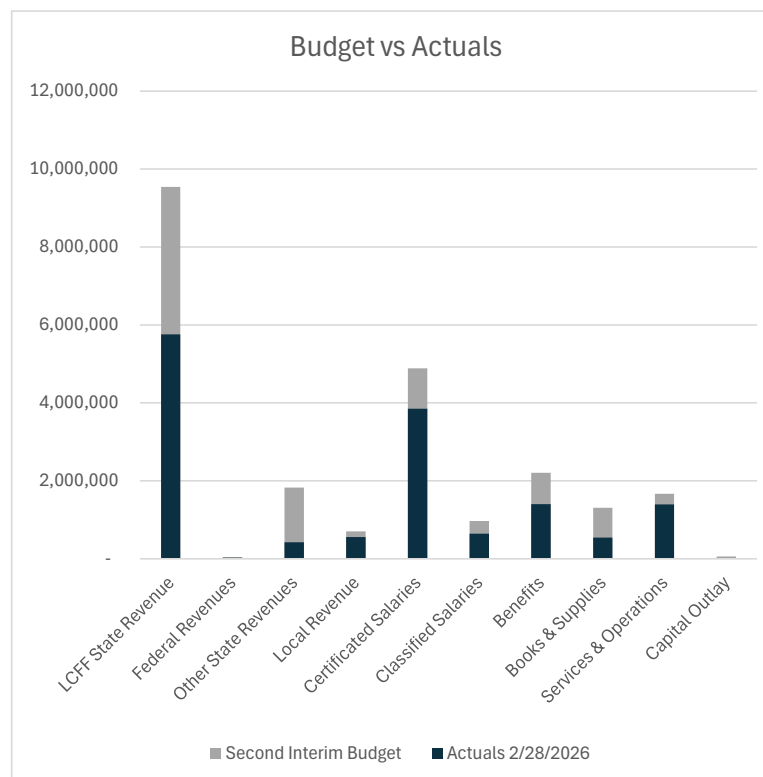
It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of financial performance.

Note: FIB projected ADA was 714.78. SIB is projecting P2 ADA will be 712.80. This reduction does not result in a projected loss of revenue as the Unduplicated Pupil Percentage was slightly higher than previously projected.

IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - A *preliminary cash flow for FY25-26 projects the school will have sufficient funds to meet its financial obligations through the end of FY25-26. ** The school is projected to end the year with \$4,285,206 or 132 Days Cash on Hand.*

Budget vs Actuals		Second Interim Budget	Actuals 2/28/2026	% of Budget
Connecting Waters				
Revenues				
LCFF State Revenue	9,543,235	5,756,239	60%	
Federal Revenues	42,000	27,639	66%	
Other State Revenues	1,830,603	423,758	23%	
Local Revenue	703,139	556,063	79%	
TTL Revenues	12,118,977	6,763,699	56%	
Expenditures				
Certificated Salaries	4,887,423	3,848,499	79%	
Classified Salaries	971,098	646,585	67%	
Benefits	2,206,229	1,400,892	63%	
Books & Supplies	1,306,574	547,071	42%	
Services & Operations	1,667,631	1,394,355	84%	
Capital Outlay	60,986	-	0%	
Total Expenditures	11,099,941	7,837,400	71%	
Operating Income/(Loss)				
	1,019,036	(1,073,701)	67%	



Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
Connecting Waters					
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	5,483,162	3,745,359	68%
	8012	EPA Entitlement	2,686,143	1,025,021	38%
	8019	Prior Year Unrestricted Revenue	326,399	326,399	100%
	8096	In-Lieu-Of Property Taxes	1,047,531	659,460	63%
Total LCFF Revenue			9,543,235	5,756,239	60%
Federal Revenue					
	8290	Other Federal Revenue	42,000	27,639	66%
Total Federal Revenue			42,000	27,639	66%
Other State Revenue					
	8550	Mandated Cost Reimbursements	25,817	24,820	96%
	8560	State Lottery Revenue	202,499	63,869	32%
	8590	Other State Revenue	1,602,288	335,069	21%
Total Other State Revenue			1,830,603	423,758	23%
Local Revenue					
	8660	Interest Income	45,000	11,497	26%
	8699	Other Revenue	10,000	3,629	36%
	8791	Apportionment Transfer	648,139	540,937	83%
Total Local Revenue			703,139	556,063	79%
Total Revenue			12,118,977	6,763,699	56%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
Expenditures					
Certificated Compensation					
	1100	Teacher Compensation	3,499,532	2,692,790	77%
	1150	Teacher Stipends/Extra Duty	230,044	235,881	103%
	1160	Electives Teachers	71,852	75,590	105%
	1200	Student Support	435,499	284,507	65%
	1250	Support Stipends/Extra Duty	8,736	2,878	33%
	1300	Certificated Administrators	613,791	527,641	86%
	1350	Administrator Stipends/Extra Duty	25,969	27,277	105%
	1370	Administrators Health Care In Lieu	2,000	1,935	97%
Total Certificated Compensation			4,887,423	3,848,499	79%
Classified Compensation					
	2100	Instructional Aides	91,921	10,617	12%
	2150	Instructional Aides Stipends	1,967	553	28%
	2160	Electives Instructional Aides	124,471	78,839	63%
	2200	Pupil Support Administration	8,212	-	0%
	2300	Classified Administrators	5,278	5,278	100%
	2400	Clerical & Technical Staff	721,785	536,761	74%
	2450	Clerical & Technical Stipends	2,464	332	13%
	2900	Other Classified Positions	15,000	14,206	95%
Total Classified Compensation			971,098	646,585	67%
Employee Benefits					
	3101	STRS Certificated	933,498	466,511	50%
	3202	PERS Classified	260,351	169,361	65%
	3301	OASDI/Medicare Expense	145,157	104,020	72%
	3401	Health Care Certificated	618,746	470,840	76%
	3402	Health Care Classified	185,556	130,690	70%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
	3501	Unemployment Insurance Certificated	2,929	2,523	86%
	3601	Workers' Comp Certificated	50,047	48,883	98%
	3602	Workers' Comp Classified	9,944	8,064	81%
Total Employee Benefits			2,206,229	1,400,892	63%
Books, Materials, & Supplies					
	4310	Materials & Supplies	789,812	469,331	59%
	4320	Office Supplies	33,814	19,565	58%
	4330	Meals & Events	6,822	6,306	92%
	4390	Other Supplies	38,179	12	0%
	4400	Non-Capitalized Equipment	425,421	48,726	11%
	4700	School Nutrition Program	12,527	3,132	25%
Total Books, Materials, & Supplies			1,306,574	547,071	42%
Outside Services & Other Operating Costs					
	5200	Travel & Conferences	54,590	70,990	130%
	5210	Mileage Reimbursements	62,787	32,656	52%
	5300	Dues & Memberships	34,088	33,924	100%
	5400	Insurance	59,122	51,561	87%
	5500	Operations & Housekeeping	16,700	5,775	35%
	5510	Utilities (General)	6,472	3,731	58%
	5515	Utilities (Gas)	4,733	2,315	49%
	5516	Utilities (Electric)	6,190	4,337	70%
	5517	Utilities (Garbage)	1,436	1,074	75%
	5518	Utilities (Sewer)	1,092	570	52%
	5610	Facility Rents & Leases	69,366	40,940	59%
	5611	Lease Interest Expense	11,406	11,841	104%
	5620	Equipment Leases	2,344	1,387	59%
	5630	Maintenance & Repair	10,045	12,612	126%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
	5800	Professional Services - Non-instructional	183,598	191,837	104%
	5810	Legal	32,832	34,473	105%
	5820	Audit & CPA	10,292	7,980	78%
	5825	DMS Business Services	254,499	159,527	63%
	5830	Non-Instructional Software Licenses/Fees	65,474	25,579	39%
	5840	Advertising & Recruitment	1,531	947	62%
	5850	Oversight Fees	276,505	174,427	63%
	5860	Service Fees	4,368	2,243	51%
	5870	Livescan Fingerprinting	1,104	958	87%
	5880	Instructional Vendors & Consultants	444,208	497,459	112%
	5910	Telephone	6,046	5,374	89%
	5920	Internet	9,616	8,464	88%
	5930	Postage	7,921	7,372	93%
	5940	Technology	29,264	4,004	14%
Total Outside Services & Other Operating Costs			1,667,631	1,394,355	84%
Capital Expenditures					
	6900	Depreciation	60,986	-	0%
Total Capital Expenditures			60,986	-	0%
Total Expenditures			11,099,941	7,837,400	71%
Operating Income/Loss			1,019,036	(1,073,701)	67%

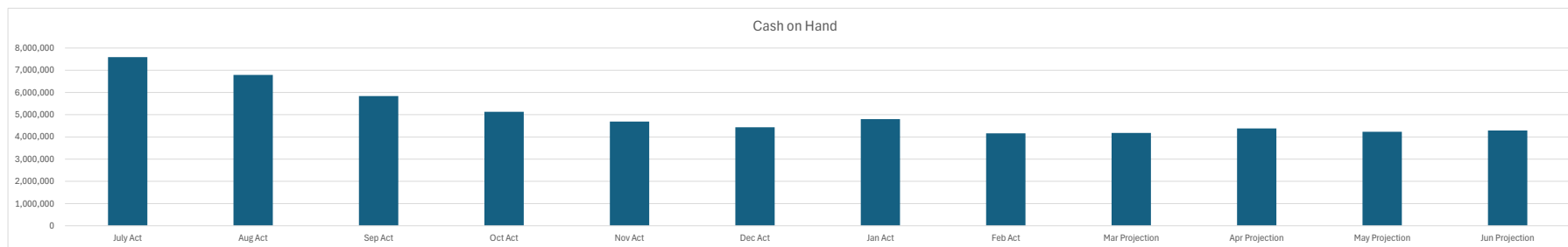
% of Year

Connecting Waters

Balance Sheet	Description	Balance as of 2/28/2026
ASSETS		
Cash & Equivalents		
	Cash in County Treasury	587,235
	Cash in Banks	0
	Cash in Banks - Umpqua	3,555,176
	Cash in Banks - Bank of the West	18,404
	Cash with Fiscal Agents	5,040
Total Cash & Equivalents		4,165,855
Current Assets		
	Accounts Receivable	45,355
	Due from Other Funds	0
	Prepaid Expenses	0
Total Current Assets		45,355
Fixed Assets		
	Fixed Assets - Land	154,454
	Buildings	2,657,132
	Accumulated Depreciation - Buildings	(439,086)
	Equipment	224,031
	Accumulated Depreciation - Equipment	(196,217)
	Work in Progress	45,161
	Lease Asset	445,418
	Accumulated Amorrization	(147,083)
Total Fixed Assets		2,743,811
Total ASSETS		6,955,021
LIABILITIES		
Current Liabilities		
	Accounts Payable	(1,565,343) Y.E. Closing entries will redistribute payroll liability payments between the 3 schools.
	Due to Grantor Governments	(159,678)
Total Current Liabilities		(1,725,021)
Long Term Liabilities		
	Deferred Revenue	1,398,704
	Lease Liability	305,781
Total Long Term Liabilities		1,704,486
TOTAL LIABILITIES		(20,535)
Net Assets		6,975,556
Total Liabilities and Net Assets		6,955,021

Connecting Waters

Second Interim Budget	July Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Projection	Apr Projection	May Projection	Jun Projection	Accruals	Total
Starting Cash	6,782,702	7,587,622	6,789,402	5,839,591	5,132,093	4,685,662	4,432,446	4,799,828	4,160,035	4,180,242	4,380,400	4,230,083		
Revenues														
LCPF State Revenue	5,483,162	-	340,487	340,487	612,877	612,877	612,877	612,877	347,561	347,561	347,561	347,561	347,561	5,483,162
EPA	2,686,143	-	-	-	512,511	-	-	512,510	-	512,510	-	-	1,148,612	2,686,143
In-Lieu Property Taxes	1,047,531	-	68,220	136,440	90,960	90,960	90,960	90,960	137,988	68,994	68,994	68,994	43,100	1,047,531
Prior Year Corrections	326,399	-	326,399	-	-	-	-	-	-	-	-	-	0	326,399
Federal Revenues	42,000	-	-	-	27,639	-	-	-	0	0	0	0	14,361	42,000
Other State Revenues	1,830,603	-	20,057	9,883	17,790	201,735	98,161	52,124	153,655	52,124	52,124	52,124	1,096,816	1,830,603
Other Local Revenue	703,139	800	3,137	6,563	(1,440)	1,089	239,896	305,919	475,204	313,169	475,204	313,169	(1,429,672)	703,139
Total Revenues	12,118,977	800	758,300	493,373	1,260,337	906,661	1,041,894	1,574,391	727,943	1,114,409	1,294,359	943,883	781,849	10,898,199
Expenditures														
Certificated Salaries	4,887,423	145,320	506,519	543,666	528,493	526,761	512,455	527,038	533,894	533,894	533,894	266,947	(829,705)	4,887,423
Classified Salaries	971,098	38,341	78,367	86,306	89,164	90,995	85,078	85,836	80,925	80,925	80,925	80,925	814	971,098
Benefits	2,206,229	84,226	206,463	221,103	220,880	218,899	(8,843)	226,156	231,531	231,531	231,531	131,003	(20,260)	2,206,229
Books & Supplies	1,306,574	138,064	38,902	139,830	57,887	20,539	33,116	31,110	108,881	108,881	108,881	108,881	323,978	1,306,574
Services & Operations	1,667,631	107,174	137,114	175,741	155,604	274,036	198,780	188,594	138,969	138,969	138,969	138,969	(282,601)	1,667,631
Capital Outlay	60,986	-	-	-	-	-	-	-	0	0	0	60,986	0	60,986
Total Expenditures	11,099,941	513,125	967,365	1,166,645	1,051,828	1,131,231	820,586	1,058,734	1,127,885	1,094,201	1,094,201	1,094,201	787,712	11,907,715
Other Cash Inflows/Outflows														
Accounts Receivable/Other Assets	-	1,891,264	7,616	-	47,164	-	-	-	-	-	-	-	-	1,946,044
Fixed Assets	-	(3,950)	(31,239)	-	(973,274)	-	70	-	-	-	-	60,986	-	(947,407)
Accounts Payable (net change)	-	(570,070)	(565,532)	(276,539)	10,104	(221,862)	(474,592)	(148,274)	(239,852)	-	-	-	-	(2,486,617)
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Net Inflows/Outflows	-	1,317,245	(589,155)	(276,539)	(916,007)	(221,862)	(474,522)	(148,274)	(239,852)	0	0	0	60,986	(1,487,980)
ENDING CASH BALANCE	7,587,622	6,789,402	5,839,591	5,132,093	4,685,662	4,432,446	4,799,828	4,160,035	4,180,242	4,380,400	4,230,083	4,285,206		
Days Cash on Hand	234	209	180	158	144	137	148	128	129	135	130	132		



Coversheet

Review February Monthly Financial Report for Connecting Waters Charter School, East Bay

Section: X. Items scheduled for Information & Discussion
Item: C. Review February Monthly Financial Report for Connecting Waters
Charter School, East Bay
Purpose:
Submitted by:
Related Material: CWEB FY2025-26 Feb DMU.pdf

BACKGROUND:

Monthly Financials for February



Connecting Waters East Bay

DMS Monthly Update
Actuals through: February 28, 2026





CONNECTING WATERS EAST BAY

This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through February 28, 2026. Along with an updated on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 67% of the year (8 months) completed, YTD expense results are 70% of the Second Interim Budget. Expenditures are on-target with the budget with the exception of Services and Operations which are trending slightly higher than budget.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through February 28th were \$4.49million: 59% of the Second Interim Budget.

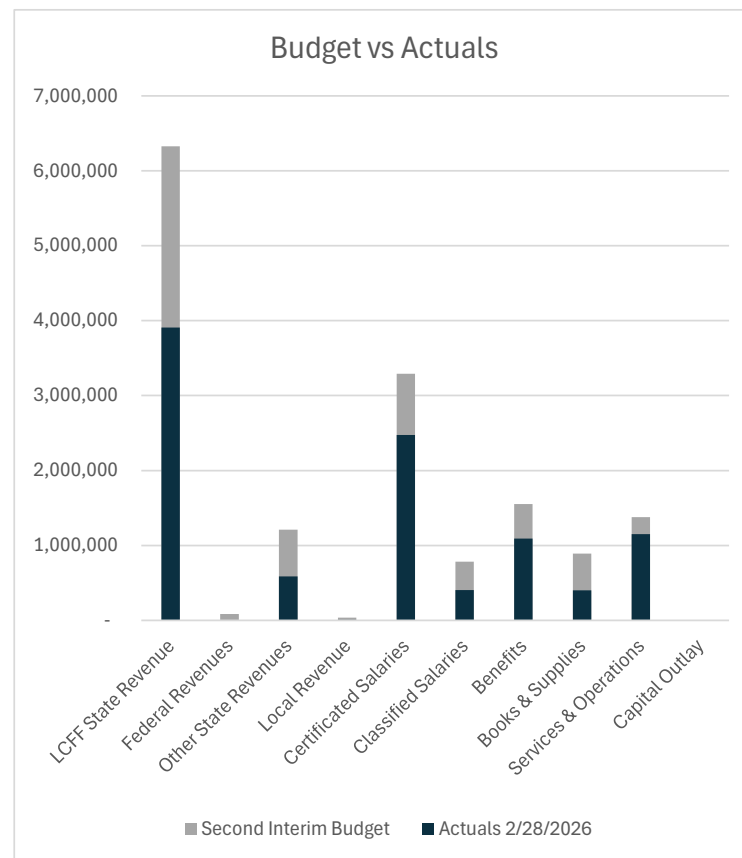
It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of financial performance.

Note: FIB projected ADA was 530.18. SIB is projecting P2 ADA will be 520.23. This reduction results in a projected reduction in LCFF of \$256,150.

IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - A preliminary cash flow for FY25-26 projects the school will have sufficient funds to meet its financial obligations through the end of FY25-26. ** The school is projected to end the year with \$5,710,035 or 263 Days Cash on Hand.

Budget vs Actuals			
	Second Interim Budget	Actuals 2/28/2026	% of Budget
Connecting Waters East Bay			
Revenues			
LCFF State Revenue	6,326,283	3,906,893	62%
Federal Revenues	84,871	-	0%
Other State Revenues	1,211,350	584,829	48%
Local Revenue	36,000	6,941	19%
TTL Revenues	7,658,503	4,498,663	59%
Expenditures			
Certificated Salaries	3,291,977	2,475,107	75%
Classified Salaries	785,177	403,954	51%
Benefits	1,552,962	1,093,058	70%
Books & Supplies	892,108	401,454	45%
Services & Operations	1,378,238	1,150,358	83%
Capital Outlay	3,519	-	0%
Total Expenditures	7,903,981	5,523,930	70%
			% of Year
Operating Income/(Loss)	(245,478)	(1,025,267)	67%



Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
Connecting Waters East Bay					
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	3,945,785	2,246,693	57%
	8012	EPA Entitlement	102,508	53,090	52%
	8019	Prior Year Unrestricted Revenue	26,545	-	0%
	8096	In-Lieu-Of Property Taxes	2,251,445	1,607,110	71%
Total LCFF Revenue			6,326,283	3,906,893	62%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	78,300	-	0%
	8182	SpEd - Discretionary Grants	6,571	-	0%
Total Federal Revenue			84,871	-	0%
Other State Revenue					
	8311	AB602 State SpEd Revenue	477,363	261,902	55%
	8550	Mandated Cost Reimbursements	17,367	17,367	100%
	8560	State Lottery Revenue	145,607	43,964	30%
	8590	Other State Revenue	571,013	261,596	46%
Total Other State Revenue			1,211,350	584,829	48%
Local Revenue					
	8660	Interest Income	30,000	-	0%
	8699	Other Revenue	6,000	6,941	116%
Total Local Revenue			36,000	6,941	19%
Total Revenue			7,658,503	4,498,663	59%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
Expenditures					
Certificated Compensation					
	1100	Teacher Compensation	2,337,285	1,692,357	72%
	1150	Teacher Stipends/Extra Duty	122,395	139,775	114%
	1160	Electives Teachers	45,737	12,004	26%
	1200	Student Support	295,515	262,491	89%
	1250	Support Stipends/Extra Duty	6,053	623	10%
	1300	Certificated Administrators	473,785	365,016	77%
	1350	Administrator Stipends/Extra Duty	10,536	2,839	27%
	1370	Administrators Health Care In Lieu	672	-	0%
Total Certificated Compensation			3,291,977	2,475,107	75%
Classified Compensation					
	2100	Instructional Aides	58,992	7,382	13%
	2150	Instructional Aides Stipends	1,383	369	27%
	2160	Electives Instructional Aides	78,140	4,592	6%
	2200	Pupil Support Administration	5,902	-	0%
	2300	Classified Administrators	4,201	3,709	88%
	2400	Clerical & Technical Staff	624,828	377,459	60%
	2450	Clerical & Technical Stipends	1,732	233	13%
	2900	Other Classified Positions	10,000	10,210	102%
Total Classified Compensation			785,177	403,954	51%
Employee Benefits					
	3101	STRS Certificated	628,768	467,634	74%
	3202	PERS Classified	210,506	112,121	53%
	3301	OASDI/Medicare Expense	107,800	65,908	61%
	3401	Health Care Certificated	419,091	322,077	77%
	3402	Health Care Classified	143,009	93,289	65%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
	3501	Unemployment Insurance Certificated	2,039	1,558	76%
	3601	Workers' Comp Certificated	33,710	31,637	94%
	3602	Workers' Comp Classified	8,040	5,110	64%
Total Employee Benefits			1,552,962	1,093,058	70%
Books, Materials, & Supplies					
	4310	Materials & Supplies	621,315	274,517	44%
	4320	Office Supplies	27,791	25,440	92%
	4330	Meals & Events	3,854	3,517	91%
	4400	Non-Capitalized Equipment	234,577	95,837	41%
	4700	School Nutrition Program	4,571	2,143	47%
Total Books, Materials, & Supplies			892,108	401,454	45%
Outside Services & Other Operating Costs					
	5200	Travel & Conferences	114,538	36,187	32%
	5210	Mileage Reimbursements	61,406	22,234	36%
	5300	Dues & Memberships	10,542	7,974	76%
	5400	Insurance	33,793	35,552	105%
	5510	Utilities (General)	15,412	13,557	88%
	5517	Utilities (Garbage)	3,910	3,294	84%
	5610	Facility Rents & Leases	162,818	140,654	86%
	5620	Equipment Leases	3,159	1,743	55%
	5630	Maintenance & Repair	32,677	30,856	94%
	5800	Professional Services - Non-instructional	106,469	112,452	106%
	5810	Legal	47,326	42,461	90%
	5820	Audit & CPA	10,292	5,460	53%
	5825	DMS Business Services	160,829	119,660	74%
	5830	Non-Instructional Software Licenses/Fees	44,144	19,631	44%
	5835	Field Trips	-	108	

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
	5840	Advertising & Recruitment	2,085	665	32%
	5850	Oversight Fees	62,997	18,895	30%
	5860	Service Fees	2,243	1,902	85%
	5870	Livescan Fingerprinting	770	724	94%
	5880	Instructional Vendors & Consultants	485,424	521,222	107%
	5910	Telephone	4,016	3,474	87%
	5920	Internet	11,080	9,568	86%
	5930	Postage	2,308	1,789	78%
	5940	Technology	-	297	
Total Outside Services & Other Operating Costs			1,378,238	1,150,358	83%
Capital Expenditures					
	6900	Depreciation	3,519	-	0%
Total Capital Expenditures			3,519	-	0%
Total Expenditures			7,903,981	5,523,930	70%
Operating Income/Loss			(245,478)	(1,025,267)	<i>% of Year</i> 67%

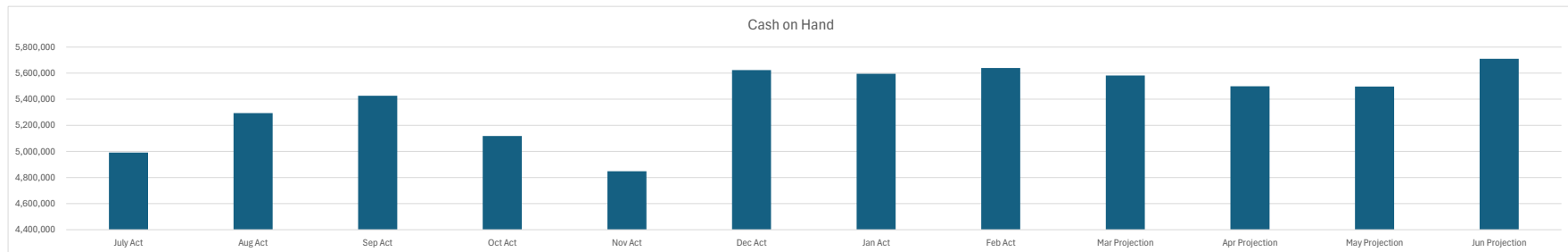
Connecting Waters East Bay

Balance Sheet	Description	Balance as of 2/28/2026
ASSETS		
Cash & Equivalents		
	Cash in Banks	168,348
	Cash in Banks - Umpqua	5,463,349
	Cash in Banks - Wells Fargo	0
	Cash with Fiscal Agents	9,558
Total Cash & Equivalents		5,641,254
Current Assets		
	Accounts Receivable	3,298
	Prepaid Expenses	0
Total Current Assets		3,298
Fixed Assets		
	Buildings	142,091
	Accumulated Depreciation - Buildings	(9,417)
	Equipment	113,394
	Accumulated Depreciation - Equipment	(99,267)
	Work in Progress	388,915
	Lease Asset	960,747
	Accumulated Amorrization	(472,363)
Total Fixed Assets		1,024,100
Total ASSETS		6,668,653
LIABILITIES		
Current Liabilities		
	Accounts Payable	1,042,348
	Due to Grantor Governments	0
Total Current Liabilities		1,042,348
Long Term Liabilities		
	Deferred Revenue	452,563
	Lease Liability	512,464
Total Long Term Liabilities		965,028
TOTAL LIABILITIES		2,007,376
Net Assets		4,661,277
Total Liabilities and Net Assets		6,668,653

Y.E. Closing entries will redistribute payroll liability payments between the 3 schools.

Connecting Waters East Bay

Second Interim Budget	July Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Projection	Apr Projection	May Projection	Jun Projection	Accruals	Total	
Starting Cash	4,926,631	4,991,580	5,293,536	5,427,062	5,117,785	4,848,179	5,623,500	5,595,434	5,639,755	5,582,217	5,499,304	5,497,279			
Revenues															
LCFF State Revenue	3,945,785	0	204,244	571,885	-	367,641	367,641	367,641	367,641	355,121	355,121	355,121	355,121	278,609	3,945,785
EPA	102,508	0	0	26,545	-	-	-	26,545	-	37,982	0	0	37,982	(26,545)	102,508
In-Lieu Property Taxes	2,251,445	0	57,339	197,154	-	-	979,481	186,568	186,568	249,466	124,733	124,733	124,733	20,670	2,251,445
Prior Year Corrections	26,545	0	0	-	-	-	-	-	-	-	-	-	-	26,545	26,545
Federal Revenues	84,871	0	0	-	-	-	-	-	-	7,073	7,073	7,073	7,073	56,580	84,871
Other State Revenues	1,211,350	0	35,722	42,256	167,384	88,803	54,053	98,017	98,594	171,681	97,764	97,764	97,764	161,549	1,211,350
Other Local Revenue	36,000	0	0	1,064	1,064	1,064	1,064	1,822	1,064	6,025	6,025	6,025	6,025	4,961	36,000
Total Revenues	7,658,503	0	297,305	838,904	168,448	457,508	1,402,239	680,393	653,867	827,346	590,714	590,714	628,696	522,370	7,136,133
Expenditures															
Certificated Salaries	3,291,977	108,340	334,780	366,018	341,387	338,690	336,857	326,021	323,012	325,143	308,886	277,998	111,199	(206,356)	3,291,977
Classified Salaries	785,177	26,484	54,417	53,099	53,060	54,522	52,236	55,545	54,591	69,881	69,881	69,881	69,881	101,700	785,177
Benefits	1,552,962	117,374	141,741	143,297	138,831	137,144	137,855	139,655	137,166	120,518	120,518	120,518	120,518	(22,168)	1,552,962
Books & Supplies	892,108	74,668	33,528	89,897	48,168	46,333	21,943	19,178	67,740	74,342	74,342	74,342	74,342	193,284	892,108
Services & Operations	1,378,238	96,422	110,942	115,282	108,345	234,551	190,733	179,792	114,291	120,000	100,000	50,000	40,000	(82,119)	1,378,238
Capital Outlay	3,519	0	0	-	-	-	-	-	-	0	0	0	3,519	0	3,519
Total Expenditures	7,903,981	423,288	675,408	767,593	689,792	811,240	739,619	720,191	696,800	709,884	673,627	592,739	419,459	(15,659)	7,919,640
Other Cash Inflows/Outflows															
Accounts Receivable/Other Assets	0	763,668	839,755	9,617	53,247	-	6,355	6,223	-	-	-	-	-	1,678,865	
Fixed Assets	0	(109,354)	(208,145)	(33,381)	-	-	-	(114,121)	-	-	-	3,519	-	(461,482)	
Accounts Payable (net change)	0	(166,077)	48,448	85,980	158,820	84,127	106,346	119,630	87,254	(175,000)	-	-	-	349,528	
Other Liabilities	0	0	0	-	-	-	-	-	-	-	-	-	-	0	
Net Inflows/Outflows	0	488,237	680,058	62,216	212,067	84,127	112,701	11,732	87,254	(175,000)	0	0	3,519	1,566,911	
ENDING CASH BALANCE	4,991,580	5,293,536	5,427,062	5,117,785	4,848,179	5,623,500	5,595,434	5,639,755	5,582,217	5,499,304	5,497,279	5,710,035			
Days Cash on Hand	230	244	250	236	224	259	258	260	257	254	253	263			



Coversheet

Review February Monthly Financial Report for Connecting Waters Charter School, Central Valley

Section: X. Items scheduled for Information & Discussion
Item: D. Review February Monthly Financial Report for Connecting Waters
Charter School, Central Valley
Purpose:
Submitted by:
Related Material: CWCV FY2025-26 Feb DMU.pdf

BACKGROUND:

Monthly Financials for February



Connecting Waters Central Valley

DMS Monthly Update Actuals through: February 28, 2026





CONNECTING WATERS CENTRAL VALLEY



This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through February 28, 2026. Along with an updated on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 67% of the year (8 months) completed, YTD expense results are 65% of the Second Interim Budget. Expenditures are on-target with the budget.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through February 28th were \$5.9million: 52% of the Second Interim Budget.

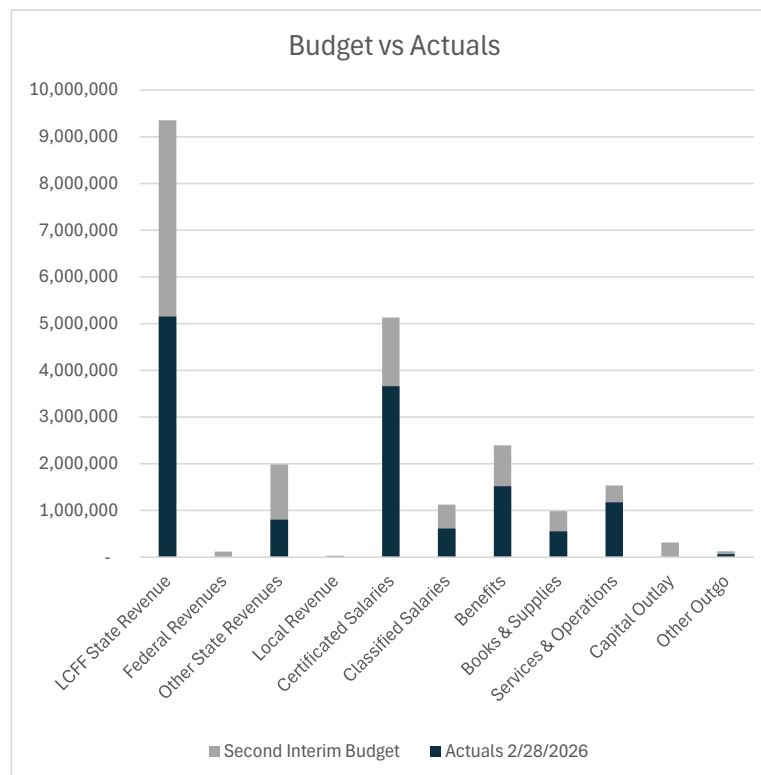
It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of financial performance.

Note: FIB projected ADA was 757.35. SIB is projecting P2 ADA will be 731.61. This reduction results in a projected reduction in LCFF of \$332,753.

IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - ***A preliminary cash flow for FY25-26 projects the school will have sufficient funds to meet its financial obligations through the end of FY25-26. ** The school is projected to end the year with \$4,435,456 or 140 Days Cash on Hand.***

Budget vs Actuals	Second Interim Budget	Actuals 2/28/2026	% of Budget
Connecting Waters Central Valley			
Revenues			
LCFF State Revenue	9,355,503	5,155,242	55%
Federal Revenues	120,823	-	0%
Other State Revenues	1,983,634	803,825	41%
Local Revenue	29,000	9,950	34%
TTL Revenues	11,488,959	5,969,017	52%
Expenditures			
Certificated Salaries	5,129,398	3,658,238	71%
Classified Salaries	1,127,022	611,470	54%
Benefits	2,395,918	1,519,309	63%
Books & Supplies	983,609	554,875	56%
Services & Operations	1,536,213	1,171,637	76%
Capital Outlay	313,438	-	0%
Other Outgo	123,323	65,276	53%
Total Expenditures	11,608,921	7,580,804	65%
Operating Income/(Loss)			
	(119,962)	(1,611,788)	67%



Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
Connecting Waters Central Valley					
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	8,150,826	4,641,407	57%
	8012	EPA Entitlement	146,322	75,715	52%
	8096	In-Lieu-Of Property Taxes	1,058,355	438,120	41%
Total LCFF Revenue			9,355,503	5,155,242	55%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	112,520	-	0%
	8182	SpEd - Discretionary Grants	8,303	-	0%
Total Federal Revenue			120,823	-	0%
Other State Revenue					
	8311	AB602 State SpEd Revenue	685,646	376,249	55%
	8550	Mandated Cost Reimbursements	23,965	23,965	100%
	8560	State Lottery Revenue	207,843	64,444	31%
	8590	Other State Revenue	1,066,180	339,167	32%
Total Other State Revenue			1,983,634	803,825	41%
Local Revenue					
	8660	Interest Income	25,000	5,924	24%
	8699	Other Revenue	4,000	4,025	101%
Total Local Revenue			29,000	9,950	34%
Total Revenue			11,488,959	5,969,017	52%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
Expenditures					
Certificated Compensation					
	1100	Teacher Compensation	3,623,375	2,669,424	74%
	1150	Teacher Stipends/Extra Duty	184,758	174,931	95%
	1160	Electives Teachers	72,255	14,998	21%
	1200	Student Support	531,814	262,229	49%
	1250	Support Stipends/Extra Duty	9,573	1,099	11%
	1300	Certificated Administrators	691,181	531,558	77%
	1350	Administrator Stipends/Extra Duty	15,486	3,998	26%
	1370	Administrators Health Care In Lieu	956	-	0%
Total Certificated Compensation			5,129,398	3,658,238	71%
Classified Compensation					
	2100	Instructional Aides	120,562	10,294	9%
	2150	Instructional Aides Stipends	1,967	496	25%
	2160	Electives Instructional Aides	125,260	19,466	16%
	2200	Pupil Support Administration	11,548	-	0%
	2300	Classified Administrators	5,278	5,278	100%
	2400	Clerical & Technical Staff	842,441	555,628	66%
	2450	Clerical & Technical Stipends	2,464	332	13%
	2900	Other Classified Positions	17,500	19,977	114%
Total Classified Compensation			1,127,022	611,470	54%
Employee Benefits					
	3101	STRS Certificated	979,715	680,490	69%
	3202	PERS Classified	302,155	170,621	56%
	3301	OASDI/Medicare Expense	160,594	99,330	62%
	3401	Health Care Certificated	653,270	380,830	58%
	3402	Health Care Classified	232,990	131,225	56%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
	3501	Unemployment Insurance Certificated	3,128	2,171	69%
	3601	Workers' Comp Certificated	52,525	46,929	89%
	3602	Workers' Comp Classified	11,541	7,713	67%
Total Employee Benefits			2,395,918	1,519,309	63%
Books, Materials, & Supplies					
	4310	Materials & Supplies	631,010	443,450	70%
	4320	Office Supplies	43,724	41,903	96%
	4330	Meals & Events	6,324	6,641	105%
	4400	Non-Capitalized Equipment	290,531	56,127	19%
	4700	School Nutrition Program	12,020	6,755	56%
Total Books, Materials, & Supplies			983,609	554,875	56%
Outside Services & Other Operating Costs					
	5200	Travel & Conferences	35,866	59,117	165%
	5210	Mileage Reimbursements	41,641	24,757	59%
	5300	Dues & Memberships	23,953	22,048	92%
	5400	Insurance	53,052	49,625	94%
	5500	Operations & Housekeeping	61,399	45,330	74%
	5510	Utilities (General)	42,595	16,737	39%
	5515	Utilities (Gas)	15,575	11,126	71%
	5516	Utilities (Electric)	23,963	11,632	49%
	5517	Utilities (Garbage)	6,966	5,196	75%
	5519	Utilities (Water)	14,515	12,317	85%
	5620	Equipment Leases	2,169	1,501	69%
	5630	Maintenance & Repair	108,439	30,974	29%
	5800	Professional Services - Non-instructional	145,846	99,476	68%
	5810	Legal	41,788	36,319	87%
	5820	Audit & CPA	10,292	7,560	73%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 2/28/2026	% of Budget
	5825	DMS Business Services	241,268	167,294	69%
	5830	Non-Instructional Software Licenses/Fees	58,396	23,981	41%
	5840	Advertising & Recruitment	2,841	947	33%
	5850	Oversight Fees	93,555	-	0%
	5860	Service Fees	3,649	4,779	131%
	5870	Livescan Fingerprinting	1,028	860	84%
	5880	Instructional Vendors & Consultants	456,720	501,736	110%
	5910	Telephone	5,392	5,153	96%
	5920	Internet	25,871	18,335	71%
	5930	Postage	3,219	2,690	84%
	5940	Technology	16,215	12,147	75%
Total Outside Services & Other Operating Costs			1,536,213	1,171,637	76%
Capital Expenditures					
	6900	Depreciation	313,438	-	0%
Total Capital Expenditures			313,438	-	0%
Other Outgo					
	7438	Interest Expense	123,323	65,276	53%
Total Other Outgo			123,323	65,276	53%
Total Expenditures			11,608,921	7,580,804	65%
Operating Income/Loss			(119,962)	(1,611,788)	<i>% of Year</i> 67%

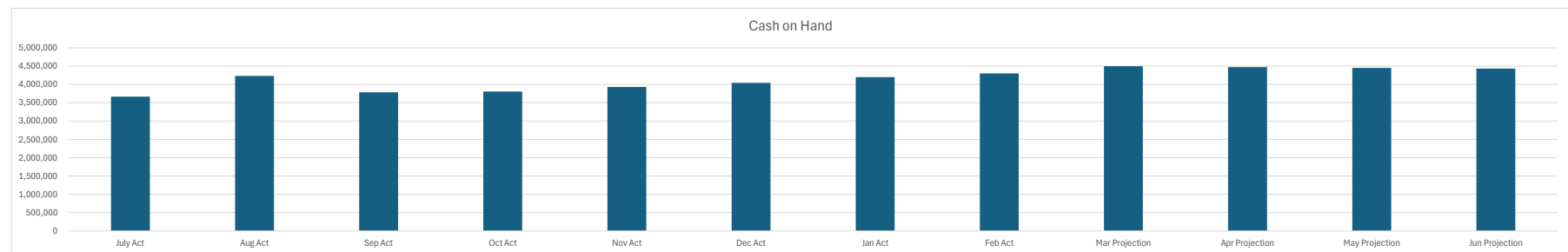
Connecting Waters Central Valley

Balance Sheet	Description	Balance as of 2/28/2026
ASSETS		
Cash & Equivalents		
	Cash in Banks	(168,348)
	Cash in Banks - Umpqua	4,471,100
	Cash in Banks - Wells Fargo	0
Total Cash & Equivalents		4,302,752
Current Assets		
	Accounts Receivable	23,911
	Due from Other Funds	0
	Prepaid Expenses	0
Total Current Assets		23,911
Fixed Assets		
	Buildings	10,365,361
	Accumulated Depreciation - Buildings	(1,451,541)
	Equipment	137,770
	Accumulated Depreciation - Equipment	(34,110)
	Work in Progress	29,810
	Lease Asset	7,678
	Accumulated Amorrization	(3,787)
Total Fixed Assets		9,051,181
Total ASSETS		13,377,844
LIABILITIES		
Current Liabilities		
	Accounts Payable	1,624,194
	Due to Grantor Governments	0
Total Current Liabilities		1,624,194
Long Term Liabilities		
	Due to Other Funds	0
	Current Loans	3,012,288
	Deferred Revenue	815,106
	Lease Liability	3,892
Total Long Term Liabilities		3,831,285
TOTAL LIABILITIES		5,455,480
Net Assets		7,922,365
Total Liabilities and Net Assets		13,377,844

Y.E. Closing entries will redistribute payroll liability payments between the 3 schools.

Connecting Waters Central Valley

Second Interim Budget	July Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Projection	Apr Projection	May Projection	Jun Projection	Accruals	Total
Starting Cash	4,317,543	3,664,184	4,230,942	3,785,261	3,806,293	3,931,046	4,042,522	4,201,157	4,302,768	4,496,096	4,473,394	4,450,691		
Revenues														
LCPF State Revenue	8,150,826	-	421,946	421,946	759,503	759,503	759,503	759,503	701,884	701,884	701,884	701,884	701,884	8,150,826
EPA	146,322	-	-	-	37,858	-	37,857	-	35,304	0	0	35,304	0	146,322
In-Lieu Property Taxes	1,058,355	-	-	87,624	-	87,624	175,248	87,624	214,040	107,020	107,020	107,020	85,134	1,058,355
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	0	0
Federal Revenues	120,823	-	-	-	-	-	-	-	10,069	10,069	10,069	10,069	80,548	120,823
Other State Revenues	1,983,634	-	52,986	43,870	79,169	259,107	139,867	143,613	245,557	141,636	141,636	141,636	509,345	1,983,634
Other Local Revenue	29,000	1,296	1,934	2,341	871	1,068	995	1,443	1,443	1,443	1,443	1,443	13,278	29,000
Total Revenues	11,488,959	1,296	476,866	468,157	965,025	1,019,678	987,989	1,117,664	932,340	1,208,296	962,051	962,051	997,355	10,098,770
Expenditures														
Certificated Salaries	5,129,398	139,998	512,277	547,701	505,211	508,275	503,042	470,924	470,810	466,309	466,309	466,309	466,309	5,129,398
Classified Salaries	1,127,022	38,583	80,890	81,332	81,988	82,268	79,197	84,302	82,910	93,919	93,919	93,919	139,878	1,127,022
Benefits	2,395,918	73,221	205,588	214,832	207,156	207,888	208,452	203,002	199,169	214,541	214,541	214,541	18,445	2,395,918
Books & Supplies	983,609	136,876	40,693	145,156	61,618	32,278	28,158	23,340	86,756	81,967	81,967	81,967	100,865	983,609
Services & Operations	1,536,213	93,019	118,872	131,227	115,343	220,187	220,475	143,243	129,270	128,018	128,018	128,018	(147,495)	1,536,213
Capital Outlay	313,438	-	-	-	-	-	-	-	0	0	0	299,337	14,101	313,438
Other Outgo	123,323	-	-	-	33,318	-	-	31,958	-	30,215	0	27,837	(4)	123,323
Total Expenditures	11,608,921	481,697	958,320	1,120,248	1,004,634	1,050,897	1,039,325	956,769	968,915	1,014,968	984,754	984,754	1,311,927	11,877,207
Other Cash Inflows/Outflows														
Accounts Receivable/Other Assets	-	277,116	951,714	56,012	75,987	-	-	17,502	-	-	-	-	-	1,378,331
Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	299,337	-	299,337
Accounts Payable (net change)	-	(450,074)	96,498	150,398	166,217	155,972	162,812	163,161	138,186	-	-	-	-	583,169
Other Liabilities	-	-	-	-	(181,564)	-	-	(182,924)	-	-	-	-	-	(364,487)
Net Inflows/Outflows	-	(172,958)	1,048,212	206,409	60,640	155,972	162,812	(2,261)	138,186	0	0	0	299,337	1,896,350
ENDING CASH BALANCE		3,664,184	4,230,942	3,785,261	3,806,293	3,931,046	4,042,522	4,201,157	4,302,768	4,496,096	4,473,394	4,450,691	4,435,456	
Days Cash on Hand		116	134	119	120	124	128	133	136	142	141	140	140	



Coversheet

Review March Monthly Financial Report for Connecting Waters Charter School

Section: X. Items scheduled for Information & Discussion
Item: E. Review March Monthly Financial Report for Connecting Waters Charter School
Purpose:
Submitted by:
Related Material: CW FY2025-26 March DMU.pdf

BACKGROUND:

Monthly Financials for March



Connecting Waters

DMS Monthly Update Actuals through: March 31, 2026





CONNECTING WATERS



This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through March 31, 2026. Along with an updated on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 75% of the year (9 months) completed, YTD expense results are 81% of the Second Interim Budget. Expenditures are trending slightly higher than budget with the exception of Books & Supplies.

Note: CMS Class Payroll Reclass for the second semester will be completed in June. This reclass will re-distribute payroll costs between the three schools to reflect actual loads at each location.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through March 31st were \$7.1 million: 59% of the Second Interim Budget.

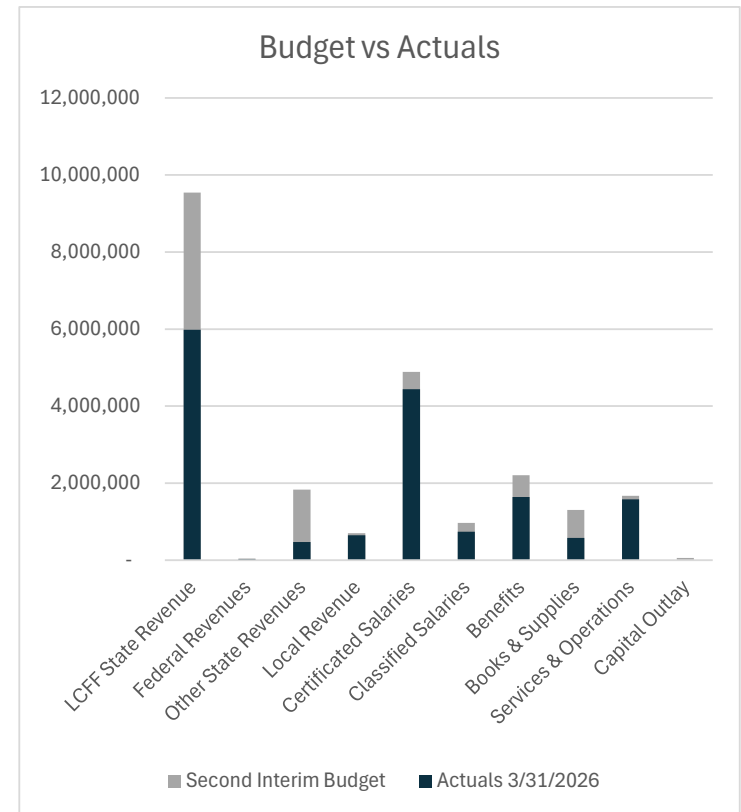
It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of financial performance.

Note: FIB projected ADA was 714.78. SIB is projecting P2 ADA will be 712.80. This reduction does not result in a projected loss of revenue as the Unduplicated Pupil Percentage was slightly higher than previously projected.

IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - ***A preliminary cash flow for FY25-26 projects the school will have sufficient funds to meet its financial obligations through the end of FY25-26. ** The school is projected to end the year with \$3,572,268 or 115 Days Cash on Hand.***

Budget vs Actuals		Second Interim Budget	Actuals 3/31/2026	% of Budget
Connecting Waters				
Revenues				
LCFF State Revenue		9,543,235	5,984,920	63%
Federal Revenues		42,000	27,639	66%
Other State Revenues		1,830,603	471,108	26%
Local Revenue		703,139	648,252	92%
TTL Revenues		12,118,977	7,131,919	59%
Expenditures				
Certificated Salaries		4,887,423	4,437,953	91%
Classified Salaries		971,098	736,147	76%
Benefits		2,206,229	1,640,315	74%
Books & Supplies		1,306,574	576,726	44%
Services & Operations		1,667,631	1,580,934	95%
Capital Outlay		60,986	-	0%
Total Expenditures		11,099,941	8,972,075	81%
Operating Income/(Loss)		1,019,036	(1,840,156)	75%



Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 3/31/2026	% of Budget
Connecting Waters					
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	5,483,162	4,150,664	76%
	8012	EPA Entitlement	2,686,143	1,025,021	38%
	8019	Prior Year Unrestricted Revenue	326,399	(33,847)	-10%
	8096	In-Lieu-Of Property Taxes	1,047,531	843,082	80%
Total LCFF Revenue			9,543,235	5,984,920	63%
Federal Revenue					
	8290	Other Federal Revenue	42,000	27,639	66%
Total Federal Revenue			42,000	27,639	66%
Other State Revenue					
	8550	Mandated Cost Reimbursements	25,817	24,820	96%
	8560	State Lottery Revenue	202,499	63,869	32%
	8590	Other State Revenue	1,602,288	382,419	24%
Total Other State Revenue			1,830,603	471,108	26%
Local Revenue					
	8660	Interest Income	45,000	13,864	31%
	8699	Other Revenue	10,000	3,629	36%
	8791	Apportionment Transfer	648,139	630,759	97%
Total Local Revenue			703,139	648,252	92%
Total Revenue			12,118,977	7,131,919	59%

Expenditures

Certificated Compensation

1100 Teacher Compensation	3,499,532	3,106,377	89%
1150 Teacher Stipends/Extra Duty	230,044	260,768	113%
1160 Electives Teachers	71,852	92,341	129%
1200 Student Support	435,499	323,772	74%
1250 Support Stipends/Extra Duty	8,736	3,283	38%
1300 Certificated Administrators	613,791	617,981	101%
1350 Administrator Stipends/Extra Duty	25,969	30,949	119%
1370 Administrators Health Care In Lieu	2,000	2,483	124%
Total Certificated Compensation	4,887,423	4,437,953	91%

Classified Compensation

2100 Instructional Aides	91,921	12,798	14%
2150 Instructional Aides Stipends	1,967	878	45%
2160 Electives Instructional Aides	124,471	96,174	77%
2200 Pupil Support Administration	8,212	-	0%
2300 Classified Administrators	5,278	6,059	115%
2400 Clerical & Technical Staff	721,785	603,316	84%
2450 Clerical & Technical Stipends	2,464	376	15%
2900 Other Classified Positions	15,000	16,546	110%
Total Classified Compensation	971,098	736,147	76%

Employee Benefits

3101 STRS Certificated	933,498	581,745	62%
3202 PERS Classified	260,351	182,124	70%
3301 OASDI/Medicare Expense	145,157	119,212	82%
3401 Health Care Certificated	618,746	540,092	87%
3402 Health Care Classified	185,556	148,658	80%
3501 Unemployment Insurance Certificated	2,929	2,890	99%
3601 Workers' Comp Certificated	50,047	56,412	113%
3602 Workers' Comp Classified	9,944	9,182	92%
Total Employee Benefits	2,206,229	1,640,315	74%

Books, Materials, & Supplies

4310 Materials & Supplies	789,812	495,728	63%
4320 Office Supplies	33,814	20,600	61%
4330 Meals & Events	6,822	6,320	93%
4390 Other Supplies	38,179	12	0%
4400 Non-Capitalized Equipment	425,421	50,934	12%
4700 School Nutrition Program	12,527	3,132	25%
Total Books, Materials, & Supplies	1,306,574	576,726	44%

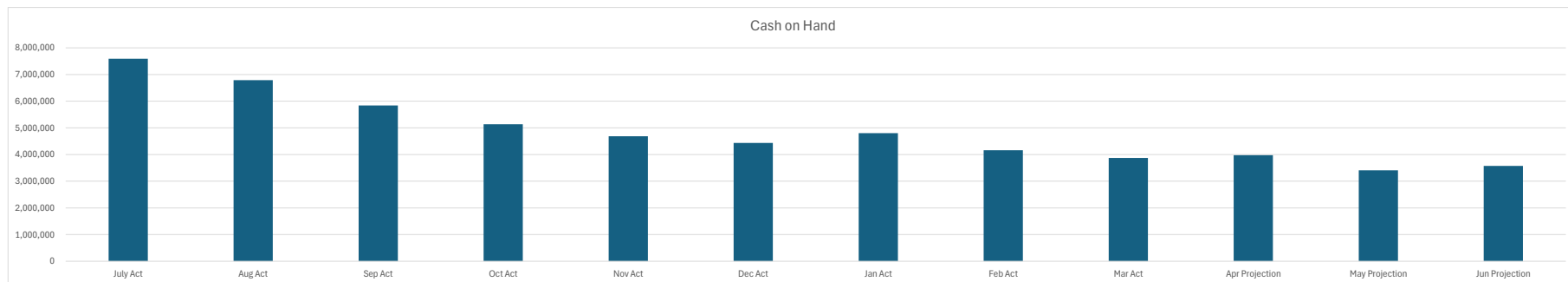
Outside Services & Other Operating Costs

5200 Travel & Conferences	54,590	76,171	140%
5210 Mileage Reimbursements	62,787	33,019	53%
5300 Dues & Memberships	34,088	33,924	100%
5400 Insurance	59,122	56,609	96%
5500 Operations & Housekeeping	16,700	6,925	41%
5510 Utilities (General)	6,472	4,835	75%
5515 Utilities (Gas)	4,733	2,315	49%
5516 Utilities (Electric)	6,190	4,744	77%
5517 Utilities (Garbage)	1,436	1,196	83%
5518 Utilities (Sewer)	1,092	570	52%
5610 Facility Rents & Leases	69,366	42,162	61%
5611 Lease Interest Expense	11,406	16,483	145%
5620 Equipment Leases	2,344	1,690	72%
5630 Maintenance & Repair	10,045	13,050	130%
5800 Professional Services - Non-instructional	183,598	199,552	109%
5810 Legal	32,832	34,473	105%
5820 Audit & CPA	10,292	9,728	95%
5825 DMS Business Services	254,499	180,641	71%
5830 Non-Instructional Software Licenses/Fees	65,474	25,579	39%
5840 Advertising & Recruitment	1,531	947	62%
5850 Oversight Fees	276,505	199,345	72%
5860 Service Fees	4,368	2,243	51%
5870 Livescan Fingerprinting	1,104	1,047	95%

	5880 Instructional Vendors & Consultants	444,208	607,238	137%
	5910 Telephone	6,046	6,229	103%
	5920 Internet	9,616	8,843	92%
	5930 Postage	7,921	7,372	93%
	5940 Technology	29,264	4,004	14%
Total Outside Services & Other Operating Costs		1,667,631	1,580,934	95%
Capital Expenditures				
	6900 Depreciation	60,986	-	0%
Total Capital Expenditures		60,986	-	0%
Total Expenditures		11,099,941	8,972,075	81%
Operating Income/Loss		1,019,036	(1,840,156)	<i>% of Year</i> 75%

Connecting Waters

	Second Interim Budget	July Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Apr Projection	May Projection	Jun Projection	Accruals	Total
Starting Cash		6,782,702	7,587,622	6,789,402	5,839,591	5,132,093	4,685,662	4,432,446	4,799,828	4,160,035	3,873,707	3,975,158	3,405,073		
Revenues															
LCFF State Revenue	5,483,162	0	340,487	340,487	612,877	612,877	612,877	612,877	612,877	405,305	405,305	405,305	405,305	116,583	5,483,162
EPA	2,686,143	0	0	-	512,511	-	-	512,510	-	-	671,536	671,536	671,536	318,051	2,686,143
In-Lieu Property Taxes	1,047,531	0	68,220	136,440	90,960	90,960	90,960	90,960	90,960	183,622	68,832	68,832	66,786	0	1,047,531
Prior Year Corrections	326,399	0	(1,767)	-	-	-	-	-	-	(32,080)	-	-	-	360,246	326,399
Federal Revenues	42,000	0	0	-	27,639	-	-	-	-	-	-	-	-	14,361	42,000
Other State Revenues	1,830,603	0	20,057	9,883	17,790	201,735	98,161	52,124	24,008	47,350	52,124	52,124	52,124	1,203,122	1,830,603
Other Local Revenue	703,139	800	3,137	6,563	(1,440)	1,089	239,896	305,919	98	92,188	6,500	6,500	6,500	35,387	703,139
Total Revenues	12,118,977	800	430,134	493,373	1,260,337	906,661	1,041,894	1,574,391	727,943	696,385	1,204,297	532,761	1,202,251	2,047,750	12,118,977
Expenditures															
Certificated Salaries	4,887,423	145,320	506,519	543,666	528,493	526,761	512,455	527,038	558,247	589,455	589,455	589,455	589,455	(974,794)	5,231,523
Classified Salaries	971,098	38,341	78,367	86,306	89,164	90,995	85,078	85,836	92,497	89,562	89,562	89,562	89,562	(33,734)	971,098
Benefits	2,206,229	84,226	206,463	221,103	220,880	218,899	(8,843)	226,156	232,008	239,423	179,368	179,368	179,368	27,809	2,206,229
Books & Supplies	1,306,574	138,064	38,902	139,830	57,687	20,539	33,116	31,110	87,823	29,655	108,881	108,881	108,881	403,205	1,306,574
Services & Operations	1,667,631	107,174	137,114	175,741	155,604	274,036	198,780	188,594	157,311	186,579	135,580	135,580	67,790	(252,253)	1,667,631
Capital Outlay	60,986	0	0	-	-	-	-	-	-	-	-	-	60,986	0	60,986
Total Expenditures	11,099,941	513,125	967,365	1,166,645	1,051,828	1,131,231	820,586	1,058,734	1,127,885	1,134,674	1,102,846	1,102,846	1,096,042	(1,173,867)	11,444,041
Other Cash Inflows/Outflows															
Accounts Receivable/Other Assets		1,891,264	7,616	-	47,164	-	-	-	-	-	-	-	-	-	1,946,044
Fixed Assets		(3,950)	(31,239)	-	(973,274)	-	70	-	-	-	-	-	60,986	-	(947,407)
Accounts Payable (net change)		(570,070)	(237,366)	(276,539)	10,104	(221,862)	(474,592)	(148,274)	(239,852)	151,962	-	-	-	-	(2,006,489)
Other Liabilities		0	0	-	-	-	-	-	-	-	-	-	-	-	0
Net Inflows/Outflows		1,317,245	(260,989)	(276,539)	(916,007)	(221,862)	(474,522)	(148,274)	(239,852)	151,962	0	0	60,986	(1,007,852)	
ENDING CASH BALANCE		7,587,622	6,789,402	5,839,591	5,132,093	4,685,662	4,432,446	4,799,828	4,160,035	3,873,707	3,975,158	3,405,073	3,572,268		
Days Cash on Hand		243	218	187	165	150	142	154	133	124	127	109	115		



Connecting Waters

Balance Sheet	Description	Balance as of 3/31/2026
ASSETS		
Cash & Equivalents		
	Cash in County Treasury	587,235
	Cash in Banks - Umpqua	3,268,955
	Cash in Banks - Bank of the West	18,404
	Cash with Fiscal Agents	<u>5,040</u>
Total Cash & Equivalents		3,879,634
Current Assets		
	Accounts Receivable	45,355
	Due from Other Funds	0
	Prepaid Expenses	<u>0</u>
Total Current Assets		45,355
Fixed Assets		
	Fixed Assets - Land	154,454
	Buildings	2,657,132
	Accumulated Depreciation - Buildings	(439,086)
	Equipment	224,031
	Accumulated Depreciation - Equipment	(196,217)
	Work in Progress	45,161
	Lease Asset	445,418
	Accumulated Amorrization	<u>(151,725)</u>
Total Fixed Assets		2,739,168
Total ASSETS		6,664,157
LIABILITIES		
Current Liabilities		
	Accounts Payable	(1,413,381)
	Due to Grantor Governments	<u>168,488</u>
Total Current Liabilities		(1,244,893)
Long Term Liabilities		
	Deferred Revenue	1,398,704
	Lease Liability	<u>301,213</u>
Total Long Term Liabilities		1,699,918
TOTAL LIABILITIES		455,024
Net Assets		6,209,133
Total Liabilities and Net Assets		6,664,157

Coversheet

Review March Monthly Financial Report for Connecting Waters Charter School, East Bay

Section: X. Items scheduled for Information & Discussion
Item: F. Review March Monthly Financial Report for Connecting Waters Charter School, East Bay
Purpose:
Submitted by:
Related Material: CWEB FY2025-26 March DMU.pdf

BACKGROUND:

Monthly Financials for March



Connecting Waters East Bay

DMS Monthly Update
Actuals through: March 31, 2026





CONNECTING WATERS EAST BAY



This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through March 31, 2026. Along with an updated on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 75% of the year (9 months) completed, YTD expense results are 78% of the Second Interim Budget. Expenditures are trending slightly higher than budget with the exception of Books & Supplies.

Note: CMS Class Payroll Reclass for the second semester will be completed in June. This reclass will re-distribute payroll costs between the three schools to reflect actual loads at each location.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through March 31st were \$4.9 million: 64% of the Second Interim Budget.

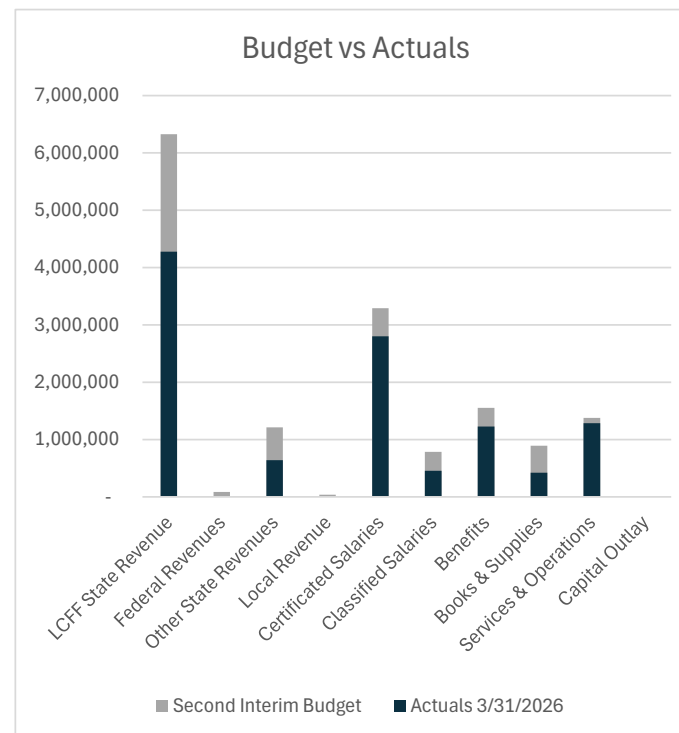
It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of financial performance.

Note: FIB projected ADA was 530.18. SIB is projecting P2 ASA will be 520.33. This reduction results in a projected reduction in LCFF of \$256,150.

IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - A preliminary cash flow for FY25-26 projects the school will have sufficient funds to meet its financial obligations through the end of FY25-26. ** The school is projected to end the year with \$5,170,313 or 232 Days Cash on Hand.

Budget vs Actuals	Second Interim Budget	Actuals 3/31/2026	% of Budget
Connecting Waters East Bay			
Revenues			
LCFF State Revenue	6,326,283	4,276,591	68%
Federal Revenues	84,871	-	0%
Other State Revenues	1,211,350	637,313	53%
Local Revenue	36,000	8,005	22%
TTL Revenues	7,658,503	4,921,909	64%
Expenditures			
Certificated Salaries	3,291,977	2,801,401	85%
Classified Salaries	785,177	455,745	58%
Benefits	1,552,962	1,229,553	79%
Books & Supplies	892,108	423,350	47%
Services & Operations	1,378,238	1,284,989	93%
Capital Outlay	3,519	-	0%
Total Expenditures	7,903,981	6,195,039	78%
			% of Year
Operating Income/(Loss)	(245,478)	(1,273,130)	75%



Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 3/31/2026	% of Budget
Connecting Waters East Bay					
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	3,945,785	2,581,223	65%
	8012	EPA Entitlement	102,508	78,053	76%
	8019	Prior Year Unrestricted Revenue	26,545	10,205	38%
	8096	In-Lieu-Of Property Taxes	2,251,445	1,607,110	71%
Total LCFF Revenue			6,326,283	4,276,591	68%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	78,300	-	0%
	8182	SpEd - Discretionary Grants	6,571	-	0%
Total Federal Revenue			84,871	-	0%
Other State Revenue					
	8311	AB602 State SpEd Revenue	477,363	303,226	64%
	8550	Mandated Cost Reimbursements	17,367	17,367	100%
	8560	State Lottery Revenue	145,607	43,964	30%
	8590	Other State Revenue	571,013	272,756	48%
Total Other State Revenue			1,211,350	637,313	53%
Local Revenue					
	8660	Interest Income	30,000	-	0%
	8699	Other Revenue	6,000	8,005	133%
Total Local Revenue			36,000	8,005	22%
Total Revenue			7,658,503	4,921,909	64%

Expenditures

Certificated Compensation

1100 Teacher Compensation	2,337,285	1,932,783	83%
1150 Teacher Stipends/Extra Duty	122,395	149,601	122%
1160 Electives Teachers	45,737	13,558	30%
1200 Student Support	295,515	296,785	100%
1250 Support Stipends/Extra Duty	6,053	708	12%
1300 Certificated Administrators	473,785	404,813	85%
1350 Administrator Stipends/Extra Duty	10,536	3,153	30%
1370 Administrators Health Care In Lieu	672	-	0%
Total Certificated Compensation	3,291,977	2,801,401	85%

Classified Compensation

2100 Instructional Aides	58,992	8,893	15%
2150 Instructional Aides Stipends	1,383	585	42%
2160 Electives Instructional Aides	78,140	5,527	7%
2200 Pupil Support Administration	5,902	-	0%
2300 Classified Administrators	4,201	4,258	101%
2400 Clerical & Technical Staff	624,828	424,325	68%
2450 Clerical & Technical Stipends	1,732	264	15%
2900 Other Classified Positions	10,000	11,893	119%
Total Classified Compensation	785,177	455,745	58%

Employee Benefits

3101 STRS Certificated	628,768	529,044	84%
3202 PERS Classified	210,506	119,358	57%
3301 OASDI/Medicare Expense	107,800	74,447	69%
3401 Health Care Certificated	419,091	358,011	85%
3402 Health Care Classified	143,009	105,365	74%
3501 Unemployment Insurance Certificated	2,039	1,752	86%
3601 Workers' Comp Certificated	33,710	35,805	106%
3602 Workers' Comp Classified	8,040	5,771	72%
Total Employee Benefits	1,552,962	1,229,553	79%

Books, Materials, & Supplies

4310 Materials & Supplies	621,315	294,064	47%
4320 Office Supplies	27,791	26,228	94%
4330 Meals & Events	3,854	3,527	92%
4400 Non-Capitalized Equipment	234,577	97,389	42%
4700 School Nutrition Program	4,571	2,143	47%
Total Books, Materials, & Supplies	892,108	423,350	47%

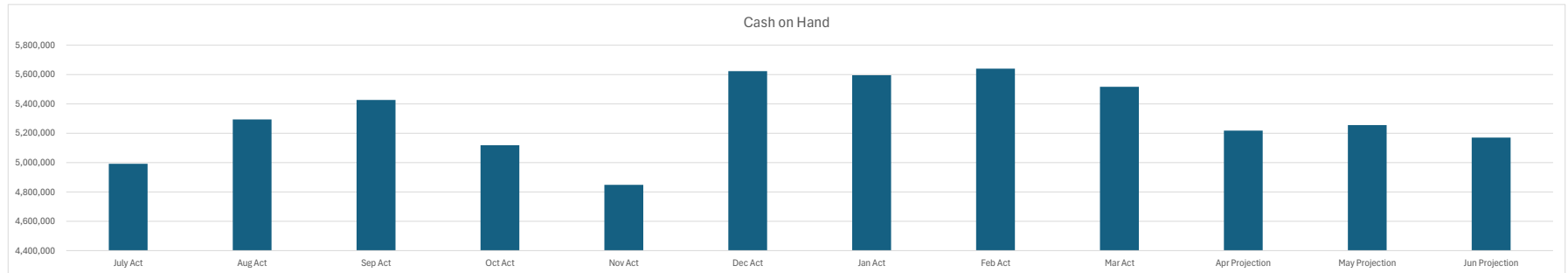
Outside Services & Other Operating Costs

5200 Travel & Conferences	114,538	37,168	32%
5210 Mileage Reimbursements	61,406	22,574	37%
5300 Dues & Memberships	10,542	7,974	76%
5400 Insurance	33,793	39,099	116%
5510 Utilities (General)	15,412	14,872	96%
5517 Utilities (Garbage)	3,910	3,691	94%
5610 Facility Rents & Leases	162,818	156,124	96%
5620 Equipment Leases	3,159	1,958	62%
5630 Maintenance & Repair	32,677	30,856	94%
5800 Professional Services - Non-instructional	106,469	122,111	115%
5810 Legal	47,326	42,461	90%
5820 Audit & CPA	10,292	6,689	65%
5825 DMS Business Services	160,829	134,023	83%
5830 Non-Instructional Software Licenses/Fees	44,144	19,631	44%
5835 Field Trips	-	108	
5840 Advertising & Recruitment	2,085	665	32%
5850 Oversight Fees	62,997	8,096	13%
5860 Service Fees	2,243	1,902	85%
5870 Livescan Fingerprinting	770	783	102%
5880 Instructional Vendors & Consultants	485,424	618,253	127%
5910 Telephone	4,016	4,031	100%
5920 Internet	11,080	9,835	89%
5930 Postage	2,308	1,789	78%

	5940 Technology	-	297	
Total Outside Services & Other Operating Costs		1,378,238	1,284,989	93%
Capital Expenditures				
	6900 Depreciation	3,519	-	0%
Total Capital Expenditures		3,519	-	0%
Total Expenditures		7,903,981	6,195,039	78%
Operating Income/Loss		(245,478)	(1,273,130)	<i>% of Year</i> 75%

Connecting Waters East Bay

Second Interim Budget	July Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Apr Projection	May Projection	Jun Projection	Accruals	Total Projection
Starting Cash	4,926,631	4,991,580	5,293,536	5,427,062	5,117,785	4,848,179	5,623,500	5,595,434	5,639,755	5,516,620	5,217,881	5,255,585		
Revenues														
LCFF State Revenue	3,945,785	0	204,244	571,885	-	367,641	367,641	367,641	367,641	334,530	334,530	334,530	360,972	3,945,785
EPA	102,508	0	0	26,545	-	-	-	26,545	-	24,963	-	0	24,455	102,508
In-Lieu Property Taxes	2,251,445	0	57,339	197,154	-	979,481	186,568	186,568	-	141,942	248,767	124,383	129,243	2,251,445
Prior Year Corrections	26,545	0	0	-	-	-	-	-	-	10,205	-	-	16,340	26,545
Federal Revenues	84,871	0	0	-	-	-	-	-	-	-	54,618	-	30,253	84,871
Other State Revenues	1,211,350	0	35,722	42,256	167,384	88,803	54,053	98,017	98,594	52,484	97,764	97,764	280,746	1,211,350
Other Local Revenue	36,000	0	0	1,064	1,064	1,064	1,064	1,622	1,064	1,064	3,000	3,000	18,995	36,000
Total Revenues	7,658,503	0	297,305	838,904	168,448	457,508	1,402,239	680,393	653,867	423,246	577,236	738,678	861,003	7,658,503
Expenditures														
Certificated Salaries	3,291,977	108,340	334,780	366,018	341,387	338,690	336,857	326,021	323,012	326,294	326,294	326,294	(246,507)	3,533,777
Classified Salaries	785,177	26,484	54,417	53,099	53,060	54,522	52,236	55,545	54,591	51,791	51,791	51,791	174,060	785,177
Benefits	1,552,962	117,374	141,741	143,297	138,831	137,144	137,851	139,655	137,166	136,495	136,495	136,495	(86,078)	1,552,962
Books & Supplies	892,108	74,668	33,528	89,897	48,168	46,333	21,943	19,178	67,740	21,896	74,342	74,342	245,730	892,108
Services & Operations	1,378,238	96,422	110,942	115,282	108,345	234,551	179,934	179,792	114,291	145,431	112,052	112,052	(186,881)	1,378,238
Capital Outlay	3,519	0	0	-	-	-	-	-	-	-	-	-	3,519	3,519
Total Expenditures	7,903,981	423,288	675,408	767,593	689,792	811,240	728,820	720,191	696,800	681,908	700,975	700,975	648,468	8,145,781
Other Cash Inflows/Outflows														
Accounts Receivable/Other Assets	763,668	839,755	9,617	53,247	-	6,355	6,223	-	-	-	-	-	-	1,678,865
Fixed Assets	(109,354)	(208,145)	(33,381)	-	-	-	(114,121)	-	-	(175,000)	-	3,519	-	(636,482)
Accounts Payable (net change)	(166,077)	48,448	85,980	158,820	84,127	95,547	119,630	87,254	135,527	-	-	-	-	649,255
Other Liabilities	0	0	-	-	-	-	-	-	-	-	-	-	-	0
Net Inflows/Outflows	488,237	680,058	62,216	212,067	84,127	101,902	11,732	87,254	135,527	(175,000)	0	3,519		1,691,638
ENDING CASH BALANCE	4,991,580	5,293,536	5,427,062	5,117,785	4,848,179	5,623,500	5,595,434	5,639,755	5,516,620	5,217,881	5,255,585	5,170,313		
Days Cash on Hand	224	237	243	229	217	252	251	253	247	234	236	232		



Connecting Waters East Bay

Balance Sheet	Description	Balance as of 3/31/2026
ASSETS		
Cash & Equivalents		
	Cash in Banks	168,348
	Cash in Banks - Umpqua	5,338,793
	Cash with Fiscal Agents	9,558
Total Cash & Equivalents		5,516,698
Current Assets		
	Accounts Receivable	3,298
	Prepaid Expenses	0
Total Current Assets		3,298
Fixed Assets		
	Buildings	142,091
	Accumulated Depreciation - Buildings	(9,417)
	Equipment	113,394
	Accumulated Depreciation - Equipment	(99,267)
	Work in Progress	388,915
	Lease Asset	960,747
	Accumulated Amorrization	(485,224)
Total Fixed Assets		1,011,240
Total ASSETS		6,531,236
LIABILITIES		
Current Liabilities		
	Accounts Payable	1,167,076
	Due to Grantor Governments	0
Total Current Liabilities		1,167,076
Long Term Liabilities		
	Deferred Revenue	452,563
	Lease Liability	498,183
Total Long Term Liabilities		950,746
TOTAL LIABILITIES		2,117,822
Net Assets		4,413,414
Total Liabilities and Net Assets		6,531,236

Coversheet

Review March Monthly Financial Report for Connecting Waters Charter School, Central Valley

Section: X. Items scheduled for Information & Discussion
Item: G. Review March Monthly Financial Report for Connecting Waters
Charter School, Central Valley
Purpose:
Submitted by:
Related Material: CWCV FY2025-26 March DMU.pdf

BACKGROUND:

Monthly Financials for March



Connecting Waters Central Valley

DMS Monthly Update
Actuals through: March 31, 2026





CONNECTING WATERS CENTRAL VALLEY



This report is intended to provide a financial update comparing the Second Interim Budget to the actuals through March 31, 2026. Along with an updated on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 75% of the year (9 months) completed, YTD expense results are 74% of the Second Interim Budget. Expenditures are trending higher than the budget with the exception of Classified Salaries and Books & Supplies.

Note: CMS Class Payroll Reclass for the second semester will be completed in June. This reclass will re-distribute payroll costs between the three schools to reflect actual loads at each location.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through March 31st were \$6.7 million: 59% of the Second Interim Budget.

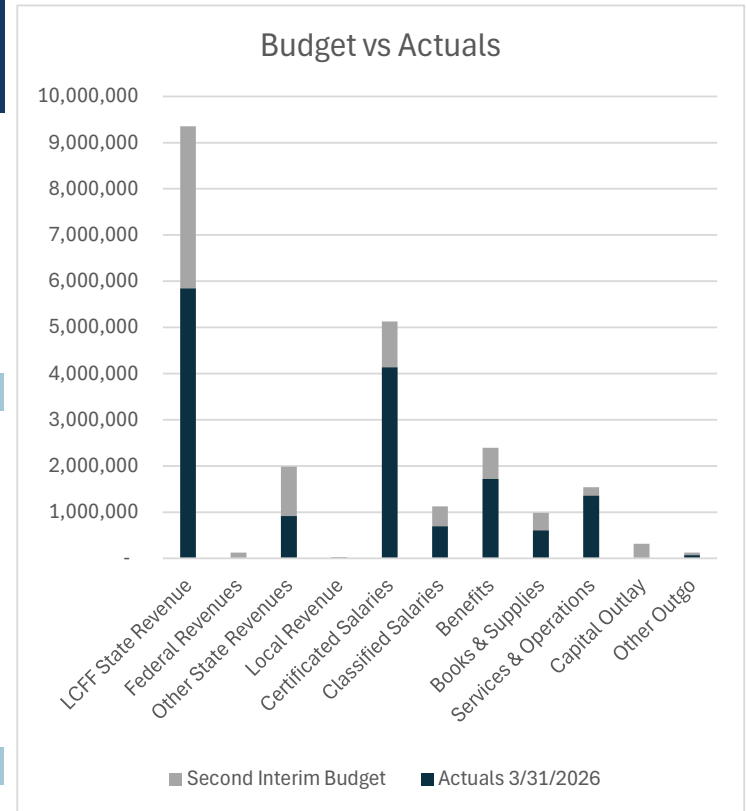
It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of financial performance.

Note: FIB projected ADA was 757.35. SIB is projecting P2 ADA will be 731.61. This reduction results in a projected reduction in LCFF of \$332,753.

IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - A *preliminary cash flow for FY25-26* projects the school will have sufficient funds to meet its financial obligations through the end of FY25-26. ** The school is projected to end the year with \$4,580,232 or 144 Days Cash on Hand.

Budget vs Actuals	Second Interim Budget	Actuals 3/31/2026	% of Budget
Connecting Waters Central Valley			
Revenues			
LCFF State Revenue	9,355,503	5,842,394	62%
Federal Revenues	120,823	-	0%
Other State Revenues	1,983,634	915,492	46%
Local Revenue	29,000	11,773	41%
TTL Revenues	11,488,959	6,769,659	59%
Expenditures			
Certificated Salaries	5,129,398	4,135,951	81%
Classified Salaries	1,127,022	690,587	61%
Benefits	2,395,918	1,719,650	72%
Books & Supplies	983,609	599,809	61%
Services & Operations	1,536,213	1,354,931	88%
Capital Outlay	313,438	-	0%
Other Outgo	123,323	65,276	53%
Total Expenditures	11,608,921	8,566,204	74%
Operating Income/(Loss)	(119,962)	(1,796,544)	75%



Budget vs Actuals	Code	Description	Second Interim Budget	Actuals 3/31/2026	% of Budget
Connecting Waters Central Valley					
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	8,150,826	5,328,559	65%
	8012	EPA Entitlement	146,322	75,715	52%
	8096	In-Lieu-Of Property Taxes	1,058,355	438,120	41%
Total LCFF Revenue			9,355,503	5,842,394	62%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	112,520	-	0%
	8182	SpEd - Discretionary Grants	8,303	-	0%
Total Federal Revenue			120,823	-	0%
Other State Revenue					
	8311	AB602 State SpEd Revenue	685,646	434,357	63%
	8550	Mandated Cost Reimbursements	23,965	23,965	100%
	8560	State Lottery Revenue	207,843	64,444	31%
	8590	Other State Revenue	1,066,180	392,726	37%
Total Other State Revenue			1,983,634	915,492	46%
Local Revenue					
	8660	Interest Income	25,000	7,748	31%
	8699	Other Revenue	4,000	4,025	101%
Total Local Revenue			29,000	11,773	41%
Total Revenue			11,488,959	6,769,659	59%

Expenditures

Certificated Compensation

1100 Teacher Compensation	3,623,375	3,032,574	84%
1150 Teacher Stipends/Extra Duty	184,758	187,329	101%
1160 Electives Teachers	72,255	18,044	25%
1200 Student Support	531,814	302,602	57%
1250 Support Stipends/Extra Duty	9,573	1,249	13%
1300 Certificated Administrators	691,181	589,712	85%
1350 Administrator Stipends/Extra Duty	15,486	4,440	29%
1370 Administrators Health Care In Lieu	956	-	0%
Total Certificated Compensation	5,129,398	4,135,951	81%

Classified Compensation

2100 Instructional Aides	120,562	12,416	10%
2150 Instructional Aides Stipends	1,967	788	40%
2160 Electives Instructional Aides	125,260	23,022	18%
2200 Pupil Support Administration	11,548	-	0%
2300 Classified Administrators	5,278	6,059	115%
2400 Clerical & Technical Staff	842,441	624,658	74%
2450 Clerical & Technical Stipends	2,464	376	15%
2900 Other Classified Positions	17,500	23,268	133%
Total Classified Compensation	1,127,022	690,587	61%

Employee Benefits

3101 STRS Certificated	979,715	783,092	80%
3202 PERS Classified	302,155	178,693	59%
3301 OASDI/Medicare Expense	160,594	112,214	70%
3401 Health Care Certificated	653,270	432,064	66%
3402 Health Care Classified	232,990	149,415	64%
3501 Unemployment Insurance Certificated	3,128	2,451	78%
3601 Workers' Comp Certificated	52,525	53,004	101%
3602 Workers' Comp Classified	11,541	8,715	76%
Total Employee Benefits	2,395,918	1,719,650	72%

Books, Materials, & Supplies

4310 Materials & Supplies	631,010	473,320	75%
4320 Office Supplies	43,724	44,936	103%
4330 Meals & Events	6,324	6,655	105%
4400 Non-Capitalized Equipment	290,531	68,144	23%
4700 School Nutrition Program	12,020	6,755	56%
Total Books, Materials, & Supplies	983,609	599,809	61%

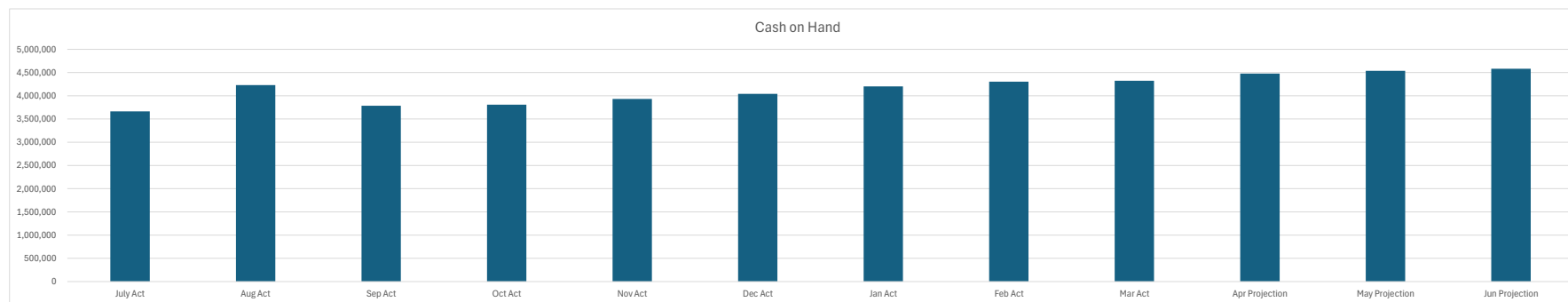
Outside Services & Other Operating Costs

5200 Travel & Conferences	35,866	60,489	169%
5210 Mileage Reimbursements	41,641	25,070	60%
5300 Dues & Memberships	23,953	22,048	92%
5400 Insurance	53,052	54,672	103%
5500 Operations & Housekeeping	61,399	54,855	89%
5510 Utilities (General)	42,595	16,737	39%
5515 Utilities (Gas)	15,575	12,749	82%
5516 Utilities (Electric)	23,963	12,697	53%
5517 Utilities (Garbage)	6,966	5,774	83%
5519 Utilities (Water)	14,515	13,084	90%
5620 Equipment Leases	2,169	1,861	86%
5630 Maintenance & Repair	108,439	34,569	32%
5800 Professional Services - Non-instructional	145,846	106,863	73%
5810 Legal	41,788	36,319	87%
5820 Audit & CPA	10,292	9,308	90%
5825 DMS Business Services	241,268	187,969	78%
5830 Non-Instructional Software Licenses/Fees	58,396	23,981	41%
5840 Advertising & Recruitment	2,841	947	33%
5850 Oversight Fees	93,555	-	0%
5860 Service Fees	3,649	4,779	131%
5870 Livescan Fingerprinting	1,028	939	91%
5880 Instructional Vendors & Consultants	456,720	626,665	137%
5910 Telephone	5,392	5,971	111%

	5920 Internet	25,871	21,747	84%
	5930 Postage	3,219	2,690	84%
	5940 Technology	16,215	12,147	75%
Total Outside Services & Other Operating Costs		1,536,213	1,354,931	88%
Capital Expenditures				
	6900 Depreciation	313,438	-	0%
Total Capital Expenditures		313,438	-	0%
Other Outgo				
	7438 Interest Expense	123,323	65,276	53%
Total Other Outgo		123,323	65,276	53%
Total Expenditures		11,608,921	8,566,204	74%
Operating Income/Loss		(119,962)	(1,796,544)	<i>% of Year</i> 75%

Connecting Waters Central Valley

Second Interim Budget	July Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Apr Projection	May Projection	Jun Projection	Accruals	Total
Starting Cash	4,317,543	3,664,184	4,230,942	3,785,261	3,806,293	3,931,046	4,042,522	4,201,157	4,302,768	4,321,437	4,477,704	4,535,714		
Revenues														
LCPF State Revenue	8,150,826	0	421,946	421,946	759,503	759,503	759,503	759,503	687,152	687,152	687,152	687,152	760,811	8,150,826
EPA	146,322	0	0	-	37,858	-	37,857	-	-	-	-	-	34,027	146,322
In-Lieu Property Taxes	1,058,355	0	0	-	87,624	-	87,624	175,248	87,624	-	213,712	106,856	192,811	1,058,355
Prior Year Corrections	-	0	0	-	-	-	-	-	-	-	-	-	0	0
Federal Revenues	120,823	0	0	-	-	-	-	-	-	-	-	-	8,303	120,823
Other State Revenues	1,983,634	0	52,986	43,870	79,169	259,107	139,867	143,613	85,213	111,667	245,557	141,636	539,313	1,983,634
Other Local Revenue	29,000	1,296	1,934	2,341	871	1,068	995	1,443	-	1,823	-	-	17,227	29,000
Total Revenues	11,488,959	1,296	476,866	468,157	965,025	1,019,678	987,989	1,117,664	932,340	800,642	1,146,420	1,048,163	972,224	11,488,959
Expenditures														
Certificated Salaries	5,129,398	139,998	512,277	547,701	505,211	508,275	503,042	470,924	470,810	477,713	477,713	477,713	(95,593)	5,473,498
Classified Salaries	1,127,022	38,583	80,890	81,332	81,988	82,268	79,197	84,302	82,910	79,117	79,117	79,117	199,085	1,127,022
Benefits	2,395,918	73,221	205,588	214,832	207,156	207,888	208,452	203,002	199,169	200,341	200,341	200,341	75,247	2,395,918
Books & Supplies	983,609	136,876	40,693	145,156	61,618	32,278	28,158	23,340	86,756	44,935	81,967	81,967	137,897	983,609
Services & Operations	1,536,213	93,019	118,872	131,227	115,343	220,187	220,475	143,243	129,270	183,294	124,895	124,895	(130,956)	1,536,213
Capital Outlay	313,438	0	0	-	-	-	-	-	-	-	26,120	26,120	235,079	313,438
Other Outgo	123,323	0	0	-	33,318	-	-	31,958	-	-	-	-	(255,391)	123,323
Total Expenditures	11,608,921	481,697	958,320	1,120,248	1,004,634	1,050,897	1,039,325	956,769	968,915	985,399	990,154	990,154	1,241,144	11,953,021
Other Cash Inflows/Outflows														
Accounts Receivable/Other Assets		277,116	951,714	56,012	75,987	-	-	17,502	-	-	-	-	-	1,378,331
Fixed Assets		0	0	-	-	-	-	-	-	-	-	313,438	-	313,438
Accounts Payable (net change)		(450,074)	96,498	150,398	166,217	155,972	162,812	163,161	138,186	203,426	-	-	-	786,595
Other Liabilities		0	0	-	(181,564)	-	-	(182,924)	-	-	-	-	-	(364,487)
Net Inflows/Outflows		(172,958)	1,048,212	206,409	60,640	155,972	162,812	(2,261)	138,186	203,426	0	0	313,438	2,113,877
ENDING CASH BALANCE		3,664,184	4,230,942	3,785,261	3,806,293	3,931,046	4,042,522	4,201,157	4,302,768	4,321,437	4,477,704	4,535,714	4,580,232	
Days Cash on Hand		115	133	119	119	123	127	132	135	136	140	142	144	



Connecting Waters Central Valley

Balance Sheet	Description	Balance as of 3/31/2026
ASSETS		
Cash & Equivalents	Cash in Banks	(168,348)
	Cash in Banks - Umpqua	4,489,769
	Cash in Banks - Wells Fargo	0
Total Cash & Equivalents		4,321,421
Current Assets	Accounts Receivable	23,911
	Due from Other Funds	0
	Prepaid Expenses	0
Total Current Assets		23,911
Fixed Assets	Buildings	10,365,361
	Accumulated Depreciation - Buildings	(1,451,541)
	Equipment	137,770
	Accumulated Depreciation - Equipment	(34,110)
	Work in Progress	29,810
	Lease Asset	7,678
	Accumulated Amorrization	(3,787)
Total Fixed Assets		9,051,181
Total ASSETS		13,396,513
LIABILITIES		
Current Liabilities	Accounts Payable	1,827,620
	Due to Grantor Governments	0
Total Current Liabilities		1,827,620
Long Term Liabilities	Due to Other Funds	0
	Current Loans	3,012,288
	Deferred Revenue	815,106
	Lease Liability	3,892
Total Long Term Liabilities		3,831,285
TOTAL LIABILITIES		5,658,905
Net Assets		7,737,608
Total Liabilities and Net Assets		13,396,513

Coversheet

Board Remarks

Section: X. Items scheduled for Information & Discussion
Item: H. Board Remarks
Purpose: Discuss
Submitted by:

BACKGROUND:

This is the portion of the meeting where Board Members may share on school events, conferences, or school related meetings that they have participated in.