



Connecting Waters Charter Schools

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Published on July 23, 2026 at 3:09 PM PDT

Amended on July 27, 2026 at 2:34 PM PDT

Date and Time

Thursday July 30, 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.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
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.
6. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 12420 Bentley Street, Waterford, California

In compliance with the Americans with Disabilities Act (ADA) and upon request, Connecting Waters Charter Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications in order to participate in Board meetings are invited to contact the Executive Director's office by calling (209) 874-1119 Ext. 6 as soon as possible prior to the meeting.

Agenda

I. Opening Items

A. Call the Meeting to Order

- B.** Roll Call
- C.** Approval of the July 30, 2026, Board of Directors Agenda
- D.** Pledge of Allegiance
- E.** Hearing of the Public on Non-Agenda Items
- F.** Hearing of the Public on Agenda Items

II. Directors' Reports

- A.** Executive Director Report

III. 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 - June 29, 2026, Regular Meeting
- B.** Approval of Minutes - July 16, 2026, Special Meeting
- C.** Approval of Separations List
 - Elijah Blevins, Virtual Career Center Web Designer Assistant
 - Julie Boersma, Education Services Director
- D.** Approval of the June 2026 Warrant Report from DMS for Connecting Waters Charter School
- E.** Approval of the June 2026 Warrant Report from DMS for Connecting Waters Charter School, East Bay
- F.** Approval of the June 2026 Warrant Report from DMS for Connecting Waters Charter School, Central Valley
- G.** Approval of the Treasurer's Report for May - June 2026

H. Approval of Resignation Letter from Board Member Kaneez Fatima

I. Approval of Items on the Consent Agenda

IV. Items Scheduled for Consideration and/or Action

A. Approval of the Updated Public Comment Section on the Agenda

B. Approval of Board Training Summit Dates

Proposed Board Training Summit Dates:

August 27th and August 28th

September 4th

C. Approval of the Updated 2026-2027 Certificated Pay Scale

D. Approval of the Updated 2026-2027 Fiscal Policy Manual

E. Approval of The CWCS Board Member Travel and Expense Reimbursement Policy

F. Approval to Obsolete Materials from Connecting Waters Charter Schools

G. Approval of Additional Regular Board Meeting on Thursday, August 13, 2026

H. Approve the formation of an Executive Director Search Ad Hoc Committee and appoint specific board members to serve on the committee

I. Authorize the Executive Director Search Ad Hoc committee to solicit proposals, negotiate terms and execute a contract with an executive recruiting firm within a defined budgetary limit.

J. Approval of the Instructure (Canvas) 2026-2029 Contract

K. Approval of the Savvas Learning Company Curriculum Contract

V. Items scheduled for Information & Discussion

A. Employee Residency and Relocation Policy

B. Appointment of Connecting Waters Charter Schools Board of Directors Board Chair

C. Appointment of Connecting Waters Charter Schools Board of Directors Vice Chair

D. Appointment of Connecting Waters Charter Schools Board of Directors Secretary

E. Appointment of Connecting Waters Charter Schools Board of Directors Assistant Secretary

F. Board Remarks

VI. Hearing of Public on Closed Session Items

VII. Closed Session

A. Public Employee Discipline/Dismissal/Release

Gov. Code 54957

B. Public Employee Appointment

Title: Executive Director

Gov. Code 54957

C. Public Employee Appointment

Title: Chief Business Office (CBO)

Gov. Code 54957

VIII. Return to Open Session

IX. Report on Closed Session Actions

A. Public Employee Discipline/Dismissal/Release

Gov. Code 54957

B. Public Employee Appointment

Title: Executive Director

Gov. Code 54957

C. Public Employee Appointment

Title: Chief Business Officer (CBO)

Gov. Code 54957

X. 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

Executive Director Report

Section: II. Directors' Reports
Item: A. Executive Director Report
Purpose: FYI
Submitted by: Tammy Hushaw

BACKGROUND:

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

Coversheet

Approval of Minutes - June 29, 2026, Regular Meeting

Section: III. Consent Items
Item: A. Approval of Minutes - June 29, 2026, Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for CWCS Board of Directors Meeting on June 29, 2026

BACKGROUND:

These are the minutes that reflect the meeting of the Connecting Waters Charter Schools Board of Directors' June 29, 2026, meeting.

DRAFT



Connecting Waters Charter Schools

Minutes

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Date and Time

Monday June 29, 2026 at 2:00 PM

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 will be published and accessible 72 hours prior to the Board Meeting.

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.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
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.
6. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 12420 Bentley Street, Waterford, California

In compliance with the Americans with Disabilities Act (ADA) and upon request, Connecting Waters Charter Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications in order to participate in Board meetings are invited to contact the Executive Director's office by calling (209) 874-1119 Ext. 6 as soon as possible prior to the meeting.

Directors Present

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

Directors Absent

K. Fatima, S. Welch

Guests Present

A. DeMore, L. Joseph, T. Hushaw

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 Monday Jun 29, 2026 at 2:00 PM.

B. Roll Call

C. Approval of the June 29, 2026, Board of Directors Agenda

K. Corrales made a motion to approve the June 29, 2026, Board of Directors Agenda.

L. Addipah seconded the motion.

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

Roll Call

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

D. Pledge of Allegiance

Kristen led the Pledge of Allegiance

E. Hearing of the Public on Non-Agenda Items

No members of the public

F. Hearing of the Public on Agenda Items

Several staff members submitted written comments regarding the Employee Residency and Relocation Policy, which were read into the record during the Board meeting, and one staff member provided comments in person. The Board acknowledged and expressed appreciation for all staff who shared their feedback, recognizing the value of their input and perspectives on the proposed policy.

II. Report on Closed Session Actions

A.

Public Employee Discipline/Dismissal/Release

Nothing to report

B. Public Employment

Nothing to report

C. Public Employment

Nothing to report

Returned to Open Session at 4:26 p.m.

III. Administrative Reports

A. Department Report from Central Services/ Attendance Specialist - Maria Sandoval

The Board also acknowledged the successful transition into a new leadership role, highlighting strong performance in supporting classified staff and mentoring coordinators during the first year in the position.

IV. Directors' Reports

A. Acting Executive Director Report

The Executive Director highlighted student achievements as examples of the school's personalized education model, emphasizing how individualized learning supports diverse talents, goals, and successes while recognizing the Board's role in creating these opportunities. The Board received updates on key initiatives, including policy development, transitional kindergarten credentialing, contract renewals, a presentation to the county board of education, the launch of a new website, staff recognition, resource center activities, upcoming trainings, and operational transitions in preparation for the new school year.

V. Consent Items

A. Approval of Minutes - June 22, 2026, Regular Meeting

K. Corrales made a motion to approve the minutes from CWCS Board of Directors Meeting on 06-22-26.

L. Addipah seconded the motion.

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

B. Approval of Items on the Consent Agenda

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

L. Addipah seconded the motion.

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

Roll Call

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

VI. Items Scheduled for Consideration and/or Action

A. Approval of the Decision for Connecting Waters Charter School to not Participate in the Consolidated Application (ConApp) for 2026-2027

K. Martin made a motion to approve of the Decision for Connecting Waters Charter School to not Participate in the Consolidated Application (ConApp) for 2026-2027.

K. Corrales seconded the motion.

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

Roll Call

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

B. Approval of the Decision for Connecting Waters Charter School, East Bay to not Participate in the Consolidated Application (ConApp) for 2026-2027

K. Martin made a motion to approve of the Decision for Connecting Waters Charter School, East Bay to not Participate in the Consolidated Application (ConApp) for 2026-2027.

K. Corrales seconded the motion.

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

Roll Call

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

C.

Review of the June 9, 2026, CWEB Annual Report Presentation to the Alameda County Office of Education (ACOE) and Approval of Strategic Next Steps

The Board discussed observations from a recent county board presentation and annual report, emphasizing the need for a more comprehensive strategic plan to address enrollment and demographic outreach goals, strengthen relationships with county partners, and ensure future reports clearly communicate the school's progress and plans. The administration acknowledged the feedback, provided context regarding prior reporting timelines and constraints, and agreed to develop a more structured outreach strategy.

D. Oral Report of Executive Compensation Paid to the Acting Executive Director/Executive Director

E. Approval of Employment Agreement for the Acting Executive Director/Executive Director

E. Melton made a motion to approve the Employment Agreement for the Acting Executive Director/Executive Director.

K. Corrales seconded the motion.

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

Roll Call

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

F. Oral Report of Executive Compensation Paid to the Deputy Executive Director

G. Approval of Employment Agreement for the Deputy Executive Director

J. Louie-Monzon made a motion to approve the Employment Agreement for the Deputy Executive Director.

K. Corrales seconded the motion.

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

Roll Call

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

H. Approval of the Employee Residency and Relocation Policy

K. Martin made a motion to approve the delay of the Employee Residency and Relocation Policy until the regular August meeting.

L. Addipah seconded the motion.

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

Roll Call

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

VII. Items scheduled for Information & Discussion

A. First Read: Governance Oversight of Executive Direct Reports Policy

The Board reviewed an initial draft policy intended to clarify procedures for employees who report directly to the Board, including how existing Human Resources processes and the employee handbook apply to those positions. Board members were asked to review the draft and provide feedback for future revisions, with additional discussion planned at a future meeting or Board training summit.

B. Review Connecting Waters Charter Schools Transitional Kindergarten (TK) Teacher Qualification Requirement Policy

The Board received an update on Transitional Kindergarten (TK) teacher qualification requirements, including a review of the number of education specialists currently without TK authorization. The administration outlined a phased plan to determine eligibility based on prior TK experience and additional qualification pathways, with the goal of ensuring all applicable education specialists obtain TK authorization. The Board anticipates considering approval of the related policy at the next meeting.

C. Second Read: Review options for a new Board Agenda template

The Board conducted a second review of proposed agenda template options and discussed opportunities to simplify the format, improve public comment procedures, and establish a more centralized process for submitting written comments. The Board also discussed organizing agendas to better reflect the unique priorities and needs of each school while maintaining consistency across shared governance items.

D. Review of the 2025-2026 Spring Canvas Survey Results for all Three Schools

The Board reviewed the results of student and family surveys, which reflected high levels of satisfaction with instructional quality, teacher engagement, school culture, and interactive learning opportunities, while also identifying opportunities to improve homework balance, technical reliability, and parent-teacher communication. The Board discussed communication practices through Canvas and email and requested that staff explore options for standardizing communication protocols, providing additional training for teachers and students, and identifying best practices to ensure timely and consistent communication.

E. Board Remarks

The Board acknowledged and expressed appreciation for the ongoing leadership and contributions of the Acting Executive Director in supporting the school and its continued success. The Board also welcomed the return of the Deputy Executive Director and expressed enthusiasm for their return to the leadership team.

VIII. Report on Closed Session Actions

A. Public Employee Appointment

No reportable actions were taken during Closed Session regarding the public employee appointment item.

Returned to Open Session at 6:46 p.m.

IX. Closing Items

A. Adjourn Meeting

L. Addipah made a motion to adjourn the June 29, 2026 Meeting.

J. Louie-Monzon seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:47 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 Minutes - July 16, 2026, Special Meeting

Section: III. Consent Items
Item: B. Approval of Minutes - July 16, 2026, Special Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Meeting for CWCS Board of Directors on July 16, 2026

BACKGROUND:

These are the minutes that reflect the meeting of the Connecting Waters Charter Schools Board of Directors' July 16, 2026, Special meeting.

DRAFT



Connecting Waters Charter Schools

Minutes

Special Meeting for CWCS Board of Directors

(A California Non-Profit Public Benefit Corporation)

Date and Time

Thursday July 16, 2026 at 3:00 PM

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.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
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.
6. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 12420 Bentley Street, Waterford, California

In compliance with the Americans with Disabilities Act (ADA) and upon request, Connecting Waters Charter Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications in order to participate in Board meetings are invited to contact the Executive Director's office by calling (209) 874-1119 Ext. 6 as soon as possible prior to the meeting.

Directors Present

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

Directors Absent

K. Fatima

Guests Present

A. DeMore, L. Joseph, T. Hushaw (remote)

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 Thursday Jul 16, 2026 at 3:01 PM.

B. Roll Call

C. Pledge of Allegiance

Led by Kristen Corrales

D. Approval of the July 16, 2026, Special Meeting of the Board of Directors Agenda

L. Addipah made a motion to Approval of the July 16, 2026, Special Meeting of the Board of Directors Agenda.

K. Martin seconded the motion.

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

Roll Call

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

E. Hearing of the Public on Non-Agenda Items

No members of the public

F. Hearing of the Public on Agenda Items

No members of the public

II. Items Scheduled for Consideration and/or Action

A. Approval of the Connecting Waters Charter Schools Transitional Kindergarten (TK) Teacher Qualification Requirement Policy

K. Corrales made a motion to approve the Connecting Waters Charter Schools Transitional Kindergarten (TK) Teacher Qualification Requirement Policy.

L. Addipah seconded the motion.

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

Roll Call

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

B. Ratification of the Contract Between Connecting Waters Charter School and School Pathways for the Period of July 1, 2026, Through June 30, 2027

K. Corrales made a motion to ratify the Contract Between Connecting Waters Charter School and School Pathways for the Period of July 1, 2026, Through June 30, 2027.

L. Addipah seconded the motion.

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

Roll Call

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

C. Ratification of the Contract Between Connecting Waters Charter School, East Bay and School Pathways for the Period of July 1, 2026, Through June 30, 2027

K. Martin made a motion to ratify the Contract Between Connecting Waters Charter School, East Bay and School Pathways for the Period of July 1, 2026, Through June 30, 2027.

K. Corrales seconded the motion.

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

Roll Call

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

D. Ratification of the Contract Between Connecting Waters Charter School, Central Valley and School Pathways for the Period of July 1, 2026, Through June 30, 2027

L. Addipah made a motion to ratify the Contract Between Connecting Waters Charter School, Central Valley and School Pathways for the Period of July 1, 2026, Through June 30, 2027.

K. Corrales seconded the motion.

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

Roll Call

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

E. Approval to change the Board Training Summit Dates Currently Scheduled for July 30, and 31, 2026.

K. Corrales made a motion to approve the change the Board Training Summit Dates Currently Scheduled for July 30 to a date that is TBD, and confirm the regular Board of Directors meeting will be on July 30 at 3 p.m.

L. Addipah seconded the motion.

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

Roll Call

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

F. Approval of The CWCS Board Travel and Expense Policy

K. Corrales made a motion to approve to table the CWCS Board Travel and Expense Policy until the July 30th BOD Meeting.

K. Martin seconded the motion.

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

Roll Call

K. Fatima	Absent
L. Addipah	Aye
S. Welch	Aye
K. Corrales	Aye

Roll Call

J. Louie-Monzon Aye
E. Melton Aye
K. Martin Aye

G. Approval of the Connecting Waters Charter Schools Curriculum Associates Contract

L. Addipah made a motion to approve the Connecting Waters Charter Schools Curriculum Associates Contract.

K. Martin seconded the motion.

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

Roll Call

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

III. Report on Closed Session

A. Public Employment

No reportable actions were taken during Closed Session.

Board Members, L. Addipah and K. Martin both left at 7:00 p.m.

Returned to Open Session at 7:23 p.m.

B. Public Employment Discipline/Dismissal/Release

No reportable actions were taken during Closed Session.

C. Public Employment

No reportable actions were taken during Closed Session.

D. Public Employment

No reportable actions were taken during Closed Session.

IV. Closing Items

A. Adjourn Meeting

K. Corrales made a motion to adjourn Meeting.

S. Welch seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 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 Separations List

Section: III. Consent Items
Item: C. Approval of Separations List
Purpose: Vote
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 June 2026 Warrant Report from DMS for Connecting Waters Charter School

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

BACKGROUND:

Financial summary for June monthly expenses

Coversheet

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

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

BACKGROUND:

Financial summary for June monthly expenses

Coversheet

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

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

BACKGROUND:

Financial summary for June monthly expenses

Coversheet

Approval of the Treasurer's Report for May - June 2026

Section: III. Consent Items
Item: G. Approval of the Treasurer's Report for May - June 2026
Purpose: Vote
Submitted by:
Related Material: CWCS Treasurer's Report May - June TREASURER REPORT.pdf

BACKGROUND:

The Treasurer's Report for May - June 2026

CWCS - Treasurer's Quarterly Report				
May - June Report Fiscal Year Ending June 30, 2026				
Prepared by Malinda Miller				
S.O.F.A. School Office Fundraiser Account				
Beginning Balance	\$	5,687.20		
Deposits and other credits		-		
Checks/Withdrawals/Debits	\$	(173.23)	5/27	Check #164 Connecting Waters Charter Schools Reimbursement - Leadership and Cabinet Staff Recognition Lapel Pins
Ending Balance	\$	5,513.97		
FCCLA (Family, Career, Community, Leaders of America)				
Beginning Balance	\$	1,742.68		
Deposits and other credits	\$	352.26	5/26	Square Credit - Fundraiser at Senior Graduation
Checks/Withdrawals/Debits		-		
Ending Balance	\$	2,094.94		
CTE (Career Technical Education) - Business Class Online Store				
Beginning Balance	\$	1,587.37		
Deposits and other credits		-		
Checks/Withdrawals/Debits	\$	(608.00)	6/17	Check #166 Connecting Waters Charter Schools Reimbursement - Youth and Adult T-Shirts
Ending Balance	\$	979.37		
CTE (Career Technical Education) Account - Culinary Program Tiger Cafe				
Beginning Balance	\$	11,826.97		
Deposits and other credits	\$	9.00	6/17	4/8 Tiger Cafe Lunch
Checks/Withdrawals/Debits	\$	(2,061.00)	5/1	Connecting Waters Charter Schools Reimbursement - Universal Studios Field Trip
	\$	(198.26)	5/5	Zelle Transfer - Melissa Cripe Reimbursement - Universal Studios Meals
Ending Balance	\$	9,576.71		
Yearbook Account				
Beginning Balance	\$	5,334.65		
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	5,334.65		
P.A.W.S (Parent Activities Workshops Support) Formerly PAC (Parent Advisory Council)				
Beginning Balance	\$	549.65		2020-2021 Inactive Account
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	549.65		
SunShine Account - Employee Donations				
Beginning Balance	\$	678.36		
Deposits and other credits		-		
Checks/Withdrawals/Debits	\$	(77.93)	6/8	Plant - Employee Tina Polyzos
Ending Balance	\$	600.43		
Student Council Account				
Beginning Balance	\$	1,170.28		
Deposits and other credits	\$	40.97	5/27	Recycling Student Council Fundraiser
	\$	140.10	6/16	4/11 Prom Event Tickets Sold at Door
Checks/Withdrawals/Debits	\$	(306.84)	5/5	PO-4074 5/13 & 5/20 Prom Event Supplies
	\$	(20.49)	5/7	
	\$	(128.00)	5/27	Check #165 Connecting Waters Charter Schools Reimbursement Costco Food for Prom Event
	\$	(30.46)	5/29	Zelle Transfer Reimbursement Amber Coston Prom Event

Ending Balance	\$	865.56		
CSF (California Scholarship Federation) Account				
Beginning Balance	\$	151.49		2014-2015 Inactive Account
Deposits and other credits		-		
Checks/Withdrawals/Debits		-		
Ending Balance	\$	151.49		
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: June 30, 2026				
	\$	25,753.00		

Coversheet

Approval of the Updated Public Comment Section on the Agenda

Section:	IV. Items Scheduled for Consideration and/or Action
Item:	A. Approval of the Updated Public Comment Section on the Agenda
Purpose:	Vote
Submitted by:	
Related Material:	Updated agenda Template for Public Comment.docx (1) (1).pdf Public Comment Form - Google Forms (1).pdf



Connecting Waters Charter Schools

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Published on June 26, 2026 at 12:02 PM PDT

Date and Time

Monday June 29, 2026 at 2:00 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 will be published and accessible 72 hours prior to the Board Meeting.

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. Members of the public may address the Board on agenda items or matters not listed on the agenda using one of the following methods:
 - In Person: Members of the public may address the Board by completing a "Request to Speak" form prior to the beginning of the meeting or before the agenda item is called. A person may designate a member of the public to speak on their behalf.
 - Written Comment: Written comments may be submitted online using the google form link located on the agenda no later than 4 hours before the start of the meeting. Written comments will be acknowledged by the Board Chair during the meeting and become part of the public record.
 - In accordance with California's open meeting laws, the Board may receive public comment on non-agenda items but may not discuss or take action on those matters during the meeting.
 - 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.
3. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
4. 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.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 12420 Bentley Street, Waterford, California

In compliance with the Americans with Disabilities Act (ADA) and upon request, Connecting Waters Charter Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications in order to participate in Board meetings are invited to contact the Executive Director's office by calling (209) 874-1119 Ext. 6 as soon as possible prior to the meeting.

Public Comment Form - CWCS BOARD OF DIRECTORS

Public Comment Form

The Board of Directors conducts its meetings using a published agenda. A link to the meeting agenda is available on the school's website to assist members of the public in following and participating in the meeting.

The Board values and welcomes public input. Members of the public may submit written comments regarding agenda items or matters within the Board's jurisdiction that are not listed on the agenda under the general category of "Hearing of the Public."

Written comments submitted by the published deadline will be provided to all Board members and included as part of the official meeting record.

Consistent with California public meeting laws, the Board may not discuss or take action on matters that are not included on the meeting agenda, except as authorized by law. The Board may, however, direct staff to follow up on concerns raised or request that a matter be considered for a future agenda.

For Comments to be considered for the current meeting, this form must be submitted no later than four (4) hours prior to the start of the meeting.

A copy of today's Agenda is available on the homepage at "connectingwaters.org" to assist you in participating in this meeting.

1. Name

2. Are you a:

Mark only one oval.

- ☐ Parent of student at one of our schools
- ☐ A student at one of our schools
- ☐ A community member representing an organization
- ☐ A community member at large
- ☐ CWCS Staff

3. Non Agenda Item

4. Agenda Item

5. Comment on specified Item

This content is neither created nor endorsed by Google.

Google Forms

Coversheet

Approval of the Updated 2026-2027 Certificated Pay Scale

Section: IV. Items Scheduled for Consideration and/or Action
Item: C. Approval of the Updated 2026-2027 Certificated Pay Scale
Purpose: Vote
Submitted by:
Related Material: 2026-2027 Certificated Payscale (Draft 7-13-2026) (1).pdf

BACKGROUND:

Updated a title change 'CWEB Site Administrator/Community Outreach', previously CWEB/CV Site Administrator/Instructor. Added ES Lead Advisor. Updated a title change 'CV Site Administrator/Education Services Director', previously CWEB/CV Site Administrator/ES Advisor.

Connecting Waters Charter Schools

Certificated

2026/27 Pay Rate Information

Exempt Certificated Schedule:

Step	180	185	190	205	210
0	\$68,340.00	\$73,656.85	\$75,556.70	\$90,133.63	\$100,227.44
1	\$70,390.00	\$75,866.24	\$77,823.08	\$92,837.24	\$103,233.83
2	\$72,500.00	\$78,139.66	\$80,155.14	\$95,619.23	\$106,327.36
3	\$74,680.00	\$80,487.80	\$82,563.85	\$98,492.63	\$109,522.56
4	\$76,920.00	\$82,899.98	\$85,038.24	\$101,444.41	\$112,804.89
5	\$79,230.00	\$85,386.87	\$87,589.28	\$104,487.61	\$116,188.89
6	\$81,610.00	\$87,948.48	\$90,216.96	\$107,622.24	\$119,674.56
7	\$83,240.00	\$89,709.58	\$92,023.49	\$109,777.30	\$122,070.96
8	\$84,900.00	\$91,502.71	\$93,862.86	\$111,971.54	\$124,510.92
9	\$86,600.00	\$93,327.85	\$95,735.08	\$114,204.96	\$126,994.46
10	\$88,330.00	\$95,195.69	\$97,651.10	\$116,490.63	\$129,536.09
11	\$90,540.00	\$97,575.85	\$100,092.65	\$119,403.22	\$132,774.86
12	\$92,350.00	\$99,529.07	\$102,096.26	\$121,793.37	\$135,432.68
13	\$94,200.00	\$101,524.99	\$104,143.66	\$124,235.77	\$138,148.59
14	\$96,080.00	\$103,552.93	\$106,223.90	\$126,717.35	\$140,908.08

Revised: July 15, 2026

Board Approved:

Connecting Waters Charter Schools

Certificated

2026/27 Pay Rate Information

15	\$98,480.00	\$106,146.56	\$108,884.43	\$129,891.16	\$144,437.32
16	\$100,450.00	\$108,270.56	\$111,063.21	\$132,490.29	\$147,327.52
17	\$102,460.00	\$110,437.25	\$113,285.79	\$135,141.66	\$150,275.81
18	\$104,510.00	\$112,646.63	\$115,552.16	\$137,845.28	\$153,282.20
19	\$106,600.00	\$114,898.71	\$117,862.33	\$140,601.14	\$156,346.68
20	\$109,270.00	\$117,769.85	\$120,807.52	\$144,114.54	\$160,253.53

Hourly/Nonexempt Certificated Schedule Range:

0	1	2	3	4
\$25.00-\$40.00	\$40.01-\$55.00	\$55.01-\$70.00	\$70.01-\$85.00	\$85.01-\$100

Positions Paid On This Salary Schedule:

Days	Title
180	Art Instructor Math Instructor English Instructor Science Instructor Social Studies Instructor Ethnic Studies Instructor CTE Culinary Arts Instructor Program Support Assistant
185	SST/PLT Coordinator Lead Instructor Early Math Intervention Specialist Literacy and Language Specialist Prop 28 Lead Instructor Inclusion Support Assistant Grant Coordinator Instructional Programs Coordinator Curriculum Specialist

Revised: July 15, 2026

Board Approved:

Connecting Waters Charter Schools

Certificated

2026/27 Pay Rate Information

190	Guidance Counselor Guidance Counselor/School Registrar Guidance Counselor/Community College Liaison School Psychologist Special Education Resource Specialist Special Education Resource Specialist/Post-Secondary Transition Provider Speech and Language Pathologist Occupational Therapist CWEB/CV Site Administrator/Instructor
205	EL Coordinator Math Specialist Science Specialist Assessment Coordinator ES Advisor/ Education Specialist Lead ES Advisor CWEB/CV Site Administrator/ES Advisor CWEB Site Administrator/Community Outreach English Department Head/Tiger Time Specialist
210	Academic Director Education Services Director Guidance Director Accountability Director Curriculum Director Program Specialist
Hourly/As-needed	Data Systems Specialist Special Education Support Special Education Resource Specialist School Nurse Teaching Assistant Substitute Instructor Reengagement Team Coordinator Instructor Program Specialist

Master's Degree Stipend: \$1,000

Doctorate Degree Stipend: \$2,000

Longevity payments for exempt employees will be paid as follows:

2% for years 11-14 with the School

2.5% between years 15 and 19 with the School

Revised: July 15, 2026

Board Approved:

Connecting Waters Charter Schools

Certificated

2026/27 Pay Rate Information

3% a year from year 20 with the School

These amounts are not compounded – the total longevity increase for year 20 forward is 3%

Revised: July 15, 2026

Board Approved:

Coversheet

Approval of the Updated 2026-2027 Fiscal Policy Manual

Section: IV. Items Scheduled for Consideration and/or Action
Item: D. Approval of the Updated 2026-2027 Fiscal Policy Manual
Purpose: Vote
Submitted by:
Related Material: Fiscal Policies Manual 2026-2027.pdf

BACKGROUND:

This is just a minor revision to the Fiscal Policy Manual. This update simply removes references to DMS and replaces them with the more generic term "Back Office Provider", Charter Impact. Charter Impact is currently completing a comprehensive revision. The fully revised manual will be presented in September. We also updated the name of our purchasing op from MIP to Procurify in the document in 4 places.

Connecting Waters Charter Schools

Fiscal Policies & Procedure Manual

~~May 2025~~

July 2026

Table of Contents

- 1. Cash/Checks Handling Policy**
- 2. Purchasing Policy**
- 3. Budgeting and Cash Flow Management**
- 4. Travel and Expense Reimbursement**
- 5. Fixed Assets**
- 6. Debt Management**
- 7. Banking**
- 8. Intra-Corporate Loans**
- 9. Generally Accepted Standards of Fiscal Management**

1. Cash/checks Handling Policy

Board Policy

In the course of normal school business, many activities (fundraising, group education activities, student clubs etc.) involve the receipt of cash and checks, to be deposited in the school's bank account upon receipt. All cash and checks must be deposited within seven (7) days— cash received from a fundraising event may not be retained outside of the school's bank account to hold for future fundraising projects. For example, since the school receives cash and checks from a variety of sources for a wide range of activities, extra care must be taken at all stages of the deposit process to ensure accurate records and proper accounting controls are maintained. The specific procedures outlined below are to be kept updated and current.

Current Procedure

Persons responsible for handling cash/checks

In order to maintain proper accounting controls, the Executive Director shall designate a CWCS on site staff member (the "Cash Coordinator / Treasurer") to coordinate all transactions involving the deposit of cash/checks/electronic credits with the Volunteer or Staff Event / Club Coordinator. The school's Cash Coordinator will be responsible for ensuring proper documentation is in place verifying the source, amount, and itemization of amounts received, preparing and making bank deposits, and placing all items to be deposited in safekeeping prior to deposit. The Cash Coordinator/Treasurer can share a fundraiser accounting sheet with the Volunteer and/or Staff Event / Club Coordinator with the approval of the Executive Director. However, the school's Cash Coordinator/Treasurer is responsible for all of the school's fundraiser accounting and will provide a quarterly accounting report to the Board. The school's auditor will receive the fundraiser bank account statements annually and will request from the school's Executive Director.

Procedure for receiving cash/checks

- a. **From Volunteer Events:** For each fundraising event in which cash or checks will be collected, two Volunteers and/or Staff Coordinators will be designated, who will be responsible for collecting, counting and holding all cash and checks for the purpose of the fundraising activity. The Volunteer Staff Coordinators may be staff members but are not required to be so. A Volunteer and/or Staff Coordinator shall maintain a written record of each donation at the time the donation is made. Both Volunteer and/or staff Coordinators must individually count and verify cash/checks received at fundraising events. At the end of the collection process both counters are to sign and date the record of cash and checks collected. The cash, checks and written record are then to be placed into a tamper proof plastic or locking envelope or container for transit. A Volunteer and/or Staff Coordinator will provide a receipt for all cash donations to the donor showing the date, amount, and nature of the donation, and for checks if requested by the donor.

After the event, or at least once weekly for on-going events, a Volunteer and/or Staff Coordinator shall use the written record maintained at the time of receipt to prepare a Deposit Summary, totaling the checks and cash. Copies of all checks must be attached. The total of the checks and cash listed in the Deposit Summary must match up with the written record of donations discussed in the above paragraph.

A Volunteer Coordinator will then give the deposit packet (including all cash, checks, and the Deposit Summary) to the school's Cash Coordinator no later than close of business on the next available business day, and both parties must verify and agree on the amounts shown in the deposit packet while in each other's presence, placing their signature on the Deposit Summary form. The Cash Coordinator then holds the funds in safekeeping until a bank deposit

can be made, but in no case longer than seven (7) days.

After deposit and within 24 business hours, a copy of the bank deposit receipt, copies of all deposited checks, along with a copy of the Deposit Summary, and notations indicating the nature of the deposit amount, shall be uploaded to [Back Office Provider](#) secure shared drive, with the original kept in the school's Business office. The school's fundraiser bank account deposit is not uploaded to [Back Office Provider](#), originals kept in the school's Business Office. Additional copies may be provided to authorized individuals responsible for tracking volunteer activities, as approved by the Executive Director.

- b. **From Mail Received Or Cash/Checks Dropped Off At Office:** For any cash or checks received in the mail, the Cash Coordinator shall prepare a Deposit Summary and bank deposit receipt itemizing the amount, source, and purpose of each payment, with a designated school office staff member acting as verifier and second signatory on the Deposit Summary. If multiple items are received at the same time for the same purpose, they may be summarized in a single deposit packet as long as each payment is itemized as described above. The document packet should then be held in the school office lockbox or safe until it can be deposited. For cash/checks dropped off at the school office front desk by hand, the employee receiving the amount shall place the cash/checks in a deposit envelope, together with a note or form summarizing the name of the person dropping off the cash/check, the purpose and amount of the deposit, and seal and sign the deposit envelope. An office staff member must then immediately place the envelope in the office lockbox, where it will be processed along with the next batch of received mail as described above.
- c. **From Electronic / Digital Payment Platform(s):** The school is responsible for setting up a digital platform to receive general education activity or event payments and/or donations. The Cash Coordinator/Treasurer will monitor electronic payments received and will provide the Volunteer and/or Staff Coordinator accounting records for each activity and/or fundraiser event. The school can add an applicable tax and/or transaction fee to compensate for the electronic platform's charge(s).

Procedure for storing cash/checks

All cash and checks must be kept in the office lockbox or safe for safekeeping when not under the immediate supervision of the Cash Coordinator. The office lockbox should be used for this purpose. Cash and checks may not under any circumstances be left in the school office or volunteer area unattended. Although the frequency of deposits must be balanced with other school needs, all efforts should be made to ensure quick turnaround and deposit of checks and cash received by the school office.

Procedure for spending fundraiser funds

Fundraiser money collected should be used for the purpose for which they were donated and in accordance with the school's purchasing and/or general education activity policies. (i.e. school club/event supplies, student/staff and/or parent participation incentives, student club member activities related to the club's purpose, non-student general education activity tickets) as approved by the Executive Director.

2. Purchasing Policy

Board Policy:

Purchasing: All school purchases must be pre-approved. The primary person responsible for approving all purchases shall be the Executive Director, who may designate additional individuals as purchasing approvers as needed. The Executive Director shall, at a minimum, designate one individual to approve purchases if the Executive Director is not available. For purchases exceeding \$50,000 the Board of Directors ("Board") approval is also required, as outlined in the specific procedures below. Recurring expenses such as monthly rent, copier lease payments, recurring office supplies, or other periodic payments for which overall approval has already been granted do not

require individual approval.

Invoicing & Receipts: All purchases must be accompanied by an invoice or receipt, depending upon the nature of the item and the purchase method. For payments made using a credit/debit card, a receipt shall be obtained and/or printed at the time of purchase. Checks may never be made out to “Cash” or “Bearer” unless accompanied by a signed statement by the Executive Director indicating no other reasonable method was available for payment of the good/service, and the memo of the check clearly indicates exactly what was being purchased.

Checkbook, Debit Cards or Credit Cards: Any school checkbook, debit card or credit card should be kept under locked supervision in the Cash Coordinator’s desk/office or in the Executive Director’s possession. Any checkbook, debit card or credit card is to remain on school property unless expressly required for a particular purchase (e.g. trip to Office Depot, CCSA Conference) by the Executive Director or designee. Any debit card or credit card must bear the names of both the School and Executive Director. If a debit card or credit card is issued to another administrator these same rules shall apply.

Procedure for Approving Purchases

- a. Any desired purchase must be approved by the Executive Director or designee, as evidenced by:
 1. Purchase Requisition approved online through [Procurify](#); OR
 2. Purchase Requisition approved online through OPS; OR
 3. Other written evidence of approval.
- b. Documented evidence of authorized approval must be obtained prior to purchase – reimbursements will not be acceptable unless specifically exempted by the Executive Director or the Board from this reimbursement policy.
- c. For purchases under \$50,000 only approval of the Executive Director is necessary. The Executive Director should seek Board approval for unusual purchases of any dollar amount at their discretion.
- d. For purchases of \$50,000 and above, Board approval is required prior to purchase.
- e. Once the Executive Director or designee has approved the purchase, the CWCS purchasing staff shall a) create a Purchase Order in OPS or [Procurify](#) system and deliver the signed Purchase Order to the vendor, Or b) in situations where OPS/[Procurify](#) system is infeasible (airplane tickets, etc.) purchase the item directly, in either case using the most efficient and cost-effective manner, utilizing competitive bid procedures where required by law or otherwise deemed appropriate and in the best interests of the school.
- f. If the item is purchased directly by the Executive Director, a receipt must be obtained at the time of purchase and provided to [Back Office Provider](#) as set forth in “Travel and Expense Reimbursement Policy” below.
- g. Regularly recurring expenditures exceeding \$50,000 (rent, etc.) require only initial Board approval – item must be identified as a recurring expenditure to the Board. Such recurring expenditures are otherwise exempt from the Board and Executive Director pre-approval and Purchase Requisition requirements
- h. A Warrant Report will be included in each month’s Board meeting packet as a consent agenda item, listing all non-payroll warrants paid in the prior calendar month.

Invoicing & Receipt Procedure

CWCS Staff deliver copies of all original receipts to [Back Office Provider](#) as part of the ongoing AP batch processing, retaining the original at the school office as backup documentation. For businesses or individuals seeking payment, an invoice must be provided prior to payment. Upon payment of invoices, a copy of the signed warrant paying the invoice shall be attached to the invoice prior to filing. These invoices shall be available online through [Back Office Provider](#) on its [Back Office Provider](#) SHARE password-protected website.

Procedure for Contracts And Agreements

All contracts or agreements, including those for ongoing services, shall be negotiated by the Executive Director or designee to obtain such services in the most efficient and cost-effective manner and in the best interests of the school. In certain cases, [Back Office Provider](#) shall act as agent of the Executive Director in negotiating administrative agreements such as insurance policies, subject to the Executive Director's final approval. All such agreements must clearly define the scope of services to be performed, and the price for such services. A file shall be maintained by the [Back Office Provider](#) staff containing all documentation related to the reason for the contract/agreement as well as any research showing that the purchase is in the best interests of the School, including but not limited to any alternate bids received for the good/service. CWCS will comply with bidding requirements whenever required by law or the source of the funds. Any such agreements in excess of \$50,000, once negotiated, must be approved by the Board prior to commencement of the contract to ensure they are in the best interest of the School and reflect reasonable market values. The Board may also recommend changes or revisions pending final approval. Any modifications or changes to existing contracts/agreements shall be made only in writing.

Procedure for Handling Invoices And Vendor Requests

- a. All invoices received on-site should be delivered to [Back Office Provider](#) upon receipt, and CWCS should inform the vendors that the School's billing address is [Back Office Provider](#). However, the school can determine if a vendor's invoice is to be sent to the school's main office or Business Services billing contact. Copies of all invoices will be sent to [Back Office Provider](#) at least once per week ("the weekly packet batch"). All invoices received during each week should be delivered via email or fax or uploaded to the [Back Office Provider](#) shared drive each Friday at a minimum, using a transfer method acceptable to both CWCS and [Back Office Provider](#).
- b. If the invoice is for a smaller item and/or an immediate payment necessary for school function (building repair, locks, etc), the Executive Director or designee may authorize on-site payment and pay for such items immediately via check from the School's petty cash or main account. However, use of purchase orders and payment via invoice should be utilized whenever possible to ensure an accurate paper trail.
- c. [Back Office Provider](#) shall be responsible for tracking all accounts payable and preparing warrants for payment.
- d. [Back Office Provider](#) shall process all invoices for payment prior to the vendor due date, paying all invoices via warrant generated by [Back Office Provider](#).
- e. [Back Office Provider](#) shall be responsible for invoice matching in OPS, ensuring that the accurate final invoice total is charged against each student account.
- f. CWCS is responsible for ensuring receipt of all ordered items in OPS, so that [Back Office Provider](#) invoicing matching and payment can occur by the due date. Invoice matching and payment cannot occur until the item is shown as received in OPS, unless overridden by the Executive Director or designee.

Receipt of Ordered Goods Procedure

All ordered goods should be shipped to the school office main address or resource center(s) address, even during times of school closure during vacations and holidays, unless explicit instruction is provided by the Executive Director or designee that an alternate address should be used. If goods are expected to be received during periods when school is closed, a staff member shall be directed to contact the appropriate shipping provider and instruct them to re-deliver the goods when school is again open. Staff members shall not receive ordered goods during school closures unless arrangements are approved by the Executive Director so that the below receiving procedure is adhered to even during school closure.

Student materials ordered in OPS are shipped directly to the ESs address.

When ordered goods are received by the school office or resource center(s), the CWCS staff must enter the items as received in OPS to allow for invoice matching and payment when the vendor

invoice is received by [Back Office Provider](#). If any discrepancy exists between the packing slip and the goods as delivered, only the items received should be marked in OPS as received. When invoices are received and sent to [Back Office Provider](#), [Back Office Provider](#) will only pay for the portion of the order shown as “received” in the [Procurify](#) system, unless specifically directed otherwise by the Executive Director or designee.

3. Budgeting and Cash Flow Management

Board Policy

Budgets: Education Code section 47604.33 requires charter schools to prepare a series of annual budget reports to be submitted to the chartering authority and the county superintendent of schools of the county in which their sponsoring district is located.

Cash flow management involves tracking actual and projected revenues, expenditures, and cash receipts and disbursements to ensure that sufficient cash is available to meet all financial needs when due, and that sufficient available reserves are maintained as a contingency in the event of unforeseen financial setbacks.

The School shall provide the following budget reports to its authorizer by the following dates:

1. On or before July 1, a preliminary budget.
2. On or before July 1, an annual update required pursuant to Section 47606.5
3. On or before December 15, a first interim financial report reflecting changes through October 31.
4. On or before March 15, a second interim financial report reflecting changes through January 31.
5. On or before September 15, a final unaudited report for the full prior year.

Ending Balance: At each June 30, CWCS’s goal is to maintain an unrestricted ending balance at or above 5.00% of total expenditures during the fiscal year just ending.

Running Cash Balance: CWCS’ goal is to maintain a running cash balance in excess of the most recent three month’s total payroll, including benefits and deductions.

Current Procedure

Budget Structure

CWCS’ annual budget includes a Statement of Activities that shows projected revenues, expenditures, and changes in fund balance for the fiscal year beginning July 1 and ending June 30 of the following year. The overall budget contains balanced sub-budgets by resource for state categoricals, special education, and other restricted monies in addition to the unrestricted general account. The budget is based on the Statement of Activities but includes notations of balance sheet activities such as asset acquisitions and debt repayment that affect the school’s operations.

All annual budgets, including initial, interim and monthly updates, shall include a multi-year projection for the current year and following two fiscal years, as well as a corresponding monthly cash flow statement that shows year-to-date and projected revenues and expenditures as well as other transactions affecting cash, plus a beginning and ending cash balance, broken out monthly.

Annual Budget

In March of each year, the school will begin preparing the draft annual budget under the direction

and supervision of the executive Director, using all available data including monthly actual revenues and expenditures to date as well as planned adjustment for the coming year.

Prior to June 1 of each year, the Board will hold a special Budget Planning meeting specifically for budget review and planning, in which the draft budget, prepared by the Executive Director in conjunction with [Back Office Provider](#), is presented to the Board and each area of the budget is discussed in depth by the staff and members of the Board.

Alternatively, the Board may instead designate members of a Finance Committee that will hold a separate Budget Planning meeting in place of a meeting of the entire Board. In the case of a separate Finance Committee meeting, the results of this meeting will be presented to the Board at their next regular or special Board meeting.

The Executive Director (with the assistance of [Back Office Provider](#)) then revises and adjusts the draft budget as directed by the Board and/or the Committee to create the Final Operating Budget for the coming fiscal year. Additional Budget Planning meetings may be scheduled if necessary, to discuss any further revisions prior to finalizing the budget.

Prior to July 1 of each year, the final budget will be presented to the Board for final approval. Once approved, the final budget will be submitted to the school's sponsoring entity by July 1 as required under the Education Code.

Interim Budgets

On or before December 15 and March 15, the Executive Director will develop and present an updated interim annual budget to the Board for approval at a regular or special Board meeting. The interim budget shall reflect adjustments or revisions to the original budget made in response to changing financial conditions or needs of the school. The Board may elect to hold one or more Budget Planning meetings or name a Finance Committee to hold such Budget Planning meetings, if deemed necessary prior to approval of each interim budget. Once approved, the First and Second Interim Budgets will be submitted to the school's sponsoring entity by December 15 and March 15, respectively, as required by law.

Monthly Updates

Each month beginning in October, at either the regularly scheduled or a special meeting of the Board, [Back Office Provider](#) will provide to the Board a monthly update of year-to-date revenues and expenditures, including a comparison of budgeted vs. actual amounts and a brief explanation of significant deviations from the original budget. The Board is not required to approve these monthly updates, which are informational items only – however, the Board must approve any additions, revisions, or modifications to the Annual or Interim Budgets deems necessary, under a separate agenda item at the same or a subsequent meeting, to allow the school to adapt to changing financial conditions. Any such board approved changes to the Original or Interim budgets will be used as the current operating budget by school staff from that point forward.

4. Travel Policy

Board Policy

The School recognizes that employees may be required to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. Our policy is to reimburse only reasonable and necessary expenses actually incurred by Personnel.

Current Procedure

When incurring business expenses, the school expects Personnel to:

1. Exercise discretion and good business judgment with respect to those expenses.
2. Be cost-conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
3. Report expenses, supported by required documentation, as they were spent.

Initial Approval

For both single trips and ongoing travel costs, written approval (which may be in the form of an email) must be given by the Executive Director prior to travel costs being incurred, and a printed copy of the written approval should be provided along with the Expense Report at the time reimbursement is requested (see below). The travel approval should contain a brief description of the travel being approved, including dates, destination, and purpose for the trip. Repeat trips may be approved in a single approval (for example, approving a weekly trip).

Cost caps for various travel costs are listed later in this Policy. For reimbursement to be provided in excess of these cost caps, explicit pre-approval to exceed caps must be included in the approval document provided by the Executive Director. Without prior written explicit approval, no reimbursement for costs in excess of the cost caps will be provided after the fact.

Expense Reimbursement Form

1. Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Reimbursement Form to the Executive Director.
2. The Expense Reimbursement Form, which shall be submitted within two weeks of the completion of travel if travel expense reimbursement is requested, must include:
3. The individual's name, the date, destination and purpose of the trip (should match information on the approval document)
4. An itemized list of all expenses for which reimbursement is requested. If item cost exceeds cap, explicit authorization on the approval document to exceed caps.

Receipts

Receipts are required for all expenditures, whether billed directly to the school, paid with a school credit card, or paid by the employee for later reimbursement. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Reimbursement Form **original** receipts from each vendor showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable). A credit card printout showing only the total purchase cost and date is insufficient, except in the case of receipts such as parking garages, tolls, or other single charges that do not provide itemized receipts.

Organization Credit Cards

If a corporate credit card is issued to personnel for travel (and other) organization-related expenses, copies of all receipts must be retained for audit purposes, although an Expense Reimbursement Form need not be filed if no reimbursement is requested. The monthly credit card statement is not an acceptable substitute for individual receipts. No charges may be made for non-business expenses under any circumstances even if immediately reimbursed. Failure to meet these requirements will result in loss of the credit card.

Necessity of Travel

In determining the reasonableness and necessity of travel expenses, the employee and supervisor shall consider the ways in which the school will benefit from the travel and weigh those benefits

against the anticipated costs of the travel. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. However, cost is not the sole consideration – a reasonable balance should be struck between cost and convenience, with the final goal being the best combination of cost and benefit.

Air Travel

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Economy or Premium Economy should be selected in all cases unless explicit authorization, including reason, is provided for Business/First class. Personnel may choose to upgrade school-paid fares to a higher class if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed). Airline lounge passes may not be paid or reimbursed by the School.

Lodging

Personnel traveling on behalf of the school may be reimbursed at the single room rate for the reasonable cost of hotel accommodations at a 2-3 star “budget business” hotel such as Embassy Suites, Comfort Inn, Fairfield Inn, Days Inn, Hampton Inn, etc. Convenience, the cost of staying in the city in which the hotel is located, safety and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Hotels that do not clearly meet the above criteria should be pre-approved in writing when requesting overall approval for the trip. Personnel shall make use of available corporate and discount rates for hotels. Personnel may choose to upgrade school-paid room charges, add incidental charges, or otherwise increase the cost of stay only if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed). Room service, minibar snacks, valet, or other charges are only reimbursable by the school if other options are unavailable (for example, late check-in after the restaurant has closed but 24-hour room service or minibar snacks are available, no self-parking, etc.) and reason for the incidental charge should be written on the Expense Reimbursement Form. Internet charges are reimbursable if business use of the Internet is required. In-room movies and spa/gym/pool charges are not reimbursable. Latitude shall be given when reviewing hotel incidentals if a reasonable business case can be made for the charge in question. However, repeated events of charging questionable incidentals may lead to revocation of any future hotel incidental charges.

Out-Of-Town Meals

Personnel traveling on behalf of the school are reimbursed on a per meal basis not to exceed the following rates when they incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others.

Breakfast:	\$ 17.00
Lunch:	\$ 20.00
Dinner:	\$ 36.00

Meal costs in excess of the above will not be reimbursed unless explicitly pre-authorized in advance. If traveling to an expensive city or area, Personnel are advised to see pre-approval of higher caps when obtaining overall trip approval.

Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Shuttles. Many hotels have courtesy shuttles, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible.

Taxis or commercial ride-sharing. When courtesy cars and airport shuttles are not available, a taxi or commercial ride-sharing is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

Rental Cars. Employees will be allowed to rent a car while out of town provided that the total cost is estimated to be less than the total cost of alternative methods of transportation. Gas charges to refill the car are reimbursable.

Personal Cars

Personnel are compensated for use of their personal cars when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip over 250 miles that could be made more cheaply by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, parking tickets, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

Lavish/Excessive Expenditures

The school discourages expenses in any category that could be perceived as lavish or excessive, as such expenses are inappropriate for reimbursement by a charter school. This includes situations in which these options may be less expensive, as charter schools face considerable scrutiny on the nature as well as the cost of business-related expenses. Personnel must be aware that as a public charter school, business travel is funded by taxpayer money and is expected to be functional but not extravagant. Some examples of excessive spending include (the following is not a comprehensive list):

1. Limousine/town car service;
2. Beach resort accommodation;
3. Sporting/golf events;
4. Music events/festivals/concerts;
5. 4-star and above hotels (unless clear reasons can be shown as to why other options were unavailable);
6. Excessive meal charges.

Gift Cards

Should not be purchased for conference / travel / event meal expenses. Employee(s) that do not wish to use a personal credit card for reimbursement for the expenses approved by the Executive Director the Cash Coordinator can issue the employee a school check using a PO and receive original receipts as back up documentation.

5. Fixed Assets

Board Policy

In order to properly track all capitalized and non-capitalized assets, an inventory must be maintained for all items with a value of \$5,000 or more. This Inventory Record shall include the asset description, location, and ID tag/serial number, and for items exceeding \$5,000, shall reference the corresponding entry in the Fixed Asset Register for capitalized assets (see below). All inventoried items shall be tagged with a unique identification tag. A textbook inventory of all textbooks shall also be maintained. The textbook inventory may be kept separate from the overall inventory.

Current Procedure

Fixed Asset Register

Assets with a single value of \$5,000 or more per year (or a collection of items such as a computer lab or set of similar furniture that has a system value of over \$5,000) and a useful life of more than one year are considered “fixed assets,” meaning they are included as assets on the school’s balance sheet (rather than as expenses such as books and supplies) and the cost of these assets is spread out over the useful life of the asset. This process is called “capitalization,” and involves including the value of the asset on the school’s balance sheet at acquisition and charging a portion of the item’s value as “depreciation” each year over its useful life. To properly account for capitalized assets, a Fixed Asset Register must be maintained for all capitalized assets, and shall include asset description, acquisition date, cost basis, depreciation expense, accumulated depreciation and useful life. [Back Office Provider](#) is responsible for maintaining the fixed asset register.

Procedure for Recording Inventory and Fixed Assets

When any item is acquired with a cost basis of \$5,000 or more, an entry shall be made in the Inventory Record showing asset description, location, and ID tag/serial number, and a numbered identification tag shall be affixed to the item.

When the item (or group of items) that is purchased has a useful life of one year or more and has a cost of \$5,000 or more (or is part of a system or collection that has a collective cost of \$5,000 or more), the item should be entered into the Inventory Record as described in the above paragraph, and three additional steps must also be taken:

- a. A notation is made in the Inventory Record that this item is a fixed asset;
- b. [Back Office Provider](#) is informed that a specific purchase meets the qualifications of a fixed asset;
- c. [Back Office Provider](#) makes an entry is made in the Fixed Asset Register reflecting the acquisition.

Annual Inventory

At the end of each fiscal year upon a date determined by the Executive Director, a comprehensive physical inventory shall be conducted of all inventoried assets of \$5,000 or more (including all fixed assets), reconciling the Inventory Record, the Fixed Asset Register, and the information in the general ledger to match the results of the physical inventory.

6. Debt Management Policy

Board Policy

The purpose of this policy is to enhance CWCS' ability to manage its debt in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's continuing operation. The school has thus established this Debt Management Policy to provide goals and guidelines for the School's borrowings.

The School's Debt Management Policy is as follows:

1. The Executive Director is responsible for administering and maintaining the School's current obligations under direction of the Board. [Back Office Provider](#) will meet with the Executive Director and Board, as appropriate, regarding the status of the School's existing debt and to make specific recommendations.
2. No new debt shall be incurred without approval of the Board.
3. All approved annual budgets shall include timely repayment of all outstanding debt or include a reasonable repayment plan for such debt if timely repayment is not possible.
4. Prior to incurring any new borrowing, [Back Office Provider](#) shall prepare a financial analysis showing the effect of the borrowing on current and future operations. The School may not borrow if a reasonable financial analysis cannot show timely repayment of all obligations including the planned borrowing.
5. The School will seek financing options that are at the lowest interest cost and in the best interests of the School.
6. The School will take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.
7. The School will determine the term, rates, and covenants that will best fit within the overall existing debt structure at the time any new debt is incurred.
8. The School will explore, assess risk, and implement innovative structuring ideas when they are consistent with the above goals.
9. A loan or advance receipt of funds for Connecting Waters Charter School, East Bay or Connecting Waters, Central Valley must also comply with the following requirements: a) CWCS shall establish a fiscal plan for repayment in advance of receipt of such loans. b) CWCS shall provide advance written notice to the County Board and ACOE or Modesto City Schools specifying its intent to apply for a loan. Advance notice shall include a description of the need for the loan, its terms, and the plan for repayment, including a cash flow schedule.
c) If a loan is received, CWCS shall, at the time of deposit of any sums which are loans to CWCS for CWCSEB or CWCSCV, provide ACOE or Modesto City Schools with the loan documents, Board meeting minutes at which such loan was approved, plan for repayment and updated cash flow schedule.

7. Banking

Board Policy

All bank accounts shall be established in the name of the School with prior Board approval of the initial authorized signers. Annually with respect to all existing bank accounts, the Board shall review and approve all authorized signers and approve the continuing need for each account.

All loans or similar agreements shall be negotiated by the Executive Director to obtain such services in the most efficient and cost-effective manner, using the same procedures as described in “**3. Purchasing Policy**” above. All such agreements must clearly define all terms under which the School will be obligated and the price for such services.

Current Procedure

Reconciliations

General funding bank statements will be reconciled monthly by [Back Office Provider](#) who does not participate in cash handling. School's Cash Coordinator / Treasurer reconciles fundraiser bank statements.

8. Intra-Corporate Loans

Board Policy

CWCS may temporarily loan state apportionment funds between schools that it operates so long as a loan does not adversely affect the public-school purposes of the charter school that loans the funds. The lending charter school must have surplus funds. The details of the loan must be documented in a loan agreement, including the repayment terms and interest rate of the loan. The CWCS Board of Directors must approve of the loan agreement in advance and such approval must be documented in the Board meeting minutes.

A loan or advance receipt of funds for Connecting Waters Charter School, East Bay or Connecting Waters, Central Valley must also comply with the following requirements:

- a) CWCS shall establish a fiscal plan for repayment in advance of receipt of such loans.
- b) CWCS shall provide advance written notice to the County Board and ACOE or Modesto City Schools specifying its intent to obtain a loan for the CWCSEB or CWCSCV. Advance notice shall include a description of the need for the loan, its terms, and the plan for repayment, including a cash flow schedule.
- c) If a loan is received, CWCS shall, at the time of deposit of any sums which are loans to CWCS for CWCSEB or CWCSCV, provide ACOE or Modesto City Schools with the loan documents, Board meeting minutes at which such loan was approved, plan for repayment and updated cash flow schedule.

9. Generally Accepted Standards of Fiscal Management

Charter schools are required to meet generally accepted standards of fiscal management. It is now generally accepted that the primary responsibility for the fair presentation of financial statements rests with the reporting management of an organization. Accordingly, a process must be affected by a school's management and other personnel and designed to provide reasonable assurance regarding the achievement and maintenance of the following standards:

1. A fiscal year balanced budget that clearly defines achievable goals as defined in the school's charter and approved by the Board in the form of a budget resolution.
2. Full compliance with Uniform Education Reporting System (UERS) policies and procedures.
3. Accounting records should properly and accurately record and account for all cash equivalent transactions, including actual cash. Accounting information should be relevant, reliable, comparable, and consistent and must be available for the preparation of reliable financial statements.
4. Demonstrated compliance with Federal and State laws/regulations, State Board of Education policies and other compliance requirements.
5. Maintenance of documentation that outlines internal controls on business practices and operation.
6. Transactions are carried out in compliance with laws, regulations, and the provisions of contracts and/or grant agreements that could have a material effect on public funds.
7. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.
8. Required independent audits are performed and submitted when due in a timely manner as prescribed by the California Department of Education.
9. The school should have documentation that supports its financial statements and that reflects its financial position/condition, results of operations or changes in net assets and where appropriate, cash flows for any fiscal period/year.
10. Any necessary corrective action plans on any audit findings must be filed in writing and proposed changes must be implemented in the subsequent fiscal year.

Coversheet

Approval of The CWCS Board Member Travel and Expense Reimbursement Policy

Section: IV. Items Scheduled for Consideration and/or Action
Item: E. Approval of The CWCS Board Member Travel and Expense Reimbursement Policy
Purpose: Vote
Submitted by:
Related Material: Board Member Travel and Expense Policy (1).pdf

BACKGROUND:

The Governing Board recognizes that Board Members may incur reasonable and necessary expenses while conducting official School business for the authorization and reimbursement of travel and related expenses incurred by Board Members while ensuring responsible stewardship of public funds and compliance with applicable laws and the School's Fiscal Policies and Procedures.



Board Member Travel and Expense Reimbursement Policy

Purpose

The Governing Board recognizes that Board Members may incur reasonable and necessary expenses while conducting official School business. The purpose of this Bylaw is to establish uniform procedures for the authorization and reimbursement of travel and related expenses incurred by Board Members while ensuring responsible stewardship of public funds and compliance with applicable laws and the School's Fiscal Policies and Procedures.

Authorized Reimbursement

Board Members may be reimbursed for actual and necessary expenses incurred while performing authorized duties on behalf of the School.

Eligible reimbursable expenses include, but are not limited to:

1. Mileage for travel between a Board Member's residence and the location of a duly noticed regular or special meeting of the Governing Board.
2. Mileage and reasonable travel expenses incurred while attending school events, conferences, meetings, trainings, legislative events, or other activities as an authorized representative of the Governing Board.
3. Registration fees, lodging, meals, parking, bridge tolls, and other reasonable travel-related expenses associated with approved Board business, consistent with the School's Fiscal Policies and Procedures.

Prior Authorization

Attendance at regular and special meetings of the Governing Board is considered official Board business and is authorized for reimbursement under this Bylaw without further approval.

Travel for school events, conferences, seminars, workshops, meetings, advocacy activities, or other events in which a Board Member represents the School outside of regular Board meetings shall require prior written acknowledgement from the Executive Director before expenses are incurred. Such requests can be made using the designated Reimbursement Authorization Form (RAF) and shall identify the purpose of the travel, destination, anticipated travel dates, and estimated costs.

Conference Attendance and Professional Conduct

Approved by the CWCS Board of Directors on: XXXXX

Page 1 of 3



Board Members attending conferences, workshops, training programs, or other events as representatives of the School shall conduct themselves in a professional manner consistent with their governance responsibilities and in a way that reflects positively upon the School.

Board Members recognize that conference sessions, networking receptions, working meals, evening functions, and similar activities frequently serve as extensions of official School business by providing opportunities for governance training, professional collaboration, and relationship building with educational partners, legal counsel, consultants, service providers, and other professional colleagues. Attendance at these events is intended for authorized participants conducting School business.

Board Members also acknowledge the distinction between the governance responsibilities of the Governing Board and the operational responsibilities of School staff. Accordingly, Board Members are not expected to participate in employee-only functions, including staff meetings, staff recognition events, staff dinners, or team-building activities, unless specifically invited in an official Board capacity.

Guests and Family Members

Board Members may elect to have a spouse, family member, or personal guest accompany them during personal travel time associated with an approved conference or event. However, all expenses attributable to any guest, including but not limited to transportation, lodging upgrades, meals, conference registration, entertainment, or other incidental costs, shall be the sole responsibility of the Board Member and shall not be paid or reimbursed by the School.

Guests and family members may not attend conference sessions, School-sponsored meetings, networking events, receptions, working meals, staff dinners, vendor-hosted events, or other activities intended for School staff, and Governing Board Members unless the event expressly permits guest attendance.

Mileage Reimbursement

Mileage shall be reimbursed at the standard mileage rate established by the Internal Revenue Service (IRS) in effect on the date of travel.

Mileage reimbursement shall be calculated using the most direct reasonable route between the Board Member's residence and the approved destination.

In the case of individuals using their personal cars to take a trip over 250 miles that could be made more cheaply by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

Expense Documentation

Requests for reimbursement shall be submitted using the School's approved Expense Reimbursement Form and shall include:

Approved by the CWCS Board of Directors on: XXXXX

Page **2** of **3**



- Date(s) of travel
- Purpose of the travel
- Destination
- Mileage claimed, when applicable
- Itemized receipts for all reimbursable expenses other than mileage; and
- Documentation of any required prior written authorization.

Only actual, reasonable, necessary, and properly documented expenses shall be eligible for reimbursement.

Submission Deadline

Requests for reimbursement shall be submitted within thirty (30) days of the date the expense was incurred. To facilitate timely fiscal reporting and budget monitoring, any expenses should be submitted before June 30th of the fiscal year even if less than thirty (30) days for end-of-year accounting.

Requests submitted after the thirty (30) day deadline shall not be eligible for reimbursement, except in extraordinary circumstances beyond the control of the Board Member, as determined by the Executive Director. Any approved exception shall be documented and maintained with the reimbursement records.

Fiscal Policy Compliance

All reimbursable travel expenses shall be subject to the School's adopted Fiscal Policies and Procedures, including any applicable limitations regarding transportation, lodging, meals, registration fees, and other travel-related expenses, unless otherwise authorized in advance.

Non-Reimbursable Expenses

The School shall not reimburse expenses that are:

- Personal in nature;
- Excessive or unreasonable;
- Attributable to spouses, family members, companions, or other guests;
- Unrelated to official School business; or
- Otherwise prohibited by law or School policy

Administration

The Executive Director, or designee, shall review reimbursement requests for completeness and compliance with this Bylaw and the School's Fiscal Policies and Procedures prior to processing for payment. Nothing in this Bylaw shall be construed as limiting the Governing Board's authority over its own governance or expenditures.

Coversheet

Approval to Obsolete Materials from Connecting Waters Charter Schools

Section:	IV. Items Scheduled for Consideration and/or Action
Item:	F. Approval to Obsolete Materials from Connecting Waters Charter Schools
Purpose:	Vote
Submitted by:	
Related Material:	Obsolete Materials for CWCS.pdf

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☒	☐	☐	☒	☐	Intervention Guide 1-6 Blackline masters; Primary Phonics	2010	9780838803745		NA	B	CV-1	30	AG
☐	☒	☐	☐	☒	☐	Primary Phonics Intervention Guide Levels 1- 6	1985	9780838803738		NA	B	CV-1	35	AG
☐	☒	☐	☐	☒	☐	*PEAR PHONICS 2011 WORD STUDY TE LVL: E	2011	9781428431034		NA	B	CV-1	80	AG
☐	☒	☐	☐	☒	☐	Rewards Intermediate	2014	9781624896491		NA	B	CV-1	85	AG
☐	☒	☐	☐	☒	☐	Rewards Secondary TE	2014	9781624890956		NA	B	CV-1	115	AG
☐	☒	☐	☐	☒	☐	On Core Math K TE	2010	9780547591094		NA	B	35-CW 15-CWEB 65-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 1 TE	2010	9780547591148		NA	B	45-CW -CWEB 45-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 2 TE	2010	9780547591193		NA	B	53-CW 37-CWEB 28-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 3 TE	2010	9780547591087		NA	B	21-CW 11-CWEB 155-CV	31.75	SL
☐	☒	☐	☐	☒	☐	On Core Math 4 TE	2010	9780547591056		NA	B	35-CW 15-CWEB 35-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 5 TE	2010	9780547591056		NA	B	22-CW 22-CWEB 25-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 6 TE	2010	9780547617459		NA	B	67 -CW 37-CWEB 42-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 7 TE	2010	9780547617442		NA	B	48-CW 31-CWEB 28-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math 8 TE	2010	9780547617503		NA	B	60-CW 27-CWEB 52-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math Geometry TE	2010	9780547617244		NA	B	16-CW 4-CWEB 17 -CV	31.75	SL

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☒	☐	☐	☒	☐	OnCore Math ALG 1 TE	2010	9780547617237		NA	B	70-CW 32-CWEB 119-CV	31.75	SL
☐	☒	☐	☐	☒	☐	OnCore Math ALG 2 TE	2010	9780547617268		NA	B	12-CW 37-CWEB 14-CV	31.75	SL
☐	☒	☐	☐	☒	☐	*HOLT CA Life Science 7	2007	978-0-03- 042657-5		NA	B	CV-1	89.5 5.95	SL
☐	☒	☐	☐	☒	☐	*GLEN Focus on Life Science 7 TWE	2007	9780078741876		NA	B	CV- 4	60.16 49.99	SL
☐	☒	☐	☐	☒	☐	*GLEN Focus on Life Science 7	2007	978-0-07- 879434-6		NA	B	CV-9	46	SL
☐	☒	☐	☐	☒	☐	*GLEN Chemistry Matter & Change	2008	9780078791628		NA	B	CV-3	139.86 95.00	SL
☐	☒	☐	☐	☒	☐	*GLEN Chemistry Matter & Change TWE	2008	9780078964060		NA	B	CV-2	130.05 89.26	SL
☐	☒	☐	☐	☒	☐	Glencoe United States Government: Democracy In Action T.W.E.	2006	9780078600548	-	NA	B	CV-1	-	SL
☐	☒	☐	☐	☒	☐	GLEN US Government Democracy In Action. TE	2008	9780078747632		NA	B	CV-2	125.22 59.36	SL
☐	☒	☐	☐	☒	☐	*U.S Government: Democracy in Action.	2008	9780078747625		NA	B	CV-3	160.75 69.00	SL
☐	☒	☐	☐	☒	☐	*HOLT American Anthem TE Modern American History.	2007	9780030433023		NA	B	CV-1	59.97	SL
☐	☒	☐	☐	☒	☐	*GLEN World History Modern Times TWE	2006	9780078678561		NA	B	CV-5	147.21 7.92	SL
☐	☒	☐	☐	☒	☐	*GLEN World History Modern Times 10	2006	9780078678554		NA	B	CV-2	84 60	SL

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☒	☐	☐	☒	☐	*Discovering Our Past Amer. Journey to WW1	2005	9780078693861		NA	B	CV-2	74.87 10.98	SL
☐	☒	☐	☐	☒	☐	*The American Journey to WW1 TWE	2005	9780078693779		NA	B	CV-2	139.95 18.52	SL
☐	☒	☐	☐	☒	☐	*MDL Geometry Concepts & Skills	2005	9780618501571		NA	B	CV-4	105.80 39.95	SL
☐	☒	☐	☐	☒	☐	*PH Earth Science TE.	2009	9780133627602		NA	B	CV-3	118.27 44.97	SL
☐	☒	☐	☐	☒	☐	*PH Earth Science	2009	9780133627558		NA	B	CV-5	89 59.99	SL
☐	☒	☐	☐	☒	☐	OnCore Math 2 TE	2012	9780547591193		NA	B	CV-6	\$31.75	AG
☐	☒	☐	☐	☒	☐	*US Government Democracy in Action.	2010	9780078799822		NA	B	CW-1	101.70 59.36	SL
☐	☒	☐	☐	☒	☐	*GLEN Earth Sci 9:Geology, the Environment, &the Universe	2007	978-0-07- 877269-6		NA	B	CV-1	122.8 8.99	SL
☐	☒	☐	☐	☒	☐	Literature : Course 2.	2009	9780078779763		NA	B	CW-1	8.45	SL
☐	☒	☐	☐	☒	☐	McDougal Littell The Lang of Lit.	2001	9780395931707		NA	B	CV-1	21.95	SL
☐	☒	☐	☐	☒	☐	Glencoe Literature Ca Treasures Course 2 7th grade.	2010	9780078796241		NA	B	CV-1	22.84	SL
☐	☒	☐	☐	☒	☐	Holt Handbook Teacher's Notes and Answer key.	2003	9780030660320	—	NA	B	CV-2	—	SL
☐	☒	☐	☐	☒	☐	Holt Literature and Language Arts, Second Course, Interactive Reading T.E.	2003	9780030650987	—	NA	B	CV-1	51.8	SL
☐	☒	☐	☐	☒	☐	*Glencoe Mathematics with Business Applications TWE.	2007	9780078692529		NA	B	CV-1	74.91	SL

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☒	☐	☐	☒	☐	Calculus: Graphical, Numerical, Algebraic, 3rd Edition	2006	9780132014083		NA	B	CV-1	32.9	SL
☐	☒	☐	☐	☒	☐	*Glencoe Economics Principles and Practices	2008	9780078747649		NA	B	CV-1	109	SL
☐	☒	☐	☐	☒	☐	*GLEN Economics Principles and Practices TWE	2008	9780078747656		NA	B	CV-4 CW-1	109	SL
☐	☒	☐	☐	☒	☐	*HMD ALG 2 Solutions Key	2010	9780547710389		NA	B	CV-1 CW-3	79.20 68.29	SL
☐	☒	☐	☐	☒	☐	Precalculus with Limits : A Graphing Approach.	2002	9780618052912		NA	B	CV-1	46	SL
☐	☒	☐	☐	☒	☐	*GLEN Biology Sci Notebook TE.	2008	9780078759796		NA	B	CV-1	\$35.00	NC
☐	☒	☐	☐	☒	☐	*PH MAG American Gov. Guided Reading WKBK TE	2006	9780132513706		NA	B	CV-6	\$20.96 \$4.75	NC
☐	☒	☐	☐	☒	☐	*GLEN U.S Government: Democracy in Action Read Ess&SG AK	2008	9780078781261		NA	B	CV-28	\$6.25	NC
☐	☒	☐	☐	☒	☐	*GLEN Reading Essentials For Biology.	2007	9780078759772		NA	B	CV-1	\$6.13	NC
☐	☒	☐	☐	☒	☐	Precalculus with Limits	2007	9780618851522		NA	B	CV-1	\$96.99	NC
☐	☒	☐	☐	☒	☐	Precalculus, Books a la Carte Edition 6th Edition	2017	9780134470092		NA	B	CV-1	\$39.94 \$70	NC
☐	☒	☐	☐	☒	☐	*Holt Handbook ATE Third Course.	2003	9780030652929		NA	B	CV-3	\$144 \$18.50	AG
☐	☒	☐	☐	☒	☐	*HOLT Modern Biology 10 TE	2007	9780030922152		NA	B	CV-1	\$149.97 \$70.29	NC
☐	☒	☐	☐	☒	☐	*PH Biology 10 WKBK A ATE.	2007	9780132013567		NA	B	CV-1	\$78.38	NC

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☒	☐	☐	☒	☐	*Holt Literature & Lang. Arts ATE Third Course.	2003	9780030573712		NA	B	CV-1	\$10.00	AG
☐	☒	☐	☐	☒	☐	*Holt Literature & Language Arts Third Course.	2003	9780030564949		NA	B	CV-1	\$122 \$40	AG
☐	☒	☐	☐	☒	☐	*GLEN Earth Sci 9 TWE : Geology, the Environment, &the Universe	2007	9780078772702		NA	B	CV-1	\$60.20	AG
☐	☒	☐	☐	☒	☐	*GLEN Earth Sci 9:Geology, the Environment, &the Universe	2007	9780078772696		NA	B	CV-1	\$122.80 \$9.00	AG
☐	☒	☐	☐	☒	☐	*PH Earth Sci A TE Guided Reading & Study WKBK	2009	9780133627626		NA	B	CV-4	\$29.97	AG
☐	☒	☐	☐	☒	☐	*PH Earth Science WKBK B TE	2009	9780133627589		NA	B	CV-1	\$29.97	AG
☐	☒	☐	☐	☒	☐	*PH Earth Science	2009	9780133627558		NA	B	CV-1	\$86.00	AG
☐	☒	☐	☐	☒	☐	*PH Earth Science TE.	2009	9780131258976		NA	B	CV-1	\$118.27 \$18.00	AG
☐	☒	☐	☐	☒	☐	*MDL Geometry	2007	9780618811946		NA	B	CV-1	\$97.21 \$64	AG
☐	☒	☐	☐	☒	☐	*HMD Geometry CC	2012	9780547647098		NA	B	CV-3	119.85 \$69.99	AG
☐	☒	☐	☐	☒	☐	*HMD Geometry Solutions Key CC.	2012	9780547710396		NA	B	CV-5	80.7 \$20	AG
☐	☒	☐	☐	☒	☐	*Geometry Worked Out Solution Key.	2003	9780618140534		NA	B	CV-2	\$29.94	AG
☐	☒	☐	☐	☒	☐	*GLEN Focus On Physical Science 8 TE Read/Note Guide	2008	9780078754272		NA	B	CV-3	29.99	AG
☐	☒	☐	☐	☒	☐	*GLEN Focus On Physical Science 8 Reading Essentials TE	2008	9780078794445		NA	B	CV-1	\$48.95	AG

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☒	☐	☐	☒	☐	*GLEN Ancient Civilization 6 Discovering Our Past.	2006	9780078688744		NA	B	CV-1	\$90.67	AG
☐	☒	☐	☐	☒	☐	*PH Earth Science Guided Read/Study B WKBK	2007	9780133627565		NA	B	CV-2	\$45.65	AG
☐	☒	☐	☐	☒	☐	*GLEN Focus on Earth Science 6 ATE Reading Essentials	2007	9780078794315		NA	B	CV-2	\$48.99	AG
☐	☒	☐	☐	☒	☐	*GLEN Discovering Our Past Medieval&Earl y Modern Times 7	2006	9780078688768		NA	B	CV-2	\$94.00	AG
☐	☒	☐	☐	☒	☐	*GLEN Discovering Our Past Medieval&Earl y Modern Times T.W.E	2006	9780078693731		NA	B	CV-2	\$64.95	AG
☐	☒	☐	☐	☒	☐	*PH Focus on Earth Science.	2008	9780132012744		NA	B	CV-1	\$106 \$53.99	AG
☐	☒	☐	☐	☒	☐	*Holt Lit & Lang Arts ATE 1st Course : First Course.	2003	9780030573682		NA	B	CV-1	\$20.00	AG
☐	☒	☐	☐	☒	☐	*GLEN The American Vision Modern Times 11	2006	9780078678516		NA	B	CV-1	\$80.00	
☐	☒	☐	☐	☒	☐	*GLEN The American Vision Modern Times TWE	2006	9780078678523		NA	B	CV-1	\$91.85	AG
☒	☐	☐	☐	☒	☐	HMH Go Math 5.2 TE	2010	9780544294851		Field, Wisconsin	B	CW-1	15	JP
☒	☐	☐	☐	☒	☐	HMH Go Math 5.1 TE	2010	9780544294820		Field, Wisconsin	B	CW-1	15	JP
☐	☒	☐	☐	☒	☐	The Common Core: Clarifying Expectations for Teachers & Students	2010	9780076629640		-	B	CV	99.95	SL
☐	☐	☐	☒	☐	☐	Sing, Learn & Play Everyday 20 CD Set	-	9781619271432		NA	D	CV-1	39.99 \$22.00	SL

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☐	☐	☒	☐	☐	CC Coach for Composition I TM	2014	9781623620318		NA	D	CV-1	19.99	SL
☐	☐	☐	☒	☐	☐	HMH ALGEBRA 1 Solutions Key	2015	9780544207271		NA	D	CV-1	31.99	SL
☐	☐	☐	☒	☐	☐	CC Coach ELA 8 TM	2013	9781619974470		NA	D	CV-1	29.99	SL
☐	☐	☐	☒	☐	☐	GoMath 8 Solutions Key	2015	9780544207240		NA	D	CV-1	31.99	SL
☐	☐	☐	☒	☐	☐	CC Coach ELA 8 TM	2013	9781619974470		NA	D	CV-1	29.99	SL
☐	☐	☐	☒	☐	☐	CC Coach Math 8 TE	2013	9781619974531		NA	D	CV-1	29.99	SL
☐	☐	☐	☒	☐	☐	Blends Pocket Chart	-	-	-	NA	D	CV-1	40	SL
☐	☐	☐	☒	☐	☐	journeys k.2 TE	2014-2017	9780547975108		NA	D	CV-1	51.75	SL
☐	☐	☐	☒	☐	☐	Bostitch electric pencil sharpener	-	-		NA	D	CV-1	29.99	AG
☐	☐	☐	☒	☐	☐	X-Acto School Pro Pencil Sharpener	-	079946016703		NA	D	CV-1	34.98	AG
☐	☐	☐	☒	☐	☐	Electric Pencil Sharpener	-	-	-	NA	D	CV-1	24.99	AG
☐	☐	☐	☒	☐	☐	Digital Compact Scale Balance	-	678131397551		NA	D	CV-1	41.25	SL
☐	☐	☐	☒	☐	☐	Pro Pencil Sharpener	-	079946016703		NA	D	CV-1	34.98	AG
☐	☐	☐	☒	☐	☐	Stilts	-	-	-	NA	D	-	47.87	AG
☐	☐	☐	☒	☐	☐	Pencil Sharpener	-	-	-	NA	D	-	34	AG
☐	☐	☐	☒	☐	☐	HMH Collections 6 - Tiger Training 101	2015	9780544503267			D	1	74.8	AR101
☐	☐	☐	☒	☐	☐	Moving Beyond the Page 4-5 Aa- Bb Parent Manual	-	-		NA	D	CV-1	49.99	SL
☐	☐	☐	☒	☐	☐	HMH Journeys 1.3 TE	2014	9780547975436		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys 1.1 TE	2014	9780544544130		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys 1.5 TE	2014	9780547975481		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys 1.4 TE	2014	9780547975467		NA	D	CV-1	\$51.75	AG

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost <u>Current Value</u>	Initials
☐	☐	☐	☒	☐	☐	HMH Journeys 1.2 TE	2014	9780547975412		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys 1.1 TE	2014	9780544544130		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys K.4 TE	2014	9780547975368		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys K.6 TE	2014	9780547975399		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys K.4 TE	2014	9780547975368		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	HMH Journeys K.5 TE	2014	9780547975382		NA	D	CV-1	\$51.75	AG
☐	☐	☐	☒	☐	☐	Dual Light Microscope	-	-		NA	D	CV-1	\$142	AG
☐	☐	☐	☒	☐	☐	*American Journey Reading Ess WKBK TE.	2005	9780078703812		NA	D	CV-1	\$26.64	AG
☐	☐	☐	☒	☐	☐	Saxon Math Homeschool 8/7 Tests and Worksheets	2005	9781591413240		NA	D	CV-1	\$43.00	AG
☐	☐	☐	☒	☐	☐	SAX Math Solutions Manuel I 8/7 with Prealgebra	2005	9781591413288		NA	D	CV-1	\$38.75	AG
☐	☐	☐	☒	☐	☐	HMH ALGEBRA 1 Solutions Key	2013	9780544207271		NA	D	CV-2	\$31.99	AG
☐	☐	☐	☒	☐	☐	Saxon Math 6/5 Solutions Manual	2005	9781591413264			D	CV-2	\$35.10	AG
☐	☐	☐	☒	☐	☐	My First Lab World of Wow Scope		760190001095		NA	D	CV-1	79.95	AG
☐	☐	☐	☒	☐	☐	Casio FX- 9750GII Graphing Calculator, Icon Based Menu				NA	D	CV-1	66.74	AG
☐	☐	☐	☒	☐	☐	Anton Breton Violin Outfit 1/2 Size	-	-	-	NA	D	CV1	160	SL
☐	☐	☐	☒	☐	☐	Hermann Beyer 1/2 Violin.	-	-	-	NA	D	CV-1	65	SL
☐	☐	☐	☒	☐	☐	Aftershock Earthquake Lab	2017	834509005255			D	CW-1	37.99	JP

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Colume A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☐	☐	☒	☐	☐	ddrum DD BETA XP Electronic Drum Set Black & Red					D	CW-1	399	JP
☐	☐	☐	☒	☐	☐	Casio Wk-6500 Keyboard 76Key					D	CW-1	384.99	JP
☐	☐	☐	☒	☐	☐	Casio CS-67P Keyboard					D	CW-1	119.99	JP
☐	☐	☐	☒	☐	☐	Yamaha Digital Piano P- 105					D	CW-1	300	JP
☐	☐	☐	☒	☐	☐	Yamaha Portable Grand NP-30.					D	CW-1	250	JP
☐	☐	☐	☒	☐	☐	88-Key Casio Privia Electronic Keyboard					D	CW-1		JP
☐	☐	☐	☒	☐	☐	Levenhuk Skyline EQ Telescope 120mm					D	CW-1	179.95	JP
☐	☐	☐	☒	☐	☐	World Globe					D	CW-1	18.99	JP
☐	☐	☐	☒	☐	☐	My First Lab Duo-Scope Model MFL-06	2022	760190001064 (UPC)		*Found broken glass at bottom of box	D	CV-1	129.95	NC
☐	☐	☐	☒	☐	☐	Balance scale				NA	D	CV-10	18.5	AG
☐	☐	☐	☒	☐	☐	Magnetic Responsibility Chart				NA	D	CV-1	30	AG
☐	☐	☐	☒	☐	☐	Snap Circuits Jr		756619007403			D		27.99	
☐	☐	☐	☒	☐	☐	7 Wonders Duel		5425016923818			D		25.88	
☐	☐	☐	☒	☐	☐	Snap Circuits "Arcade"		756619010854			D		41.99	
☐	☐	☐	☒	☐	☐	Aftershock Earthquake Lab		834509005255			D		37.99	JP
☐	☐	☐	☒	☐	☐	Simple machines		192073668550			D	CWEB-1	29.95	
☐	☐	☐	☒	☐	☐	LEGO MINDSTORMS EV3 Building Set					D	CWEB-1	995	
☐	☐	☐	☒	☐	☐	KNEX Education STEM Building solution		744476770516			D	CWEB-1		
☐	☐	☐	☒	☐	☐	LEGO Educational; Spike		673419322690			D	CWEB-1		

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Column A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☐	☐	☒	☐	☐	WeDo 2.0 Lego Education		673419308564			D	CWEB-1		
☐	☐	☐	☒	☐	☐	Lego Mindstorms Education EV3 Core Set		673419260480			D	CWEB-1	400	
☐	☐	☐	☒	☐	☐	COCO CROSS ROLLING BLOCK PUZZLE BRAIN TEASER MIND BENDER NOVELTY TRICK TOY GAME		332215570091			D	CWEB-1	21.5	
☐	☐	☐	☒	☐	☐	HMH Performance Assessment 9 TE		9780544147713		Water damage	D	CW-1	34.3	JP
☐	☐	☐	☒	☐	☐	All about Spelling Review Box				Damaged during delivery	D	CW-1	17.95	JP
☐	☐	☐	☒	☐	☐	PHP The Story Of The World Audio CD Set : Vol 2: The Middle Ages	N/A	978933339122		Missing 3 out of 9 CD's	D	CWEB-1	28.95	AR
☐	☐	☐	☒	☐	☐	SAX Math 7/6 Lesson and Test CDs	N/A	9781602774025		Missing 2 CD's ot of 5	D	CWEB-1	103	AR
☐	☐	☐	☒	☐	☐	Calculator Cash Register	N/A	N/A		Not working	D	CV 1	56.99	AG
☐	☐	☐	☒	☐	☐	Magnet Letters	N/A	N/A		More than half are missing	D	CW-1	N/A	JP
☐	☐	☐	☒	☐	☐	HMH Algebra 1 Solutions Key	N/A	9780544207271		Old-Pages are falling out/ stained	D	CW-1	31.99	JP
☐	☐	☐	☒	☐	☐	Casio CTX-700 Piano	N/A	N/A		Checked by Chad, marked "Dispose"	D	CW-1	N/A	JP
☐	☐	☐	☒	☐	☐	Tachikara Volley Ball	n/a	n/a		Old + ripped	D	CW-1		JP
☐	☐	☐	☒	☐	☐	MIKASA Basketball	n/a	n/a		Old + Flat	D	CW-1		JP
☐	☐	☐	☒	☐	☐	Robotics Smart Machines Rovers & Vehicles	-	81474301304		Missing parts	D	CW-1	134.99	ME

Obsolete Contain information rendered inaccurate or incomplete by new discoveries or technologies	Obsolete Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas	Dispose Contain demeaning, stereotyping, patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities	Dispose Have been inspected and discovered to be damaged beyond use or repair	Approval for sale to vendor or other	Keep on Shelf	Title/ Item	Year:	ISBN:	Snapshot	Notes & Response	Code Colume A-F	# of Copies to be Dispose/ Obsolete	Cost Current Value	Initials
☐	☐	☐	☒	☐	☐	Lakeshore Create a Chain Reaction PreK- 2	-	3368202036		Missing parts	D	CW-1	69.99	ME

Coversheet

Approval of the Instructure (Canvas) 2026-2029 Contract

Section: IV. Items Scheduled for Consideration and/or Action
Item: J. Approval of the Instructure (Canvas) 2026-2029 Contract
Purpose: Vote
Submitted by:
Related Material:
Connecting Waters Charter Schools - 2026 Canvas_Studio_BBB Renewal.pdf

BACKGROUND:

5% annual increase. The same as our previous contracts



Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-595361-1

Date: 2026-07-27

Order Valid Through: 2026-07-31

Order Form for Connecting Waters Charter Schools

Bill to Information

Entity Name: Connecting Waters Charter Schools
Address: 12420 Bentley Street
City: Waterford

State/Province: California

Zip/Postal Code: 95386

Country: United States

Billing Contact

Name: Kim Kosky

Email: CWCSInvoice@cwcharter.org

Phone: +1 209-874-1119 x 100

Ship to Information

Entity Name: Connecting Waters Charter Schools
Address: 12420 Bentley Street
City: Waterford

State/Province: California

Zip/Postal Code: 95386

Country: United States

Shipping Contact

Name: Tammy Hushaw

Email: thushaw@cwcharter.org

Phone: +1-209-874-1119

Billing Information

Billing Frequency: Annual Upfront

Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S1	Canvas LMS Cloud Subscription	2026-07-01	2027-06-30	Recurring	User	1,500	USD 8.29	USD 12,435.00
S2	24x7 Tier 1 Support (Faculty Only)	2026-07-01	2027-06-30	Recurring	30% of Subscription (Minimums Apply)	1	USD 4,500.00	USD 4,500.00
S3	Canvas Studio Cloud Subscription	2026-07-01	2027-06-30	Recurring	User	1,500	USD 2.55	USD 3,825.00
S4	BBB Conferences Enhanced	2026-07-01	2027-06-30	Recurring	Per Each	42	USD 1,008.00	USD 42,336.00

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S1	Canvas LMS Cloud Subscription	2027-07-01	2028-06-30	Recurring	User	1,500	USD 8.79	USD 13,185.00
S2	24x7 Tier 1 Support (Faculty Only)	2027-07-01	2028-06-30	Recurring	30% of Subscription (Minimums Apply)	1	USD 4,500.00	USD 4,500.00

S3	Canvas Studio Cloud Subscription	2027-07-01	2028-06-30	Recurring	User	1,500	USD 2.70	USD 4,050.00
S4	BBB Conferences Enhanced	2027-07-01	2028-06-30	Recurring	Per Each	42	USD 1,008.00	USD 42,336.00

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S1	Canvas LMS Cloud Subscription	2028-07-01	2029-06-30	Recurring	User	1,500	USD 9.23	USD 13,845.00
S2	24x7 Tier 1 Support (Faculty Only)	2028-07-01	2029-06-30	Recurring	30% of Subscription (Minimums Apply)	1	USD 4,500.00	USD 4,500.00
S3	Canvas Studio Cloud Subscription	2028-07-01	2029-06-30	Recurring	User	1,500	USD 2.85	USD 4,275.00
S4	BBB Conferences Enhanced	2028-07-01	2029-06-30	Recurring	Per Each	42	USD 1,008.00	USD 42,336.00

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 63,096.00	USD 0.00	USD 63,096.00
Year 2	USD 64,071.00	USD 0.00	USD 64,071.00
Year 3	USD 64,956.00	USD 0.00	USD 64,956.00
Total	USD 192,123.00	USD 0.00	USD 192,123.00

Products	Description	Qty
Canvas LMS Cloud Subscription	Canvas LMS Cloud Subscription: Per User	1,500.00
24x7 Tier 1 Support (Faculty Only)	24x7 Tier 1 support (faculty only) per year (30% of subscription - min \$4,500 USD)	1.00
Canvas Studio Cloud Subscription	Canvas Studio Cloud Subscription: Per User	1,500.00

3rd Party Product	Description	Qty
BBB Conferences Enhanced	BBB Conferences Premium Tier: Pricing based on quantity of concurrent sessions. Includes: Up to 100 simultaneous users per Concurrent Session, Video recordings (downloadable H.264 video file, inclusive of audio, webcams, slides and desktop sharing), Invite URL (bring in external guests), Meeting Statistics (see attendance and participation of students), Personal Rooms (access to Conferences outside of Canvas), and 2nd level technical support from Blindside Networks. To the extent that Customer is purchasing services or products provided by Blindside Networks Inc.'s in this order form, Customer agrees to be legally bound by Blindside Networks Inc.'s Services Agreement, a copy of which is available at http://blindsidenetworks.com/services-agreement . Blindside Networks, Inc. reserves the right to review actual usage and, working with Instructure, reach out to customers to adjust usage (or purchase additional capacity) if actual usage is consistently over the purchased amount.	42.00

Quote Special Terms

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

The number of Users for which Customer has purchased subscriptions is specified on the applicable Order Form ("Contracted User Count"). Customer acknowledges that Instructure may reference data from Customer's student information system ("SIS") or other authoritative data source used by Customer to manage user records to verify the number of active Users accessing the Service during the applicable subscription period ("Active User Count").

User Clause: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

User Typical Use Clause: In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Storage. Storage included in the annual subscription fee is: (i) 5GB per licensed unit (as specified in the applicable Order Form) for Higher Education Customers; and (ii) 2.5GB per licensed unit (as specified in the applicable Order Form) for K-12 Customers. Additional storage may be purchased at Instructure's then-current rates.

Usage and Storage Limits. Services are subject to usage or storage limits specified in Order Forms and Documentation. If Customer exceeds a stated usage or storage limit, Instructure may work with Customer to seek to reduce Customer's usage or storage so that it conforms to that limit. If, notwithstanding Instructure's efforts, Customer is unable or unwilling to abide by a contractual usage or storage limit, Customer will execute an Order Form for additional quantities of the applicable Services promptly upon Instructure's request.

User Count Verification and Reconciliation. Customer shall ensure that the number of active Users accessing the Service does not exceed the Contracted User Count on the applicable Order Form. Instructure may periodically compare the Active User Count, as indicated by the SIS or Instructure's own system data, against the Contracted User Count. If Instructure determines that the Active User Count exceeds the Contracted User Count, Instructure will notify Customer in writing. Within thirty (30) days of receipt of such notice, Customer shall either (a) reduce the Active User Count to conform to the Contracted User Count, or (b) execute an Order Form for additional subscriptions to cover the excess Users at Instructure's then-current rates, prorated for the remainder of the applicable subscription term, and/or pay any invoice for excess usage.

Terms and Conditions

Governing Terms. This Order Form is governed by the terms of the Instructure Master Terms and Conditions which can be found at: <https://www.instructure.com/policies/mastertermsconditions>, unless Customer and Instructure have previously negotiated terms and conditions attached to or referenced in Customer's prior order form (collectively "Negotiated Terms"), in which case such Negotiated Terms shall govern this Order Form.

Data Processing Addendum: The data processing addendum between the parties is available at: <https://www.instructure.com/policies/data-processing-addendum>

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Connecting Waters Charter Schools

Signature: _____

Name: _____

Title: _____

Date: _____

Instructure, Inc. (USA/CAN)

Signature: _____

Name: _____

Title: _____

Date: _____

Coversheet

Approval of the Savvas Learning Company Curriculum Contract

Section: IV. Items Scheduled for Consideration and/or Action
Item: K. Approval of the Savvas Learning Company Curriculum Contract
Purpose: Vote
Submitted by:
Related Material: Curriculum refills SS-Science (1).pdf

BACKGROUND:

Yearly science kits and



Connecting Waters Charter Sch
Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

Lindy Janssen
Teacher
Connecting Waters
Charter Sch
12420 Bentley St
Waterford, CA
95386-9158

Quote Creation Date: 7/10/2026
Quote Expiration Date: 9/30/2026

Shipping Information:

ATTN: Lindy Janssen
2300 E. Briggsmore Ave.
Modesto, CA 95355

Curriculum refills SS/Science
Price Quote Summary

Solution	Base Amount	Total
Elevate Science K-5	\$20,292.60	\$20,292.60
Elevate Science Middle Grades	\$11,964.60	\$11,964.60
myWorld Interactive K-5	\$24,450.00	\$24,450.00
Pearson California History-Social Science myWorld Interactive Secondary	\$1,500.00	\$1,500.00
Solution Subtotal:	\$58,207.20	\$58,207.20

Shipping and Handling: \$288.72

Total: \$58,495.92



Connecting Waters Charter Sch

Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

Price Quote Detail

Elevate Science K-5

Elevate Science K-5 for California ©2020 - Grade K

ISBN	Description	Price	Charged Qty	Total Charged
9780134980065	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4 STUDENT EDITION GRADE K**	\$9.97	90	\$897.30
9780134980058	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3 STUDENT EDITION GRADE K**	\$9.97	90	\$897.30
9780134980041	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2 STUDENT EDITION GRADE K**	\$9.97	90	\$897.30
9780134980034	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1 STUDENT EDITION GRADE K**	\$9.97	60	\$598.20
	Elevate Science K-5 for California ©2020 - Grade K - Subtotal:			\$3,290.10

Elevate Science K-5 for California ©2020 - Grade 1

ISBN	Description	Price	Charged Qty	Total Charged
9780134923093	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD WHICH INSTRUMENT CAN YOU USE TO MAKE SOUND GRADE 1	\$2.97	60	\$178.20
9780134980089	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1 STUDENT EDITION GRADE 1**	\$10.97	60	\$658.20
9780134980096	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2 STUDENT EDITION GRADE 1**	\$10.97	90	\$987.30
9780134980102	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3 STUDENT EDITION GRADE 1**	\$10.97	90	\$987.30



Connecting Waters Charter Sch Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780768574395	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW DO SPINES OF CACTI HELP THEM GRADE 1	\$2.97	60	\$178.20
9780134980119	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4 STUDENT EDITION GRADE 1**	\$10.97	90	\$987.30
9780134923109	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW DO SHADOWS CHANGE GRADE 1	\$2.97	60	\$178.20
9780134928890	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW DO LIVING THINGS CHANGE AS THE GROW GRADE 1	\$2.97	60	\$178.20
9780134928906	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW CANI CHANGEA TRANSPARENT MATERIAL GRADE 1	\$2.97	60	\$178.20
Elevate Science K-5 for California ©2020 - Grade 1 - Subtotal:				\$4,511.10

Elevate Science K-5 for California ©2020 - Grade 2

ISBN	Description	Price	Charged Qty	Total Charged
9780768574388	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA SEGMENTS ACTIVITY CARD HOW CANYOU COMPARE DIVERSITY IN TWO HABITATS GRADE 2	\$2.97	60	\$178.20
9780134980126	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1 STUDENT EDITION GRADE 2**	\$10.97	30	\$329.10
9780134980133	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2 STUDENT EDITION GRADE 2**	\$10.97	60	\$658.20
9780134980140	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3 STUDENT EDITION GRADE 2**	\$10.97	60	\$658.20
9780134980164	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4 STUDENT EDITION GRADE 2**	\$10.97	60	\$658.20
9780768574364	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA SEGMENTS ACTIVITY CARD HOW DOPLANTS USE SUNLIGHT GRADE 2	\$2.97	60	\$178.20



Connecting Waters Charter Sch

Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780134923130	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW CAN YOU MAKE SOMETHING NEW GRADE 2	\$2.97	60	\$178.20
9780768574371	ELEMENTARY ELEMENTARY SCIENCE 2020 CALIFORNIA SEGMENTS ACTIVITY CARD HOWCAN YOU COMPARE DIFFERENT SOLUTIONS GRADE 2	\$2.97	60	\$178.20
9780768574357	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA SEGMENTS ACTIVITY CARD WHAT MAKES SOMETHING SINK OR FLOAT GRADE 2	\$2.97	60	\$178.20
9780134923116	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD WHAT CAN WE FIND AT THE PLAYGROUND OR PARK GRADE 2	\$2.97	60	\$178.20
Elevate Science K-5 for California ©2020 - Grade 2 - Subtotal:				\$3,372.90

Elevate Science K-5 for California ©2020 - Grade 3

ISBN	Description	Price	Charged Qty	Total Charged
9780134980195	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3 STUDENT EDITION GRADE 3**	\$11.97	60	\$718.20
9780134980171	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1 STUDENT EDITION GRADE 3**	\$11.97	30	\$359.10
9780768574401	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA SEGMENTS ACTIVITY CARD WHY DOOBJECTS MOVE GRADE 3	\$2.97	60	\$178.20
9780134928968	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW CANYOU USE EVIDENCE THAT A TRAIT IS INHERITED GRADE 3	\$2.97	60	\$178.20
9780134928951	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD HOW CANYOU USE A FORCE GRADE 3	\$2.97	60	\$178.20
9780134923161	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD WHAT CAN BAROMETRIC PRESSURE TELL YOU GRADE 3	\$2.97	60	\$178.20
9780768577570	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA SEGMENTS ACTIVITY CARD HOW WELL WILL THE RABBIT SURVIVE GRADE 3	\$2.97	60	\$178.20



Connecting Waters Charter Sch

Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780134980201	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4 STUDENT EDITION GRADE 3**	\$11.97	60	\$718.20
9780134980188	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2 STUDENT EDITION GRADE 3**	\$11.97	60	\$718.20
9780134928982	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD WHAT WERE THIS ORGANISM AND ITS ENVIRONMENT LIKE GRADE 3	\$2.97	60	\$178.20
9780768574418	ELEVATE ELEMENTARY SCIENCE 2020 CALIFORNIA ACTIVITY CARD WHAT AFFECTS THE CLIMATE IN A REGION GRADE 3	\$2.97	60	\$178.20
Elevate Science K-5 for California ©2020 - Grade 3 - Subtotal:				\$3,761.10

Elevate Science K-5 for California ©2020 - Grade 4

ISBN	Description	Price	Charged Qty	Total Charged
9780134980256	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4 STUDENT EDITION GRADE 4**	\$11.97	30	\$359.10
9780134980225	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2 STUDENT EDITION GRADE 4**	\$11.97	30	\$359.10
9780134980249	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3 STUDENT EDITION GRADE 4**	\$11.97	30	\$359.10
Elevate Science K-5 for California ©2020 - Grade 4 - Subtotal:				\$1,077.30

Elevate Science K-5 for California ©2020 - Grade 5

ISBN	Description	Price	Charged Qty	Total Charged
9780134980294	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4 STUDENT EDITION GRADE 5**	\$12.97	90	\$1,167.30
9780134980263	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1 STUDENT EDITION GRADE 5**	\$12.97	60	\$778.20



Connecting Waters Charter Sch

Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780134980287	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3 STUDENT EDITION GRADE 5**	\$12.97	90	\$1,167.30
9780134980270	ELEVATE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2 STUDENT EDITION GRADE 5**	\$12.97	90	\$1,167.30
	Elevate Science K-5 for California ©2020 - Grade 5 - Subtotal:			\$4,280.10

Elevate Science Middle Grades

Elevate Science Middle Grades for California ©2019 - Life

ISBN	Description	Price	Charged Qty	Total Charged
9781418310509	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION LIFE**	\$14.97	90	\$1,347.30
9781418310523	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION LIFE**	\$14.97	90	\$1,347.30
	Elevate Science Middle Grades for California ©2019 - Life - Subtotal:			\$2,694.60

Elevate Science Middle Grades for California ©2019 - Earth

ISBN	Description	Price	Charged Qty	Total Charged
9781418310462	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION EARTH**	\$14.97	90	\$1,347.30
9781418310479	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION EARTH**	\$14.97	90	\$1,347.30
9781418310486	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION EARTH**	\$14.97	90	\$1,347.30
9781418310493	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4STUDENT EDITION EARTH**	\$14.97	90	\$1,347.30
	Elevate Science Middle Grades for California ©2019 - Earth - Subtotal:			\$5,389.20



Connecting Waters Charter Sch Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

Elevate Science Middle Grades for California ©2019 - Physical

ISBN	Description	Price	Charged Qty	Total Charged
9781418310547	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION PHYSICAL**	\$14.97	90	\$1,347.30
9781418310561	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION PHYSICAL**	\$14.97	90	\$1,347.30
Elevate Science Middle Grades for California ©2019 - Physical - Subtotal:				\$2,694.60

Elevate Science Middle Grades for California ©2020 - Physical

ISBN	Description	Price	Charged Qty	Total Charged
9781418322151	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE PHYSICAL**	\$19.77	60	\$1,186.20
Elevate Science Middle Grades for California ©2020 - Physical - Subtotal:				\$1,186.20

Pearson California History-Social Science myWorld Interactive Secondary

Savvas California History-Social Science myWorld Interactive Secondary - Savvas California History-Social Science myWorld Interactive Grade 6 ©2019

ISBN	Description	Price	Charged Qty	Total Charged
9780328958818	ANCIENT WORLD CALIFORNIA©2019 JOURNAL GRADE 6**	\$25.00	60	\$1,500.00
Savvas California History-Social Science myWorld Interactive Secondary - Savvas California History-Social Science myWorld Interactive Grade 6 ©2019 - Subtotal:				\$1,500.00

myWorld Interactive K-5

Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade K

ISBN	Description	Price	Charged Qty	Total Charged
9780328951642	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA WORKTEXT GRADE K**	\$18.00	60	\$1,080.00



Connecting Waters Charter Sch

Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780328951765	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA ACTIVITY GUIDE GK**	\$90.00	30	\$2,700.00
9780328966905	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA STUDENT ACTIVITY MATS GRADES K/2**	\$16.50	60	\$990.00
	Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade K - Subtotal:			\$4,770.00

Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 1

ISBN	Description	Price	Charged Qty	Total Charged
9780328951772	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA ACTIVITY GUIDE GRADE 1**	\$90.00	30	\$2,700.00
9780328951659	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA WORKTEXT GRADE 1**	\$23.00	30	\$690.00
	Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 1 - Subtotal:			\$3,390.00

Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 2

ISBN	Description	Price	Charged Qty	Total Charged
9780328951789	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA ACTIVITY GUIDE GRADE 2**	\$90.00	30	\$2,700.00
9780328951666	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA WORKTEXT GRADE 2**	\$23.00	30	\$690.00
	Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 2 - Subtotal:			\$3,390.00

Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 3

ISBN	Description	Price	Charged Qty	Total Charged
9780328951673	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA WORKTEXT GRADE 3**	\$23.00	60	\$1,380.00
	Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 3 - Subtotal:			\$1,380.00

Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 4



Connecting Waters Charter Sch

Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780328951680	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA WORKTEXT GRADE 4**	\$34.00	30	\$1,020.00
9780328951802	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA ACTIVITY GUIDE GRADE 4**	\$94.00	30	\$2,820.00
	Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 4 - Subtotal:			\$3,840.00

Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 5

ISBN	Description	Price	Charged Qty	Total Charged
9780328951819	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA ACTIVITY GUIDE GRADE 5**	\$94.00	60	\$5,640.00
9780328951697	ELEMENTARY SOCIAL STUDIES 2019 CALIFORNIA WORKTEXT GRADE 5**	\$34.00	60	\$2,040.00
	Savvas California History-Social Science myWorld Interactive K-5 ©2019 - Grade 5 - Subtotal:			\$7,680.00

Solution Subtotal:	\$58,207.20
Shipping and Handling:	\$288.72
Total:	\$58,495.92

****Contract Pricing has been applied to this Quote**



Connecting Waters Charter Sch Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. We have several ways you can place your order with Savvas Learning Company:

- **my Savvas Orders:**
www.mysavvasorders.savvas.com
- Create a case online at:
<https://support.savvas.com/support/s/>
by clicking the **Place and Manage Orders** tile on the my Savvas Support home page
- **Phone:** 800-848-9500

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or my Savvas Orders. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.



Connecting Waters Charter Sch
Quote Number Q-264831

15 E Midland Ave, St 502
Paramus, NJ, 07652-2938

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over \$1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: You must confirm and manage your annual worktext subscription order(s) in our self-service app to ensure they process and ship without delay. If you do not confirm your order(s) in the Worktext self-service app they will not ship. You can schedule your worktext delivery and update quantities if needed. You can continue to edit your order even after you confirm it, up to 14 days prior to the ship date. You can confirm and make changes on the Subscription Worktext Site:

<https://worktext-subscriptions.savvas.com>

Annual subscriptions for iLit and Successmaker Only: Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here:

<https://support.savvas.com/support/s/customer-service-support-form>

Technical support services are included with purchase of Savvas digital products. **Online help:**

<https://support.savvas.com/support/s/k12-curriculum-support-form>

phone: 1-800-848-9500

Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event.

MySavvasTraining is included with purchase of products

<https://mysavvastraining.com>

Coversheet

Employee Residency and Relocation Policy

Section: V. Items scheduled for Information & Discussion
Item: A. Employee Residency and Relocation Policy
Purpose: Discuss
Submitted by:
Related Material: CWCS_Employee_Residency_and_Relocation_Policy_6.29.26.pdf

BACKGROUND:

The Employee Residency and Relocation Policy has been developed by the Board to establish clear expectations regarding employee residency and relocation requirements. The policy provides guidance for employees seeking to relocate outside of California while supporting the organization's operational, legal, and compliance needs. The Board is requested to review and consider the approval of the proposed policy as presented.

CONNECTING WATERS CHARTER SCHOOLS

Employee Residency and Relocation Policy

The Board of Directors (“Board”) of Connecting Waters Charter Schools (“CWCS” or the “School”) recognizes the value of maintaining a workforce primarily based in California to most effectively facilitate organizational operations, legal compliance, and timely, responsive support for schools, educators, and students. Accordingly, the Board's goal is to centralize employment within California and gradually eliminate out-of-state employment arrangements as provided in this policy.

At the same time, the Board acknowledges that the organization currently employs certain individuals residing outside California and establishes this policy to govern those existing arrangements and any approved employee relocations through the sunset date.

To support the objectives of this policy, CWCS will limit new hires to individuals whose primary residence and work location are within California. Applicants residing outside of California will not be considered for employment unless they are willing to relocate.

Employees of CWCS shall maintain their primary residence within California unless otherwise authorized in advance and in writing by the Executive Director in accordance with this policy.

Employees who voluntarily relocate their primary residence outside of California without prior written approval may be terminated from their employment with CWCS.

This policy applies to all employees of CWCS, including full-time, part-time, exempt, and nonexempt employees. Employees approved to reside outside California prior to the adoption of this policy shall be governed by the Existing Out-of-State Employees and State Sunset Provision sections of this policy.

This policy does not apply to:

- Temporary out-of-state travel or stays lasting fewer than thirty (30) consecutive days
- Independent contractors unless otherwise specified in contract

Existing Out-of-State Employees

The Board acknowledges that, at the time of adoption of this policy, CWCS currently employs individuals residing in states outside of California. The Board further establishes that the states listed below constitute the complete list of approved out-of-state employment locations and does not intend to authorize additional states for employment or employee relocation under this policy:

- Arizona
- Idaho
- Illinois

- Montana
- New York
- South Carolina
- Tennessee
- Texas
- Washington
- Wyoming

The current employees residing in these states may continue employment under their current arrangements, subject to operational and legal requirements and the State Sunset Provision below. The Executive Director may modify or discontinue such arrangements before June 30, 2030, for operational or legal reasons.

State Sunset Provision

All out-of-state employment arrangements shall terminate on or before June 30, 2030. Current CWCS employees residing and working in an approved out-of-state location, if in good standing, may continue employment under their existing arrangements until that date.

If CWCS no longer employs any individual residing in a particular approved out-of-state location before June 30, 2030, that state shall no longer be available for future employee relocation or out-of-state employment under this policy.

Employee Relocation Notification

Up until the State Sunset Provision date stated above, employees who intend to relocate outside of California shall notify the Executive Director in writing no fewer than sixty (60) days prior to the anticipated relocation. In cases of emergencies or extenuating circumstances, shorter notice may be considered.

Upon receipt of an employee's written notice of intent to relocate outside of California, Human Resources and the Executive Director shall review whether the relocation can be accommodated consistent with Board policy and applicable legal requirements. Any approval granted under this policy shall not extend beyond June 30, 2030 pursuant to the State Sunset Provision above. To ensure fair and consistent evaluation, the review shall consider a number of factors, including but not limited to:

1. **Work Location / Remote Capacity:** The extent to which the employee's duties are performed remotely.
2. **Position Type / Operational Impact:** The operational requirements of the position and operational needs of CWCS, including whether in-person presence is essential.
3. **Policy Alignment:** Whether the relocation request aligns with currently approved out-of-state locations and the employee's remote eligibility as stated in the job description.

4. **Legal considerations:** Any applicable obligations under law, including but not limited to compliance with wage/hour requirements, family/medical leaves, and disability accommodations.

Each request shall be evaluated based on these factors, and the **Executive Director's decision shall be final**. Documentation of the review, including the evaluation of each factor and the rationale for approval or denial, shall be maintained in the employee's personnel file.

If relocation outside of California is not approved and the employee proceeds with relocation, the employee's separation from employment shall be treated as a voluntary resignation.

Employees who reside outside of California shall have their job descriptions reviewed and, where appropriate, revised to identify position-specific expectations, including required work hours aligned with California business operations and attendance requirements for meetings, trainings, events, or other work-related activities conducted in California.

At-Will Employment

Nothing in this policy alters the at-will nature of employment with CWCS.