Connecting Waters Charter Schools

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Published on November 6, 2026 at 2:21 PM PST

Date and Time

Thursday November 12, 2026 at 3:00 PM PST

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

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Instructions for Presentations to the Board by Parents and Citizens

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Agenda

I. Opening Items

A. Call the Meeting to Order

B. Roll Call

C. Approval of the November 12, 2026, Board of Directors Agenda

D. Pledge of Allegiance

II. Hearing of Public on Closed Session Items

III. Closed Session

A. Public Employment

Title: Executive Director
Gov. 54957

IV. Return to Open Session

V. Report on Closed Session Actions

A. Public Employment

Title: Executive Director
Gov. 54957

VI. Hearing of the Public on Agenda and Non-agenda Items

A. Public Comments (In-Person)

B. Written Comments received by the Board

VII. Academic Excellence

A. Education Services Report - Presented by Sharon McGuire

B. Executive Director Report

VIII. Consent Items

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

A. Updated Minutes for the August 13, 2026 Board of Directors Meeting

B. Minutes for the October 29, 2026 Board of Directors Meeting

C. Separations List

Carli Stehle, Special Education Office Assistant

D. New Vendor Report

E. October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School

F. October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, East Bay

G. October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, Central Valley

H. Treasurer's Report for September-October

I. Items on the Consent Agenda

IX. Items for Consideration and Action

A. Governance Oversight of and Complaint Procedures for Board-Reporting Employees Policy

B. Updated Board Bylaws

C. Fiscal Policies Manual Annual Update

D. Job Description for Board Member

E. Discussion and Possible Action to Delegate Authority to the ED Search Committee to Select and Negotiate a Contract with an Executive Search Firm

F. Deletion of the outdated Truancy Policy

X. Items scheduled for Information & Discussion

A. Board Member Recruitment Process

B. Connecting Waters Charter Schools 2027-2028 School Calendar Draft

C. Board 360 Assessment Survey Questions

D. Board Remarks

XI. Hearing of Public on Closed Session Items

XII. Closed Session

A. Public Employee Discipline/Dismissal/Release

Gov. Code 54957

XIII. Return to Open Session

XIV. Report on Closed Session Actions

A. Public Employee Discipline/Dismissal/Release

Gov. Code 54957

XV. Closing Items

A. Adjourn Meeting

LCAP/WASC Goals

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

Coversheet

Education Services Report - Presented by Sharon McGuire

Section: VII. Academic Excellence
Item: A. Education Services Report - Presented by Sharon McGuire
Purpose: Discuss
Submitted by:

BACKGROUND:

The Education Services Report is an update on the Education Services department and how is aligns and helps achieves the LCAP goals.

Coversheet

Executive Director Report

Section: VII. Academic Excellence
Item: B. Executive Director Report
Purpose: FYI
Submitted by:

BACKGROUND:

The 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

Updated Minutes for the August 13, 2026 Board of Directors Meeting

Section: VIII. Consent Items
Item: A. Updated Minutes for the August 13, 2026 Board of Directors Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: August 13, 2026 Board of Directors Meeting Minutes.pdf

BACKGROUND:

These are the minutes that reflect the meeting of the Connecting Waters Charter Schools Board of Directors' August 13, 2026, meeting. They are being brought back to the Board for approval after amendments were made to correct discrepencies.

APPROVED

Connecting Waters Charter Schools

Minutes

CWCS Board of Directors Meeting

Date and Time
Thursday August 13, 2026 at 3:00 PM

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

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

Directors Absent
K. Corrales

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 Thursday Aug 13, 2026 at 3:00 PM.

B. Roll Call

C. Approval of the August 13, 2026, Board of Directors Agenda

K. Martin made a motion to approve of the August 13, 2026, Board of Directors Agenda. Items I.E-F moved after Section V. Closed Session Report and Section VI. C-D will be moved to Section VI. A-B.
L. Addipah seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Pledge of Allegiance

Stuart Welch led the Pledge of Allegiance

E. Hearing of the Public on Non-Agenda Items

This item was moved to Section V. Item A.

No members of the public were present

F. Hearing of the Public on Agenda Items

This item was moved to Section V. Item B.

No members of the public were present for CW or CV

Lauren Bassard was present at CWEB

II. Hearing of Public on Closed Session Items

A. No public attendees

Went into Closed Session at 3:04 p.m.

III. Report on Closed Session Items

A. Public Employee Appointment

Nothing to report

Returned to Open Session at 3:46 p.m.

IV. Items Scheduled for Consideration and/or Action

A. Updated 2026-2027 180 Day Education Specialist Pays Rate and Salary Information

This item was moved to Section V. Item C.

The Board lost quorum. Therefore no vote was taken on this. This will be readdressed as a future agenda item.

Board Member, Stuart Welch, left at 3:55 p.m.

B. Board Training Summit

The Board lost quorum. Therefore no vote was taken on this.

C. Review of Chief Business Officer (CBO) Compensation Study

This item was moved to the beginning of this section and became Item A.

This was reviewed.

D. Approval of Chief Business Officer (CBO) Contract

E. Melton made a motion to approve the Chief Business Officer (CBO) Contract.
L. Addipah seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

This item was moved to the beginning of this section and became Item B.

V. Items scheduled for Information & Discussion

A. Discuss Budgetary Limit for the Executive Director Search Ad Hoc Committee

The Board discussed initiating a search for a future Executive Director and the potential use of an outside executive search firm to assist with the recruitment process. A preliminary estimate of approximately $20,550 was received from one firm, and the Board requested additional research and cost comparisons to establish an appropriate budget and authorization for the search.

Board Vice Chair, Jennifer Louie Monzon, arrived at 4:11 p.m.

B. Review of Executive Director Compensation Study

This was reviewed

C. Discussion on Employee Residency and Relocation Policy

The Board reviewed feedback from current out-of-state employees regarding the proposed residency and relocation policy, with common themes including grandfathering existing employees, concerns regarding trust and continuity for students, and potential personal and financial hardships associated with relocation. The Board requested additional information regarding the number of out-of-state employees who work directly with students, the costs and resources associated with supporting out-of-state employees, and clarification regarding responsibility for required travel expenses. Further discussion of the policy's sunset provisions was requested, with an emphasis on ensuring the policy is clearly documented and legally compliant.

D. Discussion on Recruitment of New Board Members

The Board reviewed the process for recruiting and selecting new Board members and discussed expanding outreach to staff, parents, and the broader community. The Board emphasized the need for a clear Board member job description that accurately communicates the responsibilities and time commitment of the role and expressed support for broader recruitment efforts, including targeted outreach to parents and community members.

E.

Review of the 2025-2026 Graduation Exit Survey

The Board reviewed the graduate exit survey, which included 173 responses and provided generally positive feedback regarding students' experiences and preparation for life after graduation. The Board discussed opportunities to improve the survey's format and data reporting, including more clearly distinguishing response categories and analyzing results by school, as well as using the feedback to identify actionable improvements in student services, career readiness, and post-graduation support.

F. Review the Updated Board Bylaws

The Board was given a copy of the Board Bylaws that were being updated. If they had any questions, they could be addressed at the Board Summit.

G. Board Remarks

The Board received a positive update on the success of the Tiger Rallies and Ready to Roar events, which expanded beyond traditional new-family orientations to welcome all families and students back to school for the 2026-2027 school year. The events provided opportunities for connection, curriculum distribution, games, resources, and vendor engagement. The Board recognized the strong participation and support from staff, and expressed appreciation for the collaborative effort that helped create a welcoming and successful start to the school year.

VI. Hearing of Public on Closed Session Items

A. No public attendees at all 3 sites Closed Session at 5:03pm

No public attendees at all 3 sites Closed Session at 5:03pm

VII. Closed Session

A. Public Employee Discipline/Dismissal/Release

A. Public Employee Discipline/Dismissal/Release

VIII. Return to Open Session

A. returned to Open session at 6:53pm

Returned to Open session at 6:53pm

IX. Report on Closed Session Actions

A. Public Employee Discipline/Dismissal/Release

Nothing to report

X. Closing Items

A. Adjourn Meeting

L. Addipah made a motion to Adjourn Meeting.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:54 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

Minutes for the October 29, 2026 Board of Directors Meeting

Section: VIII. Consent Items
Item: B. Minutes for the October 29, 2026 Board of Directors Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for CWCS Board of Directors Meeting on October 29, 2026

BACKGROUND:

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

DRAFT

Connecting Waters Charter Schools

Minutes

CWCS Board of Directors Meeting

(A California Non-Profit Public Benefit Corporation)

Date and Time
Thursday October 29, 2026 at 3:00 PM

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

Directors Absent
None

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 Thursday Oct 29, 2026 at 3:02 PM.

B. Roll Call

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

K. Corrales made a motion to Approve of the October 29, 2026, Board of Directors Agenda.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. Pledge of Allegiance

Stuart Welch led the Pledge of Allegiance

E. Student and Staff Recognition / R.O.A.R. Awards

The Board recognized the recipients of the R.O.A.R. Awards (Rise, Overcome, Achieve, and Radiate), honoring certificated staff, classified staff, and students who exemplify these qualities. Recipients were acknowledged for their positive attitudes, dedication,

willingness to go above and beyond, contributions to the school community, academic enthusiasm, leadership, and commitment to supporting others.

II. Hearing of the Public on Agenda and Non Agenda Items

A. Public comments (in person)

No member of the public were present at any of the resource centers

B. Written comments recieved by the Board

No written comments were recieved.

III. Financial Update - Presented by Charter Impact

A. August Financial Statements for CW, CWEB, and CWCV

Charter Impact presented the August and September financial reports for all three schools, outlining revised revenue and expenditure projections based on actual enrollment and ADA. All three schools are projected to maintain a modest year-end surplus and healthy fund balances. The Board requested future updates on the transition to Charter Impact, including payroll concerns, corrective actions, and timelines for resolution.

B. September Financial Statements for CW, CWEB and CWCV

The financial report was presented alongside the August financial report, providing updated revenue and expenditure projections for all three schools based on actual enrollment and attendance.

IV. Academic Excellence

A. Executive Director Report

The Executive Director welcomed the new Chief Business Officer and directors and emphasized the importance of collaboration in preparing for upcoming authorizer visits and charter renewal. Updates were provided on policy revisions, governance initiatives, internal complaint procedures, organizational development, school activities, professional development, and the ongoing compensation study. The annual authorizer visit identified areas for continued improvement, including enrollment and demographic trends, school culture, staff compensation, employee trust, response times, and governance. The leadership team will continue addressing these priorities and preparing the required data and reports for the upcoming December authorizer presentation.

V. Consent Items

A.

Minutes for the August 27, 2026 Board of Directors Meeting

L. Addipah made a motion to approve the minutes from CWCS Board of Directors Meeting on 08-27-26.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Minutes for the August 28, 2026 Board of Directors Meeting

L. Addipah made a motion to approve the minutes from CWCS Board of Directors Training & Regular Meeting on 08-28-26.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Minutes for the October 16, 2026 Special Board of Directors Meeting

L. Addipah made a motion to approve the minutes from Special Meeting for CWCS Board of Directors on 10-16-26.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. New Hires List

E. Separations List

F.

New Vendor Report

G. August 2026 Warrant Report from Charter Impact for Connecting Waters Charter School

H. August 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, East Bay

I. August 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, Central Valley

J. September 2026 Warrant Report from Charter Impact for Connecting Waters Charter School

K. September 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, East Bay

L. September 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, Central Valley

M. Treasurer's Report for July - August

N. Missed Assignment, Re-Engagement and Involuntary Removal Policy

O. Suspension and Expulsion Policy

P. Independent Study Policy

Q. Student Safety, Professional Boundaries, and Adult Misconduct Policy

R. Classroom and School Volunteer, Visitation and Removal Policy

S. Extreme Weather Policy and Procedure

T. Items on the Consent Agenda

L. Addipah made a motion to approve items on the Consent Agenda.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

L. Addipah	Aye

VI. Items for Consideration and Action

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

K. Corrales made a motion to approve the Appointment of Connecting Waters Charter Schools Board of Directors Board Chair, Erika Melton for another consecutive term in this role.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

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

K. Martin made a motion to approve the Appointment of Connecting Waters Charter Schools Board of Directors Vice Chair, Jennifer Louie-Monzon for another consecutive term in this role.
L. Addipah seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

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

S. Welch made a motion to approve the Appointment of Connecting Waters Charter Schools Board of Directors Secretary, Kristen Corrales for another consecutive term in this role.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Welch	Aye
L. Addipah	Aye

Roll Call

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

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

K. Martin made a motion to approve the Appointment of Connecting Waters Charter Schools Board of Directors Assistant Secretary, Lydia Addipah for another consecutive term in this role.
K. Corrales seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Updated Board Governance Handbook

J. Louie-Monzon made a motion to approve the Updated Board Governance Handbook.
K. Martin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Governance Oversight of Executive Direct Reports Policy

K. Corrales made a motion to table the Governance Oversight of Executive Direct Reports Policy for the November 12, 2026 Board of Directors Meeting.
L. Addipah seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. Addipah	Aye
J. Louie-Monzon	Aye
E. Melton	Aye
S. Welch	Aye

Roll Call

K. Martin	Aye
K. Corrales	Aye

G. Update of the 2026-2027 Regular Scheduled Board Meetings

E. Melton made a motion to the update of the 2026-2027 Regular Scheduled Board Meeting to add January 14, 2027 and switch the June 10, 2027 meeting to June 17, 2027.
J. Louie-Monzon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VII. Items scheduled for Information & Discussion

A. Review the Updated Board Bylaws

The Board reviewed the updated Board Bylaws. No objections were raised, and the item will proceed for further review prior to approval.

B. Fiscal Policies Manual Annual Update

The Board reviewed the annual updates to the Fiscal Policies Manual, which included revisions made following the initial review. Additional review by the Chief Business Officer is pending, and the item will be placed on the next meeting agenda for consideration and potential approval, subject to any further questions or revisions.

C. Review Board Member Job Description / Board Member Recruitment

The Board reviewed proposed updates to the Board Member job descriptions and recruitment materials to ensure prospective members clearly understand the responsibilities and expectations of Board service. The Board agreed to move the general Board Member job description forward for consideration and approval at the next meeting, while additional review of officer position descriptions and recruitment materials will continue.

D. Board Self Assessment Feedback Report

The Board reviewed the results of its self-assessment and discussed using the feedback to identify areas for improvement, establish goals, and pursue relevant Board training.

Discussion highlighted opportunities to strengthen alignment with the school's mission and vision, strategic planning, and the Board's focus on student achievement. The Board also discussed gathering additional feedback from school leadership and staff, with proposed survey questions to be developed and presented for review at a future meeting.

E. Board Remarks

The Board discussed recent authorizer engagements and emphasized staff collaboration to address feedback ahead of charter renewals over the next two to three years. Leadership outlined key upcoming milestones through early spring, including authorizer visits, report submissions, a combined online WASC review in March, and state testing in April.

VIII. Hearing of Public on Closed Session Items

A. No members of the public were present

Went in to closed session at 4:45 p.m.

IX. Return to Open Session

A. Open Session

Return to Open Session at 7:27 p.m.

X. Report on Closed Session Actions

A. Public Employee Discipline/Dismissal/Release

Nothing to report out

B. Public Employee Appointment

Nothing to report out

Stuart Welch left at 6:30 p.m.
Lydia Addipah left at 7:18 p.m.

A vote was held in closed session to continue meeting beyond 6:00 p.m. to align with the Governance Handbook. The vote was unanimous.

XI. Board Governance Action Items

A. Approval of the Executive Director Contract

The Board lost quorum, therefore, no vote was taken on this. This item will be added to the November 12, 2026 Board of Directors Meeting agenda.

XII. Closing Items

A. Adjourn Meeting

K. Martin made a motion to adjourn.
K. Corrales seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 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.

Coversheet

Separations List

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

BACKGROUND:

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

Coversheet

New Vendor Report

Section: VIII. Consent Items
Item: D. New Vendor Report
Purpose:
Submitted by:
Related Material: Vendor Report (October 15 - November 3, 2026).pdf

BACKGROUND:

This is the list of Connecting Waters Charter Schools newly added vendors since the last Board of Directors meeting.

New Vendor Report

October 15, 2026 to November 3, 2026

New Vendor Name	Website	Service or Product Description	Service Area	Vendor #
American Swim Academy	https://americanswimacademy.com/	Physical Education - Swimming	Contra Costa & Alameda Counties	V3969
Inspire Active Learning	https://www.inspireactivelearning.com/	Tutoring - Multi-Subject	Alameda County	V379
Sierra Tennis Academy	https://playtennis.usta.com/sierratennisacademy	Physical Education - Tennis	Tuolumne County	V380
Theater Fun	https://theaterfun.com/	Electives - Theater	Santa Clara County	V8517

Coversheet

October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School

Section: VIII. Consent Items
Item: E. October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School
Purpose:
Submitted by:

BACKGROUND:

Check registry for October monthly expenses

Coversheet

October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, East Bay

Section: VIII. Consent Items
Item: F. October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, East Bay
Purpose:
Submitted by:

BACKGROUND:

Check registry for October monthly expenses

Coversheet

October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, Central Valley

Section: VIII. Consent Items
Item: G. October 2026 Warrant Report from Charter Impact for Connecting Waters Charter School, Central Valley
Purpose:
Submitted by:

BACKGROUND:

Check registry for October monthly expenses

Coversheet

Treasurer's Report for September-October

Section: VIII. Consent Items
Item: H. Treasurer's Report for September-October
Purpose:
Submitted by:
Related Material: CWCS Treasurer's Report September-October 2026.pdf

BACKGROUND:

The Treasurer's Report for September - October 2026

CWCS - Treasurer's Bi-Monthly Report September - October Report Fiscal Year Starting July 1, 2026 Prepared by Nathan Meginness				
S.O.F.A. School Office Fundraiser Account				
Beginning Balance	$ 5,763.79			
Deposits and other credits				
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 5,763.79**			
FCCLA (Family, Career, Community, Leaders of America)				
Beginning Balance	$ 2,094.94			
Deposits and other credits	$ 180.00		10/23	FCCLA Leadership Lunch - Cashier's Check Cancellation Deposit
	$ 120.00		10/23	FCCLA Leadership Meeting - Cashier's Check Cancellation Deposit
Checks/Withdrawals/Debits	$ (190.00)		10/21	FCCLA Leadership Lunch - Cashier's Check
	$ (130.00)		10/21	FCCLA Leadership Lunch - Cashier's Check
Ending Balance	**$ 2,074.94**			
CTE (Career Technical Education) - Business Class Online Store				
Beginning Balance	$ 1,221.67			
Deposits and other credits				
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 1,221.67**			
CTE (Career Technical Education) Account - Culinary Program Tiger Cafe				
Beginning Balance	$ 9,576.71			
Deposits and other credits	$ 22.64		9/15/26	Square Credit - CTE Tiger Cafe
	$ 74.47		9/18/26	Square Credit - CTE Tiger Cafe
	$ 43.45		9/23/26	Square Credit - CTE Tiger Cafe
	$ 73.71		9/30/26	Square Credit - CTE Tiger Cafe
	$ 59.71		10/13/26	Square Credit - CTE Tiger Cafe
	$ 86.03		10/15/26	Square Credit - CTE Tiger Cafe
	$ 188.89		11/2/26	Square Credit - CTE Tiger Cafe
Checks/Withdrawals/Debits	**-**			
Ending Balance	**$ 10,125.61**			
Yearbook Account				
Beginning Balance	$ 5,334.65			
Deposits and other credits	$ 35.00		9/3	Vendor Yearbook Advertisement
	$ 81.88		10/1	Yearbook Reimbursement
	$ 75.00		10/15	Vendor Yearbook Advertisement
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 5,526.53**			
P.A.W.S (Parent Activities Workshops Support) Formerly PAC (Parent Advisory Council)				
Beginning Balance	$ 549.65			
Deposits and other credits	**-**			
Checks/Withdrawals/Debits	**-**			
Ending Balance	**$ 549.65**			
SunShine Account - Employee Donations				
Beginning Balance	$ 662.68			
Deposits and other credits	$ 30.00		9/3	Employee Donation
	$ 157.42		9/18	Employee Donation
	$ 38.07		9/18	Employee Donation
	$ 22.00		9/23	Employee Donation
	$ 158.65		10/13	Employee Donation
	$ 48.05		10/19	Employee Donation
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 1,116.87**			
Student Council Account				
Beginning Balance	$ 865.56			
Deposits and other credits	$ 255.00		9/15	Student Council Tiger Trot T-Shirts 8/31/26
	$ 86.12		9/18	Student Council Tiger Trot T-Shirts 9/2/26
	$ 28.66		9/18	Student Council Tiger Trot T-Shirts 9/4/26
	$ 90.00		9/23	CWEB Tiger Trot T-Shirt Sales
	$ 17.11		10/19	Middle School Social Ticket Sales
	$ 17.11		10/29	Middle School Social Ticket Sales

	$ 17.11		11/2	Middle School Social Ticket Sales
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 1,376.67**			
CSF (California Scholarship Federation) Account				
Beginning Balance	$ 151.09			2014-2015 Inactive Account
Deposits and other credits	-			
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 151.09**			
EVS (Environmental Science) / Book Club Account				
Beginning Balance	$ (1.75)			2023-2024 Inactive Account
Deposits and other credits	-			
Checks/Withdrawals/Debits	-			
Ending Balance	**$ (1.75)**			
OLF (Oral Language Fair) Account				2019-2020 Inactive Account
Beginning Balance	$ 56.00			
Deposits and other credits	-			
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 56.00**			
Science Olympiad Account				2014-2015 Inactive Account
Beginning Balance	$ 31.98			
Deposits and other credits	-			
Checks/Withdrawals/Debits	-			
Ending Balance	**$ 31.98**			
DONATIONS TOTAL CHECKING ACCOUNT BALANCE ENDING ON: October 31, 2026				
	$ 27,993.05			

Coversheet

Governance Oversight of and Complaint Procedures for Board-Reporting Employees Policy

Section: IX. Items for Consideration and Action
Item: A. Governance Oversight of and Complaint Procedures for Board-Reporting Employees Policy
Purpose: Vote
Submitted by:
Related Material:
Governance Oversight of and Complaint Procedures for Board-Reporting Employees Policy.docx.pdf

BACKGROUND:

The Board reviewed the proposed policy outlining governance oversight, accountability, and reporting expectations for executive direct reports. Following that review, the policy is now ready for Board adoption. It establishes clear boundaries between the Board's governance responsibilities and the Executive Team's day-to-day management responsibilities.

Governance Oversight of and Complaint Procedures for Board-Reporting Employees Policy

Effective Date: August 1, 2026 (Proposed)
Review Cycle: Annual (Aligned with Bylaw Review)
Primary Responsibility: Full Board of Directors

1. Purpose

This Board Policy establishes clear operational boundaries, reporting mechanisms, and accountability structures for Board-Reporting Employees. These are the Executive Director, the Chief Business Officer, and, where applicable, the Deputy Executive Director. This policy ensures rigorous public accountability and fiscal oversight across all three Connecting Waters Charter Schools sites. It strictly preserves the distinction between governance (the Board's role) and day-to-day management (the Executive Director's role).

This policy also sets a fair, impartial process for investigating formal written complaints against Board-Reporting Employees.

2. Scope

This policy applies to all members of the Board of Directors and to all personnel explicitly hired by, reporting to, and evaluated directly by the Board ("Board-Reporting Employees"). It covers operational tracking, leave coordination, performance evaluations, complaint investigations, and communication protocols.

General employee and operational complaints follow standard school policies in the Employee Handbook or the Uniform Complaint Procedures, as applicable. They are not covered by Section Seven (7) of this policy. Complaints that fall under the Uniform Complaint Procedures, Title IX, or mandated reporting laws also follow those procedures, and this policy does not delay or replace them.

3. Definitions

3.1. **Personnel Department**: The school's Human Resources Department.

3.2. **Board-Reporting Employee:** Any employee who reports directly to the Board of Directors, including the Executive Director (ED), the Chief Business Officer (CBO), and, where applicable, the Deputy Executive Director (DED).

3.3. **Formal Written Complaint:** A written complaint involving a Board-Reporting Employee that is submitted to the school or to any Board member.

3.4. **Board Assistant:** The staff member, typically an Executive Administrative Assistant, designated to handle Board meeting logistics and post meeting notices.

4. Operational Framework and System Alignment

4.1. **Personnel Policy Compliance:** Board-Reporting Employees are bound by all standard provisions of the current Employee Handbook, unless the employee's employment contract

expressly provides otherwise.

4.2. **Governance Boundary:** Employment contracts for Board-Reporting Employees may modify specific terms (e.g., severance, term length), but they do not exempt them from standard workplace behavior, safety, or compliance rules.

4.3. **Utilization of Shared Systems:** Board-Reporting Employees must utilize the organization's centralized personnel (human resources), payroll, and back-office tracking systems.

4.4. **Policy Requirement:** No "off-books" or parallel systems for tracking Board-Reporting Employee, compensation modifications, or benefit allocations are permitted. This ensures complete transparency for internal auditors and back-office financial providers.

5. Calendar, Leave Tracking, and Continuity

5.1. **Annual Calendar Approval:** The annual work calendars for all Board-Reporting Employees must be submitted to the Board Chair and Vice Chair for approval concurrently with the adoption of the school's academic and operational calendars.

5.2. **Non-Overlap of Leadership:** To ensure continuous administrative coverage across all three charter school programs, the vacation and extended leave schedules of the ED, CBO, and DED shall not overlap. At least one of the ED, CBO, or DED must be active and operationally reachable at all times.

5.3. **Leave Approval Thresholds:**

- **Routine Leave (3 business days or fewer):** Board-Reporting Employees must log routine personal or vacation time in the shared HR system, ensuring coverage is coordinated.
- **Extended Leave (more than 3 business days):** Any continuous vacation or personal leave exceeding three (3) business days must be submitted to the Board Chair and Vice Chair for approval at least two (2) weeks in advance.
- **Emergency Leave:** In cases of sudden illness or emergency absence, the Board-Reporting Employee must notify the Board Chair and Vice Chair within 24 hours and activate the Board-approved administrative succession plan.

6. Performance Evaluation and Accountability

6.1. **Governance vs. Management Delineation:**

- The Board's Role (Governance): Defines what metrics and strategic goals the schools must achieve (e.g., LCAP goals, fiscal reserve targets, charter renewal criteria) and evaluates whether those goals were met.
- The ED's Role (Management): Determines how those goals are operationalized on a daily basis across the three school sites, including the daily assignments and management of the CBO and DED.

6.2. **Evaluation Frequency:** The Board shall conduct a formal performance evaluation of all Board-Reporting Employees annually. This process will include self-evaluations, progress reports against LCAP goals or goals set for the Board-Reporting Employees by the Board, and a review of annual fiscal audit findings. If implemented, this process may also incorporate stakeholder feedback obtained through surveys.

6.3. **Unified Chain of Command:** The ED, CBO, and DED (where applicable) each report to the Board, and the Board formally evaluates each of them. The ED manages the

day-to-day work and assignments of the CBO and DED to maintain administrative unity

and avoid organizational fractures. The CBO also reports to the Board regarding the fiscal health of the organization.

7. Complaint Investigation Procedure

7.1. **Intake of Complaint**: When the school or any Board member receives a complaint involving a Board-Reporting Employee, the complaint must be forwarded confidentially as soon as reasonably possible to the Board Chair or Vice Chair. If either the Board Chair or Vice Chair is unavailable or named in the complaint, it goes to the other. If the Executive Director receives a complaint about any other Board-Reporting Employee, the Executive Director must forward it immediately and confidentially to the Board Chair or Board Vice Chair and Board Designated Investigator. Within ten (10) business days of receiving a complaint, the Board Chair or Board Vice Chair and Board Designated Investigator will review the complaint and determine the appropriate next steps as outlined below.

7.2. **Complaint Processing/Review**: The appropriate process shall be determined based on the circumstances of the complaint and may include:

- An internal investigation; or
- An independent Third-Party Investigation

The Board shall designate a Board member sufficiently knowledgeable regarding complaint review, investigative principles, confidentiality, and related procedures to serve as the Designated Complaint Reviewer. If the Designated Complaint Reviewer is named in the complaint, has a conflict of interest, or cannot impartially perform the assigned duties, a qualified non-conflicted alternate Board member shall be designated. The Designated Complaint Reviewer shall conduct an initial review of the complaint and recommend the appropriate process for addressing the allegations. The nature and seriousness of the allegations, applicable legal requirements, and established school and board policies shall be considered when determining the appropriate course of action.

7.3. **Board Meeting:** The Board Chair and Vice Chair will determine if a special meeting is needed and if so, direct the Board Assistant to schedule and post notice of a Board meeting under the Ralph M. Brown Act to consider the matter and determine its next steps. A regular or special meeting may be used. The meeting will be held as soon as practicable after notice is given. If a Board meeting cannot be held within ten (10) days of receipt of the complaint, the Designated Complaint Reviewer is authorized to select the appropriate investigation process, subject to Board ratification, in order to prevent any undue delay in responding to the complaint.

7.4. **Selection of Investigator:**

7.4.1 Internal Investigation: If the complaint concerns the CBO or DED, an internal investigation may be conducted by the ED with the support of the Board and/or Personnel Department, or by the Board and/or Personnel Department, when appropriate. If the complaint concerns the ED, an internal investigation may only be conducted by the Board, through the designated complaint reviewer. The Human Resource Department may be needed to support the Board/Board members with procedural, not substantive, aspects of the investigatory process.

7.4.2 Independent Third-Party Investigation: An independent third-party investigation may be authorized where an internal investigation would not be appropriate or possible under the circumstances. An independent investigation keeps every complaint moving, regardless of scheduling or availability. It begins when the Board directs one at a meeting, or when no meeting has been noticed/held within ten (10) business days of receipt, the Board Designated Complaint Reviewer authorizes one, subject to Board ratification.

- The Board Designated Investigator will contact The Personnel Department
- retain an independent, qualified third-party investigator to conduct an impartial investigation.

7.5. **Personnel Department Support:** The Board may consult the Personnel Department at any time for guidance on the complaint process, including deadlines and legal requirements. The Personnel Department will not be given details of a complaint unless the Board chooses to share them if appropriate and only to the extent necessary to obtain guidance.

7.6. **Point of Contact and Governance:**

- The Board Chair (or designee) serves as the primary liaison and point of contact with legal counsel and the investigator throughout the process.
- Individual Board members will not contact, direct, or interfere with legal counsel or the investigator unless formally authorized by the Board.

7.7. **Recusal:** Any Board member who is named in a complaint, or who has a conflict of interest related to it, must recuse themselves from all Board discussion, direction, and action on the matter.

7.8. **Separation from Performance Evaluation:** A complaint investigation under this section is separate from the annual performance evaluation in Section 6.

8. Compliance and Legal Guardrails

8.1. **Brown Act & Conflict of Interest Warning**

- **Open vs. Closed Session:** Any discussion regarding an individual Board-Reporting Employee's performance evaluation must occur in Closed Session under the personnel exception. Discussion of contract terms or compensation will occur in Closed Session only under the applicable Brown Act provision, as advised by legal counsel. All Board discussions regarding a complaint, investigation updates, or final investigative reports will also occur in Closed Session per Government Code § 54957. However, the adoption or modification of this policy must be agendized, discussed, and voted on in Open Session. Any reportable Board action following an investigation will be announced in Open Session as required by law.
- **Serial Meeting Prohibition:** Board members must not discuss modifications to this policy, executive performance issues, or any complaint or investigation matter via collective email chains, text groups, or sequential phone calls. A quorum of members must never discuss board business outside of a properly noticed public meeting.

9. Privacy and Confidentiality Guardrail

9.1. When drafting evaluations, reviewing Board-Reporting Employee metrics, or handling complaint materials and investigation reports, employees and Board members must not include or upload sensitive, identifiable student data (violating FERPA), unverified/private medical data of personnel, or any other confidential personnel or pupil information into shared board working folders.

Coversheet

Updated Board Bylaws

Section: IX. Items for Consideration and Action
Item: B. Updated Board Bylaws
Purpose: Vote
Submitted by:
Related Material: Bylaws amended Clean Version 11.12.26(4919-1314-9326.v10).docx.pdf

BACKGROUND:

The Board is being asked to update Bylaws, which incorporate revisions made in consultation with legal counsel. Several areas were specifically reviewed at the request of the Board Chair and Vice-Chair to provide greater clarity around Board authority, officer roles, and governance procedures. Due to deadlines established by CalSTRS, it is recommended the Board adopt these revisions to meet required deadlines

Bylaws
of
Connecting Waters Charter Schools
(A California Nonprofit Public Benefit Corporation)

Article I
Name of Corporation

Section 1. Name. The name of this Corporation is Connecting Waters Charter Schools.

Article II
Principal Office of The Corporation

Section 1. Principal Office Of The Corporation. The principal office for the transaction of the activities and affairs of the Corporation is 12420 Bentley Street, Waterford, California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. Other Offices Of The Corporation. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

Article III
General And Specific Purposes; Limitations

Section 1. General And Specific Purposes. The purposes of the Corporation are to manage, operate, guide, direct and promote one or more California public charter schools, including, but not limited to, Connecting Waters Charter School and Connecting Waters Charter School, East Bay, and Connecting Waters Charter School, Central Valley. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article IV
Construction And Definitions

Section 1. Construction And Definitions. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

Article V
Dedication Of Assets

Section 1. Dedication Of Assets. The Corporation's assets are irrevocably dedicated to public benefit purposes as set forth in the Charter of any charter school operated as or by the Corporation. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to to another public school that satisfies the requirements of paragraphs (a) through (e) of section III.A of Notice 2015-07 issued by the Internal Revenue Service and the Treasury Department entitled "Relief for Certain Participants in §414(d) Plans" or any final regulations implementing 26 U.S.C.§ 414(d) or to a State, political subdivision of a State, or agency or instrumentality thereof..

Article VI
Corporations Without Members

Section 1. Corporations Without Members. The Corporation shall have no members within the meaning of the Nonprofit Corporation Law.

Article VII
Board of Directors

Section 1. General Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or bylaws, the Corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors ("Board").

Section 2. Specific Powers. Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the Articles of Incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.

b. Change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities

in any other state, territory, dependency, or country; conduct its activities in or outside California.

c. Borrow money and incur indebtedness on the Corporation's behalf and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

d. Adopt and use a corporate seal.

Section 3. Designated Directors And Terms. The number of directors shall be no less than five (5) and no more than seven (7), unless changed by amendments to these bylaws in accordance with Article XVII of these bylaws. The Board composition shall include parents of students currently attending a charter school operated by Connecting Waters Charter Schools and at least two (2) members of the community. The Board shall make every effort to appoint a parent director from each school site if possible. Directors shall be designated by the existing Board of Directors, except for a representative appointed by a chartering authority in accordance with Education Code Section 47604(c).

In addition to the number of directors otherwise prescribed by these bylaws, the Board may also include a pupil member pursuant to Education Code section 47604.2, with limited voting rights set by statute.

Section 4. Restriction On Interested Persons As Directors. No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person currently compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. The Board may adopt other policies circumscribing potential conflicts of interest.

Section 5. Directors' Terms. Each director shall hold office for two (2) years and until a successor director has been appointed by the Board. A director may serve subsequent terms when appointed to do so by formal action of the Board of Directors. Each director, including a director designated to fill a vacancy, shall hold office until the expiration of the term for which he or she is designated and until the designation and qualification of a successor, or until that director's earlier resignation or removal in accordance with these bylaws and California Nonprofit Corporation Law.

Section 6. Nominations. The Board of Directors will solicit nominations at least thirty (30) days before the date of any designation of directors. The Board of Directors shall compile a list of all candidates nominated to serve on the Board of Directors at least seven (7) days before the date of such designation or at such other time as the Board of Directors may set and the Board Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, the list of all candidates nominated to serve on the Board.

Section 7. Use Of Corporate Funds To Support Nominee. No Corporation funds may be expended to support a nominee .

Section 8. Events Causing Vacancies On Board. A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) the increase of the authorized number of directors; (d) the failure of a parent representative to have at least one child attending a charter school operated by Connecting Waters Charter Schools; or (e) a director's unexcused failure to attend three (3) Board meetings during the school year.

Section 9. Resignation Of Directors. Except as provided below, any director may resign by giving written notice to the Chair of the Board or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the vacancy may be filled in accordance with Section 12 of this Article and a successor designated to take office as of the date when the resignation becomes effective.

Section 10. Director May Not Resign If No Director Remains. Except on notice to the California Attorney General, no director may resign if the Corporation would be left without a duly designated director or directors.

Section 11. Removal Of Directors. Any director, except for a representative appointed by the chartering authority, may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and such removal are given in compliance with the provisions of the Ralph M. Brown Act ("Brown Act"). (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code). A representative designated by a chartering authority in accordance with Education Code Section 47604(c) may be removed without cause by the chartering authority or with the written consent of the chartering authority. Any vacancy caused by the removal of a Board appointed director shall be filled as provided in Section 12.

Section 12. Vacancies Filled By Board. Vacancies on the Board of Directors, except for a vacancy in the seat of the representative designated a chartering authority in accordance with Education Code Section 47604(c), may be filled by approval of the Board of Directors. A vacancy in the seat of a representative appointed by a chartering authority shall be filled by the chartering authority.

Section 13. No Vacancy On Reduction Of Number Of Directors. Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 14. Place Of Board Of Directors Meetings. Meetings shall be held at any place within the physical boundaries of the county in which the greatest number of pupils enrolled in the charter schools managed by the Corporation reside. A two-way teleconference location shall be established at each school site. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Brown Act, and Education Code section 47604.1.

Section 15. Meetings; Annual Meetings. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Brown Act. The Board of Directors shall meet annually for the purpose of organization, election of officers, adoption of the regular Board meeting schedule and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as noticed by the Board of Directors in accordance with the Brown Act.

Section 16. Regular Meetings. The Board shall adopt a regular Board meeting schedule at the annual Board meeting. The regular Board meeting schedule may be revised as necessary by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The Chair shall have the authority to reschedule a regular meeting as necessary to establish a quorum of directors.

Section 17. Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair of the Board of Directors or a majority of the Board of Directors. If a Chair of the Board has not been elected then the Vice-Chair is authorized to call a special meeting in place of the Chair of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 18. Notice Of Special Meetings. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is given to the public through the posting of an agenda. Directors shall also receive at least twenty-four (24) hours notice of the special meeting, in the manner:

a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.

b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 19. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with

the 24-hour notice and 72-hour agenda posting requirements of the Ralph M. Brown Act. An emergency situation means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Directors. The Chair of the Board of Directors, or the Vice-Chair if a Chair has not been elected, shall give notice of an emergency meeting by telephone at least one hour before the meeting to all media outlets that have requested notice of special meetings, unless telephone services are not functioning, in which case notice shall be given as soon after the meeting as possible. The Board shall comply with the notice, posting, and closed session provisions of Government Code Section 54956.5.

Section 20. Quorum. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote of the directors in attendance, based upon the presence of a quorum. Should there be less than a majority of the directors present at the inception of any meeting, the meeting shall be adjourned. The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, the Articles of Incorporation or these bylaws. Directors may not vote by proxy. The vote or abstention of each board member present for each action taken shall be publicly reported.

Section 21. Teleconference Meetings[1]. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the physical boundaries of the county in which the greatest number of pupils enrolled in the charter schools managed by the Corporation reside;

b. All votes taken during a teleconference meeting shall be by roll call;

c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;

d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public, and members of the public shall be provided with an opportunity to address the Board of Directors directly at each teleconference location;[2]

e. Members of the public must be able to hear what is said during the meeting and;

[1] The teleconferencing requirements of Section 20 shall not apply as provided in Section 54953(b)(4). Pursuant to Government Code Section 54953.8, the Corporation may use teleconferencing without complying with the requirements of paragraphs (a), (c), and (d) if the Corporation complies with the requirements of Sections 54953.8.2., 54953.8.3, or 54953.8.6.

[2] This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

f. Members of the public attending a meeting conducted via teleconference need not give their name as a condition to attendance at the meeting.[3]

Section 22. Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. Notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by the Brown Act.

Section 23. Compensation And Reimbursement. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the Corporation at the time that the resolution is adopted.

Section 24. Creation And Powers Of Committees. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees of the Board, each consisting of two or more directors, to serve at the pleasure of the Board. Only committees comprised solely of directors may exercise delegated authority of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

a. Fill vacancies on the Board of Directors or any committee of the Board;

b. Amend or repeal bylaws or adopt new bylaws;

c. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;

d. Create any other committees of the Board of Directors or appoint the members of committees of the Board;

The Board may also create one or more advisory committees composed of directors and non-directors. It is the intent of the Board to encourage the participation and involvement of faculty, staff, parents, students and administrators through attending and participating in open committee meetings. The Board may establish, by resolution adopted by a majority of the directors then in office, advisory committees to serve at the pleasure of the Board.

The Board, by resolution adopted by a majority of the directors then in office, may dissolve any committee at any time. An ad hoc committee shall be dissolved automatically upon completion of its assigned task, unless the Board determines otherwise.

Section 24. Meetings And Action Of Committees. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings

[3] The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 26. Non-Liability Of Directors. No director shall be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 27. Compliance With Laws Governing Student Records. The Charter School and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

Article VIII
Officers Of The Corporation

Section 1. Offices Held. The officers of the Corporation shall be a Chair of the Board, a Vice Chair of the Board, a President, a Secretary, and a Treasurer. The officers, in addition to the corporate duties set forth in this Article VIII, shall also have administrative duties as set forth in any applicable contract for employment or job specification.

Section 2. Duplication Of Office Holders. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Chair of the Board.

Section 3. Election Of Officers. The officers of the Corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board, subject to the rights of any officer under any employment contract.

Section 4. Removal Of Officers. Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause.

Section 5. Resignation Of Officers. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.

Section 6. Vacancies In Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 7. Chair Of The Board. The Chair of the Board of Directors shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. There shall also be a Vice-Chair of the Board of Directors. In the absence of the Chair the Vice-Chair shall preside at Board of Directors

meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 8. President. The President, also known as the Executive Director, shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The President shall also prepare the agendas for all Board of Director's meetings. The President shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 9. Secretary. The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each Board member present for each action taken.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the Articles of Incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 10. Treasurer. The Treasurer, also referred to as the Chief Financial Officer, shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate; (b) disburse the Corporation's funds as the Board of Directors may order; (c) render to the President, Chair of the Board, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

Article IX

Contracts With Directors

Section 1. Contracts With Directors. The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest) .

Article X
Contracts With Non-Director Designated Employees

Section 1. Contracts With Non-Director Designated Employees. The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Connecting Water Charter Schools Conflict of Interest Code have been fulfilled.

Article XI
Loans To Directors And Officers

Section 1. Loans To Directors And Officers. The Corporation shall not lend any money or property to or guarantee the obligation of any director or officer; provided, however, that the Corporation may advance money to a director or officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the Corporation.

Article XII
Indemnification

Section 1. INDEMNIFICATION. To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

Article XIII
Insurance

Section 1. Insurance. The Corporation shall have the right to purchase and maintain

insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

Article XIV
Maintenance of Corporate Records

Section 1. Maintenance Of Corporate Records. The Corporation shall keep:

a. Adequate and correct books and records of account;
b. Written minutes of the proceedings of the Board and committees of the Board; and
c. Such reports and records as required by law.

Article XV
Inspection Rights

Section 1. Directors' Right To Inspect. Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary, as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law.

Section 2. Maintenance And Inspection Of Articles And bylaws. The Corporation shall keep at its principal California office the original or a copy of the Articles of Incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

Article XVI
Required Reports

Section 1. Annual Reports. The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

a. The assets and liabilities, including the trust funds, or the Corporation as of the end of the fiscal year;

b. The principal changes in assets and liabilities, including trust funds;

c. The Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;

d. The Corporation's expenses or disbursement for both general and restricted purposes;

e. Any information required under these bylaws; and

f. An independent accountant's report or, if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

Section 2. Annual Statement Of Certain Transactions And Indemnifications. The Corporation will comply with Corporations Code section 6322.

Article XVII
Bylaw Amendments

Section 1. Bylaw Amendments. The Board of Directors may adopt, amend or repeal any of these bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of the Charter of any charter school operated as or by the Corporation, or make any provisions of these bylaws inconsistent with the Charter or Charters, the Corporation's Articles of Incorporation, or any laws.

Article XVIII
Fiscal Year

Section 1. Fiscal Year Of The Corporation. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

Certificate of Secretary

I certify that I am the duly elected and acting Secretary of the Connecting Waters Charter Schools, a California nonprofit public benefit corporation; that these bylaws, consisting of 14 pages, are the bylaws of the Corporation as adopted by the Board of Directors on June 26, 2014; and amended on September 17, 2018; amended April, 15, 2019, and amended November 12, 2026.

Executed on November 12, 2026, at Modesto, California.

Kristen Corrales, Board Secretary
4919-1314-9326, v. 10

Coversheet

Fiscal Policies Manual Annual Update

Section: IX. Items for Consideration and Action
Item: C. Fiscal Policies Manual Annual Update
Purpose: Vote
Submitted by:
Related Material: CWCS Fiscal Policy Manual Update clean copy.docx (1).pdf

BACKGROUND:

The Fiscal Policies Manual has been updated primarily to incorporate new requirements associated with AB 126 and related Education Code provisions.

Connecting Waters Charter Schools

Fiscal Policies & Procedure Manual

November 12, 2026

Table of Contents

1. **Cash/Checks Handling Policy**
2. **Purchasing Policy**
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5. **Fixed Assets**
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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 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. In accordance with Assembly Bill 126, any contract, amendment, renewal, or extension of a contract that causes compensation to an individual contractor to exceed $100,000 during a fiscal year requires prior approval of the Board. This authority may not be delegated by the Board.

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 $100,000 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 $100,000 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 $100,000 (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 ShareFile 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. All such agreements must clearly define the scope of services to be performed, and the price for such services. A file shall be maintained 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 100,000, 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.

Contracts existing on or before July 1, 2027 remain valid through expiration. However, agreements made after July 1, 2027 must comply with the following provisions in accordance with AB 126 and Education Code § 51827; Education Code § 47605(e)(6) for governing-body approval of qualifying individual-contractor compensation.

a. Public funds shall not be expended under a contract unless materials, programs, and activities are nonsectarian and comply with applicable state and federal nondiscrimination law.
b. Public funds shall not be used for tuition or fees at a private school that has filed a private-school affidavit unless required by a pupil's IEP.
c. No contract may provide a financial payment or gift to a pupil, prospective pupil, or family member as an incentive for enrollment, referral, or retention.
d. No employee incentive may be designed to manipulate or falsify attendance records or reports. Legitimate engagement/reengagement incentives are not prohibited by this policy.
e. Contracts shall itemize costs for credentialed staff, administrative staff, and instruction/related services sufficiently to determine qualifying expenses for funding purposes.
f. Every contract shall reflect reasonable market value, supported by quotes, comparable contracts, published pricing, market analysis, or another documented reasonable method.
g. The charter school shall not purchase annual/season passes or memberships to amusement/theme parks, zoos, or family entertainment. Single-use admissions, meals, and transportation may be permitted when educationally aligned or for graduation, celebrations, or co-curricular activities.
h. Contractors shall hold required business licenses/certificates, when applicable, and appropriate insurance; governmental entities are exempt from business-license requirements where law provides.
i. The charter school shall not contract with a pupil or the pupil's parent, guardian, or relative for services provided exclusively to that pupil, except permitted school-related transportation arrangements identified by law.
j. Parents/guardians shall not be reimbursed for activities or services except the special-education exception described in applicable law, including reimbursement required by an IEP and legal settlement/agreement.
k. Contractors interacting with pupils outside immediate school-employee supervision shall maintain reasonable pupil/site safety policies, including virtual settings, emergency response, and accident reporting.

l. Contractor personnel interacting with pupils shall satisfy applicable criminal-background requirements under Education Code § 45125.1.
m. Contracts shall include evidence of contractor qualifications/expertise, and contractors shall not charge pupils or their parents/guardians fees, where prohibited by law.

Procedure for Handling Invoices And Vendor Requests

a. All invoices received on-site should be delivered to the Back Office Provider upon receipt, and CWCS should inform the vendors that the School's billing address is. the school's main office or Business Services billing contact. Copies of all invoices will be sent to the 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 following authorization from school personnel.
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 date 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.

The Chief Business Official shall calculate and document independent-study/nonclassroom-based ADA growth by applicable apportionment period. An increase of 10 percent or more from the prior applicable apportionment period shall trigger an internal review of attendance documentation and preparation for any authorizer-requested attendance sampling.

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: Exercise discretion and good business judgment with respect to those expenses.

1. Be cost-conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.

2. 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 const 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. Monthly credit card statements will be reconciled monthly to ensure items are properly coded, supported by receipts, approved, and audit ready. Any unusual or unsupported transactions will be investigated with documented corrective action taken, where

needed.

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 $ 10,000, 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 $ 10,000 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 $ 10,000) 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 $ 10,000 or more (or is part of a system or collection that has a collective cost of $ 10,000 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. Audits must be posted on the school's website and the Board must review and formally accept or reject the audit at a public meeting within 45 days of issuance. Access to the auditor's workpapers by the State Controller's Office shall be expressly provided within the audit engagement. In the event of a change in auditor, the prior auditor will be authorized to communicate with the successor auditor concerning: fraud, noncompliance, management integrity, as well as significant accounting and audit matters.

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. Such plan will include the following elements: Audit year, Finding number, Finding description, Root cause, Corrective action, Responsible administrator, Target completion date, Evidence of correction, Board review date, Authorizer submission date, and Status.

Coversheet

Job Description for Board Member

Section: IX. Items for Consideration and Action
Item: D. Job Description for Board Member
Purpose: Vote
Submitted by:
Related Material: Job Description for Board Member Final 11.12.26.docx.pdf

BACKGROUND:

The Board will consider the job description to appoint a new Board Member

Board Member, Board of Directors

Connecting Waters Charter Schools

Location: Waterford, CA | Union City, CA | Modesto, CA

About Connecting Waters Charter Schools:

Connecting Waters Charter Schools have provided flexible, WASC-accredited personalized learning options to the communities in which the schools serve for over 20 years. We offer individualized educational experiences supported by dedicated teacher budgets and a range of resources to meet diverse student needs through homeschooling, independent study, and online/in-person classes.

Mission:

Connecting Waters Charter Schools is a collaborative educational community promoting academic excellence and providing individualized public education through challenging and varied learning pathways that prepare students for future success.

Vision:

To enhance life-long educational outcomes by partnering with families to provide stimulating and geographically accessible learning opportunities across multiple regions.

The Opportunity:

Connecting Waters Charter Schools is seeking dedicated and passionate individuals to serve on its Board of Directors. This is an exciting opportunity to contribute to the governance and strategic direction of a thriving charter school committed to providing individualized education experiences for its students. Board Members play a crucial role in ensuring the school's long-term success, fiscal responsibility, and adherence to its mission and values.

Responsibilities of a Board Member:

As a member of the Board of Directors, you will be responsible for:

- Governance and Strategic Planning:
  - Providing strategic direction and oversight for the school.
  - Participating in the development and approval of the school's strategic plan.
  - Ensuring the school operates in alignment with its mission, vision, and values.
  - Establishing and monitoring school-wide policies.
- Fiduciary Oversight:

    - Ensuring the financial health and sustainability of the school.
    - Reviewing and approving the annual budget and financial reports.
    - Overseeing the school's financial management and internal controls.
    - Participating in fundraising efforts as appropriate.
- Legal and Regulatory Compliance:
    - Ensuring the school operates in compliance with all applicable federal, state, and local laws and regulations, including the California Education Code and the school's charter.
    - Understanding and upholding the school's bylaws.
    - Adhering to ethical standards and acting in the best interests of the school and its students.
- Board Operations:
    - Attending and actively participating in monthly board meetings (typically held on Thursday afternoons/early-evenings).
    - Serving on board committees as needed (e.g., finance, governance, development).
    - Reviewing board materials and preparing for meetings.
    - Participating in board training summits and professional development opportunities.
- Stakeholder Engagement:
    - Acting as an advocate for the school within the community.
    - Fostering positive relationships with parents, students, staff, and the wider community.
    - Representing the school at community events as needed.
- Performance Monitoring and Accountability:
    - Overseeing the performance of the Executive Director.
    - Monitoring student achievement data and school performance metrics.
    - Ensuring the school is meeting its charter goals and obligations.

Qualifications and Desired Attributes:

Ideal candidates will possess a combination of the following qualifications and attributes:

- A strong commitment to the mission and vision of Connecting Waters Charter Schools.
- A genuine interest in the education and well-being of children.
- Demonstrated leadership experience in areas such as business, finance, law, education, non-profit management, or community development.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively and constructively as part of a team.
- Understanding of and commitment to ethical governance practices.
- Familiarity with charter school governance and regulations is a plus.
- Residency in the local Waterford/Union City/Modesto communities is preferred.

- Candidates must submit to a FBI/DOJ background check and a tuberculosis (TB) assessment.

Oath of Office:

Upon election to the Board, members will be required to take the California Charter School Board Member Oath of Office, as outlined here: Link to oath of office

Bylaws:

Board members are expected to understand and adhere to the school's bylaws, which can be found here: Link to by-laws

Time Commitment:

Board members typically dedicate five (5) hours per month to board-related activities, including meeting attendance, committee work, and preparation.

Term Length:

Board member terms are typically two (2) years, with the possibility of reappointment.

Compensation:

Board members serve in a volunteer capacity and do not receive financial compensation.

How to Apply:

Interested candidates are invited to fill out an Interest Form and submit a letter of interest and/or resume/CV outlining their qualifications and why they are interested in serving on the Board of Directors of Connecting Waters Charter Schools.

Application Deadline: *(Set by Executive Assistant / Board Assistant as necessitated by vacancies on the Board given in a follow up email to those who have submitted an interest form)*

Connecting Waters Charter Schools is committed to building a diverse and inclusive board that reflects the community it serves. Individuals from all backgrounds are encouraged to apply.

We look forward to hearing from you!

Coversheet

Discussion and Possible Action to Delegate Authority to the ED Search Committee to Select and Negotiate a Contract with an Executive Search Firm

Section: IX. Items for Consideration and Action
Item: E. Discussion and Possible Action to Delegate Authority to the ED Search Committee to Select and Negotiate a Contract with an Executive Search Firm
Purpose: Vote
Submitted by: Jennifer Louie-Monzon

BACKGROUND:

The Board of Directors is conducting due diligence to engage an executive search firm to lead the recruitment process for Connecting Waters Charter Schools' next Executive Director.

RECOMMENDATION:

To maintain momentum in the recruitment timeline while allowing the Search Committee to complete remaining reference checks and contract negotiations, this item requests Board authorization for the Search Committee to select a firm and execute an agreement, subject to final contract ratification by the full Board at the December 3, 2026 regular meeting.

Coversheet

Deletion of the outdated Truancy Policy

Section: IX. Items for Consideration and Action
Item: F. Deletion of the outdated Truancy Policy
Purpose: Vote
Submitted by:

BACKGROUND:

The Board is being asked to approve the removal of the outdated Truancy Policy, as its provisions have been replaced by the newly adopted Missed Assignment, Re-Engagement and Involuntary Removal Policy.

Coversheet

Board Member Recruitment Process

Section: X. Items scheduled for Information & Discussion
Item: A. Board Member Recruitment Process
Purpose: Discuss
Submitted by:

BACKGROUND:

The board will consider and discuss the process for Board Member recuritment

Coversheet

Connecting Waters Charter Schools 2027-2028 School Calendar Draft

Section: X. Items scheduled for Information & Discussion
Item: B. Connecting Waters Charter Schools 2027-2028 School Calendar Draft
Purpose: Discuss
Submitted by:

BACKGROUND:

These are proposed drafts of the 2027-2028 School Calendars that the Board will be chosing one of the four drafts.

Coversheet

Board 360 Assessment Survey Questions

Section: X. Items scheduled for Information & Discussion
Item: C. Board 360 Assessment Survey Questions
Purpose: Discuss
Submitted by:

BACKGROUND:

The Board will review two sets of proposed survey questions, one intended for all staff and the other for administrators, to gather feedback on Board effectiveness, governance, communication, and organizational leadership.

Coversheet

Board Remarks

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

BACKGROUND:

The Board may discuss items that they have participated in or suggest items for future agendas.