



# Academy of Arts & Sciences

## Compass Charter Schools

### In-Person Board Meeting

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#### **Date and Time**

Monday January 30, 2017 at 6:00 PM PST

#### **Location**

850 Hampshire Road, Suite P, Thousand Oaks, CA 91361

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All open session documents that are distributed to the Board of Directors are available for public review in the Academy of Arts and Sciences Central Office located at 850 Hampshire Road, Suite P, Thousand Oaks. Additionally, the agenda and supporting documents are available online at [www.aascalifornia.org](http://www.aascalifornia.org).

Please note the meeting is recorded and live streamed at [www.aascalifornia.org](http://www.aascalifornia.org).

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

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#### **Agenda**

##### **I. Opening Items**

Opening Items

- A.** Call the Meeting to Order
- B.** Record Attendance and Guests
- C.** Approval of the January 30, 2017 Regular Meeting Agenda

## II. CONSENT ITEMS

### CEO Support And Eval

#### A. Consent Items

Consent Items – Items under Consent Items will be voted on in one motion unless a member of the Board requests that an item be removed and voted on separately, in which case, the Board Chair will determine when it will be called and considered for action. Due to the set-up of BoardOnTrack, approval of any meeting minutes will be done through consent, unless removed and voted on separately as noted above, using the same vote count.

- Approval of the Check Registry for November & December 2016
- Approval of the November 28, 2016 Regular Meeting Minutes
- Approval of the December 21, 2016 Special Meeting Minutes
- Approval of the January 13, 2017 Special Meeting Minutes
- Approval of the First Interim Reports
  - AAS Del Mar
  - AAS Fresno
  - AAS Los Angeles
  - AAS Sonoma
  - AAS Thousand Oaks & Simi Valley

**B.** Approval of the November 28, 2016 Regular Meeting Minutes

**C.** Approval of the Special Meeting Minutes from December 21, 2016

**D.** Approval of the Special Meeting Minutes from January 13, 2017

## III. PUBLIC COMMENT

### External Relations

#### A. Public Comment

Addressing the Board – Board meetings are meetings of the Board of Directors and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Board through the Chair of the Board. To ensure an orderly meeting and an equal opportunity for

each speaker, persons wishing to address the Board must complete a Speaker Request Card and submit it to Miguel Aguilar, Executive Assistant to the CEO. The Speaker Request Card must contain speaker name, contact number or email, and subject matter and submitted to the Executive Assistant to the CEO prior to the start of the meeting. Members of the public may address the Board on any matter within the Board's jurisdiction and have **three (3) minutes each** to do so. The total time of each subject will be fifteen (15) minutes, unless additional time is requested by a Board Member and approved by the Board.

The Board may not deliberate or take action on items that are not on the agenda. However, the Board may give direction to staff following a presentation. The Chair is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter, and will have the prerogative to remove any person who is disruptive of the Board meeting. The Board of Directors may place limitations on the total time to be devoted to each topic if it finds that the numbers of speakers would impede the Board's ability to conduct its business in a timely manner. The Board of Directors may also allow for additional public comment and questions after reports and presentations if it deems necessary.

#### **IV. REPORTS**

Finance

- A.** CEO Report
- B.** Academic Affairs Committee Report
- C.** Finance Committee Report
- D.** Personnel Committee Report
- E.** Parent Advisory Council Report

#### **V. UNFINISHED BUSINESS**

Governance

- A.** Review and Approval of the College Readiness Block Grant Proposal

#### **VI. NEW BUSINESS**

Personnel

- A.** Review and Approval of the Rebrand
- B.** Review and Approval of the Revised Articles of Incorporation
- C.** Review and Approval of the Revised Board By-Laws

- D.** Review and Approval of the Revised Board Policy Manual
- E.** Review and Approval of the Revised Conflict of Interest Code Draft
- F.** Review and Approval of Charter Petition Template
- G.** Approval of New Board Member

**VII. Closing Items**

**A.** Upcoming Meetings

Academic Affairs Committee  
Thursday, February 9 at 1 pm

Personnel Committee  
Wednesday, February 15 at 9 am

Finance Committee  
Tuesday, February 21 at 2 pm

Finance Committee  
Tuesday, March 21 at 2 pm

Board of Directors  
Monday, March 27 at 5 pm

**B.** Adjourn Meeting

# Coversheet

## Consent Items

**Section:** II. CONSENT ITEMS

**Item:** A. Consent Items

**Purpose:** Vote

**Submitted by:**

**Related Material:**

C AAS - Fresno - 2016-2017 Charter First Interim Reporting Workbook.pdf

A November-December Check Register.pdf

B AAS - Del Mar - 1st Interim 16-17.pdf

E AAS - Sonoma - 1st Interim 16-17.pdf

F AAS - Thousand Oaks - 1st Interim 16-17.pdf

D AAS - Los Angeles - 1st Interim 16-17.pdf

Academy of Arts & Sciences - Fresno  
Orange Center School District

#REF!  
GENERAL FUND  
SUMMARY  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description		Summary - Unrestricted/Restricted					
		Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col. B & D) (E)	% Diff (E / B) (F)
<b>A. REVENUES</b>							
1) Local Control Funding Formula Sources	8010-8099	1,311,738.07	0.00	0.00	0.00	0.00	0.00%
2) Federal Revenues	8100-8299	0.00	0.00	5,195.08	0.00	0.00	0.00%
3) Other State Revenues	8300-8599	105,430.81	78,838.80	19,533.83	78,838.80	0.00	0.00%
4) Other Local Revenues	8600-8799	36,484.00	36,484.00	15,890.56	36,484.00	0.00	0.00%
5) TOTAL REVENUES		1,453,652.88	115,322.80	40,619.47	115,322.80		
<b>B. EXPENDITURES</b>							
1) Certificated Salaries	1000-1999	404,291.00	404,291.00	111,176.64	404,291.00	0.00	0.00%
2) Classified Salaries	2000-2999	171,874.00	171,874.00	56,823.32	171,874.00	0.00	0.00%
3) Employee Benefits	3000-3999	128,005.00	128,005.00	38,028.50	128,005.00	0.00	0.00%
4) Books and Supplies	4000-4999	482,830.00	482,830.00	19,207.83	482,830.00	0.00	0.00%
5) Services, Other Operating Expenses	5000-5999	241,753.00	241,753.00	71,685.95	241,753.00	0.00	0.00%
6) Capital Outlay	6000-6599	0.00	0.00	0.00	0.00	0.00	0.00%
7) Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.00%
8) Direct Support/Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.00%
9) TOTAL EXPENDITURES		1,428,753.00	1,428,753.00	296,922.24	1,428,753.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - B9)</b>		24,899.88	(1,313,430.20)	(256,302.77)	(1,313,430.20)		
<b>D. OTHER FINANCING SOURCES/USES</b>							
1) Interfund Transfers							
a) Transfers In	8910-8929	0.00	0.00	0.00	0.00	0.00	0.00%
b) Transfers Out	7610-7629	0.00	0.00	0.00	0.00	0.00	0.00%
2) Other Sources/Uses							
a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.00%
4) TOTAL OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		24,899.88	(1,313,430.20)	(256,302.77)	(1,313,430.20)		
<b>F. FUND BALANCE</b>							
1) Beginning Fund Balance							
a) As of July 1 - Unaudited	9791	493,034.00	493,034.00		493,034.00	0.00	0.00%
b) Audit Adjustments	9793	0.00	0.00		0.00	0.00	0.00%
c) As of July 1 - Audited (F1a + F1b)		493,034.00	493,034.00		493,034.00		
d) Other Restatements	9795	0.00	0.00		0.00	0.00	0.00%
e) Net Beginning Balance (F1c + F1d)		493,034.00	493,034.00		493,034.00		
2) Ending Balance, June 30 (E + F1e)		517,933.88	(820,396.20)		(820,396.20)		

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
50219	11/2/2016	Sonoma County Office of Education	Cleared	\$6,881.44	3101-010-00	State Teachers' Retirement System, certificated positions	October 2016 STRS	\$6,881.44
50224	11/7/2016	BookShark LLC	Cleared	\$9,287.47	4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks N. Berdos	\$718.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for R. Conrad	\$1,000.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for S. Bell	\$262.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for K. Lovett	\$796.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for M. Hanson	\$706.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks E. Schott	\$655.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for H. Bell	\$767.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for A. Hanson	\$717.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Text Books for L. Chalco-Paz	\$282.98
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for A. Ortiz	\$778.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for A. Brinkman	\$888.50
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for J. Brinkman	\$999.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbook for H. Bell	\$13.99
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks for S. Chalco-Paz	\$704.00
50230	11/7/2016	Huckleberry Center For Creative Learning	Cleared	\$633.34	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study -Core Curriculum for L. Chalco-Paz	\$316.67
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study -Core Curriculum for S. Chalco-Paz	\$316.67
50233	11/7/2016	Rainbow Resource Center	Cleared	\$206.24	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum Materials - Scholar Textbook	\$24.79
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum - Scholar Textbook	\$181.45

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Check Register 11/1/2016 through 12/31/2016

50235	11/7/2016	Teacher Synergy, LLC	Cleared	\$27.49	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum - Scholar Textbook	\$27.49
50232	11/7/2016	Moving Beyond the Page	Cleared	\$268.06	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum for E. Trejo	\$21.99
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum for E. Trejo	\$246.07
50228	11/7/2016	Explorer Field Trips	Cleared	\$500.00	5811-010-83	Student Transportation	Field Trip Entrance Fees - Cal Adv T	\$500.00
50225	11/7/2016	Charter School Management Corporation	Cleared	\$21,400.00	5873-010-00	Financial Services	November 2016 - Business Back Office Monthly Support	\$21,400.00
50220	11/7/2016	Arbor Learning Community	Cleared	\$1,663.00	4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks For D. Aldana	\$333.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks For L. (Elianna ) Aldana	\$333.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks For M. Hursh	\$331.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks For D. Prutzman	\$333.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Scholar Textbooks For E. Aldana	\$333.00
50226	11/7/2016	Canon Solutions America, Inc	Cleared	\$225.00	5605-060-00	Equipment Rental/Lease Expense	Maintenance Copier Lease 1016/16 - 01/15/17	\$225.00
50229	11/7/2016	Harrison Music	Cleared	\$160.00	5810-010-83	Educational Consultants	Yorba Linda October Singing Lessons - For Scholar	\$160.00
50234	11/7/2016	Tricor America, Inc.	Cleared	\$150.27	5900-060-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Courier Services for The Month Of September 2016	\$150.27
50236	11/7/2016	Time4Learning.com	Cleared	\$75.00	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum - Monthly Subscription	\$75.00
50231	11/7/2016	Little Passports	Cleared	\$609.52	4100-010-83	Approved Textbooks and Core Curricula Materials	12 Month Subscription Fee for Core Curriculum - A. Sanchez	\$185.95
					4100-010-83	Approved Textbooks and Core Curricula Materials	6 Month Subscription Fee for Core Curriculum - A. Shaw	\$128.60
					4100-010-83	Approved Textbooks and Core Curricula Materials	12 Month Subscription Fee for Core Curriculum - N. Berdos	\$185.95
					4100-010-83	Approved Textbooks and Core Curricula Materials	6 Month Subscription Fee for Core Curriculum - S. Galvan	\$109.02
50227	11/7/2016	CM School Supply	Cleared	\$75.00	4315-010-83	Classroom Materials and Supplies	Classroom Supplies for K. Bell Porras	\$75.00
50221	11/7/2016	BLICK art materials	Cleared	\$141.65	4315-010-83	Classroom Materials and Supplies	Craft Brush Set, Paper etc	\$141.65



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Check Register 11/1/2016 through 12/31/2016

50222	11/7/2016	Brave Writer LLC	Cleared	\$118.95	4100-010-83	Approved Textbooks and Core Curricula Materials	Jot It Down - Scholar Textbook for Bell Porras	<b>\$39.95</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Faltering Ownership - Scholar Textbook for R. Schott	<b>\$79.00</b>
50223	11/7/2016	Board on Track, Inc.	Cleared	\$4,995.00	5300-010-00	Dues and Memberships	Boardon Track Targeted Membership - Term - 10/14/16-10/13/16	<b>\$4,995.00</b>
50237	11/9/2016	Kiwi Crate	Cleared	\$220.38	4315-010-83	Classroom Materials and Supplies	12 Month Subscription	<b>\$220.38</b>
50240	11/22/2016	California Charter Schools Association	Cleared	\$3,575.00	5300-010-00	Dues and Memberships	CCSA Membership Dues -1/1/17 - 12/31/17	<b>\$3,575.00</b>
50238	11/22/2016	AT&T Mobility	Cleared	\$6,837.25	5900-010-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Wireless Credit Ins Prumium (Phone)	<b>(\$27.14)</b>
					5900-010-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Wireless Phone Chrgs - 10/3/16 - 11/2/16	<b>\$6,864.39</b>
50239	11/22/2016	BLICK art materials	Cleared	\$74.48	4315-010-83	Classroom Materials and Supplies	Art Supplies -Water Color Paper, Brushes ect	<b>\$33.21</b>
					4315-010-83	Classroom Materials and Supplies	Art Supplies - Brush Set, Sketch Pad etc	<b>\$41.27</b>
50246	11/22/2016	Law Office of Young, Minney & Corr	Cleared	\$1,157.46	5805-010-81	Legal Services	Services Through 10/31/16	<b>\$1,157.46</b>
50242	11/22/2016	Discount School Supply	Cleared	\$67.68	4315-010-83	Classroom Materials and Supplies	Rolling Pins, Markers etc	<b>\$67.68</b>
50241	11/22/2016	Canon Financial Services, Inc.	Cleared	\$685.40	5605-010-80	Equipment Rental/Lease Expense	Copier Lease - November 2016	<b>\$685.40</b>
50245	11/22/2016	Rainbow Resource Center	Cleared	\$323.32	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study -Core Curriculum (TextBooks)	<b>\$14.70</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study -Core Curriculum (TextBooks)	<b>\$79.07</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study -Core Curriculum (TextBooks)	<b>\$229.55</b>
50244	11/22/2016	Mosaic Music Inc.	Cleared	\$146.00	4100-010-83	Approved Textbooks and Core Curricula Materials	Yorba Linda October Violin Lessons	<b>\$146.00</b>
50243	11/22/2016	Homeschool Buyers Co-op	Cleared	\$272.68	4100-010-83	Approved Textbooks and Core Curricula Materials	Teachers Writing Package -Core Curriculum	<b>\$272.68</b>
50247	11/23/2016	K12 Management	Cleared	\$41,436.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$41,436.00</b>
50255	11/23/2016	K12 Management	Cleared	\$387,407.00	4100-010-92	Approved Textbooks and Core Curricula Materials	FED-CUR-ENR-HSC-CHI, Etc.	<b>\$387,407.00</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

50254	11/23/2016	K12 Management	Cleared	\$30,000.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$30,000.00</b>
50249	11/23/2016	K12 Management	Cleared	\$17,320.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$17,320.00</b>
50250	11/23/2016	K12 Management	Cleared	\$14,308.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$14,308.00</b>
50248	11/23/2016	K12 Management	Cleared	\$14,402.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$14,402.00</b>
50251	11/23/2016	K12 Management	Cleared	\$36,448.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$36,448.00</b>
50253	11/23/2016	K12 Management	Cleared	\$11,124.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials & Service Fee	<b>\$11,124.00</b>
50252	11/23/2016	K12 Management	Cleared	\$25,990.00	4100-010-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Materials, & Service Fee	<b>\$25,990.00</b>
50257	11/23/2016	K12 Management	Cleared	\$67,998.00	4100-010-92	Approved Textbooks and Core Curricula Materials	FED-CUR-ENR-MS-CCHI, Etc.	<b>\$67,998.00</b>
50256	11/23/2016	K12 Management	Cleared	\$233,179.50	4100-010-92	Approved Textbooks and Core Curricula Materials	AVL-CUR-MSS-CHX, Etc.	<b>\$233,179.50</b>
50269	11/28/2016	School Pathways, LLC	Cleared	\$1,437.07	5877-010-86	IT Services	2016-17 PLSIS Annual Fee 4th Install, Bridge & Student Fee,	<b>\$1,437.07</b>
50263	11/28/2016	Clarix Technologies	Outstanding	\$933.33	4100-010-92	Approved Textbooks and Core Curricula Materials	Connect Meeting Hst, All, HSTD, MUN Named Host	<b>\$933.33</b>
50261	11/28/2016	Blue Shield of California	Cleared	\$25,082.23	3403-010-00	Health & Welfare Benefits	Health Ins Benefits 12/01/16 - 12/31/16	<b>\$25,082.23</b>
50265	11/28/2016	FlipSwitch	Cleared	\$4,000.00	5815-010-00	Advertising/Recruiting	Marketing Services	<b>\$4,000.00</b>
50266	11/28/2016	Sparkletts	Cleared	\$42.99	4300-060-00	Materials and Supplies	Water Filtration Services - Nov 2016	<b>\$42.99</b>
50260	11/28/2016	Advanced eSyncTraining, Incorporated	Cleared	\$2,074.00	5877-010-92	IT Services	Professional Services : Custom Pod: You Tube	<b>\$2,074.00</b>
50259	11/28/2016	Accrediting Commission for Schools	Cleared	\$500.00	5300-010-00	Dues and Memberships	Substantive Change Visit Fee: 2016-2017	<b>\$500.00</b>
50258	11/28/2016	Accrediting Commission for Schools	Cleared	\$500.00	5300-010-00	Dues and Memberships	Substantive Change Visit Fee: 2016-2017	<b>\$500.00</b>
50262	11/28/2016	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-00	Space Rental/Leases Expense	December 2016 Rent	<b>\$8,000.00</b>
50264	11/28/2016	8x8, Inc	Cleared	\$1,663.55	5900-010-00	Communications (Tele., Internet, Copies,Postage,Messenger)	VOIP Services - November 2016 - Service Fees	<b>\$659.30</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

					5900-010-00	Communications (Tele., Internet, Copies, Postage, Messenger)	VOIP Services - October 2016 - Service Fees	<b>\$1,004.25</b>
50272	11/28/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 1st Installment	<b>\$208.33</b>
50273	11/28/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 1st Installment	<b>\$208.33</b>
50275	11/28/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 1st Installment	<b>\$208.33</b>
50276	11/28/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 1st Installment	<b>\$208.33</b>
50278	11/28/2016	Tricor America, Inc.	Cleared	\$420.05	5900-010-86	Communications (Tele., Internet, Copies, Postage, Messenger)	Courier Services for Month of October 2016	<b>\$420.05</b>
50279	11/28/2016	Weintraub Tobin	Cleared	\$4,968.09	5805-010-81	Legal Services	Professional Services Rendered Through October 31, 2016	<b>\$4,968.09</b>
50277	11/28/2016	School Pathways, LLC	Cleared	\$250.00	5877-010-86	IT Services	2016-17 PLSIS District Oversight Annual Fees 4th Installment	<b>\$250.00</b>
50274	11/28/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 1st Installment	<b>\$208.33</b>
50268	11/28/2016	School Pathways, LLC	Cleared	\$583.07	5877-010-86	IT Services	2016-17 PLSIS Annual Fee 4th Install, Bridge & Student Fee,	<b>\$583.07</b>
50270	11/28/2016	School Pathways, LLC	Cleared	\$679.72	5877-010-86	IT Services	2016-17 PLSIS Annual Fee 4th Install, Bridge & Student Fee,	<b>\$679.72</b>
50271	11/28/2016	School Pathways, LLC	Cleared	\$554.72	5877-010-86	IT Services	2016-17 PLSIS Annual Fee 4th Install, Bridge & Student Fee,	<b>\$554.72</b>
50267	11/28/2016	School Pathways, LLC	Cleared	\$1,102.07	5877-010-86	IT Services	2016-17 PLSIS Annual Fee 4th Install, Bridge & Student Fee,	<b>\$1,102.07</b>
50281	11/28/2016	The Four Amigos, LP	Cleared	\$4,861.56	5600-010-84	Space Rental/Leases Expense	December 2016 Monthly Rent for the SD Office	<b>\$4,861.56</b>
50280	11/28/2016	Water Court LLC	Cleared	\$8,190.45	5600-060-00	Space Rental/Leases Expense	December 2016 Monthly Rent	<b>\$8,090.25</b>
					5600-060-00	Space Rental/Leases Expense	Signage Fees	<b>\$100.20</b>
50282	11/30/2016	Sonoma County Office of Education	Cleared	\$8,956.09	3101-010-00	State Teachers' Retirement System, certificated positions	November 2016 STRS	<b>\$8,956.09</b>
50283	12/1/2016	Law Office of Jennifer McQuarrie	Cleared	\$50.00	5805-010-00	Legal Services	Legal Services October 2016	<b>\$50.00</b>
50284	12/2/2016	Math-U-See Inc.	Cleared	\$177.11	4100-010-83	Approved Textbooks and Core Curricula Materials	Alpha Universal Set	<b>\$177.11</b>
50286	12/2/2016	Rainbow Resource Center	Cleared	\$69.37	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum (TextBook)	<b>\$69.37</b>
50285	12/2/2016	QUILL	Cleared	\$113.68	4300-010-83	Materials and Supplies	Copy Paper and Black Ink	<b>\$56.84</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

		CORPORATION						
					4315-010-83	Classroom Materials and Supplies	Color Ink and Copy Paper	<b>\$56.84</b>
50287	12/2/2016	Rheba Katrice Savoie	Cleared	\$120.00	5810-010-83	Educational Consultants	October 2016 - Piano Lessons	<b>\$120.00</b>
50290	12/5/2016	Arts Attack	Cleared	\$118.29	4315-010-83	Classroom Materials and Supplies	Basic Art Supply Kit	<b>\$118.29</b>
50291	12/5/2016	BLICK art materials	Cleared	\$379.78	4315-010-83	Classroom Materials and Supplies	Duo Marker Chisel	<b>\$10.59</b>
					4315-010-83	Classroom Materials and Supplies	Sketch Pad, Watercolor Ppr, Acrylic Clrs	<b>\$28.49</b>
					4315-010-83	Classroom Materials and Supplies	Paint, Tracing Pad, Red Sable	<b>\$85.07</b>
					4315-010-83	Classroom Materials and Supplies	Brush Pack Set	<b>\$7.04</b>
					4315-010-83	Classroom Materials and Supplies	Drw Pad, Clr Pencils, Bristol Pad, India Ink, Brush Set, ETC	<b>\$156.21</b>
					4315-010-83	Classroom Materials and Supplies	Clr Pencils, Beeswax, Color Pens, Crayola Paint, Etc	<b>\$115.89</b>
50299	12/5/2016	Frontier	Cleared	\$110.72	5900-060-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Internet Services for November 2016	<b>\$110.72</b>
50300	12/5/2016	Fundamental Foundations	Cleared	\$14,201.61	4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Classes for D. Aguirre	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for W. Wood	<b>\$260.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for T. Botticelli	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Galanos	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Galanos	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for K. Eddins	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for K. Botticelli	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for X. Romero	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Galanos	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Hernandez	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for J. Durbin	<b>\$329.25</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for Z. Romero	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for W. Kirkland	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for N. Durbin	<b>\$329.25</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Durbin	<b>\$329.25</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Vevills	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for K. Ivanovich	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for S. Cortez	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for S. Dlouhy	<b>\$360.37</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for R. Rinehart	<b>\$375.00</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for L. Spurgeon	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for L. Smith	<b>\$321.00</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for V. Goodrich	<b>\$365.25</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for T. Hendrickson	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Botticelli	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Parker	<b>\$375.00</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Classes for C. Sillence	\$337.50
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Classes for S. Kirkland	<b>\$337.50</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for T. Smith	<b>\$321.00</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for S. Arnold	<b>\$329.25</b>
4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for O. Botticelli	<b>\$337.50</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for N. Parker	<b>\$375.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for J. Wilbur	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for S. Askins	<b>\$355.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Hernandez	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Dlouhy	<b>\$360.37</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for L. Sanchez	<b>\$327.87</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for S. Parker	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for S. Durbin	<b>\$329.25</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for P. Pendergraft	<b>\$337.50</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Smith	<b>\$321.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	November Core Courses for M. Galanos	<b>\$337.50</b>
50289	12/5/2016	Accrediting Commission for Schools	Outstanding	\$160.00	5300-010-00	Dues and Memberships	Application Processing Fee	<b>\$160.00</b>
50288	12/5/2016	Accrediting Commission for Schools	Outstanding	\$160.00	5300-010-00	Dues and Memberships	Application Processing Fee	<b>\$160.00</b>
50292	12/5/2016	BookShark LLC	Cleared	\$1,498.00	4100-010-83	Approved Textbooks and Core Curricula Materials	Core Curriculum for E. Padilla	<b>\$717.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Core Curriculum for T. Headlee	<b>\$12.19</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Core Curriculum for T. Headlee	<b>\$27.18</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Core Curriculum for T. Headlee	<b>\$741.63</b>
50303	12/5/2016	Rainbow Resource Center	Cleared	\$680.55	4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study- Core Curriculum - Textbooks	<b>\$26.60</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study- Core Curriculum - Textbooks	<b>\$653.95</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

50304	12/5/2016	San Diego County Superintendent of Schools	Cleared	\$50.00	5210-010-86	Training and Development Expense	Registration Fee for SD County Achievement Gap Task Forum	\$50.00
50302	12/5/2016	QUILL CORPORATION	Cleared	\$47.06	4315-010-83	Classroom Materials and Supplies	Epson Drbrt Ultra, Copy Paper	\$47.06
50298	12/5/2016	El Dorado Charter SELPA	Cleared	\$336,038.00	8793-010-65	SPED State/Other Transfers of Apportionments from JPA	AAS: El Cajon Elementary	\$11,493.00
					8793-010-65	SPED State/Other Transfers of Apportionments from JPA	AAS: Del Mar Elementary (K-5)	\$34,768.00
					8793-010-65	SPED State/Other Transfers of Apportionments from JPA	AAS: El Cajon Middle & High	\$19,863.00
					8793-010-65	SPED State/Other Transfers of Apportionments from JPA	AAS: Los Angeles (K-8)	\$93,709.00
					8793-010-65	SPED State/Other Transfers of Apportionments from JPA	AAS: Oxnard & Ventura	\$176,205.00
50297	12/5/2016	Edhive, Inc.	Cleared	\$8,333.33	5873-010-84	Financial Services	Closeout Business Services - November 2016	\$8,333.33
50296	12/5/2016	Discount School Supply	Cleared	\$35.09	4315-010-83	Classroom Materials and Supplies	Simp Wash Fluorescent temp	\$35.09
50301	12/5/2016	Kaiser Foundation Health Plan Inc	Cleared	\$28,580.34	3403-010-00	Health & Welfare Benefits	December 2016 Health Ins	\$28,580.34
50295	12/5/2016	Department of Justice	Cleared	\$96.00	5874-010-00	Personnel Services	Fingerpirt Apps	\$96.00
50294	12/5/2016	A Child's Dream Come True	Cleared	\$142.69	4315-010-83	Classroom Materials and Supplies	Art Supplies for S. Gaywood-Douglas	\$142.69
50293	12/5/2016	Charter School Management Corporation	Cleared	\$21,400.00	5873-010-84	Financial Services	December 2016 Business Back Office Monthly Support	\$21,400.00
50320	12/9/2016	Teaching Textbooks Inc.	Cleared	\$129.90	4100-010-83	Approved Textbooks and Core Curricula Materials	Textbook Math 3 Complete Set	\$129.90
50321	12/9/2016	Timberdoodle.com	Cleared	\$67.59	4100-010-83	Approved Textbooks and Core Curricula Materials	Textbook Math 3 Complete Set	\$67.59
50322	12/9/2016	Law Office of Young, Minney & Corr	Cleared	\$1,303.87	5805-010-81	Legal Services	Services Through 11/30/16	\$1,303.87
50323	12/9/2016	Fundamental Foundations	Cleared	\$9,765.48	5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$325.12
					5810-010-83	Educational Consultants	Nov Core Classes	\$333.37

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$260.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$329.25
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					4100-010-83	Approved Textbooks and Core Curricula Materials	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$327.87
					5810-010-83	Educational Consultants	Nov Core Classes	\$355.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$355.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$332.00
					5810-010-83	Educational Consultants	Nov Core Classes	\$368.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$327.87
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
					5810-010-83	Educational Consultants	Nov Core Classes	\$375.00
					5810-010-83	Educational Consultants	Nov Core Classes	\$337.50
50314	12/9/2016	Oxford Consulting Services Inc.	Cleared	\$3,848.75	5810-010-65	Educational Consultants	SPED Services - October 2016	\$1,498.75
					5810-010-65	Educational Consultants	SPED Services - September 2016	\$2,350.00
50305	12/9/2016	Arbor Learning Community	Cleared	\$1,663.00	4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks-Chess, Ceramics, Lit, Chem	\$333.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks-Hist, Ceramics, Physics, Drawing	\$333.00
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks-Biology, Lit, Sign Lang, Election Proc	\$331.00



## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks-Hist, Ceramics, Physics, Drawing	<b>\$333.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks- History, Lit,Geo, Science, Physics	<b>\$333.00</b>
50306	12/9/2016	Simona Dlouha	Cleared	\$2,008.50	5810-010-83	Educational Consultants	Nov Core Classes	<b>\$332.00</b>
					5810-010-83	Educational Consultants	Nov- Core Classes	<b>\$332.00</b>
					5810-010-83	Educational Consultants	Nov Core Classes	<b>\$337.50</b>
					5810-010-83	Educational Consultants	Nov Core Classes	<b>\$332.00</b>
					5810-010-83	Educational Consultants	Nov Core Classes	<b>\$337.50</b>
					5810-010-83	Educational Consultants	Nov Core Classes	<b>\$337.50</b>
50312	12/9/2016	Moving Beyond the Page	Cleared	\$619.73	4100-010-83	Approved Textbooks and Core Curricula Materials	Age 5-7 Year Package Books & Math Starter Kit	<b>\$619.73</b>
50313	12/9/2016	Nasco Modesto	Cleared	\$154.79	4315-010-83	Classroom Materials and Supplies	Acct: 408-155-00 / Soccer and Bowling Equip	<b>\$40.71</b>
					4315-010-83	Classroom Materials and Supplies	Acct: 408-155-00 / Soccer Equip	<b>\$11.45</b>
					4315-010-83	Classroom Materials and Supplies	Acct: 408-155-00 / Soccer Pop Up	<b>\$37.61</b>
					4315-010-83	Classroom Materials and Supplies	Acct: 408-155-00 / Sports Equip	<b>\$65.02</b>
50317	12/9/2016	Raddish Kids	Outstanding	\$470.88	4100-010-83	Approved Textbooks and Core Curricula Materials	Monthly Cook Bx / 6Mo. Membership	<b>\$143.88</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Monthly Cook Bx / 12Mo. Membership w/sib	<b>\$327.00</b>
50307	12/9/2016	Edmentum, Inc.	Cleared	\$468.65	4100-010-83	Approved Textbooks and Core Curricula Materials	Reading Eggs Program 10/20/16 - 08/14/17	<b>\$468.65</b>
50318	12/9/2016	San Diego County Superintendent of Schools	Outstanding	\$50.00	5210-010-92	Training and Development Expense	Regsitration Fee for M. Fisher Mini Conf	<b>\$50.00</b>
50319	12/9/2016	Santa Rosa Junior College	Outstanding	\$35.00	5602-010-86	Other Space Rental	App. Proc Fee/Petaluma Comp Lab SBAC Test	<b>\$35.00</b>
50324	12/9/2016	Nasco Modesto	Cleared	\$17.99	4315-010-83	Classroom Materials and Supplies	Acct: 408-155-00 / Dice Fitness	<b>\$17.99</b>
50310	12/9/2016	Kiwi Crate	Cleared	\$220.38	4100-010-83	Approved Textbooks and Core Curricula Materials	12 Mo. Subscription / Monthly Arts & Crafts Box	<b>\$220.38</b>
50311	12/9/2016	Logic of English	Cleared	\$228.65	4100-010-83	Approved Textbooks and Core Curricula Materials	CFABMS Foundations A-B Complete Set-Manu	<b>\$228.65</b>
50315	12/9/2016	QUILL CORPORATION	Cleared	\$489.40	4315-010-83	Classroom Materials and Supplies	Folders and Deskjet Printer	<b>\$64.56</b>
					4315-010-83	Classroom Materials and Supplies	Brother Ink	<b>\$24.02</b>
					4315-010-83	Classroom Materials and Supplies	Folders and Deskjet Printer	<b>\$64.71</b>
					4315-010-83	Classroom Materials and Supplies	Ink Cart and Copy Paper	<b>\$56.84</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

					4430-010-83	Noncapitalized Student Equipment	HP Chromebook	<b>\$279.27</b>
50316	12/9/2016	Rainbow Resource Center	Cleared	\$1,299.81	4100-010-83	Approved Textbooks and Core Curricula Materials	Intro to Simple Machines	<b>\$115.34</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Rainbow Starter Kit	<b>\$381.55</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	SSR & W Level 1 Kit	<b>\$244.03</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Science Life Lev 1 & Workbook	<b>\$42.44</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Home Study - Core Curriculum	<b>\$358.93</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Saxon Phonics Prog K / Saxon Math K	<b>\$67.98</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Snap Circuits Pro w/ comp Interface	<b>\$89.54</b>
50309	12/9/2016	Kaiser Foundation Health Plan Inc	Cleared	\$27,380.50	3403-010-00	Health & Welfare Benefits	Bill Period 10/26 - 11/25/16	<b>\$27,380.50</b>
50308	12/9/2016	Educational Data Systems	Cleared	\$13.62	4315-010-86	Classroom Materials and Supplies	Excessive Materials 2015-16	<b>\$13.62</b>
50325	12/12/2016	Harrison Music	Cleared	\$80.00	5810-010-83	Educational Consultants	Yorba Linda November Singing Lessons	<b>\$80.00</b>
50326	12/12/2016	Mosaic Music Inc.	Cleared	\$146.00	5810-010-83	Educational Consultants	Yorba Linda November Violin Lessons	<b>\$146.00</b>
50327	12/12/2016	Time4Learning.com	Cleared	\$75.00	4100-010-83	Approved Textbooks and Core Curricula Materials	November 2016 7th Grade Access - Home Study - CoreCurriculum	<b>\$25.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Nov 2016 Time4Learning Type G - Home Study - CoreCurriculum	<b>\$25.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Nov 2016 6th Grade Access - Home Study - CoreCurriculum	<b>\$25.00</b>
50328	12/13/2016	Middletown Art Center	Cleared	\$292.50	5810-010-83	Educational Consultants	Nov & Oct 2016 Adventures for HomeSchoolers Art Class K-12	<b>\$97.50</b>
					5810-010-83	Educational Consultants	Nov & Oct 2016 Adventures for HomeSchoolers Art Class K-12	<b>\$97.50</b>
					5810-010-83	Educational Consultants	Oct & Nov 2016 Adventures for HomeSchoolers Art Class K-12	<b>\$97.50</b>
50329	12/15/2016	Law Office of Jennifer McQuarrie	Cleared	\$200.00	5805-010-80	Legal Services	Legal Services November 2016	<b>\$200.00</b>
50330	12/16/2016	Pro Cleaning Services, Inc.	Cleared	\$288.00	5500-010-84	Operation and Housekeeping Services	Cleaning Services October & November 2016	<b>\$288.00</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

50342	12/19/2016	Frontier	Cleared	\$226.45	5900-010-84	Communications (Tele., Internet, Copies,Postage,Messenger)	Internet Services - Dec 2016	<b>\$226.45</b>
50343	12/19/2016	Fundamental Foundations	Cleared	\$337.50	5810-010-83	Educational Consultants	December 2016 Core Classes	<b>\$337.50</b>
50344	12/19/2016	Oxford Consulting Services Inc.	Cleared	\$2,222.50	5810-010-65	Educational Consultants	SPEd Services - November 2016	<b>\$2,222.50</b>
50345	12/19/2016	Sparkletts	Cleared	\$42.99	4300-010-84	Materials and Supplies	Water Filtration Services - Dec 2016	<b>\$42.99</b>
50336	12/19/2016	Cox Communications San Diego	Cleared	\$189.52	5900-010-84	Communications (Tele., Internet, Copies,Postage,Messenger)	Phone & Internet Chrgs - 12/1/16 - 12/31/16	<b>\$189.52</b>
50337	12/19/2016	California Department of Education	Cleared	\$45,147.00	8594-010-39	Prop 39 Clean Energy Act	Unused Funds - FY 2013-14 Proposition 39	\$15,087.00
					8594-010-39	Prop 39 Clean Energy Act	Unused Funds - FY 2013-14 Proposition 39	\$15,000.00
					8594-010-39	Prop 39 Clean Energy Act	Unused Funds - FY 2013-14 Proposition 39	\$15,060.00
50334	12/19/2016	Canon Financial Services, Inc.	Cleared	\$685.40	5605-010-80	Equipment Rental/Lease Expense	Copier Lease - December 2016	<b>\$685.40</b>
50332	12/19/2016	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-00	Space Rental/Leases Expense	January 2017 Rent	<b>\$8,000.00</b>
50331	12/19/2016	AT&T Mobility	Cleared	\$5,723.99	5900-010-84	Communications (Tele., Internet, Copies,Postage,Messenger)	Wireless Adjustment	<b>(\$1,016.71)</b>
					5900-010-84	Communications (Tele., Internet, Copies,Postage,Messenger)	Wireless Phone Charges - 11/3/16 - 12/2/16	<b>\$6,740.70</b>
50333	12/19/2016	Charter School Development Center	Outstanding	\$2,185.00	5210-010-84	Training and Development Expense	2016 CSDC Business Management Program Training -Membership	<b>\$2,185.00</b>
50354	12/19/2016	School Pathways, LLC	Cleared	\$723.27	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 5th Install, Bridge & Student Fees	<b>\$723.27</b>
50355	12/19/2016	School Pathways, LLC	Cleared	\$574.32	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 5th Install,Bridge,Records,Student	<b>\$574.32</b>
50356	12/19/2016	School Pathways, LLC	Cleared	\$250.00	5877-010-86	IT Services	2016-17 PLSIS District Oversight Annual Fees 5th Installment	<b>\$250.00</b>
50357	12/19/2016	Water Court LLC	Cleared	\$8,090.25	5600-060-00	Space Rental/Leases Expense	January 2017 Rent	<b>\$8,090.25</b>
50335	12/19/2016	Canon Solutions America, Inc	Cleared	\$225.00	5605-010-84	Equipment Rental/Lease Expense	Copier Maintenance Chrgs - 7/16/16 - 10/15/16	<b>\$225.00</b>
50338	12/19/2016	Johnny Chavaque	Cleared	\$100.00	5601-010-84	Building Maintenance	Installation Wall Furniture	<b>\$100.00</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

50339	12/19/2016	Department of Justice	Cleared	\$64.00	5874-010-84	Personnel Services	Nov 2016 Fingerprints APPS	<b>\$64.00</b>
50341	12/19/2016	The Four Amigos, LP	Cleared	\$4,861.56	5600-010-84	Space Rental/Leases Expense	January 2017 Rent	<b>\$4,861.56</b>
50340	12/19/2016	Edhive, Inc.	Cleared	\$8,333.33	5873-010-84	Financial Services	Contract Close -Out Services - December 2016	<b>\$8,333.33</b>
50350	12/19/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 2nd Installment	<b>\$208.33</b>
50351	12/19/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 2nd Installment	<b>\$208.33</b>
50352	12/19/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 2nd Installment	<b>\$208.33</b>
50353	12/19/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 5th Installment	<b>\$208.33</b>
50348	12/19/2016	School Pathways, LLC	Cleared	\$595.17	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 5th Install, Bridge, Student Fees	<b>\$595.17</b>
50349	12/19/2016	School Pathways, LLC	Cleared	\$1,623.97	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 5th Install, Bridge & Student Fee	<b>\$1,623.97</b>
50347	12/19/2016	School Pathways, LLC	Cleared	\$1,330.67	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 5th Install, Student, Record, Bridge	<b>\$1,330.67</b>
50346	12/19/2016	School Pathways, LLC	Cleared	\$208.33	5877-010-86	IT Services	2016-17 PLSIS Annual Fees 2nd Installment	<b>\$208.33</b>
50359	12/20/2016	Fundamental Foundations	Cleared	\$25,093.09	5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$321.00</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	November 2016 - Core Courses - Curriculum	<b>\$326.50</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$321.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$355.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$321.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$260.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$332.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$325.12</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$375.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$355.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$327.87</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$327.87</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$333.37</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$100.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$360.37</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$368.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$360.37</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	November 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	November 2016 - Core Courses - Curriculum	<b>\$329.25</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$375.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$355.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$350.00</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$327.87</b>
5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$326.50</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$329.25</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$375.00</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December 2016 - Core Courses - Curriculum	<b>\$365.25</b>
50358	12/20/2016	Simona Dlouha	Cleared	\$2,008.50	5810-010-83	Educational Consultants	December Core Classes	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December Core Classes	<b>\$332.00</b>
					5810-010-83	Educational Consultants	December Core Classes	<b>\$337.50</b>
					5810-010-83	Educational Consultants	December Core Classes	<b>\$332.00</b>
					5810-010-83	Educational Consultants	December Core Classes	<b>\$332.00</b>
					5810-010-83	Educational Consultants	December Core Classes	<b>\$337.50</b>
50363	12/20/2016	Rainbow Resource Center	Cleared	\$544.15	4100-010-83	Approved Textbooks and Core Curricula Materials	Books, & Workbooks, Telescope, Rock Kit	<b>\$428.02</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Books, Writing & Critical Thinking	<b>\$73.89</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Books, Flash Cards, Workbooks	<b>\$30.99</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Common Core Language & Arts Book	<b>\$11.25</b>
50361	12/20/2016	Lakeshore	Cleared	\$323.23	4315-010-83	Classroom Materials and Supplies	Math Magic Addition Machine, Building Blocks, Puzzles	<b>\$145.71</b>
					4315-010-83	Classroom Materials and Supplies	Woodwork Kit, Chemistry Lab etc	<b>\$134.66</b>
					4315-010-83	Classroom Materials and Supplies	Activity Kit	<b>\$42.86</b>
50364	12/20/2016	Rheba Katrice Savoie	Cleared	\$100.00	5810-010-83	Educational Consultants	November - Piano Lessons	<b>\$100.00</b>
50362	12/20/2016	QUILL CORPORATION	Cleared	\$318.18	5810-010-83	Educational Consultants	Solo Studio 17.3 Laptop Brief	<b>\$38.69</b>
					4315-010-83	Classroom Materials and Supplies	Dell Drax 11.6, Solo Studio 17.3 Laptop brief	<b>\$279.49</b>
50360	12/20/2016	Huckleberry Center For Creative Learning	Cleared	\$316.66	4100-010-83	Approved Textbooks and Core Curricula Materials	Nov - Home Study- Core Curriculum for Lucas Chalco-Paz	<b>\$158.33</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Nov - Home Study- Core Curriculum for Sofia Chalco-Paz	<b>\$158.33</b>



## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

50370	12/28/2016	Explorer Field Trips	Cleared	\$915.00	5811-010-83	Student Transportation	Field Trip Entrance Fees - Knotts T & La Brea T	<b>\$260.00</b>
					5811-010-83	Student Transportation	Field Trip Entrance Fees - Seaworld Fun & Medieval Times	<b>\$655.00</b>
50375	12/28/2016	San Diego County Superintendent of Schools	Outstanding	\$200.00	5210-010-92	Training and Development Expense	Registration for Crystal Villegas - Mini Conference	<b>\$50.00</b>
					5210-010-92	Training and Development Expense	Registration for Andrea Heinricy - Mini Conference	<b>\$50.00</b>
					5210-010-83	Training and Development Expense	Registration for W. Sottile - Mini Conference	<b>\$50.00</b>
					5210-010-92	Training and Development Expense	Registration for Melissa Blitzstein - Mini Conference	<b>\$50.00</b>
50365	12/28/2016	Arbor Learning Community	Cleared	\$1,663.00	4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks :Drawing, History, Physics - Core Curriculum	<b>\$333.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks: Chess, Ceramics, Chemistry -Core Curriculum	<b>\$333.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks :Drawing, Ceramics, Physics - Core Curriculum	<b>\$333.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks :Biology, Literature,Sign Language-Core Curriculum	<b>\$331.00</b>
					4100-010-83	Approved Textbooks and Core Curricula Materials	Textbooks :History, Science, Physics - Core Curriculum	<b>\$333.00</b>
50373	12/28/2016	Pro Cleaning Services, Inc.	Cleared	\$180.00	5500-010-84	Operation and Housekeeping Services	Fee For Janitorial Service Performed - December 2016	<b>\$180.00</b>
50374	12/28/2016	QUILL CORPORATION	Cleared	\$395.43	4315-010-83	Classroom Materials and Supplies	Classroom Material- Epson Durabrite, Copy Paper etc	<b>\$116.26</b>
					4315-010-83	Classroom Materials and Supplies	Classroom Material- Epson High Yield Black	<b>\$58.30</b>
					4315-010-83	Classroom Materials and Supplies	Classroom Material- Epson Durabrite, Copy Paper etc	<b>\$120.26</b>
					4315-010-83	Classroom Materials and Supplies	Classroom Material- Copy Paper, Epson Durabright Ultra	<b>\$31.61</b>
					4315-010-83	Classroom Materials and Supplies	Canon Ink	<b>\$69.00</b>
50368	12/28/2016	Blue Shield of California	Cleared	\$27,557.51	3403-010-84	Health & Welfare Benefits	Adjustment	<b>\$1,453.31</b>
					3403-010-84	Health & Welfare Benefits	Health Ins Benefits - 1/1/17 - 1/31/17	<b>\$26,104.20</b>
50366	12/28/2016	Allstate Building & Office Maintenance, Inc.	Cleared	\$1,000.00	5500-010-84	Operation and Housekeeping Services	Monthly Services Rendered - December 2016 to Jan 1st	<b>\$500.00</b>
					5500-010-84	Operation and Housekeeping Services	Monthly Services Rendered November 2016	<b>\$500.00</b>

## Academy of Arts and Science Consolidated

Check Register 11/1/2016 through 12/31/2016

50369	12/28/2016	Discount School Supply	Cleared	\$318.27	4315-010-83	Classroom Materials and Supplies	Classroom Materials -Pom Poms, Markers, Glitter, Letters etc	<b>\$318.27</b>
50372	12/28/2016	MonyMax, LLC	Cleared	\$198.00	5800-010-83	Professional/Consulting Services and Operating Expenditures	Core Curriculum - Teacher Pro License -1/15/17 - 1/15/18	<b>\$99.00</b>
					5800-010-83	Professional/Consulting Services and Operating Expenditures	Core Curriculum - Teacher Pro License -1/16/17 - 1/16/18	<b>\$99.00</b>
50367	12/28/2016	Acorn Naturalist	Cleared	\$351.12	4315-010-83	Classroom Materials and Supplies	Science Lab Materials	<b>\$351.12</b>
50371	12/28/2016	Gardener's Supply Company	Cleared	\$152.29	4315-010-83	Classroom Materials and Supplies	Classroom Material - Booster Kit, Kelp Meal, Potting Mix etc	<b>\$152.29</b>
50377	12/28/2016	Well Trained Mind Press	Cleared	\$299.02	4100-010-83	Approved Textbooks and Core Curricula Materials	Core Curriculum	<b>\$299.02</b>
50376	12/28/2016	Weintraub Tobin	Cleared	\$847.30	5805-010-81	Legal Services	Professional Services Rendered Through Nov 30, 2016	<b>\$847.30</b>
<b>Total Check Amount</b>				<b>\$1,635,464.12</b>	<b>Total GL Amount</b>			<b>\$1,635,487.63</b>

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences- Del Mar Middle and High  
 CDS #: 37 68213 0127068  
 Charter Approving Entity: Mountain Empire Unified  
 County: San Diego  
 Charter #: 1452

This charter school uses the following basis of accounting:  
 Please enter an "X" in the applicable box below; check only one box

- Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Unrestricted	Restricted	Total	Adopted Budget	Projected 2016-17
<b>A. REVENUES</b>						
<b>1. Revenue Limit Sources</b>						
State Aid - Current Year	8011	0.00		0.00	1,764,346	0
Education Protection Account	8012	0.00		0.00	526,488	0
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0.00		0.00	0	0
State Aid - Prior Years	8019	0.00		0.00	0	0
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	0.00		0.00	0	0
County and District Taxes (for rev. limit funded schools)	8040-8079	0.00		0.00	0	0
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	0.00		0.00	0	0
Revenue Limit Transfers (for rev. limit funded schools):		0.00		0.00	0	0
PERS Reduction Transfer	8092	0.00		0.00	0	0
Other Revenue Limit Transfers	8096	0.00	0.00	0.00	0	0
Total, Revenue Limit Sources		0.00	0.00	0.00	2,290,834	0
<b>2. Federal Revenues (see NOTE on last page)</b>						
No Child Left Behind	8290		0.00	0.00	0	0
Special Education - Federal	8181, 8182		0.00	0.00	0	0
Child Nutrition - Federal	8220		0.00	0.00	0	0
Other Federal Revenues	8110, 8260-8290	12,045.23	0.00	12,045.23	0	0
Total, Federal Revenues		12,045.23	0.00	12,045.23	0	0
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	8480	0.00		0.00		
Special Education - State	StateRevSE		0.00	0.00	174,101	0
All Other State Revenues	StateRevAO	45,285.81	0.00	45,285.81	75,124	84,439
Total, Other State Revenues		45,285.81	0.00	45,285.81	249,225	84,439
<b>4. Other Local Revenues</b>						
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8096	134,622.00		134,622.00	755,283	0
All Other Local Revenues	LocalRevAO	5,307,403.14	0.00	5,307,403.14	86,111	5,350,930
Total, Local Revenues		5,442,025.14	0.00	5,442,025.14	841,394	5,350,930
<b>5. TOTAL REVENUES</b>		<b>5,499,356.18</b>	<b>0.00</b>	<b>5,499,356.18</b>	<b>3,381,453</b>	<b>5,435,369</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Teachers' Salaries	1100	203,900.61	10,591.90	214,492.51	636,705	636,705
Certificated Pupil Support Salaries	1200	36,814.11	0.00	36,814.11	193,656	193,656
Certificated Supervisors' and Administrators' Salaries	1300	35,084.66	1,001.19	36,085.85	123,865	123,865
Other Certificated Salaries	1900	9,210.79	0.00	9,210.79	0	0
Total, Certificated Salaries		285,010.17	11,593.09	296,603.26	954,226	954,226
<b>2. Non-certificated Salaries</b>						
Instructional Aides' Salaries	2100	0.00	0.00	0.00	0	0
Non-certificated Support Salaries	2200	62,756.50	0.00	62,756.50	199,961	199,961
Non-certificated Supervisors' and Administrators' Sal.	2300	17,390.73	0.00	17,390.73	122,119	122,119
Clerical and Office Salaries	2400	56,960.30	0.00	56,960.30	83,585	83,585
Other Non-certificated Salaries	2900	11,851.75	0.00	11,851.75	0	0
Total, Non-certificated Salaries		148,959.28	0.00	148,959.28	405,665	405,665

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences- Del Mar Middle and High  
CDS #: 37 68213 0127068

Description	Object Code	Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	28,236.32	0.00	28,236.32	120,042	120,042
PERS	3201-3202	0.00	0.00	0.00	0	0
OASDI / Medicare / Alternative	3301-3302	14,935.19	0.00	14,935.19	44,869	44,869
Health and Welfare Benefits	3401-3402	37,267.48	0.00	37,267.48	109,823	109,823
Unemployment Insurance	3501-3502	3,054.57	0.00	3,054.57	5,631	5,631
Workers' Compensation Insurance	3601-3602	7,789.82	0.00	7,789.82	21,758	21,758
Retiree Benefits	3701-3702	262.07	0.00	262.07	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0	0
Other Employee Benefits	3901-3902	4,068.31	0.00	4,068.31	0	0
Total, Employee Benefits		95,613.76	0.00	95,613.76	302,123	302,123
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	48,424.96	3,655.77	52,080.73	934,800	934,800
Books and Other Reference Materials	4200	10.55	0.00	10.55	165,164	165,164
Materials and Supplies	4300	5,111.22	306.70	5,417.92	6,947	6,947
Noncapitalized Equipment	4400	3,286.81	0.00	3,286.81	32,691	32,691
Food	4700	0.00	0.00	0.00	0	0
Total, Books and Supplies		56,833.54	3,962.47	60,796.01	1,139,602	1,139,602
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	23,633.58	392.79	24,026.37	48,377	48,377
Dues and Memberships	5300	4,093.84	0.00	4,093.84	2,419	2,419
Insurance	5400	0.00	0.00	0.00	7,471	7,471
Operations and Housekeeping Services	5500	1,132.06	0.00	1,132.06	22,569	22,569
Rentals, Leases, Repairs, and Noncap. Improvements	5600	74,969.30	0.00	74,969.30	197,239	197,239
Professional/Consulting Services and Operating Expend.	5800	88,166.84	940.83	89,107.67	282,844	282,844
Communications	5900	2,468.76	0.00	2,468.76	9,676	9,676
Total, Services and Other Operating Expenditures		194,464.38	1,333.62	195,798.00	570,595	570,595
<b>6. Capital Outlay</b>						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170	0.00	0.00		0	0
Buildings and Improvements of Buildings	6200	0.00	0.00		0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00		0	0
Equipment	6400	0.00	0.00		0	0
Equipment Replacement	6500	0.00	0.00		0	0
Depreciation Expense (for accrual basis only)	6900	0.00	0.00		0	0
Total, Capital Outlay		0.00	0.00	0.00	0	0
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00		0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00		0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00		0	0
All Other Transfers	7280-7299	0.00	0.00	0.00	0	0
Debt Service:		0.00	0.00		0	0
Interest	7438	0.00	0.00	0.00	0	0
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0	0
Total, Other Outgo		0.00	0.00	0.00	0	0
<b>8. TOTAL EXPENDITURES</b>		780,881.13	16,889.18	797,770.31	3,372,211	3,372,211
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		4,718,475.05	(16,889.18)	4,701,585.87	9,242	2,063,158

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences- Del Mar Middle and High  
CDS #: 37 68213 0127068

Description	Object Code	Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00	0	0
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(16,889.18)	16,889.18	0.00	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		(16,889.18)	16,889.18	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		4,701,585.87	0.00	4,701,585.87	9,242	2,063,158
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	377,224.42	0.00	377,224.42	377,224	377,224
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00	0.00		0
c. Adjusted Beginning Balance		377,224.42	0.00	377,224.42	377,224	377,224
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		5,078,810.29	0.00	5,078,810.29	386,466	2,440,382
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711			0.00		
Reserve for Stores (equals object 9320)	9712			0.00		
Reserve for Prepaid Expenditures (equals object 9330)	9713			0.00		
Reserve for All Others	9719	0.00	0.00	0.00		
General Reserve	9730	0.00	0.00	0.00		
Legally Restricted Balance	9740		0.00	0.00		
Designated for Economic Uncertainties	9770	0.00	0.00	0.00		
Other Designations	9775, 9780	0.00	0.00	0.00		
Undesignated / Unappropriated Amount	9790	5,078,810.29	0.00	5,078,810.29	386,466	2,440,382
<b>G. ASSETS</b>						
1. Cash						
In County Treasury	9110	0.00	0.00	0.00		
Fair Value Adjustment to Cash in County Treasury	9111	362,835.87	0.00	362,835.87		
In Banks	9120	0.00	0.00	0.00		
In Revolving Fund	9130	0.00	0.00	0.00		
With Fiscal Agent	9135	0.00	0.00	0.00		
Collections Awaiting Deposit	9140	0.00	0.00	0.00		
2. Investments	9150	0.00	0.00	0.00		
3. Accounts Receivable	9200	4,714,125.41	0.00	4,714,125.41		
4. Due from Grantor Government	9290	1,849.01	0.00	1,849.01		
5. Stores	9320	0.00	0.00	0.00		
6. Prepaid Expenditures (Expenses)	9330	0.00	0.00	0.00		
7. Other Current Assets	9340	0.00	0.00	0.00		
8. Capital Assets (for accrual basis only)	9400-9499	0.00	0.00	0.00		
9. TOTAL ASSETS		5,078,810.29	0.00	5,078,810.29		
<b>H. LIABILITIES</b>						
1. Accounts Payable	9500	0.00	0.00	0.00		
2. Due to Grantor Government	9590	0.00	0.00	0.00		
3. Current Loans	9640	0.00	0.00	0.00		
4. Deferred Revenue	9650	0.00	0.00	0.00		
5. Long-Term Liabilities (for accrual basis only)	9660-9669	0.00	0.00	0.00		
6. TOTAL LIABILITIES		0.00	0.00	0.00		
<b>I. FUND BALANCE</b>						
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		5,078,810	0	5,078,810		

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences- Del Mar Middle and High  
 CDS #: 37 68213 0127068  
0.00                      0.00                      0.00

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A.2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED:**

**1. Federal Revenues Used for Capital Outlay and Debt Service:**

Included in the Capital Outlay and Debt Service expenditures reported in sections B.6 and B.7 are the following amounts paid out of federal funds:

Federal Program Name (Indicate if NONE)	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. None	0.00	0.00	0.00
c. None	0.00	0.00	0.00
d. None	0.00	0.00	0.00
e. None	0.00	0.00	0.00
f. None	0.00	0.00	0.00
g. None	0.00	0.00	0.00
h. None	0.00	0.00	0.00
i. None	0.00	0.00	0.00
j. None	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**2. Community Services Expenditures:**

Included in the expenditures reported in Section B are the following amounts expended for Community Services paid out of state and local funds:

Objects of Expenditures	Amount Enter "0.00" if none
a. Certificated Personnel Salaries	\$ 0.00
b. Non-certificated Personnel Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Sonoma  
 CDS #: 49 73882 0127092  
 Charter Approving Entity: Cotati-Rohnert Park Unified  
 County: Sonoma  
 Charter #: 1457

This charter school uses the following basis of accounting:  
 Please enter an "X" in the applicable box below; check only one box

- Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Unrestricted	Restricted	Total	Adopted Budget	Projected 2016-17
<b>A. REVENUES</b>						
<b>1. Revenue Limit Sources</b>						
State Aid - Current Year	8011	0.00		0.00	1,137,149	0
Education Protection Account	8012	0.00		0.00	414,112	0
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0.00		0.00	0	0
State Aid - Prior Years	8019	0.00		0.00	0	0
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	0.00		0.00	0	0
County and District Taxes (for rev. limit funded schools)	8040-8079	0.00		0.00	0	0
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	0.00		0.00	0	0
Revenue Limit Transfers (for rev. limit funded schools):					0	0
PERS Reduction Transfer	8092	0.00		0.00	0	0
Other Revenue Limit Transfers	8096	0.00	0.00		0	0
Total, Revenue Limit Sources		0.00	0.00	0.00	1,551,261	0
<b>2. Federal Revenues (see NOTE on last page)</b>						
No Child Left Behind	8290		0.00	0.00	0	0
Special Education - Federal	8181, 8182		0.00	0.00	0	0
Child Nutrition - Federal	8220		0.00	0.00	0	0
Other Federal Revenues	8110, 8260-82	6,666.25	0.00	6,666.25	0	0
Total, Federal Revenues		6,666.25	0.00	6,666.25	0	0
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	8480	0.00		0.00		
Special Education - State	StateRevSE		0.00	0.00	149,361	0
All Other State Revenues	StateRevAO	23,775.88	0.00	23,775.88	63,303	81,952
Total, Other State Revenues		23,775.88	0.00	23,775.88	212,664	81,952
<b>4. Other Local Revenues</b>						
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8096	164,345.00		164,345.00	971,984	0
All Other Local Revenues	LocalRevAO	26,858.43	0.00	26,858.43	73,873	73,873
Total, Local Revenues		191,203.43	0.00	191,203.43	1,045,857	73,873
<b>5. TOTAL REVENUES</b>						
		221,645.56	0.00	221,645.56	2,809,782	155,825
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Teachers' Salaries	1100	100,431.56	5,329.80	105,761.36	546,226	546,226
Certificated Pupil Support Salaries	1200	17,913.56	0.00	17,913.56	166,137	166,137
Certificated Supervisors' and Administrators' Salaries	1300	17,697.61	420.12	18,117.73	106,262	106,262
Other Certificated Salaries	1900	4,758.01	0.00	4,758.01	0	0
Total, Certificated Salaries		140,800.74	5,749.92	146,550.66	818,625	818,625
<b>2. Non-certificated Salaries</b>						
Instructional Aides' Salaries	2100	0.00	0.00	0.00	0	0
Non-certificated Support Salaries	2200	31,118.51	0.00	31,118.51	171,545	171,545
Non-certificated Supervisors' and Administrators' Sal.	2300	8,644.86	0.00	8,644.86	104,765	104,765
Clerical and Office Salaries	2400	28,498.98	0.00	28,498.98	71,708	71,708
Other Non-certificated Salaries	2900	6,060.86	0.00	6,060.86	0	0
Total, Non-certificated Salaries		74,323.21	0.00	74,323.21	348,018	348,018

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Sonoma  
CDS #: 49 73882 0127092

Description	Object Code	Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	14,411.43	0.00	14,411.43	102,983	102,983
PERS	3201-3202	0.00	0.00	0.00	0	0
OASDI / Medicare / Alternative	3301-3302	7,477.66	0.00	7,477.66	38,493	38,493
Health and Welfare Benefits	3401-3402	20,263.07	0.00	20,263.07	94,216	94,216
Unemployment Insurance	3501-3502	1,595.18	0.00	1,595.18	4,831	4,831
Workers' Compensation Insurance	3601-3602	3,268.75	0.00	3,268.75	18,667	18,667
Retiree Benefits	3701-3702	133.69	0.00	133.69	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0	0
Other Employee Benefits	3901-3902	2,064.60	0.00	2,064.60	0	0
Total, Employee Benefits		49,214.38	0.00	49,214.38	259,190	259,190
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	20,588.39	1,756.57	22,344.96	801,960	801,960
Books and Other Reference Materials	4200	5.84	0.00	5.84	141,693	141,693
Materials and Supplies	4300	2,700.81	137.50	2,838.31	5,960	5,960
Noncapitalized Equipment	4400	1,395.53	0.00	1,395.53	28,046	28,046
Food	4700	0.00	0.00	0.00	0	0
Total, Books and Supplies		24,690.57	1,894.07	26,584.64	977,659	977,659
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	12,791.81	164.82	12,956.63	41,503	41,503
Dues and Memberships	5300	2,018.65	0.00	2,018.65	2,075	2,075
Insurance	5400	0.00	0.00	0.00	6,409	6,409
Operations and Housekeeping Services	5500	550.36	0.00	550.36	19,361	19,361
Rentals, Leases, Repairs, and Noncap. Improvements	5600	36,658.09	0.00	36,658.09	169,212	169,212
Professional/Consulting Services and Operating Expend.	5800	39,807.54	520.69	40,328.23	242,652	242,652
Communications	5900	1,049.02	0.00	1,049.02	8,299	8,299
Total, Services and Other Operating Expenditures		92,875.47	685.51	93,560.98	489,511	489,511
<b>6. Capital Outlay</b>						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170	0.00	0.00		0	0
Buildings and Improvements of Buildings	6200	0.00	0.00		0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00		0	0
Equipment	6400	0.00	0.00		0	0
Equipment Replacement	6500	0.00	0.00		0	0
Depreciation Expense (for accrual basis only)	6900	0.00	0.00		0	0
Total, Capital Outlay		0.00	0.00	0.00	0	0
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00		0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00		0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00		0	0
All Other Transfers	7280-7299	0.00	0.00	0.00	0	0
Debt Service:		0.00	0.00		0	0
Interest	7438	0.00	0.00	0.00	0	0
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0	0
Total, Other Outgo		0.00	0.00	0.00	0	0
<b>8. TOTAL EXPENDITURES</b>		381,904.37	8,329.50	390,233.87	2,893,003	2,893,003
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(160,258.81)	(8,329.50)	(168,588.31)	(83,221)	(2,737,178)



**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Sonoma  
CDS #: 49 73882 0127092

Description	Object Code	Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00	0	0
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(8,329.50)	8,329.50	0.00	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		(8,329.50)	8,329.50	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(168,588.31)	0.00	(168,588.31)	(83,221)	(2,737,178)
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	136,581.45	0.00	136,581.45	136,581	136,581
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00	0.00		0
c. Adjusted Beginning Balance		136,581.45	0.00	136,581.45	136,581	136,581
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		(32,006.86)	0.00	(32,006.86)	53,360	(2,600,597)
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711			0.00		
Reserve for Stores (equals object 9320)	9712			0.00		
Reserve for Prepaid Expenditures (equals object 9330)	9713			0.00		
Reserve for All Others	9719	0.00	0.00	0.00		
General Reserve	9730	0.00	0.00	0.00		
Legally Restricted Balance	9740			0.00		
Designated for Economic Uncertainties	9770	0.00	0.00	0.00		
Other Designations	9775, 9780	0.00	0.00	0.00		
Undesignated / Unappropriated Amount	9790	(32,006.86)	0.00	(32,006.86)	53,360	(2,600,597)
<b>G. ASSETS</b>						
1. Cash						
In County Treasury	9110	2,895,002.93	0.00	2,895,002.93		
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00		
In Banks	9120	0.00	0.00	0.00		
In Revolving Fund	9130	0.00	0.00	0.00		
With Fiscal Agent	9135	0.00	0.00	0.00		
Collections Awaiting Deposit	9140	0.00	0.00	0.00		
2. Investments	9150	0.00	0.00	0.00		
3. Accounts Receivable	9200	0.00	0.00	0.00		
4. Due from Grantor Government	9290	176,769.01	0.00	176,769.01		
5. Stores	9320	0.00	0.00	0.00		
6. Prepaid Expenditures (Expenses)	9330	0.00	0.00	0.00		
7. Other Current Assets	9340	0.00	0.00	0.00		
8. Capital Assets (for accrual basis only)	9400-9499	0.00	0.00	0.00		
9. TOTAL ASSETS		3,071,771.94	0.00	3,071,771.94		
<b>H. LIABILITIES</b>						
1. Accounts Payable	9500	3,103,778.80	0.00	3,103,778.80		
2. Due to Grantor Government	9590	0.00	0.00	0.00		
3. Current Loans	9640	0.00	0.00	0.00		
4. Deferred Revenue	9650	0.00	0.00	0.00		
5. Long-Term Liabilities (for accrual basis only)	9660-9669	0.00	0.00	0.00		
6. TOTAL LIABILITIES		3,103,778.80	0.00	3,103,778.80		
<b>I. FUND BALANCE</b>						
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		(32,007)	0	(32,007)		

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Sonoma  
CDS #: 49 73882 0127092  
**0.00                      0.00                      0.00**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A.2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED:**

**1. Federal Revenues Used for Capital Outlay and Debt Service:**

Included in the Capital Outlay and Debt Service expenditures reported in sections B.6 and B.7 are the following amounts paid out of federal funds:

Federal Program Name (Indicate if NONE)	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. None	0.00	0.00	0.00
c. None	0.00	0.00	0.00
d. None	0.00	0.00	0.00
e. None	0.00	0.00	0.00
f. None	0.00	0.00	0.00
g. None	0.00	0.00	0.00
h. None	0.00	0.00	0.00
i. None	0.00	0.00	0.00
j. None	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**2. Community Services Expenditures:**

Included in the expenditures reported in Section B are the following amounts expended for Community Services paid out of state and local funds:

Objects of Expenditures	Amount Enter "0.00" if none
a. Certificated Personnel Salaries	\$ 0.00
b. Non-certificated Personnel Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Thousand Oaks  
 CDS #: 56 72504 0127043  
 Charter Approving Entity: Mupu Elementary  
 County: Ventura  
 Charter #: 1455

This charter school uses the following basis of accounting:  
 Please enter an "X" in the applicable box below; check only one box

- Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Unrestricted	Restricted	Total	Adopted Budget	Projected 2016-17
<b>A. REVENUES</b>						
<b>1. Revenue Limit Sources</b>						
State Aid - Current Year	8011	0.00		0.00	0	0
Education Protection Account	8012	0.00		0.00	0	0
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0.00		0.00	0	0
State Aid - Prior Years	8019	0.00		0.00	0	0
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	0.00		0.00	0	0
County and District Taxes (for rev. limit funded schools)	8040-8079	0.00		0.00	0	0
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	0.00		0.00	0	0
Revenue Limit Transfers (for rev. limit funded schools):		0.00		0.00	0	0
PERS Reduction Transfer	8092	0.00		0.00	0	0
Other Revenue Limit Transfers	8096	0.00	0.00		0	0
Total, Revenue Limit Sources		0.00	0.00	0.00	0	0
<b>2. Federal Revenues (see NOTE on last page)</b>						
No Child Left Behind	8290		0.00	0.00	0	0
Special Education - Federal	8181, 8182		0.00	0.00	0	0
Child Nutrition - Federal	8220		0.00	0.00	0	0
Other Federal Revenues	8110, 8260-8290	15,677.19	0.00	15,677.19	0	0
Total, Federal Revenues		15,677.19	0.00	15,677.19	0	0
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	8480	0.00		0.00		
Special Education - State	StateRevSE		0.00	0.00	224,041	0
All Other State Revenues	StateRevAO	41,244.50	0.00	41,244.50	98,230	88,704
Total, Other State Revenues		41,244.50	0.00	41,244.50	322,271	88,704
<b>4. Other Local Revenues</b>						
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8096	47,106.00		47,106.00	0	0
All Other Local Revenues	LocalRevAO	3,225,219.37	0.00	3,225,219.37	110,811	3,299,864
Total, Local Revenues		3,272,325.37	0.00	3,272,325.37	110,811	3,299,864
<b>5. TOTAL REVENUES</b>		<b>3,329,247.06</b>	<b>0.00</b>	<b>3,329,247.06</b>	<b>433,082</b>	<b>3,388,568</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Teachers' Salaries	1100	176,958.86	9,696.67	186,655.53	819,339	819,339
Certificated Pupil Support Salaries	1200	28,875.13	0.00	28,875.13	249,205	249,205
Certificated Supervisors' and Administrators' Salaries	1300	30,882.74	272.80	31,155.54	159,394	159,394
Other Certificated Salaries	1900	9,157.80	0.00	9,157.80	0	0
Total, Certificated Salaries		245,874.53	9,969.47	255,844.00	1,227,938	1,227,938
<b>2. Non-certificated Salaries</b>						
Instructional Aides' Salaries	2100	0.00	0.00	0.00	0	0
Non-certificated Support Salaries	2200	54,893.13	0.00	54,893.13	257,318	257,318
Non-certificated Supervisors' and Administrators' Sal.	2300	13,192.10	0.00	13,192.10	157,147	157,147
Clerical and Office Salaries	2400	52,075.42	0.00	52,075.42	107,562	107,562
Other Non-certificated Salaries	2900	11,717.08	0.00	11,717.08	0	0
Total, Non-certificated Salaries		131,877.73	0.00	131,877.73	522,027	522,027

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Thousand Oaks  
CDS #: 56 72504 0127043

Description	Object Code	Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	28,667.68	0.00	28,667.68	154,475	154,475
PERS	3201-3202	0.00	0.00	0.00	0	0
OASDI / Medicare / Alternative	3301-3302	13,432.90	0.00	13,432.90	57,740	57,740
Health and Welfare Benefits	3401-3402	46,551.87	0.00	46,551.87	141,324	141,324
Unemployment Insurance	3501-3502	3,260.11	0.00	3,260.11	7,246	7,246
Workers' Compensation Insurance	3601-3602	2,122.57	0.00	2,122.57	28,000	28,000
Retiree Benefits	3701-3702	284.20	0.00	284.20	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0	0
Other Employee Benefits	3901-3902	3,524.57	0.00	3,524.57	0	0
Total, Employee Benefits		97,843.90	0.00	97,843.90	388,785	388,785
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	15,231.34	2,707.44	17,938.78	1,202,940	1,202,940
Books and Other Reference Materials	4200	13.72	0.00	13.72	212,540	212,540
Materials and Supplies	4300	4,686.49	151.31	4,837.80	8,939	8,939
Noncapitalized Equipment	4400	1,042.07	0.00	1,042.07	42,068	42,068
Food	4700	0.00	0.00	0.00	0	0
Total, Books and Supplies		20,973.62	2,858.75	23,832.37	1,466,487	1,466,487
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	28,312.86	107.03	28,419.89	62,253	62,253
Dues and Memberships	5300	3,002.68	0.00	3,002.68	3,113	3,113
Insurance	5400	0.00	0.00	0.00	9,613	9,613
Operations and Housekeeping Services	5500	2,238.75	0.00	2,238.75	29,042	29,042
Rentals, Leases, Repairs, and Noncap. Improvements	5600	98,307.46	0.00	98,307.46	253,816	253,816
Professional/Consulting Services and Operating Expend.	5800	142,638.84	1,224.51	143,863.35	363,977	363,977
Communications	5900	2,474.70	0.00	2,474.70	12,453	12,453
Total, Services and Other Operating Expenditures		276,975.29	1,331.54	278,306.83	734,267	734,267
<b>6. Capital Outlay</b>						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170	0.00	0.00		0	0
Buildings and Improvements of Buildings	6200	0.00	0.00		0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00		0	0
Equipment	6400	0.00	0.00		0	0
Equipment Replacement	6500	0.00	0.00		0	0
Depreciation Expense (for accrual basis only)	6900	0.00	0.00		0	0
Total, Capital Outlay		0.00	0.00	0.00	0	0
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00		0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00		0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00		0	0
All Other Transfers	7280-7299	0.00	0.00	0.00	0	0
Debt Service:		0.00	0.00		0	0
Interest	7438	0.00	0.00	0.00	0	0
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0	0
Total, Other Outgo		0.00	0.00	0.00	0	0
<b>8. TOTAL EXPENDITURES</b>		773,545.07	14,159.76	787,704.83	4,339,504	4,339,504
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		2,555,701.99	(14,159.76)	2,541,542.23	(3,906,422)	(950,936)

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Thousand Oaks  
CDS #: 56 72504 0127043

Description	Object Code	Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00	0	0
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(14,159.76)	14,159.76	0.00	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		(14,159.76)	14,159.76	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>						
		2,541,542.23	0.00	2,541,542.23	(3,906,422)	(950,936)
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	1,533,613.26	0.00	1,533,613.26	1,533,613	1,533,613
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00	0.00		0
c. Adjusted Beginning Balance		1,533,613.26	0.00	1,533,613.26	1,533,613	1,533,613
2. Ending Fund Balance, Oct 31 (E + F.1.c.)						
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711			0.00		
Reserve for Stores (equals object 9320)	9712			0.00		
Reserve for Prepaid Expenditures (equals object 9330)	9713			0.00		
Reserve for All Others	9719	0.00	0.00	0.00		
General Reserve	9730	0.00	0.00	0.00		
Legally Restricted Balance	9740		0.00	0.00		
Designated for Economic Uncertainties	9770	0.00	0.00	0.00		
Other Designations	9775, 9780	0.00	0.00	0.00		
Undesignated / Unappropriated Amount	9790	4,075,155.49	0.00	4,075,155.49	(2,372,809)	582,677
<b>G. ASSETS</b>						
1. Cash						
In County Treasury	9110	0.00	0.00	0.00		
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00		
In Banks	9120	0.00	0.00	0.00		
In Revolving Fund	9130	0.00	0.00	0.00		
With Fiscal Agent	9135	0.00	0.00	0.00		
Collections Awaiting Deposit	9140	0.00	0.00	0.00		
2. Investments	9150	0.00	0.00	0.00		
3. Accounts Receivable	9200	3,879,568.33	0.00	3,879,568.33		
4. Due from Grantor Government	9290	195,587.16	0.00	195,587.16		
5. Stores	9320	0.00	0.00	0.00		
6. Prepaid Expenditures (Expenses)	9330	0.00	0.00	0.00		
7. Other Current Assets	9340	0.00	0.00	0.00		
8. Capital Assets (for accrual basis only)	9400-9499	0.00	0.00	0.00		
9. TOTAL ASSETS		4,075,155.49	0.00	4,075,155.49		
<b>H. LIABILITIES</b>						
1. Accounts Payable						
2. Due to Grantor Government	9500	0.00	0.00	0.00		
3. Current Loans	9590	0.00	0.00	0.00		
4. Deferred Revenue	9640	0.00	0.00	0.00		
5. Long-Term Liabilities (for accrual basis only)	9650	0.00	0.00	0.00		
	9660-9669	0.00	0.00	0.00		
6. TOTAL LIABILITIES		0.00	0.00	0.00		
<b>I. FUND BALANCE</b>						
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)						
		4,075,155	0	4,075,155		

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Sciences-Thousand Oaks  
CDS #: 56 72504 0127043

**0.00                      0.00                      0.00**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A.2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED:**

**1. Federal Revenues Used for Capital Outlay and Debt Service:**

Included in the Capital Outlay and Debt Service expenditures reported in sections B.6 and B.7 are the following amounts paid out of federal funds:

Federal Program Name (Indicate if NONE)	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. None	0.00	0.00	0.00
c. None	0.00	0.00	0.00
d. None	0.00	0.00	0.00
e. None	0.00	0.00	0.00
f. None	0.00	0.00	0.00
g. None	0.00	0.00	0.00
h. None	0.00	0.00	0.00
i. None	0.00	0.00	0.00
j. None	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**2. Community Services Expenditures:**

Included in the expenditures reported in Section B are the following amounts expended for Community Services paid out of state and local funds:

Objects of Expenditures	Amount Enter "0.00" if none
a. Certificated Personnel Salaries	\$ 0.00
b. Non-certificated Personnel Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Science-Los Angeles  
 CDS #: 19 75309 0130781  
 Charter Approving Entity: LAUSD  
 County: Acton Agua Dulce  
 Charter #: 1651

This charter school uses the following basis of accounting:  
 Please enter an "X" in the applicable box below; check only one box

- Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Unrestricted	Restricted	Total	Adopted Budget	Projected 2016-17
<b>A. REVENUES</b>						
<b>1. Revenue Limit Sources</b>						
State Aid - Current Year	8011	0.00		0.00	1,533,361	0
Education Protection Account	8012	0.00		0.00	41,065	0
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0.00		0.00	0	0
State Aid - Prior Years	8019	0.00		0.00	0	0
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	0.00		0.00	0	0
County and District Taxes (for rev. limit funded schools)	8040-8079	0.00		0.00	0	0
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	0.00		0.00	0	0
Revenue Limit Transfers (for rev. limit funded schools):		0.00		0.00	0	0
PERS Reduction Transfer	8092	0.00		0.00	0	0
Other Revenue Limit Transfers	8096	0.00	0.00	0.00	0	0
Total, Revenue Limit Sources		0.00	0.00	0.00	1,574,426	0
<b>2. Federal Revenues (see NOTE on last page)</b>						
No Child Left Behind	8290		0.00	0.00	0	0
Special Education - Federal	8181, 8182		0.00	0.00	0	0
Child Nutrition - Federal	8220		0.00	0.00	0	0
Other Federal Revenues	8110, 8260-8290	6,666.25	0.00	6,666.25	0	0
Total, Federal Revenues		6,666.25	0.00	6,666.25	0	0
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	8480	0.00		0.00	0	0
Special Education - State	StateRevSE		0.00	0.00	98,505	0
All Other State Revenues	StateRevAO	37,929.03	0.00	37,929.03	41,589	79,425
Total, Other State Revenues		37,929.03	0.00	37,929.03	140,094	79,425
<b>4. Other Local Revenues</b>						
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8096	0.00		0.00	108,190	0
All Other Local Revenues	LocalRevAO	1,500,561.85	0.00	1,500,561.85	48,721	1,515,331
Total, Local Revenues		1,500,561.85	0.00	1,500,561.85	156,911	1,515,331
<b>5. TOTAL REVENUES</b>		<b>1,545,157.13</b>	<b>0.00</b>	<b>1,545,157.13</b>	<b>1,871,431</b>	<b>1,594,756</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Teachers' Salaries	1100	165,559.63	8,446.98	174,006.61	360,241	360,241
Certificated Pupil Support Salaries	1200	32,029.84	0.00	32,029.84	109,569	109,569
Certificated Supervisors' and Administrators' Salaries	1300	28,508.88	1,205.80	29,714.68	70,081	70,081
Other Certificated Salaries	1900	6,768.09	0.00	6,768.09	0	0
Total, Certificated Salaries		232,866.44	9,652.78	242,519.22	539,891	539,891
<b>2. Non-certificated Salaries</b>						
Instructional Aides' Salaries	2100	0.00	0.00	0.00	0	0
Non-certificated Support Salaries	2200	50,777.09	0.00	50,777.09	113,136	113,136
Non-certificated Supervisors' and Administrators' Sal.	2300	15,601.02	0.00	15,601.02	69,093	69,093
Clerical and Office Salaries	2400	44,600.10	0.00	44,600.10	47,292	47,292
Other Non-certificated Salaries	2900	8,713.32	0.00	8,713.32	0	0
Total, Non-certificated Salaries		119,691.53	0.00	119,691.53	229,521	229,521

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Science-Los Angeles  
CDS #: 19 75309 0130781

Description	Object Code	Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	20,206.60	0.00	20,206.60	67,918	67,918
PERS	3201-3202	0.00	0.00	0.00	0	0
OASDI / Medicare / Alternative	3301-3302	11,871.27	0.00	11,871.27	25,386	25,386
Health and Welfare Benefits	3401-3402	20,869.83	0.00	20,869.83	62,136	62,136
Unemployment Insurance	3501-3502	2,098.05	0.00	2,098.05	3,186	3,186
Workers' Compensation Insurance	3601-3602	9,381.74	0.00	9,381.74	12,312	12,312
Retiree Benefits	3701-3702	168.22	0.00	168.22	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0	0
Other Employee Benefits	3901-3902	3,226.26	0.00	3,226.26	0	0
Total, Employee Benefits		67,821.97	0.00	67,821.97	170,938	170,938
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	56,978.39	3,320.36	60,298.75	528,900	528,900
Books and Other Reference Materials	4200	5.84	0.00	5.84	93,448	93,448
Materials and Supplies	4300	3,993.75	326.52	4,320.27	3,930	3,930
Noncapitalized Equipment	4400	3,857.03	0.00	3,857.03	18,496	18,496
Food	4700	0.00	0.00	0.00	0	0
Total, Books and Supplies		64,835.01	3,646.88	68,481.89	644,774	644,774
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	14,601.64	473.06	15,074.70	27,371	27,371
Dues and Memberships	5300	3,737.50	0.00	3,737.50	1,369	1,369
Insurance	5400	0.00	0.00	0.00	4,227	4,227
Operations and Housekeeping Services	5500	981.22	0.00	981.22	12,769	12,769
Rentals, Leases, Repairs, and Noncap. Improvements	5600	62,361.46	0.00	62,361.46	111,597	111,597
Professional/Consulting Services and Operating Expend.	5800	82,011.93	520.69	82,532.62	160,031	160,031
Communications	5900	1,904.52	0.00	1,904.52	5,474	5,474
Total, Services and Other Operating Expenditures		165,598.27	993.75	166,592.02	322,838	322,838
<b>6. Capital Outlay</b>						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170	0.00	0.00		0	0
Buildings and Improvements of Buildings	6200	0.00	0.00		0	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00		0	0
Equipment	6400	0.00	0.00		0	0
Equipment Replacement	6500	0.00	0.00		0	0
Depreciation Expense (for accrual basis only)	6900	0.00	0.00		0	0
Total, Capital Outlay		0.00	0.00	0.00	0	0
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00		0	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00		0	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00		0	0
All Other Transfers	7280-7299	0.00	0.00	0.00	0	0
Debt Service:		0.00	0.00		0	0
Interest	7438	0.00	0.00	0.00	0	0
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0	0
Total, Other Outgo		0.00	0.00	0.00	0	0
<b>8. TOTAL EXPENDITURES</b>		650,813.22	14,293.41	665,106.63	1,907,962	1,907,962
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		894,343.91	(14,293.41)	880,050.50	(36,531)	(313,206)



**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Science-Los Angeles  
CDS #: 19 75309 0130781

Description	Object Code	Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00	0	0
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(14,293.41)	14,293.41	0.00	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		(14,293.41)	14,293.41	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		880,050.50	0.00	880,050.50	(36,531)	(313,206)
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	753,361.99	0.00	753,361.99	753,362	753,362
b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00	0.00		0
c. Adjusted Beginning Balance		753,361.99	0.00	753,361.99	753,362	753,362
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		1,633,412.49	0.00	1,633,412.49	716,831	440,156
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711			0.00		
Reserve for Stores (equals object 9320)	9712			0.00		
Reserve for Prepaid Expenditures (equals object 9330)	9713			0.00		
Reserve for All Others	9719	0.00	0.00	0.00		
General Reserve	9730	0.00	0.00	0.00		
Legally Restricted Balance	9740		0.00	0.00		
Designated for Economic Uncertainties	9770	0.00	0.00	0.00		
Other Designations	9775, 9780	0.00	0.00	0.00		
Undesignated / Unappropriated Amount	9790	1,633,412.49	0.00	1,633,412.49	716,831	440,156
<b>G. ASSETS</b>						
1. Cash						
In County Treasury	9110	0.00	0.00	0.00		
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00		
In Banks	9120	0.00	0.00	0.00		
In Revolving Fund	9130	0.00	0.00	0.00		
With Fiscal Agent	9135	0.00	0.00	0.00		
Collections Awaiting Deposit	9140	0.00	0.00	0.00		
2. Investments	9150	0.00	0.00	0.00		
3. Accounts Receivable	9200	2,478,863.99	0.00	2,478,863.99		
4. Due from Grantor Government	9290	0.00	0.00	0.00		
5. Stores	9320	0.00	0.00	0.00		
6. Prepaid Expenditures (Expenses)	9330	0.00	0.00	0.00		
7. Other Current Assets	9340	0.00	0.00	0.00		
8. Capital Assets (for accrual basis only)	9400-9499	0.00	0.00	0.00		
9. TOTAL ASSETS		2,478,863.99	0.00	2,478,863.99		
<b>H. LIABILITIES</b>						
1. Accounts Payable	9500	845,451.50	0.00	845,451.50		
2. Due to Grantor Government	9590	0.00	0.00	0.00		
3. Current Loans	9640	0.00	0.00	0.00		
4. Deferred Revenue	9650	0.00	0.00	0.00		
5. Long-Term Liabilities (for accrual basis only)	9660-9669	0.00	0.00	0.00		
6. TOTAL LIABILITIES		845,451.50	0.00	845,451.50		
<b>I. FUND BALANCE</b>						
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		1,633,412	0	1,633,412		

**CHARTER SCHOOL FIRST INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2016 to June 30, 2017**

Charter School Name: Academy of Arts and Science-Los Angeles  
CDS #: 19 75309 0130781

**0.00                      0.00                      0.00**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A.2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED:**

**1. Federal Revenues Used for Capital Outlay and Debt Service:**

Included in the Capital Outlay and Debt Service expenditures reported in sections B.6 and B.7 are the following amounts paid out of federal funds:

Federal Program Name (Indicate if NONE)	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. None	0.00	0.00	0.00
c. None	0.00	0.00	0.00
d. None	0.00	0.00	0.00
e. None	0.00	0.00	0.00
f. None	0.00	0.00	0.00
g. None	0.00	0.00	0.00
h. None	0.00	0.00	0.00
i. None	0.00	0.00	0.00
j. None	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**2. Community Services Expenditures:**

Included in the expenditures reported in Section B are the following amounts expended for Community Services paid out of state and local funds:

Objects of Expenditures	Amount Enter "0.00" if none
a. Certificated Personnel Salaries	\$ 0.00
b. Non-certificated Personnel Salaries	0.00
c. Employee Benefits	0.00
d. Books and Supplies	0.00
e. Services and Other Operating Expenditures	0.00
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

# Coversheet

## Approval of the November 28, 2016 Regular Meeting Minutes

<b>Section:</b>	II. CONSENT ITEMS
<b>Item:</b>	B. Approval of the November 28, 2016 Regular Meeting Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Virtual Board Meeting on November 28, 2016

APPROVED



# Academy of Arts & Sciences

Compass Charter Schools

## Minutes

Virtual Board Meeting

---

### Date and Time

Monday November 28, 2016 at 5:00 PM

---

AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361  
2303 243rd Street, Lomita, CA 90717  
3305 Buckman Springs Road, Pine Valley, CA 91962  
7003 Ridge Avenue, Playa del Rey, CA 90293  
3901 Carpenter Court, Studio City, CA 91604

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/142803757>

You can also dial in using your phone. (872) 240-3212 Access Code: 142-803-757

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

---

### Directors Present

J. Cummings (remote), K. Granger (remote), M. Cohen (remote), M. Koblick (remote), P. McDonald (remote)

### Directors Absent

*None*

### Directors who arrived after the meeting opened

M. Koblick

---

**Ex Officio Members Present**

J. Lewis (remote)

**Non Voting Members Present**

J. Lewis (remote)

---

**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

P. McDonald called a meeting of the board of directors of Compass Charter Schools to order on Monday Nov 28, 2016 at 5:01 PM.

**C. Approval of November 28, 2016 Regular Meeting Agenda**

K. Granger made a motion to approve the November 28, 2016 regular meeting agenda.

J. Cummings seconded the motion.

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

**Roll Call**

P. McDonald Aye

M. Cohen Aye

M. Koblick Absent

K. Granger Aye

J. Cummings Aye

M. Koblick arrived.

**II. CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**III. RECONVENE FROM CLOSED SESSION**

**A. Closed Session Report**

Mr. McDonald reported the following:

Name of Case: San Diego Unified School District, Case No. 37-2015-00033720-CU-WM-CTL

Direction given to legal counsel.

Name of Case: New Jerusalem Elementary School District v. AASCS, Case No. STK-CV-UMC-2016-1072

Direction given to legal counsel and the President & CEO.

Title: President & CEO

Direction given to the Personnel Committee.

#### IV. CONSENT ITEMS

##### A. Consent Items

K. Granger made a motion to approve the consent items.

P. McDonald seconded the motion.

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

##### Roll Call

M. Cohen Aye

J. Cummings Aye

M. Koblick Aye

P. McDonald Aye

K. Granger Aye

##### B. Approval of the September 26, 2016 Regular Meeting Minutes

M. Koblick made a motion to approve minutes from the Board Meeting on 09-26-16 In-Person Board Meeting on 09-26-16.

P. McDonald seconded the motion.

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

##### Roll Call

K. Granger Aye

P. McDonald Aye

J. Cummings Aye

M. Cohen Aye

M. Koblick Aye

#### V. PUBLIC COMMENT

##### A. Public Comment

No public comment.

#### VI. REPORTS

##### A.

### **CEO Report**

Mr. Lewis shared the CEO Report.

### **B. Academic Affairs Committee Report**

Mr. Koblick shared the Academic Affairs Committee Report.

### **C. Finance Committee Report**

Dr. Granger shared the Finance Committee Report.

### **D. Personnel Committee Report**

Mr. Cummings shared the Personnel Committee Report.

## **VII. NEW BUSINESS**

### **A. Review and Discussion of the College Readiness Block Grant Proposal**

Mr. Lewis presented the College Readiness Block Grant proposal for information only.  
Final vote will occur at the January 30, 2017 Board of Directors meeting.

### **B. Review and Approval of the 2015-16 Audit**

J. Cummings made a motion to approve the 2015-16 audit.  
K. Granger seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

M. Koblick Aye  
P. McDonald Aye  
J. Cummings Aye  
M. Cohen Aye  
K. Granger Aye

### **C. Review and Approval of California State Board of Education Waiver**

M. Cohen made a motion to approve the California State Board of Education waiver request for AAS Del Mar.  
P. McDonald seconded the motion.  
The board **VOTED** to approve the motion.

#### **Roll Call**

K. Granger Abstain  
J. Cummings Aye  
M. Koblick Aye  
M. Cohen Aye  
P. McDonald Aye

### **D.**

### **Review and Approval of the Curriculum Provider**

M. Koblick made a motion to approve K12 as the curriculum provider for Elementary School, and FlipSwitch as the curriculum provider for Middle and High School.

K. Granger seconded the motion.

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

#### **Roll Call**

P. McDonald Aye

M. Cohen Aye

M. Koblick Aye

K. Granger Aye

J. Cummings Aye

### **VIII. Closing Items**

#### **A. Upcoming Meetings**

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,

M. Aguilar



## Coversheet

### Approval of the Special Meeting Minutes from December 21, 2016

**Section:** II. CONSENT ITEMS  
**Item:** C. Approval of the Special Meeting Minutes from December 21, 2016  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on December 21, 2016

APPROVED



# Academy of Arts & Sciences

Compass Charter Schools

## Minutes

### Special Board Meeting

---

#### Date and Time

Wednesday December 21, 2016 at 10:00 AM

---

AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361  
2303 243rd Street, Lomita, CA 90717  
3305 Buckman Springs Road, Pine Valley, CA 91962  
7003 Ridge Avenue, Playa del Rey, CA 90293  
3901 Carpenter Court, Studio City, CA 91604  
3625 Thousand Oaks Blvd., Suite 245 Westlake Village, CA 91362

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For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

---

#### Directors Present

J. Cummings (remote), K. Granger (remote), M. Cohen (remote), M. Koblick (remote), P. McDonald (remote)

#### Directors Absent

*None*

#### Directors who arrived after the meeting opened

---

M. Koblick

**Ex Officio Members Present**

J. Lewis

**Non Voting Members Present**

J. Lewis

---

**I. Opening Items**

**A. Call the Meeting to Order**

P. McDonald called a meeting of the board of directors of Compass Charter Schools to order on Wednesday Dec 21, 2016 at 10:01 AM.

**B. Record Attendance and Guests**

**C. Approval of December 21, 2016 Special Meeting Agenda**

M. Koblick arrived.

M. Cohen made a motion to approve the December 21 Special Board Meeting Agenda.

K. Granger seconded the motion.

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

**Roll Call**

M. Koblick Aye

M. Cohen Aye

K. Granger Aye

J. Cummings Aye

P. McDonald Aye

**II. PUBLIC COMMENT**

**A. Public Comment**

No public comment.

**III. NEW BUSINESS**

**A. Review and Approval of Charter Renewal Appeal**

P. McDonald made a motion to appeal the denial of the AAS Thousand Oaks & Simi Valley charter renewal petition.

M. Koblick seconded the motion.

The motion did not carry.

**Roll Call**

M. Cohen No  
J. Cummings No  
M. Koblick No  
P. McDonald No  
K. Granger No

**B. Review and Approval of Rebranding Process**

K. Granger made a motion to approve the re-branding process for AAS.

J. Cummings seconded the motion.

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

**Roll Call**

P. McDonald Aye  
M. Koblick Aye  
M. Cohen Aye  
K. Granger Aye  
J. Cummings Aye

**IV. Closing Items**

**A. Upcoming Meetings**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:56 AM.

Respectfully Submitted,  
M. Aguilar

## Coversheet

### Approval of the Special Meeting Minutes from January 13, 2017

<b>Section:</b>	II. CONSENT ITEMS
<b>Item:</b>	D. Approval of the Special Meeting Minutes from January 13, 2017
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Special Board Meeting on January 13, 2017

APPROVED



# Academy of Arts & Sciences

Compass Charter Schools

## Minutes

Special Board Meeting

---

### Date and Time

Friday January 13, 2017 at 8:00 AM

---

AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361  
2303 243rd Street, Lomita, CA 90717  
3305 Buckman Springs Road, Pine Valley, CA 91962  
7003 Ridge Avenue, Playa del Rey, CA 90293  
3901 Carpenter Court, Studio City, CA 91604

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/142803757>

You can also dial in using your phone. (872) 240-3212 Access Code: 142-803-757

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

---

### Directors Present

K. Granger (remote), M. Koblick (remote), P. McDonald (remote)

### Directors Absent

J. Cummings, M. Cohen

### Ex Officio Members Present

J. Lewis

---

## Non Voting Members Present

J. Lewis

---

### I. Opening Items

#### A. Call the Meeting to Order

P. McDonald called a meeting of the board of directors of Compass Charter Schools to order on Friday Jan 13, 2017 at 8:09 AM.

#### B. Record Attendance and Guests

#### C. Approval of January 13, 2017 Special Meeting Agenda

K. Granger made a motion to approve the January 13, 2017 Special Board Meeting Agenda.

P. McDonald seconded the motion.

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

#### Roll Call

J. Cummings Absent

M. Koblick Aye

M. Cohen Absent

P. McDonald Aye

K. Granger Aye

### II. PUBLIC COMMENT

#### A. Public Comment

No public comment.

### III. CLOSED SESSION

#### A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

#### B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

### IV. RECONVENE FROM CLOSED SESSION

#### A. Closed Session Report

Mr. McDonald reported the following:

Name of Case: New Jerusalem Elementary School District v. AASCS, Case No. STK-CV-UMC-2016-1072

Direction given to legal counsel.

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (1 potential case)

Nothing to report.

## **V. Closing Items**

### **A. Upcoming Meetings**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:15 AM.

Respectfully Submitted,  
M. Aguilar



# Coversheet

## CEO Report

**Section:** IV. REPORTS  
**Item:** A. CEO Report  
**Purpose:** FYI  
**Submitted by:** J.J. Lewis

**Related Material:**

B 12.14.16-Scholars of the Month November.pdf

F The Chameleon Chronicle - Winter 2017 Issue.pdf

E Additions & Terminations Report.pdf

A CEO Report.pdf

C 1.13.17-Scholars of the Month December.pdf

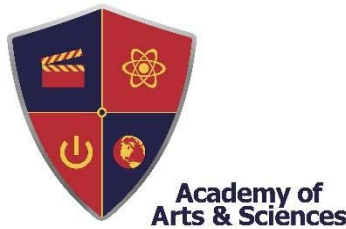
D Chase Securities Statement.pdf

J 12.14 16 Mountain Empire Unifed School District Renews AAS San Diego Charter.pdf

I AAS Del Mar WASC Report Out.pdf

G AAS Events Calendar - Issue 1.pdf

H AAS Events Calendar - Issue 2.pdf



**Academy of  
Arts & Sciences**

**FOR IMMEDIATE RELEASE:**

December 13, 2016

**CONTACT:** Rola Eldanaf

(805) 405-5067

## **Academy of Arts & Sciences (AAS) Names their November Scholars of the Month**

*Thousand Oaks, CA* – AAS is proud of its scholars and uses its Scholar of the Month program to recognize their achievements. Scholars are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, and virtual involvement, and selected by our leadership team for the monthly honor.

### **Elementary School Scholar of the Month: Dylan S., of AAS Sonoma**

“Dylan has been chosen as our scholar of the month because he is an active participating scholar. He attends every learning lab and is eager to participate. Dylan and his Learning Coach make sure to turn in every assignment on time and he always shows his best work,” said Vikki Shumaker, AAS elementary school teacher. “[Dylan] is very friendly with his classmates in learning labs and is always one of the first to raise his hand to answer questions. Dylan is a rock star Scholar! I am so proud of him and enjoy seeing him in learning labs every week!”

### **Middle School Scholar of the Month: Jagger R., of AAS Del Mar**

“Jagger is an asset to AAS! He shows maturity and strength in learning labs and helps create positive culture and environment by staying on task and encouraging other scholars,” said Stacy Burns, AAS middle school teacher. “Not only does he turn in exemplary work, but he often includes outlines and graphs in addition to work assigned.”

### **High School Scholar of the Month: Shelby K., of AAS Sonoma**

“Shelby has been a pleasure to work with in geometry. She attends learning labs regularly and actively participates,” said Amy Hammers, AAS high school teacher. “She is always on track in geometry and is currently earning a 97%! She is very proactive about her education and is in constant communication with me when she needs help. Her emails are always very professional and polite.”

“There are many talented scholars enrolled at AAS, and this Scholar of the Month program is one of the many ways we recognize and celebrate our scholars,” remarked J.J. Lewis, AAS President & CEO. “Please join all of us at AAS in celebrating Dylan, Jagger, and Shelby for being named our November Scholars of the Month!”

### **About the Academy of Arts & Sciences**

The Academy of Arts & Sciences (AAS) is one of California’s leading WASC-accredited virtual public charter schools serving scholars throughout the state. AAS offers a home study and online option for scholars in grades kindergarten through 12. AAS is committed to creating a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for lifelong learning, and preparing scholars to take responsibility for their future successes.

For more information about AAS, visit [www.aascalifornia.org](http://www.aascalifornia.org).

# Scholar of the Month





Winter 2017  
Volume 2, Issue 2

# CHAMELEON CHRONICLE

Greetings AAS Family!

Happy 2017! We are so honored that you are part of our family, working to become innovative, creative, self-directed learners! The start of 2017 has been busy for us, as we celebrated National School Choice Week, the Great Kindness Challenge, and National School Board Recognition Month. Thank you for celebrating with us! I would like to take a few moments to thank our Board of Directors for their continued dedication and service to AAS – THANK YOU Dr. Cohen, Mr. Cummings, Dr. Granger, Mr. Koblick and Mr. McDonald. I encourage everyone to visit our [Board](#) page to learn more about our governing board and the work they do to support our scholars.



J.J. Lewis  
President & CEO

Speaking of 2017 – preparations are being made to celebrate our 8<sup>th</sup> graders who will be entering 9<sup>th</sup> grade next year, and our graduating seniors who are part of the Class of 2017! We have commencement ceremonies and 8<sup>th</sup> Grade Promotion ceremonies planned for June, in Fresno, Rohnert Park, San Diego, and Thousand Oaks. Our amazing Counseling Services staff will be connecting with eligible scholars and families in the coming weeks to talk about these opportunities to celebrate your achievements.

And while we are at it, we have started to think about the start of the 2017-18 school year! I will be hosting Parent Town Halls in February to share exciting updates and information on our plans to be your educational partner in the next school year. Watch your mailboxes, and inboxes, for more information soon. I am excited to share what we have in store during these Parent Town Halls next month!




## INSIDE THIS ISSUE

- Welcome Letter from the CEO .....1
- What's New At AAS.....2
- Enrollment Team Message.....2
- AAS Highlights.....3
- Elementary (K-5).....4
- Middle school (6-8).....5
- High School (9-12) .....6
- AAS Counseling.....7
- Home Study.....8
- Engagement At AAS.....9
- Scholar of the Month.....10
- SBAC Testing.....11
- Stay Connected With AAS.....12




Academy of  
Arts & Sciences


# What's New At AAS



## Success Academy

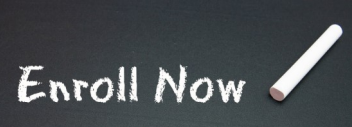


Weekly  
Strive for 45!  
Goal-achievers




Week of January 9-13

Anabella S	Andrew S
Alexis G	Dylan S
Wyatt D	Selah G
Ember G	Thomas C
Matthew S	Ryan C
Nathan G	Giovannie A
Kyle W	Kallel B
Seeri H	Vanessa W
Zakary P	
Aiyana B	




**AAS CONTINUES TO GROW!**

We currently serve over 1,200 AAS scholars!



Check out the [Road to Enrollment](#) video!



Academy of Arts & Sciences

The 2016-2017 school year continues to bring many new additions to AAS: Success Academy and 8th grade promotion ceremony.

**Success Academy:** An opportunity for additional academic online i-Ready instruction for those that could benefit from curriculum that spans grades Kindergarten - 8th. Our recent i-Ready diagnostic helped us to identify scholars that are working at or above grade level, as well as those who could use additional support to reach grade level mastery in certain skills. This program can meet the needs of all types of scholars as it is adaptive to each scholar's individual needs. For more information, contact Scholar Intervention Coordinator, Crystal Villegas: [crystal.villegas@aascalifornia.org](mailto:crystal.villegas@aascalifornia.org)

**8th Grade Promotion Dates & Locations:**

- Thursday, June 8: Sonoma State University, Rohnert Park
- Friday, June 9: Fresno State University, Fresno
- Monday, June 12: Sunset Hills Country Club, Thousand Oaks
- Tuesday, June 13: San Diego State University, San Diego

Our Class of 2017 Commencement Ceremonies will be held on the same dates at the same locations. More information coming soon!

*“The Enrollment Team is delighted to be on the forefront assisting current, returning, and prospective families,” said Nicole Mitra, Enrollment Coordinator.*

## Message From The Enrollment Team



Back row left to right: Dario Eminente and Benjamin Caudillo.  
Front left to right: Danielle DelNegro, Nicole Mitra, and Vanessa Plascencia.

Greetings from The Enrollment Team,

Many things are changing at AAS, and the Enrollment Team is glad to be on the forefront assisting current and returning families. With the enrollment season coming to an end, our team is very excited for the 2017-2018 school year.

The Enrollment Team is still currently enrolling scholars for the 2016-2017 school year! We will be enrolling scholars up until March 6, 2017, with paperwork submitted no later than February 28, 2017 in order to qualify.

If you are interested in enrolling a sibling, or referring AAS to family and friends, we will begin enrollment for the 2017-2018 school year towards the end of March 2017. Stay tuned for more information!

Questions? Email: [enrollment@aascalifornia.org](mailto:enrollment@aascalifornia.org)

Track	Start Date	All Paperwork Due <small>(All paperwork submitted on this date must have <b>NO</b> errors)</small>
C10 <small>(Late Start Cohort; still includes Mon-Sat work)</small>	February 7th, 2017	January 31st, 2017
C11 <small>(Late Start Cohort; still includes Mon-Sat work)</small>	February 22nd, 2017	February 14th, 2017
C12 <small>(Late Start Cohort; still includes Mon-Sat work)</small>	March 6th, 2017	February 28th, 2017



Parent Suggestion Box



Scholar Suggestion Box

AAS always welcomes learning coaches' (parents) and scholars' feedback. For any questions, comments, concerns, or suggestions click on the links below:

[Parent Suggestion Box](#)

[Scholar Suggestion Box](#)

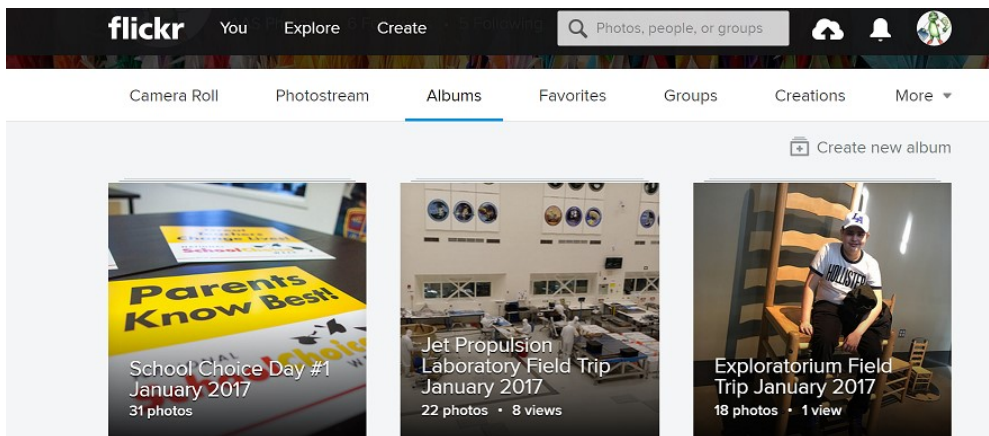
# AAS HIGHLIGHTS

Our AAS scholars have enjoyed our monthly field trip and enrichment activities.



From top left to right: Underwood Pumpkin Patch Field Trip and California Space Center Field Trip.

From bottom left to right: Color Me Mine Field Trip and Beatrix Potter Enrichment Activity at our Thousand Oaks Learning Center.



Photos of all of our field trips and enrichment events can be found in our [Flickr](#) albums.

**[MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT RENEWS ACADEMY OF ARTS & SCIENCES' \(AAS\) SAN DIEGO CHARTER!](#)**

Thousand Oaks, CA – The Mountain Empire Unified School District approved the renewal of the charter petition for Academy of Arts & Sciences: San Diego at their regularly scheduled board meeting on Tuesday, December 13, 2016. Their decision continues the partnership between AAS and the district to serve the needs of scholars looking for unique educational opportunities.

“It is a great honor to have our AAS San Diego charter petition renewed by our partners, the Mountain Empire USD,” said J.J. Lewis, AAS President & CEO. “We are committed to providing a robust educational experience to the scholars we serve throughout the region and look forward to growing these opportunities for our current and prospective scholars and their families.”

The board approved the charter renewal for another five-year term after a comprehensive review by district staff, along with comments from AAS scholars, parents, partners, and staff during last month’s Public Hearing. AAS currently serves close to 400 scholars who reside in San Diego, Imperial, Orange, and Riverside Counties through its virtual program.

AAS is a growing independent study charter school providing a rigorous virtual education to scholars in grades TK through 12. Scholars come from various backgrounds and experiences and are looking for individualized educational choices that fit their schedules, lifestyles, and interests. AAS teachers and staff provide direct instruction in virtual classroom sessions, offer field trips and enrichment activities, and use research-based programs to benchmark and support scholar success throughout the year.



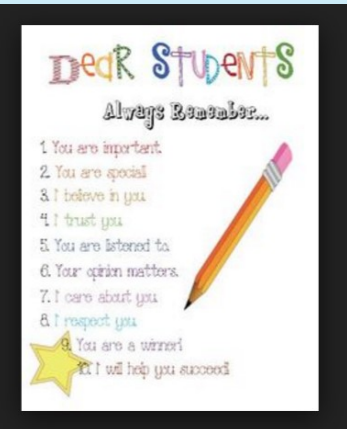
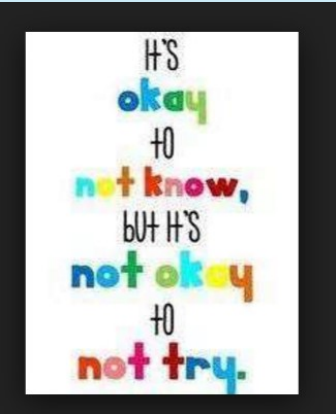
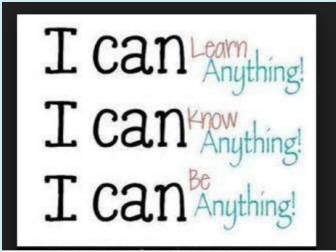
Academy of Arts & Sciences

# Elementary K-5



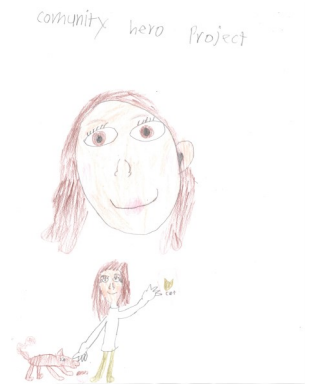
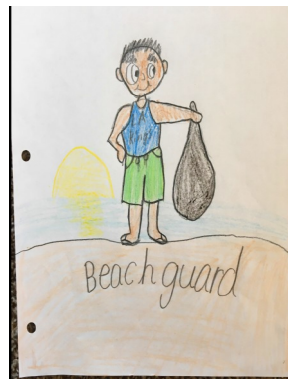
**Steven Thompson**  
Elementary School  
Coordinator

Happy New Year! We are excited to start a new year at AAS! We hope that all of our scholars and learning coaches had a wonderful time resting and relaxing! Please take the time to listen to the weekly video from Mr. Thompson! For 2017 we are changing it to Afternoon Minutes with Mr. Thompson, the weekly message will arrive via email at 5pm every Monday. Please make sure to watch it because there is vital information given each week.

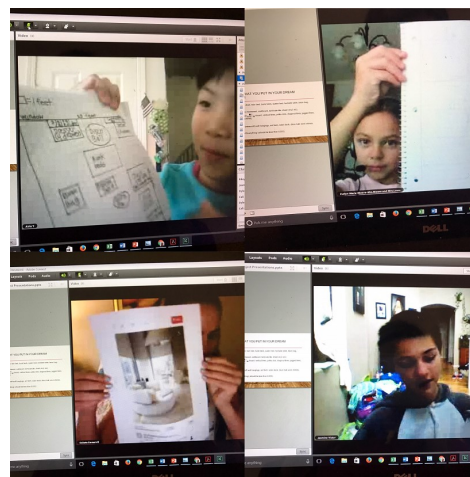


In November, the 2nd and 3rd grade Scholars identified a real life issue, formulate research questions, gather data, and design and implement an action plan to help better their community. Donating blankets to homeless, picking up trash at local parks, reading to kids at the library, and holiday toy drives are just a few of the awesome action plans created. It has been amazing to watch them become heroes in their communities!

*“It has been amazing to watch our scholars become heroes in their communities,” said Ms. Fisher.*



From left to right: Isaac's superhero, Koa's superhero, and Mazzy's superhero.



AAS elementary scholars share their work with other scholars during weekly learning labs.

# Middle School 6-8



**Melissa Blitzstein**  
Middle School  
Coordinator

Happy New Year Middle School Families! I hope you had a wonderful holiday season with your family and are ready to jump headfirst into 2017! Your teachers are teaching weekly Learning Labs and Q&A sessions that should not be missed! Learning Labs will include skills and content from the course while Q&As are a good place to come if you need some 1-on-1 assistance from your teacher. There, your teacher can work with you to answer questions on assignments and help you understand concepts. Both Learning Labs and Q&A sessions are important to scholar's success! Don't miss out! For the new year, I will recommence sending out Monday Morning Messages, as I did last year. These short messages will include important information and tips for your scholar's success. Be sure to check your email every Monday for this message and don't hesitate to reach out to me if you have any questions or concerns. I look forward to a great second semester! Cheers!



***“Both Learning Labs and Q&A sessions are important to a scholar’s success,” said Ms. Blitzstein.***

## Updates & Reminders

- Science Olympiad Competition- February 18th
- iReady testing window: Scholars will take a math and reading assessment with their teachers in Learning Labs. See pacing guides for specific dates:

Track B: Feb 7th-10th

Track C: March 7th-10th

8th Grade: Physical Science students just completed a Physics unit in which they learned about the dynamics of flight. This culminated in a Mars Lander Engineering design project that was simulated with an egg drop. Scholars were given background and tips from guest speakers at NASA JPL.

\*

7th Grade: Scholars were challenged to become experts on one phylum within the animal kingdom and make slides to teach each other about it at the Animal Kingdom Prezi Gallery Walk. Once they completed the research and slide stages, they got to take a tour through the entire Animal Kingdom, answering student-created questions as they go.

\*

6th Grade: Scholars have been learning about advertising and has completed several assignments showing their knowledge on how to create new products, market them, and design advertisements to sell them. In Language Arts they created not only an advertisement, but also created the product they wanted to sell.



### Parent Advisory Council

The Parent Advisory Council serves to provide parent feedback on school policies and procedures at the Academy of Arts and Sciences to ensure that they are consistent with its Mission, Vision, Values, and Strategic Plan. Members act as a committed group of advisors to the staff and administration, regarding issues that affect the scholars and school of AAS. They provide feedback and insight from the parent's perspective on school process, policies and initiatives to ensure that the needs of parents and their families are included as decisions are made. They also serve as an advisory, not a decision-making body, that makes recommendations, encourages brainstorming and provides opportunities for parent involvement on committees.

#### PAC Members:

Lisa Robotham, Chair

Theresa Nordstrom  
Christopher, Member

Marissa Peralta, Member

Bob Nahm, Member



6

# HIGH SCHOOL 9-12



**Janae Smith, High School Coordinator**

We are half way through the school year and still going strong! Our high school scholars have really put their best foot forward and are doing an amazing job this year. During second semester we are encouraging scholars who are interested in National Honors Society to reach out to their teachers for additional information to be involved in this amazing opportunity. Also, acceptance letters are coming in for some of our seniors and we are excited to share those universities of choice as the big decisions are made. The high school team is also excited to have our terrific scholars participate and take the i-ready assessment to show off what they already know and help teachers guide instruction and provide specific help to those who need it. Graduation is also fast approaching and we are all looking forward to seeing scholars continue to shine at this multi-location events in June. Our wonderful high school scholars and team, let's end the school year even better than semester 1!

***“Our high school scholars have really put their best foot forward and are doing an amazing job this year,” said Ms. Smith.***

## Updates & Reminders

**OUR LABS HAVE MOVED!** Our Biology and Chemistry Wet Labs have been changed from the first Saturday of the month to the first FRIDAY of the month. Please reach out to the Biology and Chemistry teachers for more information on how you can attend or stream in.

**iReady testing window:** Scholars will take a math and reading assessment with their teachers in Learning Labs. See pacing guides for specific dates:

Track B: Feb 7th-10th

Track C: March 7th-10th

#### **Semester 2 start dates:**

Track B: February 6th

Track C: January 24th



Congratulations to Adam Omary for his acceptance at Southern Illinois University! Adam has also received a scholarship that will grant in In-State tuition costs and a scholar award of \$6000. Way to go Adam!

Congratulations to Eunji Shim for entering the first round at Juilliard, NEC and Oberlin Music Conservatory.

National Honor Society will be recruiting this spring. Contact our NHS advisor [Derek Yip](#) if you need more information.

# AAS COUNSELING TEAM



Back Row left to right: Counselor, Edith Cruz, Counseling Services Manager, Debra Stephen, and Counselor, Jacob Samples.  
Front row left to right: Counselor, Gabriela Ayala, Counselor, Gabe Gonzalez.

Greetings from the Counseling Team! As we move into the second half of the school year we want to encourage you to reach out to your counselor for support with academic, personal/social and college and career readiness needs. Please use the following link to connect with your counselor - <http://tinyurl.com/Request-Counselor-Meeting>.



## NATIONAL SCHOOL COUNSELING WEEK

**PHOTO CHALLENGE** Take a photo for the day's theme and share on Twitter, Facebook or Instagram with the hashtag #NSCW17.

**FEB. 6 MONDAY** Happy National School Counseling Week (Download our sign from [www.schoolcounselor.org/nscw](http://www.schoolcounselor.org/nscw))

**FEB. 8 WEDNESDAY** Appreciation (Download our "I ♥ my school counselor because" sign)

**FEB. 7 TUESDAY** Put the School in School Counselor (Have one of these shirts? Let's see you with it. Don't have one yet? Download our sign.)

**FEB. 9 THURSDAY** Passion (Download our "I ♥ being a school counselor because" sign)



**FEB. 10 FRIDAY** College/Career Readiness (Wear your college gear or download our "I want to be a" sign for students)

National School Counseling Week 2017, "School Counseling: Helping Students Realize Their Potential," will be celebrated from Feb. 6-10, 2017, to focus public attention on the unique contribution of school counselors within U.S. school systems. National School Counseling Week, sponsored by American School Counselors Association (ASCA), highlights the tremendous impact school counselors can have in helping students achieve school success and plan for a career.

AAS Counseling Team has a lot of important information to share with our high school scholars, such as but not limited to: Acceleration Course Options Program (ACOP), college entrance exams, CollegeGo app, financial aid, CA Dream Act, scholarships, Cal States, UC's, and virtual tours. For more information, click [here](#).



Congratulations to our Fall 2017 graduates! We are proud of your accomplishments and wish you the best in your future endeavors!

Synovia K., Blake C., Amanda S., Vanessa A., Rigo N., Melody M., Ashley G.



Academy of Arts & Sciences

# HOME STUDY



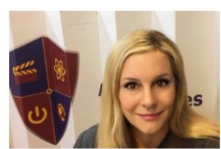
**Wendy Sottile**  
Educational Facilitator



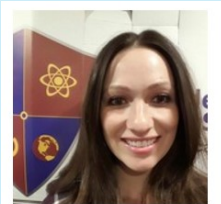
**Sharlie Walker**  
Educational Facilitator



**Amy Wormald**  
Educational Facilitator



**Cristina Planchon**  
Educational Facilitator



**Kelli McCauley**  
Educational Facilitator



**Kristy Smith**  
Home Study Coordinator

Happy 2017! I hope you enjoyed your break and your new year is off to a great start! I'm excited to be your new Home Study Coordinator, working alongside the Educational Facilitators to assist you in your homeschooling journey. We are proud of our scholars and the learning that they are demonstrating in their Seesaw submissions, from literary reflections to science in the kitchen to field trips exploring history. The dedication you show to your children's education is remarkable, and we are grateful to be a part of it.

***“We are proud of our scholars and the learning they’re demonstrating in their Seesaw submissions,” said Ms. Smith.***

Survey Opportunity: We hope you are enjoying being a part of the Academy of Arts & Sciences' Home Study Program. We are very excited about our program, and we'd love to get your feedback. We would appreciate it if you could complete the following quick survey. Thank you!

Click here: [Home Study Survey](#)



Sibling scholars John (Grade 8) and Annalise (Grade 5) won gold in their Jiu-Jitsu tournament.



Artwork by Layla, Grade 11

The Schott brothers did a unit on the U.S. political election process. They watched the debates, talked about the nominees, researched the state and county ballot measures, accompanied their parents to the polls, watched and recorded the results by state, analyzed the Electoral College system, and made observations about the popular vs. electoral results, who voted for whom by region, and votes by age.

# ENGAGEMENT AT AAS



**Rebecca MacAlpine**  
Scholar Engagement  
Coordinator

Scholar Engagement Coordinator, Rebecca MacAlpine, works diligently to provide our scholars with monthly field trips and enrichment activities.

For more information on upcoming events, click [here](#).



## UPCOMING EVENTS

Jan 27:

- LEGOLAND
- RSVP's are closed for this event and tickets have already been purchased

Jan 30:

- iFly Ontario
- Scholars~ Free, Adults~ Free, Non-Enrolled Youth~ \$20

Jan 31:

- Young Chef's Academy Fresno
- Scholars~ Free, All Other Guests~ \$15

Feb 1:

- Natural History Museum of LA County Homeschool Day
- Free event for scholars and learning coaches

Feb 2- Afternoon:

- AAS Movie Day
- Four Different Theater Locations- Fairfield, Fresno, Simi Valley and San Diego. Tickets provided for a limited number of guests at each location. Movie will be "Hidden Figures" but if it is not playing at selected theaters on date- movie day will be rescheduled in respective areas.

Feb 2- Evening:

- Reagan Library Film Festival
- Free event, Formal Attire, Very Limited Spots Available

Feb 3:

- Ronald McDonald House Inland Empire Tour
- Tour will be the conclusion to our Donation Drive, guests can bring items from Ronald McDonald House Inland Empire Wish List. All guests are free. Limited spots available.

Feb 7:

- Thousand Oaks Enrichment: David Prather World of Myths
- Free event held at our Thousand Oaks Learning Center

Feb 10:

- Fresno Enrichment: Fresno Wildlife Rescue & Rehabilitation Overview
- Free event for all who attend- join us as we hear from a local wildlife expert!

Feb 15:

- Living Desert in Palm Desert Field Trip
- Scholars- Free, Non-Enrolled Ages 3 to 18- \$6, Attending Adults 18 years old or older- \$9

Feb 17:

- Disney Concert Hall Performance
- RSVP List Full, wait-list has been created
- Event for Middle and High School Scholars. Limited spots available.

Feb 22:

- Riverside/San Diego Enrichment: Family Engineering Event
- Egg Drop Competition! Free to participate, please bring along items from around your house to contribute to your Egg Drop contraption!

Feb 24:

- Discovery Center Fresno Field Trip & Science Lesson
- Cost: Scholars- Free, Non-Enrolled Ages 3 to 18- \$15, Attending Adults 18 years old or older- \$5. Guests will get to learn about the fun and excitement of chemistry!



Academy of  
Arts & Sciences

# SCHOLAR OF THE MONTH

## October

Scholar of the Month



## November

Scholar of the Month

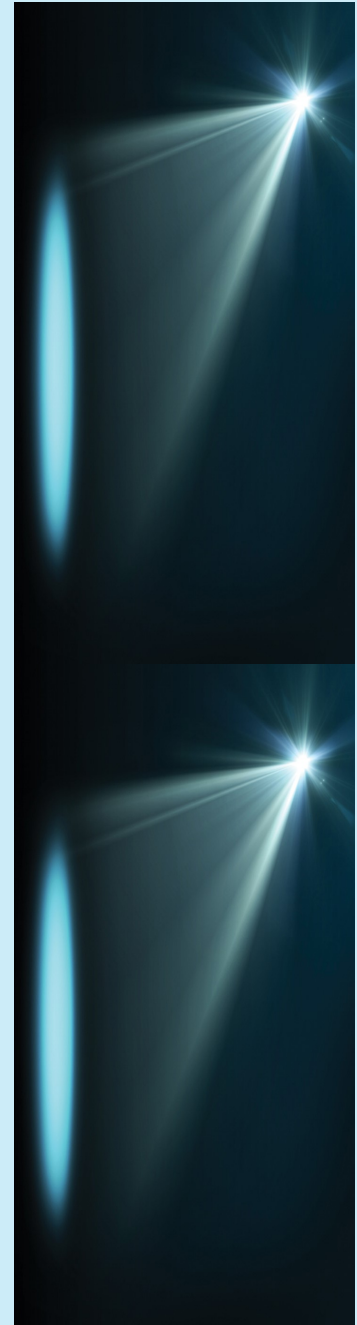


## December

Scholar of the Month



AAS is proud of every scholar and recognizes several scholars each month for their achievements. Scholars of the Month are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, virtual involvement, and selected by our leadership team for the monthly honor.



Academy of Arts & Sciences

# SBAC TESTING



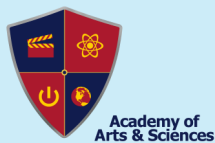
The CAASPP\* Testing Window is set. The dates are April 24 through May 12. Scholars in grades 3-8 and 11 will test in English Language and Math. In addition, all scholars in grades 5 & 8 and various scholars in grades 10-12 will test in Science. Testing will take 3 days, one day for each test.

Taking the CAASPP test is mandated by the state, and schools are expected to meet participation criteria.

Please plan to be available for in-person testing during testing window.

\*CAASPP = California Assessment of Student Performance and Progress

Specific Information (still in development) Sites will be located across the state. We may have some sites that have Saturday testing hours. Testing hours will be between 8 and 5, with specific sites and hours to be announced later.



## ACADEMY OF ARTS & SCIENCES

### MISSION STATEMENT

Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

### VISION STATEMENT

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.

### CORE VALUES

Achievement

Communication

Integrity

Respect

Teamwork

### Chameleon Chronicle Editor:

Rola Eldanaf:  
rola.eldanaf@aascalifornia.org



Academy of Arts & Sciences

12



### STAY CONNECTED WITH ACADEMY OF ARTS & SCIENCES!

Facebook: [facebook.com/aas.california](https://facebook.com/aas.california)

Twitter: [@AASCommunicates](https://twitter.com/AASCommunicates)

YouTube: [AASCommunicates](https://www.youtube.com/AASCommunicates)

Flickr: [AASPhotos](https://www.flickr.com/photos/AASPhotos)

Instagram: [AASCommunicates](https://www.instagram.com/AASCommunicates)

Website: [aascalifornia.org](https://aascalifornia.org)

Email: [info@aascalifornia.org](mailto:info@aascalifornia.org)



ACADEMY OF ARTS & SCIENCES

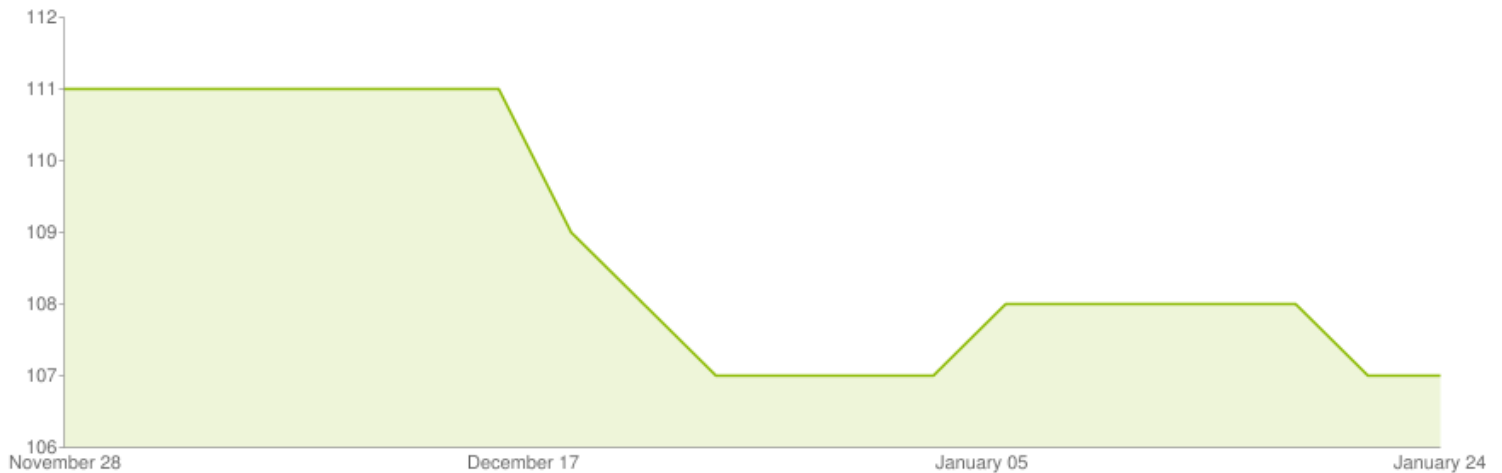
850 HAMPSHIRE RD. SUITE P.

THOUSAND OAKS, CA 91361



## Additions &amp; Terminations

01/24/2017



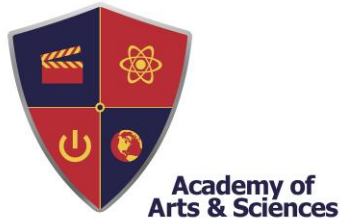
## Additions (1)

Name	Employment status	Department	Division	Location	Job title	Hire date
Chalco-Paz, Lindsey	Full-Time	Home School	Academic Affairs	Central Office (TO)	Educational Facilitator	01/03/2017

## Terminations (5)

Name	Employment status	Department	Division	Location	Job title	Hire date	Termination date
Lepe, Tania	Terminated	Advising	Information Services	Remote	High School Advisor	01/01/2014	12/16/2016
Marchese, Amy	Terminated	Information Services	Information Services	Remote	Scholar Support Manager	12/01/2014	12/23/2016
McClain, Charlotte	Terminated	Academic Affairs	Academic Affairs	Remote	High School Coordinator	12/01/2014	12/16/2016
Nieto, Jessica	Terminated	Finance	Operations	Central Office (TO)	Administrative Assistant	09/26/2016	01/19/2017
Troletti, Julie	Terminated	Administration	Executive	Central Office (TO)	Director, Information Services	07/01/2013	12/21/2016





## CEO Report January 30, 2017

Great work is happening throughout the organization. This report is meant to highlight several of the functional areas with updates for the Board of Directors:

### Academic Affairs

- A total of 1,218 scholars are enrolled with an additional 39 scholars beginning Virtual Learning. Last year at this time we had 1,796 enrolled.
- Five scholars have recently graduated as part of the Class of 2017, increasing our current graduate number to seven. We have 52 scholars are track to graduate by June.
- Success Academy has over 80 scholars participating this semester. Per teacher recommendation, 9<sup>th</sup> grade scholars being tracked as part of our math placement policy have been invited to join this program as well.
- Track A semester 1 report cards were distributed on January 27<sup>th</sup>. Track A Honor Roll will be announced within the next two weeks. Track A semester 2 started on January 23<sup>rd</sup>. Track B semester 1 ends on February 4<sup>th</sup> and report cards will be distributed within 10 days from semester end.
- Scholar of the Month recognition program continues. *See enclosed press releases.*

### Operations

- Forth investment ladder has matured with JP Morgan Chase. We have rolled these funds over per policy. *See enclosed portfolio report.*
- Organizational changes have transpired since the last meeting. *See enclosed worksheet.*
- School-wide Professional Development Day was Friday, January 20<sup>th</sup>. Topics included an HR/IT update, Home Study Program Overview, workshops for several teams, and an overview of the new StrongMind systems.

### Strategic Initiatives

- *AAS Chameleon Chronicle* – quarterly eNewsletter for all stakeholders on past activities and upcoming opportunities for scholars, families and staff. *See enclosed issue.*
- We are scheduled to participate in two large homeschool conventions this summer. The Great Homeschool Convention in Ontario (Southern California)

from June 15<sup>th</sup> – 17<sup>th</sup> and the Homeschool Association of California Conference in Sacramento (Northern California) from July 27<sup>th</sup> – 30<sup>th</sup>.

- We participated in the nationwide National School Choice Week (January 23<sup>rd</sup>-27<sup>th</sup>) activities, along with The Great Kindness Challenge.
- We have hosted many engagement events for our scholars over the last few months. Families have provided positive feedback about the additional educational and social opportunities for their scholars. We have created an Event Newsletter that is sent to families to help them keep up with our events and RSVP dates. *See enclosed newsletters.*

### Miscellaneous

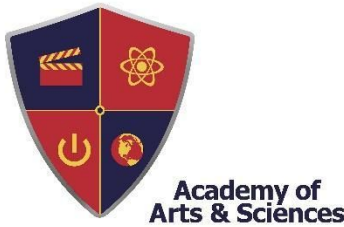
- A WASC Visiting Committee was on-site January 23-25 to review our Self-Study Report for AAS Del Mar. They presented their recommendations to all staff on January 25. *See enclosed presentation.*
- The charter renewal petition for AAS Del Mar was approved by the Mountain Empire USD Board of Trustees in December. *See enclosed press release.*
- Lisa Fishman and I have been accepted into the Charter School Development Center's Charter Business Officer Training Program. The program runs February through April.

A lot of great work is taking place, thanks to our dedicated staff, to continue to improve the educational experience we provide our scholars. My thanks to our team for everything they do each and every day.

Respectfully Submitted,



J.J. Lewis  
President & CEO



**FOR IMMEDIATE RELEASE:**

January 13, 2016

**CONTACT:** Rola Eldanaf

(805) 405-5067

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## **Academy of Arts & Sciences (AAS) Names their December Scholars of the Month**

*Thousand Oaks, CA* – AAS is proud of its scholars and recognizes several scholars each month for their achievements. Scholars of the Month are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, virtual involvement, and selected by our leadership team for the monthly honor.

### **Elementary School Scholar of the Month: Seeri H., of AAS Sonoma**

“It is a pleasure to have Seeri as one of my super scholars this year! Seeri is a hard worker and excels in all of her courses. She also attends learning labs, and I can always count on her participation and thoughtful responses,” said Kari Watt, AAS elementary school teacher. “She is always quick to encourage and compliment her classmates, and she is an inspiration to those around her. Great job, Seeri!”

### **Middle School Scholar of the Month: Luke A., of AAS Del Mar**

“Luke has a very strong work ethic. He is very responsible and independent. Despite his scheduling conflicts with learning labs, he makes a point to watch the recordings and completes the required activities,” said Jennifer Tatum, AAS middle school teacher. “He takes ownership of his work and communicates very well with his teachers. He is a very polite young man and is a good advocate for himself.”

### **High School Scholar of the Month: Jason R., of AAS Del Mar**

“Jason is an A student who is both smart and responsible in doing his work,” said Jordan Harnish, AAS high school teacher. “He always wants to do well and works for it!”

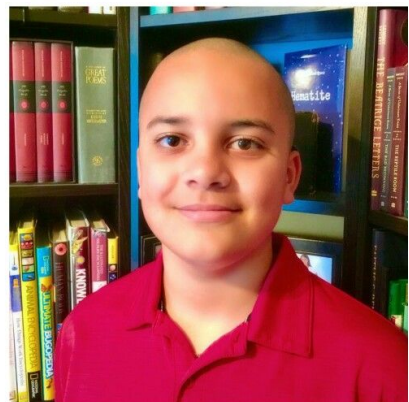
“There are many talented scholars enrolled at AAS, and this Scholar of the Month program is one of the many ways we recognize and celebrate our scholars,” remarked J.J. Lewis, AAS President & CEO. “Please join all of us at AAS in celebrating Seeri, Luke, and Jason for being named our December Scholars of the Month!”

### **About the Academy of Arts & Sciences**

The Academy of Arts & Sciences (AAS) is one of California’s leading WASC-accredited virtual public charter schools serving scholars throughout the state. AAS offers a home study and online option for scholars in grades kindergarten through 12. AAS is committed to creating a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for lifelong learning, and preparing scholars to take responsibility for their future successes.

For more information about AAS, visit [www.aascalifornia.org](http://www.aascalifornia.org).

## Scholar of the Month





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Financial Advisor VOELLER/WITRY  
 TELEPHONE (415) 772-3071  
 VISIT OUR WEBSITE www.jpmorgansecurities.com

Month End Closing Method: FIFO

STATEMENT PERIOD  
 December 1 - December 30, 2016

### What's In This Statement

Financial Summary.....3  
 Bonds With 60-Day Horizon.....4  
 Your Portfolio Holdings.....4  
 Transaction Detail.....10  
 Your Messages.....18

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**ACADEMY OF ARTS AND SCIENCES**  
 850 HAMPSHIRE RD SUITE P  
 THOUSAND OAKS CA 91361-6004

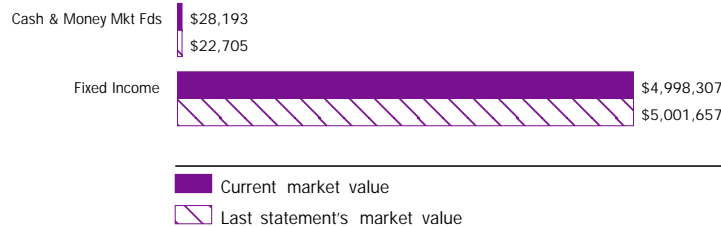
Investment products are: Not insured by FDIC; Not a deposit or other obligation of, or guaranteed by, JPMorgan Chase Bank, N.A. or any of its affiliates; Subject to investment risks, including possible loss of the principal amount invested. See "Your messages" section.

### Your Portfolio at a Glance

TOTAL VALUE OF SECURITIES THIS PERIOD	4,998,307
LONG ACCRUED INTEREST	6,616
NET CREDIT BALANCE	28,193
<b>NET EQUITY THIS PERIOD</b>	<b>\$5,033,116</b>
NET EQUITY LAST STATEMENT	5,033,508
CHANGE SINCE LAST STATEMENT	-392

There are no "Stop Loss" orders or other pending buy or sell open orders on file for your account.

### Market Value of Your Portfolio



If any information regarding 2016 interest, dividends, miscellaneous income, gross proceeds or original issue discount is required to be reported to the IRS for this account, a Consolidated Form 1099 will be mailed to you no later than February 15, 2017, or a Form 1042S by March 15, 2017. While we verify the information reported, reclassification of income by an issuer, corporate actions or other adjustments may necessitate a corrected Consolidated Form 1099.

Non Receipt of Checks or Stocks:  
 Please report any difference or non-receipt of checks or stocks indicated as delivered to you, to Client Services Operations at 800-634-1428; or write to Client Services Operations at J.P. Morgan Securities LLC, Four Chase Metrotech Center, Brooklyn, N.Y. 11245-0001



This summary is for informational purposes only. It is not intended as a tax document. This statement should be retained for your records. See reverse side for important information.

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ACADEMY OF ARTS AND SCIENCES

STATEMENT PERIOD  
 December 1 - December 30, 2016

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

3 of 28

### Portfolio Value

	THIS PERIOD	LAST PERIOD
Assets		
Net Credit Balance	28,193.17	22,705.47
Fixed Income	4,998,307.00	5,001,657.00
<i>Subtotal (Long Portfolio)</i>	5,026,500.17	5,024,362.47
Est. Long Accrued Interest	6,616.00	9,146.00
Total Assets	\$5,033,116.17	\$5,033,508.47
NET PORTFOLIO VALUE	\$5,033,116.17	\$5,033,508.47

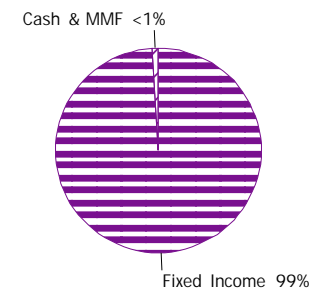
### Income Summary

	THIS PERIOD	YEAR TO DATE
Corp. Bond Int.	5,487.70	28,198.31
Total	\$5,487.70	\$28,198.31
Bond Purchase Int.	0.00	-5.14

### Cash Flow Analysis

	THIS PERIOD	THIS YEAR
Opening Cash/Sweep Prog.	\$22,705.47	\$0.00
Redemptions/Tenders	1,250,000.00	5,000,000.00
Div/Int/Other Inc (Credit)	5,487.70	28,198.31
Amount Credited	\$1,255,487.70	\$5,028,198.31
Securities Bought	-1,250,000.00	-5,000,000.00
Div/Int/Other Inc (Debit)	0.00	-5.14
Amount Debited	\$-1,250,000.00	\$-5,000,005.14
Net Cash/Sweep Prog. Act.	5,487.70	28,193.17
Closing Cash/Sweep Prog.	\$28,193.17	\$28,193.17

### Your Portfolio Allocation



Unshaded portions denote debit balance and/or short market values. The allocation percentage is derived from the absolute market value of your portfolio.



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ACADEMY OF ARTS AND SCIENCES

4 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Bonds With 60-Day Horizon

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### BONDS WITH MATURITY DATES WITHIN 60 DAYS

MATURITY DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	INTEREST RATE (%)
03/17/17	BMW BK NORTH AMER SALT LAKE	05580ADY7	250,000	0.700
03/23/17	BBCN BK LOS ANGELES CA	073296BY0	250,000	0.650
03/23/17	AXIOM BANK MAITLAND FLORIDA	05464LAF8	250,000	0.650
03/28/17	SONABANK NATL ASSN MCLEAN VA	83540RFF5	250,000	0.700
03/29/17	SAFRA NATL BK NEW YORK	78658QVF7	250,000	0.650

These bonds will also appear in Your Portfolio Holdings section.

## Your Portfolio Holdings

The total cost basis for each security position and the unrealized gain/loss are provided solely for your convenience and may not be used for tax purposes or otherwise relied upon. If you have questions related to tax consequences, please consult your tax advisor. Unrealized gain/loss total reflects only those positions for which a cost basis is available or has been provided to JPMS. Unless the tax basis provided relates to a position purchased on the books of JPMS, JPMS has not and cannot validate the basis provided. Information on this statement related to cost and gain/loss calculations does not include adjustments for wash sales that may have occurred on the last business day of this statement period. These wash sale adjustments, if any, will be reflected on your next statement.

### CASH & MONEY MARKET FUNDS

DESCRIPTION	TYPE	QUANTITY	PRICE	MARKET VALUE	COST	UNREALIZED GAIN/LOSS
CASH BALANCE	CASH			28,193	28,193	
<b>TOTAL CASH &amp; MONEY MARKET FUNDS</b>				<b>\$28,193</b>	<b>\$28,193</b>	<b>N/A</b>





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ACADEMY OF ARTS AND SCIENCES

5 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your Portfolio Holdings (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### FIXED INCOME

#### Certificates of Deposit

DESCRIPTION	ACCT TYPE	ACQUISITION DATE	QUANTITY	PRICE	MARKET VALUE	UNIT COST	COST	UNREALIZED GAIN/LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD (%)	ACCRUED INTEREST
BMW BK NORTH AMER SALT LAKE C/D FDIC INS TO LIMITS DATED DATE 03/18/16 FIRST COUPON 03/17/2017 BOOK ENTRY ONLY DUE 03/17/2017 0.700% CUSIP: 05580ADY7 RATING: MOODY N/A S&P N/A	CASH	03/15/16	250,000	100.03	250,068	100.00	250,000	68 ST	1,750	0.70	1,376
AXIOM BANK MAITLAND FLORIDA C/D FDIC INS TO LIMITS DATED DATE 03/23/16 BOOK ENTRY ONLY DUE 03/23/2017 0.650% CUSIP: 05464LAF8 RATING: MOODY N/A S&P N/A	CASH	03/15/16	250,000	100.03	250,075	100.00	250,000	75 ST	1,625	0.65	31
BBCN BK LOS ANGELES CA C/D FDIC INS TO LIMITS DATED DATE 03/23/16 BOOK ENTRY ONLY DUE 03/23/2017 0.650% CUSIP: 073296BY0 RATING: MOODY N/A S&P N/A	CASH	03/15/16	250,000	100.01	250,018	100.00	250,000	18 ST	1,625	0.65	31
SONABANK NATL ASSNMCLEAN VA C/D FDIC INS TO LIMITS DATED DATE 03/28/16 BOOK ENTRY ONLY DUE 03/28/2017 0.700% JJ 28 CUSIP: 8354ORFF5 RATING: MOODY N/A S&P N/A	CASH	03/15/16	250,000	100.03	250,073	100.00	250,000	73 ST	1,750	0.70	743



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ACADEMY OF ARTS AND SCIENCES

6 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your Portfolio Holdings (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### Certificates of Deposit (Continued)

DESCRIPTION	ACCT TYPE	ACQUISITION DATE	QUANTITY	PRICE	MARKET VALUE	UNIT COST	COST	UNREALIZED GAIN/LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD (%)	ACCRUED INTEREST
SAFRA NATL BK NEW YORK INSTL C/D DATED DATE 03/30/16 FIRST COUPON 03/29/2017 BOOK ENTRY ONLY DUE 03/29/2017 0.650% CUSIP: 78658QVF7 RATING: MOODY N/A S&P N/A	CASH	03/15/16	250,000	100.03	250,063	100.00	250,000	63 ST	1,625	0.65	1,224
BEAL BK PLANO TEX C/D FDIC INS TO LIMITS DATED DATE 06/15/16 FIRST COUPON 06/14/2017 BOOK ENTRY ONLY DUE 06/14/2017 0.700% CUSIP: 07370TY31 RATING: MOODY N/A S&P N/A	CASH	06/09/16	250,000	99.99	249,970	100.00	250,000	-30 ST	1,750	0.70	949
CIT BK NATL ASSN PASADENA CA C/D FDIC INS TO LIMITS DATED DATE 06/21/16 FIRST COUPON 06/21/2017 BOOK ENTRY ONLY DUE 06/21/2017 0.700% CUSIP: 12556LACO RATING: MOODY N/A S&P N/A	CASH	06/09/16	250,000	100.01	250,018	100.00	250,000	18 ST	1,750	0.70	921
MBANK MANITISQUE MICH C/D FDIC INS TO LIMITS DATED DATE 06/21/16 BOOK ENTRY ONLY DUE 06/21/2017 0.700% CUSIP: 55275FJ22 RATING: MOODY N/A S&P N/A	CASH	06/09/16	250,000	100.01	250,023	100.00	250,000	23 ST	1,750	0.70	43



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ACADEMY OF ARTS AND SCIENCES

7 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Your Portfolio Holdings (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**Certificates of Deposit (Continued)**

DESCRIPTION	ACCT TYPE	ACQUISITION DATE	QUANTITY	PRICE	MARKET VALUE	UNIT COST	COST	UNREALIZED GAIN/LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD (%)	ACCRUED INTEREST
BRIDGEWATER BK BLOOMINGTON MINN C/D FDIC INS TO LIMITS DATED DATE 06/28/16 BOOK ENTRY ONLY DUE 06/28/2017 0.700% CUSIP: 108622EW7 RATING: MOODY N/A S&P N/A	CASH	06/09/16	250,000	99.98	249,953	100.00	250,000	-47 ST	1,750	0.70	10
COMMUNITY BUSINESS BK WEST C/D FDIC INS TO LIMITS DATED DATE 06/30/16 BOOK ENTRY ONLY DUE 06/30/2017 0.700% CUSIP: 20365UCQ1 RATING: MOODY N/A S&P N/A	CASH	06/16/16	250,000	100.00	250,008	100.00	250,000	8 ST	1,750	0.70	
BANK HOPE LOS ANGELES CA CD C/D FDIC INS TO LIMITS DATED DATE 09/23/16 BOOK ENTRY ONLY DUE 09/22/2017 0.800% CUSIP: 062683AD9 RATING: MOODY N/A S&P N/A	CASH	09/20/16	250,000	99.90	249,745	100.00	250,000	-255 ST	2,000	0.80	38
STEARNS BK NA ST CLOUD MN CD C/D FDIC INS TO LIMITS DATED DATE 09/22/16 BOOK ENTRY ONLY DUE 09/22/2017 0.750% CUSIP: 857894RF8 RATING: MOODY N/A S&P N/A	CASH	09/20/16	250,000	99.90	249,748	100.00	250,000	-252 ST	1,875	0.75	41



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ACADEMY OF ARTS AND SCIENCES

8 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Your Portfolio Holdings (continued)**

ACCOUNT NUMBER  
 520-15886 YWB

LAST STATEMENT November 30, 2016

**Certificates of Deposit (Continued)**

DESCRIPTION	ACCT TYPE	ACQUISITION DATE	QUANTITY	PRICE	MARKET VALUE	UNIT COST	COST	UNREALIZED GAIN/LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD (%)	ACCRUED INTEREST
GNB BK GRUNDY CTR IOWA CD 0.7 C/D FDIC INS TO LIMITS DATED DATE 09/28/16 BOOK ENTRY ONLY DUE 09/28/2017 0.750% CUSIP: 36198JC1 RATING: MOODY N/A S&P N/A	CASH	09/20/16	250,000	99.89	249,723	100.00	250,000	-277 ST	1,875	0.75	10
SYNOVUSBK COLUMBUS GA CD 0.7 C/D FDIC INS TO LIMITS DATED DATE 09/28/16 FIRST COUPON 09/28/2017 BOOK ENTRY ONLY DUE 09/28/2017 0.750% CUSIP: 87164DJE1 RATING: MOODY N/A S&P N/A	CASH	09/20/16	250,000	99.89	249,718	100.00	250,000	-282 ST	1,875	0.75	478
BANKUNITED NATL ASSN C/D FDIC INS TO LIMITS DATED DATE 09/29/16 FIRST COUPON 09/29/2017 BOOK ENTRY ONLY DUE 09/29/2017 0.800% CUSIP: 066519CN7 RATING: MOODY N/A S&P N/A	CASH	09/20/16	250,000	99.89	249,713	100.00	250,000	-287 ST	2,000	0.80	504
BEAL BK USA LAS VEGAS NEV C/D FDIC INS TO LIMITS DATED DATE 12/21/16 FIRST COUPON 12/20/2017 BOOK ENTRY ONLY DUE 12/20/2017 1.000% CUSIP: 07370WE77 RATING: MOODY N/A S&P N/A	CASH	12/09/16	250,000	99.99	249,963	100.00	250,000	-37 ST	2,500	1.00	62



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ACADEMY OF ARTS AND SCIENCES

9 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Your Portfolio Holdings (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**Certificates of Deposit (Continued)**

DESCRIPTION	ACCT TYPE	ACQUISITION DATE	QUANTITY	PRICE	MARKET VALUE	UNIT COST	COST	UNREALIZED GAIN/LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD (%)	ACCRUED INTEREST
DISCOVER BK C/D FDIC INS TO LIMITS DATED DATE 12/21/16 FIRST COUPON 12/21/2017 BOOK ENTRY ONLY DUE 12/21/2017 1.000% CUSIP: 254672W61 RATING: MOODY N/A S&P N/A	CASH	12/14/16	250,000	99.98	249,960	100.00	250,000	-40 ST	2,500	1.00	63
FARMERS ST BK QUINTON OKLA C/D FDIC INS TO LIMITS DATED DATE 12/21/16 FIRST COUPON 01/21/2017 BOOK ENTRY ONLY DUE 12/21/2017 0.950% CUSIP: 310344ACO RATING: MOODY N/A S&P N/A	CASH	12/14/16	250,000	99.94	249,840	100.00	250,000	-160 ST	2,375	0.95	59
FIRST CITRUS BK TAMPA FLA C/D FDIC INS TO LIMITS DATED DATE 12/27/16 FIRST COUPON 01/27/2017 BOOK ENTRY ONLY DUE 12/27/2017 0.950% CUSIP: 319590CN3 RATING: MOODY N/A S&P N/A	CASH	12/09/16	250,000	99.93	249,815	100.00	250,000	-185 ST	2,375	0.95	20



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ACADEMY OF ARTS AND SCIENCES

10 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Your Portfolio Holdings (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**Certificates of Deposit (Continued)**

DESCRIPTION	ACCT TYPE	ACQUISITION DATE	QUANTITY	PRICE	MARKET VALUE	UNIT COST	COST	UNREALIZED GAIN/LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD (%)	ACCRUED INTEREST
BROOKLINE BK MASS CD 0.9 C/D FDIC INS TO LIMITS DATED DATE 12/28/16 FIRST COUPON 01/28/2017 BOOK ENTRY ONLY DUE 12/28/2017 0.950% CUSIP: 11373QCLO RATING: MOODY N/A S&P N/A	CASH	12/13/16	250,000	99.93	249,813	100.00	250,000	-187 ST	2,375	0.95	13
Total Certificates of Deposit			5,000,000		\$4,998,307		\$5,000,000	\$-1,693	\$38,875		\$6,616
TOTAL FIXED INCOME			5,000,000		\$4,998,307		\$5,000,000	\$-1,693	\$38,875		\$6,616

YOUR PORTFOLIO HOLDINGS ACCRUED INTEREST	\$6,616
YOUR PORTFOLIO HOLDINGS ESTIMATED ANNUAL INCOME	\$38,875
YOUR PRICED PORTFOLIO HOLDINGS	\$5,026,500

**Transaction Detail**

**INVESTMENT ACTIVITY**

SETTLEMENT DATE	TRADE DATE	TRANSACTION	DESCRIPTION	QUANTITY	PRICE	DEBIT AMOUNT	CREDIT AMOUNT	TOTAL COST	REALIZED GAIN/LOSS
	12/16/16	REDEEMED	WEX BK MIDVALE UTAH C/D FDIC INS TO LIMITS 0.750 DUE 12/16/16 REDEMPTION SYMBOL/CUSIP 92937CDJ4	-250,000			250,000.00	250,000.00	



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ACADEMY OF ARTS AND SCIENCES

11 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Transaction Detail (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**INVESTMENT ACTIVITY (Continued)**

SETTLEMENT DATE TRADE DATE	TRANSACTION	DESCRIPTION	QUANTITY	PRICE	DEBIT AMOUNT	CREDIT AMOUNT	TOTAL COST	REALIZED GAIN/LOSS
12/16/16	REDEEMED	CENTRUE BK STREATOR ILL C/D FDIC INS TO LIMITS 0,700 DUE 12/16/16 REDEMPTION SYMBOL/CUSIP 15643GCH6	-250,000			250,000.00	250,000.00	
12/16/16	REDEEMED	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 0,750 DUE 12/16/16 REDEMPTION SYMBOL/CUSIP 05581WAS4	-250,000			250,000.00	250,000.00	
12/16/16	REDEEMED	MERRICK BK SOUTH JORDAN UTAH C/D FDIC INS TO LIMITS 0,750 DUE 12/16/16 REDEMPTION SYMBOL/CUSIP 59013JMH9	-250,000			250,000.00	250,000.00	
12/16/16	REDEEMED	UNITED BK MICH GRAND RAPIDS C/D FDIC INS TO LIMITS 0,700 DUE 12/16/16 REDEMPTION SYMBOL/CUSIP 90953TCB8	-250,000			250,000.00	250,000.00	
12/21/16 12/09/16	BOUGHT	BEAL BK USA LAS VEGAS NEV C/D FDIC INS TO LIMITS DUE 12/20/2017 01,000% SOLICITED DISCLOSURE ENCLOSED OR UNDER SEPARATE MAIL SOLD PURSUANT TO REGISTRATION SYMBOL/CUSIP 07370WE77	250,000	100.00000	250,000.00			



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ACADEMY OF ARTS AND SCIENCES

12 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Transaction Detail (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**INVESTMENT ACTIVITY (Continued)**

SETTLEMENT DATE	TRANSACTION	DESCRIPTION	QUANTITY	PRICE	DEBIT AMOUNT	CREDIT AMOUNT	TOTAL COST	REALIZED GAIN/LOSS
12/21/16 12/14/16	BOUGHT	DISCOVER BK C/D FDIC INS TO LIMITS DUE 12/21/2017 01,000% SOLICITED DISCLOSURE ENCLOSED OR UNDER SEPARATE MAIL SOLD PURSUANT TO REGISTRATION SYMBOL/CUSIP 254672W61	250,000	100.00000	250,000.00			
12/21/16 12/14/16	BOUGHT	FARMERS ST BK QUINTON OKLA C/D FDIC INS TO LIMITS DUE 12/21/2017 00,950% SOLICITED DISCLOSURE ENCLOSED OR UNDER SEPARATE MAIL SOLD PURSUANT TO REGISTRATION SYMBOL/CUSIP 310344AC0	250,000	100.00000	250,000.00			
12/27/16 12/09/16	BOUGHT	FIRST CITRUS BK TAMPA FLA C/D FDIC INS TO LIMITS DUE 12/27/2017 00,950% SOLICITED DISCLOSURE ENCLOSED OR UNDER SEPARATE MAIL SOLD PURSUANT TO REGISTRATION SYMBOL/CUSIP 319590CN3	250,000	100.00000	250,000.00			





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ACADEMY OF ARTS AND SCIENCES

13 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Transaction Detail (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**INVESTMENT ACTIVITY (Continued)**

SETTLEMENT DATE	TRADE DATE	TRANSACTION	DESCRIPTION	QUANTITY	PRICE	DEBIT AMOUNT	CREDIT AMOUNT	TOTAL COST	REALIZED GAIN/LOSS
	12/28/16	BOUGHT	BROOKLINE BK MASS CD 0.9	250,000	100.00000	250,000.00			
	12/13/16		C/D FDIC INS TO LIMITS DUE 12/28/2017 00,950% SOLICITED DISCLOSURE ENCLOSED OR UNDER SEPARATE MAIL SOLD PURSUANT TO REGISTRATION SYMBOL/CUSIP 11373QCLO						
<b>SECURITIESBOUGHT</b>						<b>\$-1,250,000.00</b>			
<b>REDEMPTIONS/ TENDERS (CREDIT)</b>							<b>\$1,250,000.00</b>		

Information on this statement related to cost and gain/loss calculations does not include adjustments for wash sales that may have occurred on the last business day of this statement period. These wash sale adjustments, if any, will be reflected on your next statement. Cost basis and realized gain/loss on statements are provided for informational purposes only and should not be used for tax purposes or otherwise relied upon without the assistance of your tax advisor.

**DIVIDENDS / INTEREST / OTHER INCOME**

**INTEREST**

DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	RATE(S)	DEBIT AMOUNT	CREDIT AMOUNT
12/16/16	WEX BK MIDVALE UTAH C/D FDIC INS TO LIMITS DUE 12/16/2016 0,750 REG INT ON 250000 BND REC 12/01/16 PAY 12/16/16 IFM 12/16/15 F/C 12/16/16	92937CDJ4	250,000	0.7500		1,880.14
12/16/16	CENTRUE BK STREATOR ILL C/D FDIC INS TO LIMITS DUE 12/16/2016 0,700 REG INT ON 250000 BND REC 12/03/16 PAY 12/16/16	15643GCH6	250,000	0.7000		134.25



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ACADEMY OF ARTS AND SCIENCES

14 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Transaction Detail (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

**DIVIDENDS / INTEREST / OTHER INCOME (Continued)**

LAST STATEMENT November 30, 2016

**INTEREST (Continued)**

DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	RATE(S)	DEBIT AMOUNT	CREDIT AMOUNT
12/16/16	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS DUE 12/16/2016 0,750 REG INT ON 250000 BND REC 12/01/16 PAY 12/16/16 IFM 12/16/15 F/C 12/16/16	05581WAS4	250,000	0.7500		1,880.14
12/16/16	MERRICK BK SOUTH JORDAN UTAH C/D FDIC INS TO LIMITS DUE 12/16/2016 0,750 REG INT ON 250000 BND REC 12/03/16 PAY 12/16/16	59013JMH9	250,000	0.7500		143.84
12/16/16	UNITED BK MICH GRAND RAPIDS C/D FDIC INS TO LIMITS DUE 12/16/2016 0,700 REG INT ON 250000 BND REC 12/03/16 PAY 12/16/16	90953TCB8	250,000	0.7000		134.25
12/21/16	MBANK MANITISQUE MICH C/D FDIC INS TO LIMITS DUE 06/21/2017 0,700 REG INT ON 250000 BND REC 12/06/16 PAY 12/21/16	55275FJZ2	250,000	0.7000		143.84
12/22/16	STEARNS BK NA ST CLOUD MN CD C/D FDIC INS TO LIMITS DUE 09/22/2017 0,750 REG INT ON 250000 BND REC 12/07/16 PAY 12/22/16	857894RF8	250,000	0.7500		154.11
12/23/16	BBCN BK LOS ANGELES CA C/D FDIC INS TO LIMITS DUE 03/23/2017 0,650 REG INT ON 250000 BND REC 12/08/16 PAY 12/23/16	073296BY0	250,000	0.6500		133.56



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ACADEMY OF ARTS AND SCIENCES

15 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Transaction Detail (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

**DIVIDENDS / INTEREST / OTHER INCOME (Continued)**

LAST STATEMENT November 30, 2016

**INTEREST (Continued)**

DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	RATE(S)	DEBIT AMOUNT	CREDIT AMOUNT
12/23/16	AXIOM BANK MAITLAND FLORIDA C/D FDIC INS TO LIMITS DUE 03/23/2017 0,650 REG INT ON 250000 BND REC 12/08/16 PAY 12/23/16	05464LAF8	250,000	0.6500		133.56
12/23/16	BANK HOPE LOS ANGELES CA CD C/D FDIC INS TO LIMITS DUE 09/22/2017 0,800 REG INT ON 250000 BND REC 12/08/16 PAY 12/23/16	062683AD9	250,000	0.8000		164.38
12/28/16	SONABANK NATL ASSN MCLEAN VA C/D FDIC INS TO LIMITS DUE 03/28/2017 0,700 REG INT ON 250000 BND REC 12/13/16 PAY 12/28/16	8354ORFF5	250,000	0.7000		143.84
12/28/16	GNB BK GRUNDY CTR IOWA CD 0.7 C/D FDIC INS TO LIMITS DUE 09/28/2017 0,750 REG INT ON 250000 BND REC 12/13/16 PAY 12/28/16	36198JCJ1	250,000	0.7500		154.11
12/28/16	BRIDGEWATER BK BLOOMINGTON MINN C/D FDIC INS TO LIMITS DUE 06/28/2017 0,700 REG INT ON 250000 BND REC 12/13/16 PAY 12/28/16	108622EW7	250,000	0.7000		143.84
12/30/16	COMMUNITY BUSINESS BK WEST C/D FDIC INS TO LIMITS DUE 06/30/2017 0,700 REG INT ON 250000 BND REC 12/15/16 PAY 12/30/16	20365UCQ1	250,000	0.7000		143.84
<b>TOTAL INTEREST (CREDIT)</b>						<b>\$5,487.70</b>



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ACADEMY OF ARTS AND SCIENCES

16 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

ACCOUNT NUMBER  
 520-15886 YWB

LAST STATEMENT November 30, 2016

## Realized Gain/Loss Detail - Year to Date

Total Cost, Realized Gain (Loss), and holding period information may not reflect all adjustments necessary for tax reporting purposes. Tax payers should verify such information against their own records when calculating reportable gain or loss resulting from a sale, redemption, or exchange. JPMS reports only gains or losses for certain securities to the IRS. Please contact your Tax Advisor for additional information as neither JPMS nor its affiliates provide tax advice. JPMS makes no warranties with respect to, and specifically disclaims any liability arising out of a customer's use of, or any tax position taken in reliance upon, such information. Unless otherwise noted, the cost basis reflected at the time of sale in your account is based on the first-in, first-out (FIFO) method. Proceeds information excludes accrued interest.

Information on this statement related to cost and gain/loss calculations does not include adjustments for wash sales that may have occurred on the last business day of this statement period. These wash sale adjustments, if any, will be reflected on your next statement.

### SHORT TERM GAIN(LOSS) DETAILS

SECURITY DESCRIPTION	SYMBOL/ CUSIP	QUANTITY	DATE ACQUIRED	DATE SOLD	TOTAL COST	PROCEEDS	REALIZED GAIN(LOSS)
HOMESTREET BK WASHINGTON CD C/D FDIC INS TO LIMITS	43785QHG1	250,000	12/09/15	06/16/16	250,000.00	250,000.00	0.00
FIRST MERIT BK AKRON OHIO CD C/D FDIC INS TO LIMITS	320844PW7	250,000	12/09/15	06/16/16	250,000.00	250,000.00	0.00
BRAND BKG CO LAWRENCEVILLE GA C/D FDIC INS TO LIMITS	105245FV1	250,000	12/09/15	09/23/16	250,000.00	250,000.00	0.00
BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS	07370WWJ1	250,000	12/09/15	03/16/16	250,000.00	250,000.00	0.00
BEAL BK PLANO TEX CD 0.6 C/D FDIC INS TO LIMITS	07370TS53	250,000	12/09/15	06/15/16	250,000.00	250,000.00	0.00
USAMERIBANK LARGO FL CD 0.6 C/D FDIC INS TO LIMITS	917312DC1	250,000	12/09/15	09/16/16	250,000.00	250,000.00	0.00
SANTANDER BK NATL ASSN CD 0.7 C/D FDIC INS TO LIMITS	80280JKM2	250,000	12/09/15	09/16/16	250,000.00	250,000.00	0.00
PEOPLES UNITED BANK CD 0.3 C/D FDIC INS TO LIMITS	71270QNQ5	250,000	12/09/15	03/16/16	250,000.00	250,000.00	0.00
MBANK MANITISQUE MICH CD 0.5 C/D FDIC INS TO LIMITS	55275FJG4	250,000	12/09/15	06/29/16	250,000.00	250,000.00	0.00
COMPASS BK BIRMINGHAM ALA C/D FDIC INS TO LIMITS	20451PPK6	250,000	12/09/15	06/16/16	250,000.00	250,000.00	0.00



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ACADEMY OF ARTS AND SCIENCES

17 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Realized Gain/Loss Detail - Year to Date (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### SHORT TERM GAIN(LOSS) DETAILS (Continued)

SECURITY DESCRIPTION	SYMBOL/ CUSIP	QUANTITY	DATE ACQUIRED	DATE SOLD	TOTAL COST	PROCEEDS	REALIZED GAIN(LOSS)
SALLIE MAE BK MURRAY UTAH C/D FDIC INS TO LIMITS	795450XH3	250,000	12/09/15	03/16/16	250,000.00	250,000.00	0.00
FOUR OAKS BK & TR CO N C C/D FDIC INS TO LIMITS	350889FA4	250,000	12/09/15	03/29/16	250,000.00	250,000.00	0.00
PACIFIC PREMIER BK CA CD 0.4 C/D FDIC INS TO LIMITS	69478QCW8	250,000	12/09/15	03/28/16	250,000.00	250,000.00	0.00
ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS	02006LWN9	250,000	12/09/15	09/16/16	250,000.00	250,000.00	0.00
BERKSHIRE BK PITTSFIELD MA CD C/D FDIC INS TO LIMITS	084601EZ2	250,000	12/09/15	09/23/16	250,000.00	250,000.00	0.00
<b>TOTAL SHORT TERM GAIN(LOSS)**</b>					<b>\$3,750,000.00</b>	<b>\$3,750,000.00</b>	<b>\$0</b>

### LONG TERM GAIN(LOSS) DETAILS

SECURITY DESCRIPTION	SYMBOL/ CUSIP	QUANTITY	DATE ACQUIRED	DATE SOLD	TOTAL COST	PROCEEDS	REALIZED GAIN(LOSS)
WEX BK MIDVALE UTAH C/D FDIC INS TO LIMITS	92937CDJ4	250,000	12/09/15	12/16/16	250,000.00	250,000.00	0.00
CENTRUE BK STREATOR ILL C/D FDIC INS TO LIMITS	15643GCH6	250,000	12/09/15	12/16/16	250,000.00	250,000.00	0.00
BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS	05581WAS4	250,000	12/09/15	12/16/16	250,000.00	250,000.00	0.00
MERRICK BK SOUTH JORDAN UTAH C/D FDIC INS TO LIMITS	59013JMH9	250,000	12/09/15	12/16/16	250,000.00	250,000.00	0.00
UNITED BK MICH GRAND RAPIDS C/D FDIC INS TO LIMITS	90953TCB8	250,000	12/09/15	12/16/16	250,000.00	250,000.00	0.00
<b>TOTAL LONG TERM GAIN(LOSS)**</b>					<b>\$1,250,000.00</b>	<b>\$1,250,000.00</b>	<b>\$0</b>



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ACADEMY OF ARTS AND SCIENCES

18 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Realized Gain/Loss Detail - Year to Date (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

**TOTALS**

	TOTAL COST	PROCEEDS	REALIZED GAIN(LOSS)
TOTAL SHORT TERM GAIN(LOSS)**	\$3,750,000.00	\$3,750,000.00	\$0
TOTAL LONG TERM GAIN(LOSS)**	\$1,250,000.00	\$1,250,000.00	\$0
TOTAL PROCEEDSFROM ALL REPORTED TRANSACTIONS (TOTAL PROCEEDSON FORM 1099)***		\$5,000,000.00	

Blank=FIFO (First in First Out) S=Specific Match (the closing transaction was specifically matched to this lot) A=Average Cost

\*\* These totals exclude transactions for which cost basis is not available

\*\*\* This figure may differ from the proceeds on form 1099 due to adjustments for accrued interest, cash-in-lieu, exercise or assignment of options, etc.

**Your messages**

Investment products and services reflected herein are offered through J.P. Morgan Securities LLC (JPMS), a member of FINRA and SIPC. JPMS is an affiliate of JPMorgan Chase Bank, N.A.

Service Fees

As stated in your Customer Agreement, J.P. Morgan may charge your account certain fees or other amounts in the normal course of providing certain services or products to you. These charges may include such things as fees for certain administrative services. The following table lists the standard charges associated with certain products or services that may be made available to you through your account. Fees and charges may vary from one account to another based on a variety of factors. All such fees and charges are subject to change.



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ACADEMY OF ARTS AND SCIENCES

19 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

**Your messages (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

Service or Product	Standard Fee or Amount
Returned Checks	\$20 per event
Register and Ship	\$50 per item*
Legal Transfer	\$50 per item*
Inactive Account Fee	\$95 per year**
Third-Party Check	\$20 per check
Third Party Wire Transfer	\$20 per wire
ACAT (deliveries only)	\$95 per account
No Load Funds	\$25 per transaction
Transaction Service Charge	\$5 per transaction
Treasury Auction	\$50 per transaction

\*The Transfer Agent may charge additional fees. Please contact your Financial Advisor for further information.

\*\* Fee charged only to accounts which do not generate \$500 in annual fees and or commissions, or maintain average equity in the household in excess of \$100,000.

Service or Product	Standard Fee or Amount
Privileged Access: Account Fee	\$100.00 per year ***
IRA Maintenance	\$75 per year
IRA Termination	\$95 per account
Prototype Profit Sharing /Money	
Purchase Plans	\$35 per year
Prototype Termination (all plan types)	\$50 per account ****
Transaction Fee - Listed Equities & Options (sells only)	rate of .0000218 of principal/trade *****
Transaction Fee - Options	\$0,0407 per contract *****
Spot Foreign Exchange	Speak with your Financial Advisor

\*\*\* Free if average annual equity in brokerage account exceeds \$100,000 or client only utilizes the money market sweep feature of the product.

\*\*\*\* Prototype Termination Fee applies to all prototype plan types, including Individual (k) Plans. Other fees may be payable to the third party without regard to the Individual (k) plan and are contained in the JP Morgan Individual (k) Plan Establishment Kit that plan clients receive prior to establishing the prototype plan.

\*\*\*\*\*These fees are intended to offset fees charged by various regulatory bodies and change periodically; please refer to your trade confirmation for the current fee. The amount collected may be more or less than the amount ultimately paid to the various regulatory bodies. In the event of the former, no reimbursement will be distributed back to your account, and, in the event of the latter, there will be no additional charge made to your account.



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ACADEMY OF ARTS AND SCIENCES

20 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### Important Information For Clients Holding Restricted Securities:

Restricted Securities (typically noted as "Restricted" or "RSTD" in the security description) have not been registered under the Securities Act of 1933 and may not be "freely traded." Since restricted securities are subject to certain restrictions which may render them illiquid or less liquid than freely-tradeable shares, there can be no assurance a secondary market exists. While we typically use the value of the registered/unrestricted security of the same issuer and same class for statement (and other) reporting purposes, the price realizable in a sale of the securities may be less than the "Market Value" indicated and could be zero. No attempt has been made to independently value the specific security subject to its restriction. Additionally, inclusion of pricing of these holdings will result in the aggregated value of your portfolio as reflected on this report being overstated by an amount equal to the difference (if any) between the value of the freely-traded underlying security and the actual value of your restricted shares. For additional information on pricing, please see "Market Prices" on the back of your account statement.

### FINRA Disclosure

As part of the Financial Industry Regulatory Authority (FINRA) Investor Education Program, you may obtain information on FINRA's Public Disclosure Program by contacting FINRA at telephone number (800) 289-9999 or via the internet address which is [www.finra.org](http://www.finra.org). In addition, a brochure explaining the Public Disclosure Program is available from FINRA upon request.

### Large Trading Reporting:

The U.S. Securities and Exchange Commission ("SEC") Rule 13h-1 Large Trader Reporting System requires U.S. and non-U.S. market participants who meet the definition of "Large Trader"\* as of October 3, 2011, or at any point thereafter to:

- (i) File an electronic Form 13H with the SEC (via EDGAR) to obtain a large trader identification number (LTID); and
- (ii) Promptly disclose to U.S. broker-dealers that execute trades or carry accounts for the Large Trader, their LTIDs and the accounts to which the LTIDs apply.

\*A "Large Trader" is a legal entity or natural person who, directly or indirectly, through the exercise of investment discretion, effects transactions in NMS securities that equal or exceed either: (i) 2 million shares or \$20 million during any calendar day; OR (ii) 20 million shares or \$200 million over any calendar month.

If you are a "Large Trader" and have completed a Form 13H, you will receive an LTID from the SEC. In order to ensure that LTID's are captured and reported as required under the Rule, you are required to promptly report your LTID to your broker and identify each account to which the LTID should be applied.

If you have any questions, please contact your financial services professional.





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ACADEMY OF ARTS AND SCIENCES

21 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

As you may know, the U.S. Securities and Exchange Commission ("SEC") recently adopted Rule 13h-1 Large Trader Reporting System and related Form 13H under Section 13(h) of the Securities Exchange Act of 1934. The Rule requires U.S. and non-U.S. market participants who meet the definition of "Large Trader"\* as of October 3, 2011, or at any point thereafter to:

- (i) File an electronic Form 13H with the SEC (via EDGAR) to obtain a large trader identification number (LTID); and
- (ii) Promptly disclose to U.S. broker-dealers that execute trades or carry accounts for the Large Trader, their LTIDs and the accounts to which the LTIDs apply.

\*A "Large Trader" is a legal entity or natural person who, directly or indirectly, through the exercise of investment discretion, effects transactions in NMS securities that equal or exceed either: (i) 2 million shares or \$20 million during any calendar day; OR (ii) 20 million shares or \$200 million over any calendar month.

If you are a "Large Trader" and have completed a Form 13H, you will receive an LTID from the SEC. In order to ensure that LTID's are captured and reported as required under the Rule, you are required to promptly report your LTID to your Financial Advisor and identify each account to which the LTID should be applied.

If you have any questions, please contact your J.P. Morgan Securities Financial Advisor.

### Rule 5320 - Prohibition Against Trading Ahead of Customer Orders

FINRA Rule 5320 generally prohibits member firms that accept and hold customer orders from trading for their own account at terms that would satisfy customer orders, unless the member immediately thereafter executes customer orders at the same or better price than it traded for its own account. Described below are certain exceptions to the Rule and an explanation of how J.P. Morgan Securities LLC (JPMS) will handle those exceptions. Please note that consistent with regulatory guidance, not-held orders are outside the scope of the Rule.

Large orders (orders of 10,000 or more shares with a total value of \$100,000 or more) and orders executed on behalf of institutional accounts are exempted from the requirements of Rule 5320. JPMS will generally work such orders in accordance with customer instructions. While working such orders, JPMS may trade for its own account at prices that would satisfy the customer order.



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ACADEMY OF ARTS AND SCIENCES

22 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

In addition, if a firm implements and utilizes an effective system of internal controls, Rule 5320 permits the respective separate units to trade independent of one another for purposes of the Rule. JPMS maintains Rule 5320 internal controls known as information barriers between its trading units. The information barriers are designed to prevent one trading unit from having knowledge of customer orders held by a different trading unit. With these barriers in place, one trading unit may hold a customer order while another trading unit, including the market making trading unit, executes an order for a Firm account that would satisfy the customer order.

Clients with questions or who object to the manner in which JPMS handles orders should contact their JPMS Financial Advisor.

Reporting any Inaccuracy or Discrepancy in your Account:

You are advised to promptly report any inaccuracy or discrepancy in your account to your broker and J.P. Morgan Securities LLC (JPMS LLC) at the telephone numbers listed. In order to protect your rights, including any rights under the Securities Investor Protection Act ("SIPA"), any such communications should be reconfirmed in writing to your broker /financial service professional or financial advisor and JPMS LLC. JPMS LLC contact information: telephone number (800) 634-1428 or (347) 643-9953 or write to J.P. Morgan Securities LLC Attn: Client Services Operations, Four Chase Metrotech Center, Brooklyn, NY 11245

Compensation Received in Connection With Mutual Fund Transactions

Advisers, distributors or other affiliates of certain mutual funds (which include money market and non-money market funds) may enter into arrangements to pay brokers that distribute their shares for administrative, technological or other services, including marketing and other support services provided to such funds or their affiliates. These fees, commonly referred to as "revenue sharing," are separate from and in addition to any shareholder servicing or distribution fees that a mutual fund pays out of its own assets pursuant to its Rule 12b-1 plan and other expenses which are described in a fund's prospectus fee table. Revenue sharing fees are paid out of the assets of the fund affiliate and not from the fund's assets and, therefore, have no impact on a fund's expense ratio or yield.

J.P. Morgan Securities LLC receives compensation from fund families or their affiliates for providing certain administrative and clearing services. These payments are calculated either based on a percentage of the average dollar value of the fund assets held by J.P. Morgan Securities LLC in customer accounts or based on the number of mutual fund positions in the accounts. These fees may be paid from fund assets or may be subsidized in whole or in part by the advisor, distributor or other affiliates of the fund through revenue sharing. Revenue sharing payments are negotiated separately with each fund family and not all fund families pay the same amount or pay according to the same formula. There is, therefore, a potential conflict of interest in the form of an additional financial incentive to JPMS for making available to customers mutual funds whose affiliates enter into revenue sharing arrangements.



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ACADEMY OF ARTS AND SCIENCES

23 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### Compensation Received in Connection With Mutual Fund Transactions (contd):

For the administrative and clearing services noted above, J.P. Morgan Securities LLC may receive revenue sharing payments of up to 0.54% per year of the average daily assets of fund shares carried in customers' accounts at J.P. Morgan Securities LLC and/or a rate of up to \$21 per year per mutual fund position in each account, as applicable. To establish such arrangements with a fund company, J.P. Morgan Securities LLC either has entered into an agreement directly with the fund company, or J.P. Morgan Securities LLC has entered into an agreement with a service provider which, in turn, has entered into an agreement directly with the fund company. Please note that the actual amount received by J.P. Morgan Securities LLC may be subject to periodic waivers by fund families and such waivers may reduce the actual amount received by J.P. Morgan Securities LLC. Funds whose affiliates do not make such revenue sharing payments to J.P. Morgan Securities LLC are generally not offered or recommended by JPMS, and, in some cases, have higher returns or yields than funds whose affiliates do make revenue sharing payments. Compensation J.P. Morgan Securities LLC receives under these arrangements may be passed on to affiliates or non-affiliates of J.P. Morgan Securities LLC

The prospectus and statement of additional information of mutual funds available through JP Morgan may contain additional information regarding revenue sharing payments made by affiliates of the fund company

### Important Information Regarding Auction Rate Securities (ARS):

ARS are debt or preferred securities with an interest or dividend rate reset periodically in an auction. Although there may be daily, weekly and monthly resets, there is no guarantee that there will be liquidity. If there are not enough bids at an auction to redeem the securities available for sale, the result may be a failed auction. In the event of a failed auction, there is no assurance that a secondary market will develop or that the security will trade at par or any other price reflected on statements. Accordingly, investors should not rely on pricing information appearing in their statements with respect to ARS. Where JPMS was unable to obtain a price from an outside service for a particular ARS, the price column on your statement will indicate "unpriced".

### Electronic Funds Transfer Notice

In case of errors or questions about electronic transfers in your brokerage account transmitted through the ACH Network, you must contact Client Services Operations department of J.P. Morgan Securities LLC immediately at telephone number (800) 634-1428 or (347) 643-9953 or write to J.P. Morgan Securities LLC., Attn: Client Services Department, Four Chase Metrotech Center, Brooklyn, NY 11245 if you think your account statement or transaction record is wrong or if you need more information about a transaction listed on your account statement or transaction record. We must hear from you no later than 60 days after we sent the first account statement on which the problem or error appeared.

1. Tell JPMS your name and account number.
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell JPMS the dollar amount of the suspected error.



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ACADEMY OF ARTS AND SCIENCES

24 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

If you tell JPMS orally, JPMS may require that you send it your complaint or question in writing within 10 business days.

JPMS will determine whether an error occurred within 10 business days after JPMS hears from you and will correct any error promptly. If JPMS needs more time, however, JPMS may take up to 45 days to investigate your complaint or question. If JPMS decides to do this, JPMS will credit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes JPMS to complete its investigation. If JPMS determines at the conclusion of the investigation that there was no error, JPMS will charge your account for the credited amount. If JPMS asks you to put your complaint or question in writing and JPMS does not receive it within 10 business days, JPMS may not credit your account.

For errors involving new accounts or foreign-initiated transactions, JPMS may take up to 90 days to investigate your complaint or question. For new accounts, JPMS may take up to 20 business days to credit your account for the amount you think is in error.

JPMS will tell you the results within three business days after completing its investigation. If JPMS decides that there was no error, JPMS will send you a written explanation. You may ask for copies of the documents that JPMS used in its investigation.

### Important Notice to Clients Who Are Executive Officers, Directors and Control Owners of U.S. Public Companies

It is important that individual clients who are executive officers, directors or more than 10% owners of U.S. public companies ("Section 16 Affiliates") make their status known to their Financial Advisors so that transactions that require compliance with federal securities and other laws are handled properly and in accordance with the law. Section 16 Affiliates should be aware of the following in particular:

- When you open an account or otherwise establish a business relationship with J.P. Morgan Securities ("JPMS") for investment or other financial services involving your or your family's personal assets or any collective investment account in which you own a beneficial interest, you have an affirmative obligation to disclose to JPMS your status as a Section 16 Affiliate.
- Whenever you have a change in status, such as a change of employment or election to the board of directors of a U.S. public company, such that you become a Section 16 Affiliate, you have an affirmative obligation to notify JPMS of your new status.



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ACADEMY OF ARTS AND SCIENCES

25 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

- Unless notified otherwise, JPMS will consider that all funds and assets maintained in your or your family's personal accounts are solely your property. Your continued maintenance of an account with JPMS shall constitute your representation that no other person or entity has any interest in your account(s). In addition, you agree that at no time will any funds or assets of the U.S. public company of which you are an affiliate be invested through your account(s).
- Executive officers and directors of U.S. public companies (as well as of non-U.S. public companies whose primary trading market is the United States) are ineligible to purchase equity initial public offerings ("IPOs"), and persons participating in equity IPOs are required to represent in writing that their accounts are not owned 25% or more by such an executive officer or director (including persons materially supported by such officers and directors).

Please note that you are a Section 16 Affiliate if you are required to file Forms 3, 4 or 5 ownership reports with the U.S. Securities and Exchange Commission with respect to your share holdings in a U.S. public company.

If you are a Section 16 Affiliate, ask your Financial Advisor about pre-trade clearance and post-trade confirmation delivery options for open market purchase and sale transactions through JPMS, so that you can timely report your transactions to the SEC.

### NOTICE OF AMENDMENT OF CUSTOMER AGREEMENT(S)

Please be advised that, pursuant to the Amendment section of any and all of your Customer Agreement(s) with J.P. Morgan Securities LLC ("JPMS") (formerly known as J.P. Morgan Securities Inc. and, prior to that, as Bear, Stearns & Co. Inc), JPMS hereby notifies you that, effective February 9, 2015, the Restriction on Accounts section of each such Customer Agreement is amended to provide that:

#### RESTRICTIONS ON ACCOUNTS.

- JP Morgan, in its sole discretion, may (whenever JP Morgan may consider itself at risk for any reason with respect to your Account(s)) (i) freeze your Account(s) in whole or in part; (ii) refuse to accept any order for execution, clearance or settlement and may restrict or prohibit trading of securities or other property in any of your Account(s); and (iii) you shall nevertheless remain liable for all of your Obligations to JP Morgan under this Agreement or otherwise.

In the event of any conflict or inconsistency between the Restriction on Accounts section as so amended and any other provision in the applicable Customer Agreement, the amended Restriction on Accounts section controls and supersedes the other provision to the extent of the conflict or inconsistency.

If you carry a margin balance, your account statement will reflect the current annual interest rate applicable to your margin loan. Please review the current rate, as under certain circumstances the rate may change without advance notice. If you have any questions or concerns about your current interest rate, please speak to your Financial Advisor.



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ACADEMY OF ARTS AND SCIENCES

26 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### Important Update regarding your J.P. Morgan Deposit Sweep

Retirement plan customers with cash balances automatically sweeping to the J.P. Morgan Deposit Account may see the description of the Deposit Account on their statements change in January or February. This change is being made for JPMorgan recordkeeping purposes only and will result in no change to the terms, conditions or procedures relating to the Deposit Account.

### Extended Hours Trading Risk Disclosure

**Risk of Lower Liquidity.** Liquidity refers to the ability of market participants to buy and sell securities. Generally, the more orders that are available in a market, the greater the liquidity. Liquidity is important because with greater liquidity it is easier for investors to buy or sell securities, and as a result, investors are more likely to pay or receive a competitive price for securities purchased or sold. There may be lower liquidity in extended hours trading as compared to regular market hours. As a result, your order may only be partially executed, or not at all.

**Risk of Higher Volatility.** Volatility refers to the changes in price that securities undergo when trading. Generally, the higher the volatility of a security, the greater its price swings. There may be greater volatility in extended hours trading than in regular market hours. As a result, your order may only be partially executed, or not at all, or you may receive an inferior price in extended hours trading than you would during regular market hours.

**Risk of Changing Prices.** The prices of securities traded in extended hours trading may not reflect the prices either at the end of regular market hours, or upon the opening the next morning. As a result, you may receive an inferior price in extended hours trading than you would during regular market hours.

### Extended Hours Trading Risk Disclosure contd:

**Risk of Unlinked Markets.** Depending on the extended hours trading system or the time of day, the prices displayed on a particular extended hours trading system may not reflect the prices in other concurrently operating extended hours trading systems dealing in the same securities. Accordingly, you may receive an inferior price in one extended hours trading system than you would in another extended hours trading system.

**Risk of News Announcements.** Normally, issuers make news announcements that may affect the price of their securities after regular trading hours. Similarly, important financial information is frequently announced outside of regular trading hours. In extended hours trading, these announcements may occur during trading, and if combined with lower liquidity and higher volatility, may cause an exaggerated and unsustainable effect on the price of a security. **Risk of Wider Spreads.** The spread refers to the difference in price between what you can buy a security for and what you can sell it for. Lower liquidity and higher volatility in extended hours trading may result in wider than normal spreads for a particular security.



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ACADEMY OF ARTS AND SCIENCES

27 of 28

STATEMENT PERIOD  
 December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT November 30, 2016

### MARGIN ACCOUNTS

Securities and other assets in your account are the firm's collateral for any margin loan made to you. If the securities and other assets in your account decline in value, so does the value of the collateral supporting your loan, and, as a result, the firm can take action, such as issue a margin call and/or sell securities or other assets in any of your accounts held with the member, in order to maintain the required equity in the account. It is important that you fully understand the risks involved in trading securities on margin. These risks include the following:

- You can lose more funds than you deposit in the margin account.
- The firm can force the sale of securities or other assets in your account(s).
- The firm can sell your securities or other assets without contacting you.
- You are not entitled to choose which securities or other assets in your account(s) are liquidated or sold to meet a margin call.
- The firm can increase its "house" maintenance margin requirements at any time and is not required to provide you advance written notice.
- You are not entitled to an extension of time on a margin call.

Further, if you have a margin account with us, as permitted by law we may use certain securities in your account for, among other things, settling short sales and lending the securities for short sales, and as a result may receive compensation in connection therewith.

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Forward and spot transactions in foreign exchange are subject to a commission of up to 1.00% of the notional amount per transaction. Pricing varies according to the market conditions at the time of trade and takes into consideration the notional amount of the foreign exchange transaction.

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ACADEMY OF ARTS AND SCIENCES

28 of 28

STATEMENT PERIOD  
December 1 - December 30, 2016

## Your messages (continued)

ACCOUNT NUMBER  
520-15886 YW8

LAST STATEMENT November 30, 2016

### Check Deposits

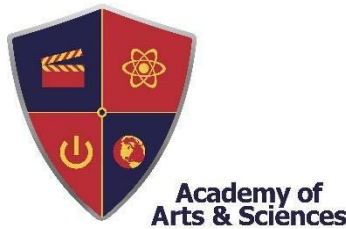
We would like to alert you to an important change on where to mail your checks for deposit. If you wish to send a check for deposit to a J.P. Morgan Securities LLC branch, please note your account number in the memo field and note the name of your Financial Advisor on the envelope. Then please send the check to the following address for processing:

J.P. Morgan Securities  
Mailcode NY1-L004  
277 Park Avenue, 2nd Floor  
New York, NY 10172



\*\*\*\*\* End of Statement \*\*\*\*\*



**FOR IMMEDIATE RELEASE:**

December 14, 2016

**CONTACT:** Rola Eldanaf

(805) 405-5067

## **Mountain Empire Unified School District Renews Academy of Arts & Sciences' (AAS) San Diego Charter**

*Thousand Oaks, CA* – The Mountain Empire Unified School District approved the renewal of the charter petition for Academy of Arts & Sciences: San Diego at their regularly scheduled board meeting on Tuesday, December 13, 2016. Their decision continues the partnership between AAS and the district to serve the needs of scholars looking for unique educational opportunities.

“It is a great honor to have our AAS San Diego charter petition renewed by our partners, the Mountain Empire USD,” said J.J. Lewis, AAS President & CEO. “We are committed to providing a robust educational experience to the scholars we serve throughout the region and look forward to growing these opportunities for our current and prospective scholars and their families.”

The board approved the charter renewal for another five-year term after a comprehensive review by district staff, along with comments from AAS scholars, parents, partners, and staff during last month’s Public Hearing. AAS currently serves close to 400 scholars who reside in San Diego, Imperial, Orange, and Riverside Counties through its virtual program.

“We look forward to continuing our relationship with the Academy of Arts and Sciences San Diego. As a public school of choice, the Academy of Arts and Sciences San Diego provides families with an educational option for their children,” remarked Dr. Kathy Granger, Mountain Empire USD Superintendent. “The dedicated staff members at AAS create a personalized learning plan and environment for each of the AAS scholars and provide the structure and support for scholar success every step of the way.”

AAS is a growing independent study charter school providing a rigorous virtual education to scholars in grades TK through 12. Scholars come from various backgrounds and experiences and are looking for individualized educational choices that fit their schedules, lifestyles, and interests. AAS teachers and staff provide direct instruction in virtual classroom sessions, offer field trips and enrichment activities, and use research-based programs to benchmark and support scholar success throughout the year.

“I believe that a school like AAS is much needed in this day and age, whether you have a scholar who is excelling, or one that needs a little extra help. The academics of AAS are exemplary. Our scholar is able to concentrate on learning without any distractions,” shared Therese Christopher, learning coach and member of the Parent Advisory Council. “The teachers are awesome! They are more than supportive, and will go to any lengths to ensure their scholars needs.”

### **About the Academy of Arts & Sciences**

The Academy of Arts & Sciences (AAS) is one of California’s leading WASC-accredited virtual public charter schools serving scholars throughout the state, through its home study and online options for scholars in grades kindergarten through 12. AAS is committed to creating a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for lifelong learning, and preparing scholars to take responsibility for their future successes.



# Academy of Arts & Sciences

## **CATEGORY A: ORGANIZATION: VISION AND PURPOSE, GOVERNANCE, LEADERSHIP, STAFF, AND RESOURCES**

Areas of strength for Organization: Vision and Purpose, Governance, Leadership, Staff, and Resources (if any):

Professionals used for back office support and financial audits with compliant financial policies put in place

Collaborative staff process for Mission & Vision

Positive change resulting from new senior leadership

The school maintains a strong performance evaluation process

The school's prioritization of professional development through funding

## **CATEGORY A: ORGANIZATION: VISION AND PURPOSE, GOVERNANCE, LEADERSHIP, STAFF, AND RESOURCES**

Key issues for Organization: Vision and Purpose, Governance, Leadership, Staff, and Resources (if any):

Increase stakeholder participation in overall school-wide processes

Enhance Strategic guidance and use of funds for professional development

Continue to refine and strengthen budgeting process with a foundation on LCAP alignment and student achievement data.

## **CATEGORY B: STANDARDS-BASED STUDENT LEARNING: CURRICULUM**

Areas of strength for Standards-Based Student Learning: Curriculum:

The school offers varied Elective Choices

The school incorporates engaging technology based curriculum

The school has implemented strong transitional support for 6th grade students from elementary to middle school

## **CATEGORY B: STANDARDS-BASED STUDENT LEARNING: CURRICULUM**

Key issues for Standards-Based Student Learning: Curriculum:

The school should focus on implementing policies for English Language Learners identification and associated curriculum and resources.

The school should increase “a-g” approved electives

The school should further formalize research based professional development and professional learning communities

## **CATEGORY C: STANDARDS-BASED STUDENT LEARNING: INSTRUCTION**

Areas of strength for Standards-Based Student Learning: Instruction:

There exists collaboration between teachers, advisors and learning coaches that supports students

Students are engaged in several web 2.0 tools to demonstrate mastery

School teachers and staff are dedicated and committed to student success

## **CATEGORY C: STANDARDS-BASED STUDENT LEARNING: INSTRUCTION**

Key issues for Standards-Based Student Learning: Instruction:

The school should implement additional strategies to increase attendance to live Learning Lab sessions

The school should implement additional strategies to increase Career Readiness Skills

The school should implement various strategies to increase differentiated instruction



## **CATEGORY D: STANDARDS-BASED STUDENT LEARNING: ASSESSMENT AND ACCOUNTABILITY**

Areas of strength for Standards-Based Student Learning: Assessment and Accountability:

The school provides a number of points of contact and support persons for their students. Each student has a teacher, advisor, and counselor. Counseling services begin in 6th grade. In addition, students in grades 9-12, also have a college and career counselor assigned to them.

The school has clearly done some self reflection in the area of assessment and accountability, and is moving in the right direction, as is evidenced in the move to iReady and a more concerted effort to increase SBAC participation.

The position of Intervention Coordinator is a fiscally prudent decision which has the potential for even greater impact on student achievement in the future.

## **CATEGORY D: STANDARDS-BASED STUDENT LEARNING: ASSESSMENT AND ACCOUNTABILITY**

Key issues for Standards-Based Student Learning: Assessment and Accountability:

Strengthen professional development to include current, research based strategies such as Marzano's 9 strategies or Hattie's work on effect size, etc.

Engage in a structured PLC program, such as DuFour's Understanding by Design, Ainsworth's Rigorous Curriculum Design, or Reeve's Data Teams, etc.

Implement a routine system by which data is collected, disaggregated, and analyzed to drive instruction and make curricular decisions.

Increase the SBAC participation rate.

Enhance processes by which students receive timely and specific feedback

## **CATEGORY E: SCHOOL CULTURE AND SUPPORT FOR STUDENT PERSONAL AND ACADEMIC GROWTH**

Areas of strength for School Culture and Support for Student Personal and Academic Growth (if any):

The school maintains a dedicated and committed staff with a strong community feel among staff and leadership, who support student achievement

The school has focused greatly on addressing and increasing communication between remote staff and families and home to school communications

The school's dedicated role of Scholar Engagement Coordinator demonstrates continued dedication to student success

The school's positive stakeholder survey results demonstrates a strong commitment to serving students and communities

## **CATEGORY E: SCHOOL CULTURE AND SUPPORT FOR STUDENT PERSONAL AND ACADEMIC GROWTH**

Key issues for School Culture and Support for Student Personal and Academic Growth (if any):

The school should focus on creating and implementing specific English Language Learner curriculum

The school should continue to implement additional strategies to increase Learning Lab participation

The school should focus on improving participation at school events

The school should focus on increasing graduation rates

## **SCHOOLWIDE AREAS OF STRENGTH**

The school's teachers and staff are dedicated and committed to the well rounded student and student academic achievement

The school has instituted a comprehensive transition plan for students to 6th grade that focuses on student success

The school has implemented strong communication structures between staff, students, parents, and families that further support an inclusive learning environment for all stakeholders

The school maintains a robust and comprehensive staff evaluation process that is goal driven, measurable, reflective, and focused on individual and school success

The school's new leadership has instituted a collaborative school environment that has formulated a new institutional mission and vision focused on increasing overall student academic success

## SCHOOLWIDE AREAS FOR GROWTH

- 1.The school should engage in structured and research based systems for their professional development and PLCs, which will enhance the existing program and lead to student achievement.
- 2.The school should develop an English Learner policy which focuses on the identification of EL students, the curriculum and supports needed to ensure student success.
- 3.The school should increase student participation in SBAC, so that this and other assessment data can be collected and analyzed to drive instruction and enhance decision making.
4. The school should focus on college and career readiness across all grade levels and increasing a - g elective offerings for high school students.

# AAS EVENTS

Issue 1 | January 6, 2017

## RSVP & PRE-PAY DEADLINES

To RSVP and Pre-Pay for events, log in to your Parent Square account and use the calendar to view individual event details. Events fill quickly, please RSVP and Pre-Pay as soon as possible.

### Exploratorium San Francisco

- RSVP & Pre-Pay by: Jan 6 (extended from Jan 4)
- Event Date: Jan 11

### LEGOLAND San Diego

- RSVP & Pre-Pay by: Jan 6
- Event Date: Jan 27

### Disney Concert Hall Performance

- RSVP by: Jan 13
- Event Date: Feb 17

### iFly Ontario

- RSVP & Pre-Pay by: Jan 25
- Event Date: Jan 30

### Young Chef's Academy Fresno

- RSVP & Pre-Pay by: Jan 25
- Event Date: Jan 31

## UPCOMING EVENTS

### Jan 11:

- **Exploratorium**
- Scholars~ Free, Adults~ \$10, Non-Enrolled Youth~ \$7.50.

### Jan 12:

- **Jet Propulsion Lab (JPL)**
- Roster Finalized, RSVP's Closed.

### Jan 18:

- **Ronald McDonald House Donation Drive**
- Virtual Event, All Welcome!

### Jan 27:

- **LEGOLAND**
- Scholars~ Free, All Other Guests ~ \$27

### Jan 30:

- **iFly Ontario**
- Scholars~ Free, Adults~ Free, Non-Enrolled Youth~ \$20

### Jan 31:

- **Young Chef's Academy Fresno**
- Scholars~ Free, All Other Guests~ \$15

### Feb 17:

- **Disney Concert Hall Performance**
- Event for Middle and High School Scholars. Limited spots available, only 1 adult allowed per 1 scholar. Siblings and/or non-enrolled guests allowed with adult of scholar. Must note in RSVP.

## PREVIOUS EVENTS

*Our scholars have enjoyed a wide variety of events this school year!  
Here are a few of the highlights!*



**Pumpkin Patch**



**Wildlife Learning  
SD Zoo**



**Chino Water Basin**



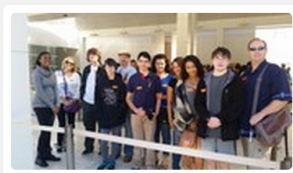
**Aquarium**



**Pumpkin Patch**



**Color Me Mine**



**The Getty Villa**



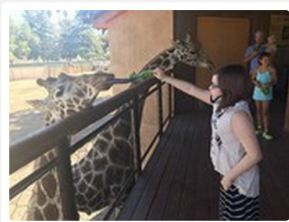
**Cyber Safety**



**Aquarium**



**Arts Fest**



**Fresno Zoo**



**"Beatrix Potter" by  
The Music Center**




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For additional details about our events please login to ParePowered by BoardOnTracklendar". located on the left side of



Compass Charter Schools - In-Person Board Meeting - Agenda - Monday January 30, 2017 at 6:00 PM  
  
the once logged in. To RSVP and learn how to Pre-Pay, please  
navigate to the date of the event and click on the calendar event  
that corresponds to the event.

<https://parentsquare.com/signin>

✉ rebecca.macalpine@aascalifor... ☎ (805) 807-9066

🌐 aascalifornia.org/

# AAS EVENTS

Issue 2 | January 23, 2017

## RSVP & PRE-PAY DEADLINES

To RSVP and Pre-Pay for events, log in to your Parent Square account and use the calendar to view individual event details. Events fill quickly, please RSVP and Pre-Pay as soon as possible.

### iFly Ontario

- RSVP & Pre-Pay by: Jan 25
- Event Date: Jan 30

### Young Chef's Academy Fresno

- RSVP & Pre-Pay by: Jan 25
- Event Date: Jan 31

### Natural History Museum LA County Homeschool Day

- RSVP by: Jan 30
- Event Date: Feb 1

### AAS Movie Day

- RSVP by: Jan 30
- Event Date: Feb 2

### Reagan Library Film Festival

- RSVP by: Jan 30
- Event Date: Feb 2

### Ronald McDonald House Tour (Inland Empire)

- RSVP by: Jan 30
- Event Date: Feb 3

### Thousand Oaks Enrichment: David Prather World of Myths

- RSVP by: Feb 2
- Event Date: Feb 7

### Fresno Enrichment: Fresno Wildlife Rescue & Rehabilitation Overview

- RSVP by: Feb 6
- Event Date: Feb 10

### Living Desert in Palm Desert Field Trip

- RSVP by: Feb 10
- Event Date: Feb 15

### Riverside/San Diego Enrichment: Family Engineering Event

- RSVP by: Feb 15
- Event Date: Feb 22

### Discovery Center Fresno Field Trip & Science Lesson

- RSVP by: Feb 20
- Event Date: Feb 24

## UPCOMING EVENTS

### Jan 27:

- **LEGOLAND**
- RSVP's are closed for this event and tickets have already been purchased

### Jan 30:

- **iFly Ontario**
- Scholars~ Free, Adults~ Free, Non-Enrolled Youth~ \$20

- **Young Chef's Academy Fresno**
- Scholars~ Free, All Other Guests~ \$15

**Feb 1:**

- **Natural History Museum of LA County Homeschool Day**
- Free event for scholars and learning coaches

**Feb 2- Afternoon:**

- **AAS Movie Day**
- Four Different Theater Locations- Fairfield, Fresno, Simi Valley and San Diego. Tickets provided for a limited number of guests at each location. Movie will be "Hidden Figures" but if it is not playing, a different movie will be selected.

**Feb 2- Evening:**

- **Reagan Library Film Festival**
- Free event, Formal Attire, Very Limited Spots Available

**Feb 3:**

- **Ronald McDonald House Inland Empire Tour**
- Tour will be the conclusion to our Donation Drive, guests can bring items from Ronald McDonald House Inland Empire Wish List. All guests are free. Limited spots available.

**Feb 7:**

- **Thousand Oaks Enrichment: David Prather World of Myths**
- Free event held at our Thousand Oaks Learning Center

**Feb 10:**

- **Fresno Enrichment: Fresno Wildlife Rescue & Rehabilitation Overview**
- Free event for all who attend- join us as we hear from a local wildlife expert!

**Feb 15:**

- **Living Desert in Palm Desert Field Trip**
- Scholars- Free, Non-Enrolled Ages 3 to 18- \$6, Attending Adults 18 years old or older- \$9

**Feb 17:**

- **Disney Concert Hall Performance**
- RSVP List Full, wait-list has been created
- Event for Middle and High School Scholars. Limited spots available.

**Feb 22:**

- **Riverside/San Diego Enrichment: Family Engineering Event**
- Egg Drop Competition! Free to participate, please bring along items from around your house to contribute to your Egg Drop contraption!

**Feb 24:**

- **Discovery Center Fresno Field Trip & Science Lesson**
- Cost: Scholars- Free, Non-Enrolled Ages 3 to 18- \$15, Attending Adults 18 years old or older- \$5. Guests will get to learn about the fun and excitement of chemistry!

## PREVIOUS EVENTS

*Our scholars have enjoyed a wide variety of events this school year!  
Here are a few of the highlights!*



**Pumpkin Patch**



**Wildlife Learning  
SD Zoo**



**Chino Water Basin**

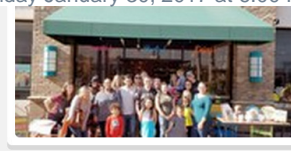




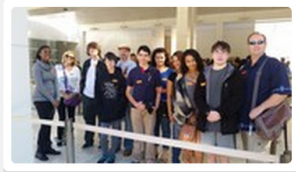
**Aquarium**



**Pumpkin Patch**



**Color Me Mine**



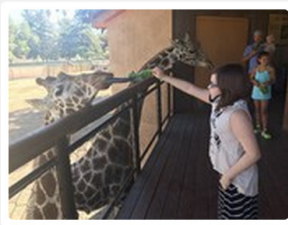
**The Getty Villa**



**Cyber Safety**



**Aquarium**



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<https://parentsquare.com/signin>

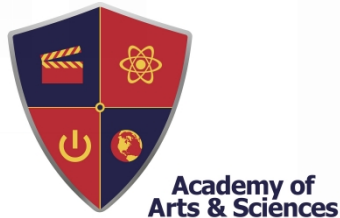
 rebecca.macalpine@aascalifor...    (805) 807-9066

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# Coversheet

## Academic Affairs Committee Report

**Section:** IV. REPORTS  
**Item:** B. Academic Affairs Committee Report  
**Purpose:** FYI  
**Submitted by:** Miriam Cohen  
**Related Material:** Academic Affairs Committee Report - January.doc



## Academic Affairs Committee Report January 30, 2017

The Academic Affairs Committee met on Thursday, December 8, 2016 at 1 pm. Members of the committee consist of Dr. Miriam Cohen (Committee Chair), Mr. Matt Koblick, and Mr. Joel Manwarren (Director of Academic Affairs), all of whom were present at this meeting. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary, both of whom were also present at this meeting.

Mr. Lewis provided highlights from the Staff Report (the entire Staff Report can be found online, in our Academic Affairs Committee Meeting Packet):

### Class of 2017

Graduation dates have been secured for the Class of 2017. Save the Date!

Thursday, June 8: Sonoma State University, Rohnert Park

Friday, June 9: Fresno State University, Fresno

Monday, June 12: Sunset Hills Country Club, Thousand Oaks

Tuesday, June 13: San Diego State University, San Diego

### i-Ready Diagnostic Testing

Mid-year i-Ready testing is scheduled. Track A scholars in grades 6-12 will test January 26-29<sup>th</sup>; all K-5 scholars and Track B scholars in grades 6-12 will test February 7<sup>th</sup>-10<sup>th</sup>; and Track C scholars in grades 6-12 will test March 7<sup>th</sup>-10<sup>th</sup>.

### "Success Academy" Celebration Ceremony

This virtual celebration will be held Friday December ,16<sup>th</sup> at 1 pm. 40 scholars have participated in this 6-week intervention program, designed for scholars categorized as Tier 2. Scholars will be rewarded and recognized based on their academic growth as measured through our i-Ready diagnostic tool. The next 6-week session will begin in January.

Mr. Lewis introduced Ms. Ellie Watkins, the Special Education Manager, to walk the committee through a Special Education Department overview presentation. Ms. Watkins shared the department's procedures, along with a snapshot of the current scholar profile served by her team. She

also shared information on accommodations and modifications. A review of the CHIME Institute training was also provided, with a focus on Universal Design for Learning (UDL).

Mr. Lewis walked the committee through the 9<sup>th</sup> Grade Math Placement Track B Checkpoint Update, which was prepared by Debra Stephan, Counseling Services Manager. The Counseling Services Department performed the 30-day checkpoint for our 9<sup>th</sup> grade scholars per our 9<sup>th</sup> Grade Math Placement Policy. The checkpoint resulted in zero scholar course level changes.

The meeting adjourned at 1:42 pm. The next Academic Affairs Committee meeting is scheduled for Thursday, February 9<sup>th</sup> starting at 1 pm.

Respectfully Submitted,

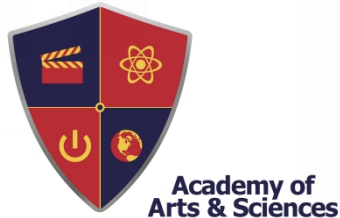
Dr. Miriam Cohen  
Board Secretary &  
Academic Affairs  
Committee Chair

# Coversheet

## Finance Committee Report

<b>Section:</b>	IV. REPORTS
<b>Item:</b>	C. Finance Committee Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	Kathy Granger
<b>Related Material:</b>	A Finance Committee Report - January.doc B Charter Vision Board Report.pdf





## Finance Committee Report January 30, 2017

The Finance Committee met on Tuesday, December 20, 2016 at 2 pm. Members of the committee consist of Mr. Joe Cummings, Ms. Lisa Fishman (Director of Operations), and Dr. Kathy Granger (Committee Chair), all of whom were present at this meeting. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary, both of whom were also present at this meeting.

Mr. Lewis provided highlights from the Staff Report (the entire Staff Report can be found online, in our November Finance Committee Meeting Packet):

### California Education Technology K-12 Voucher Program

The California Education Technology K-12 Voucher Program is the result of the settlement of a class-action lawsuit brought by California consumers and businesses concerning certain Microsoft software.

Mr. Lewis and Mr. Scott Warner, School Business Manager from CSMC, walked the committee through the first interim reports. It was shared that local revenue increased for AAS Del Mar, AAS LA and AAS Thousand Oaks & Simi Valley as a result of moving the ending fund balances from closed schools which were authorized by the same authorizer. The first interims also show new revenue (\$75,000 each) due to receipt of the College Readiness Block Grant.

Mr. Lewis and Mr. Warner walked the committee through the Balance Sheet and Year to Date Actual to Budget Detail from November.

The meeting adjourned at 2:28 pm. The next Finance Committee meeting is scheduled for Tuesday, February 21<sup>st</sup> starting at 2 pm (the January meeting was cancelled).

Respectfully Submitted,

Dr. Kathy Granger  
Board Treasurer &  
Finance Committee Chair

## Academy of Arts and Science Consolidated

July 2016 - December 2016

## Looking Ahead

### *Upcoming Items*

1/17/2017	Charter School Location Report
1/17/2017	State Due Date- P 1

### *In case you missed it*

12/15/2016	CDE DUE DATE- 1st Interim
12/16/2016	Fall 2

## Academy of Arts and Science Consolidated

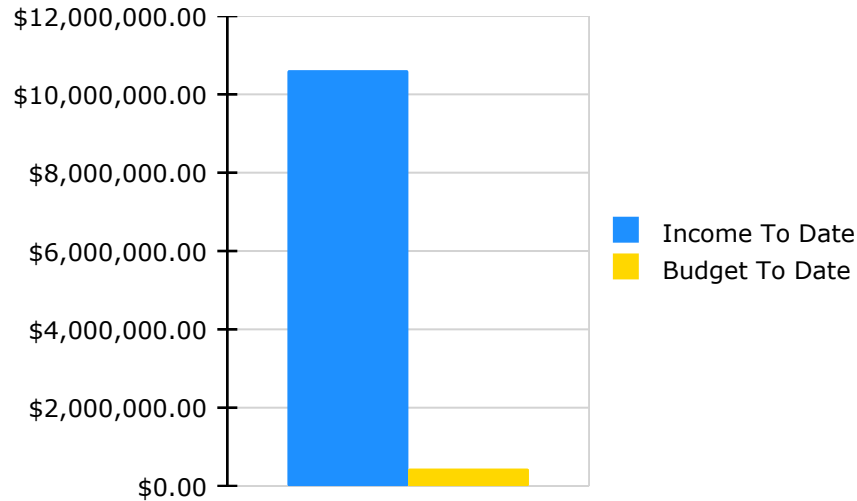
July 2016 - December 2016

## Financial Snapshot

### Total Cash on Hand

**Book Balance:** \$11,845,207

**Revenue To Date**

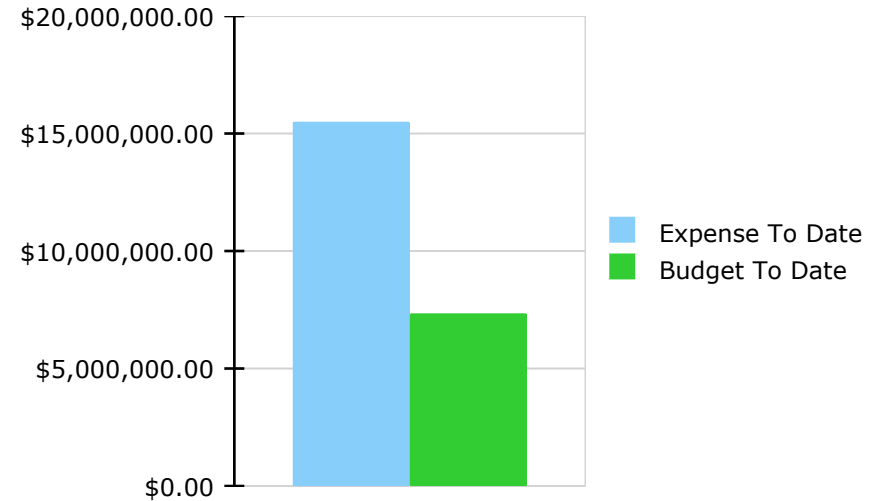


Revenue \$10,612,173

Budget \$441,816

Revenue To Budget 2,402 %

**Expense To Date**



Expense \$15,496,267

Budget \$7,338,860

Expense To Budget 211 %

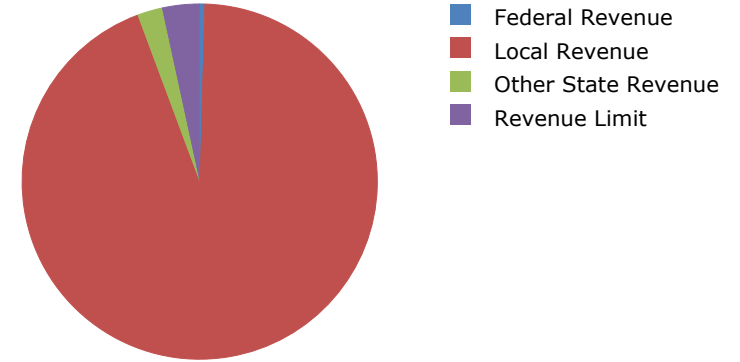
## Academy of Arts and Science Consolidated

July 2016 - December 2016

## Revenue By Category

Account Group	Description	Total	Percent
800	Revenue Limit	\$360,494.00	3.40 %
820	Federal Revenue	\$46,250.00	0.44 %
840	Other State Revenue	\$242,320.90	2.28 %
870	Local Revenue	\$9,963,108.38	93.88 %
<b>Total:</b>		<b>\$10,612,173.28</b>	

Revenue By Category



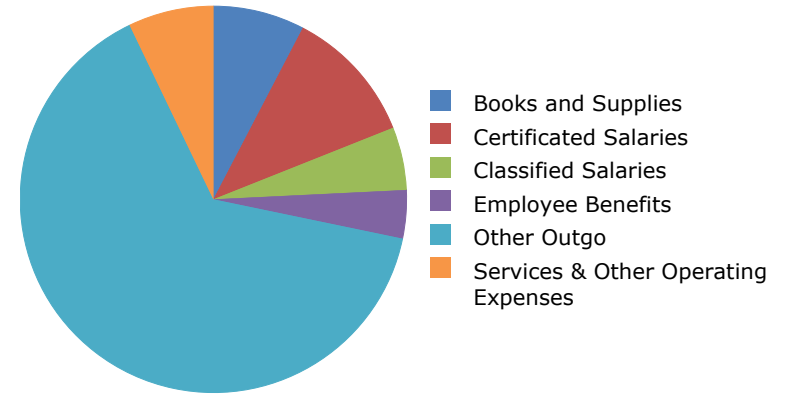
## Academy of Arts and Science Consolidated

July 2016 - December 2016

## Expenses By Category

Account Group	Description	Total	Percent
100	Certificated Salaries	\$1,753,189.82	11.31 %
200	Classified Salaries	\$815,220.25	5.26 %
300	Employee Benefits	\$625,407.68	4.04 %
400	Books and Supplies	\$1,186,156.97	7.65 %
500	Services & Other Operating Expenses	\$1,105,575.15	7.13 %
700	Other Outgo	\$10,010,717.00	64.60 %
<b>Total:</b>		<b>\$15,496,266.87</b>	

**Expenses By Category**



## Academy of Arts and Science Consolidated

July 2016 - December 2016

## YTD Actual to Budget Summary

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All

Account Description	July - December				2016 - 2017	
	Actual	Budget	Variance \$	Variance %	Total Budget	Remaining Budget
<b>Revenue Limit</b>	\$360,494	-	\$360,494	0.0 %	-	(\$360,494)
<b>Federal Revenue</b>	\$46,250	-	\$46,250	0.0 %	-	(\$46,250)
<b>Other State Revenue</b>	\$242,321	\$11,508	\$230,813	2,005.8 %	\$38,359	(\$203,962)
<b>Local Revenue</b>	\$9,963,108	\$430,309	\$9,532,800	2,215.3 %	\$1,075,771	(\$8,892,825)
<b>Total Revenue</b>	\$10,612,173	\$441,816	\$10,170,357	2,301.9 %	\$1,114,130	(\$9,503,531)
<b>Certificated Salaries</b>	\$1,753,190	\$1,799,817	\$46,627	2.6 %	\$3,944,971	\$2,191,781
<b>Classified Salaries</b>	\$815,220	\$795,517	(\$19,703)	-2.5 %	\$1,677,104	\$861,884
<b>Employee Benefits</b>	\$625,408	\$554,541	(\$70,867)	-12.8 %	\$1,249,041	\$569,410
<b>Total Personnel Expenses</b>	\$3,193,818	\$3,149,875	(\$43,943)	-1.4 %	\$6,871,116	\$3,623,076
<b>Books and Supplies</b>	\$1,186,157	\$3,196,890	\$2,010,733	62.9 %	\$4,711,352	\$3,524,585
<b>Services &amp; Other Operating Expenses</b>	\$1,105,575	\$992,095	(\$113,480)	-11.4 %	\$1,981,586	\$789,671
<b>Capital Outlay</b>	-	-	-	0.0 %	-	-
<b>Other Outgo</b>	\$10,010,717	-	(\$10,010,717)	0.0 %	-	(\$10,010,717)
<b>Total Operational Expenses</b>	\$12,302,449	\$4,188,985	(\$8,113,464)	-193.7 %	\$6,692,938	(\$5,696,461)
<b>Total Expenses</b>	\$15,496,267	\$7,338,860	(\$8,157,407)	-111.2 %	\$13,564,054	(\$2,073,385)
<b>Net Income</b>	(\$4,884,094)	(\$6,897,044)	\$2,012,950	29.2 %	(\$12,449,924)	(\$7,430,146)

## Academy of Arts and Science Consolidated

July 2016 - December 2016

## Balance Sheet Summary

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All

Liquidity Ratio	2.6
-----------------	-----

<b>Assets</b>	
<b>Current Assets</b>	
Cash	\$11,845,207
Investments	\$5,000,000
Accounts Receivables	\$415,498
<i>Total Current Assets</i>	<i>\$17,260,705</i>
<b>Fixed Assets</b>	
<i>Total Fixed Assets</i>	<i>\$0</i>
<b>Other Assets</b>	
<i>Total Other Assets</i>	<i>\$0</i>
<b>Total Assets</b>	<b>\$17,260,705</b>

<b>Liabilities and Net Assets</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$6,419,324
Accrued Salaries, Payroll Taxes, Postemployment Benefits	\$243,356

## Academy of Arts and Science Consolidated

July 2016 - December 2016

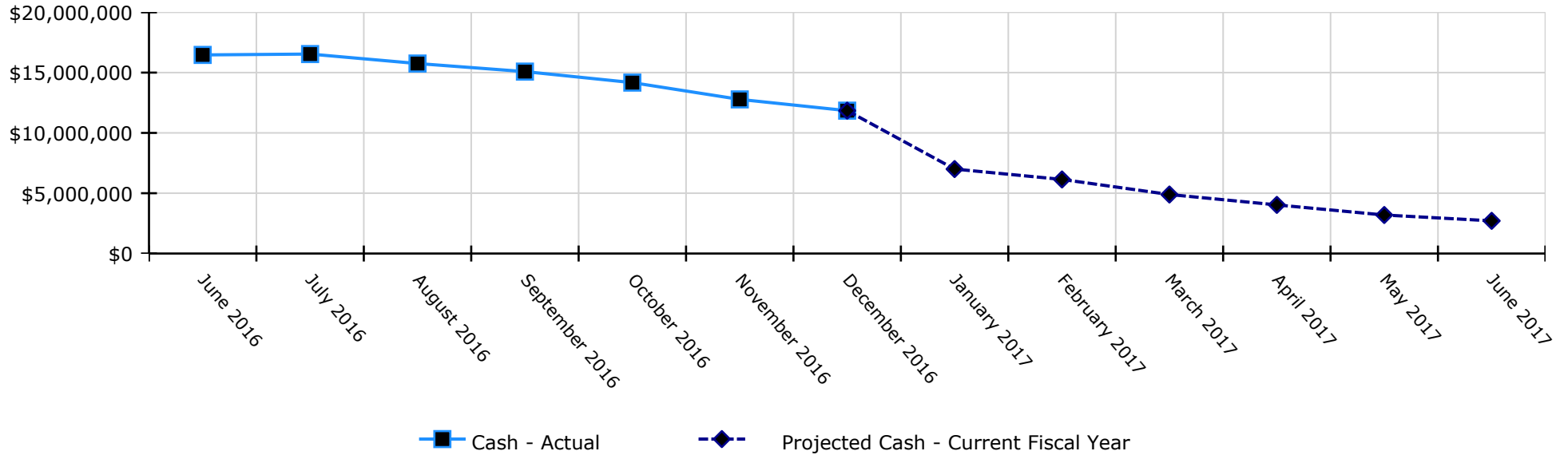
Deferred Revenue	\$62,400
<i>Total Current Liabilities</i>	<i>\$6,725,080</i>
<b>Long Term Liabilities</b>	
Loans Payable	\$25,000
<i>Total Long Term Liabilities</i>	<i>\$25,000</i>
<b>Total Liabilities</b>	
<i>Total Liabilities</i>	<i>\$6,750,080</i>
<b>Net Assets</b>	
Unrestricted Net Assets	\$15,394,719
Profit/Loss YTD	(\$4,884,094)
<i>Total Net Assets</i>	<i>\$10,510,625</i>
<b>Total Liabilities and Net Assets</b>	<b>\$17,260,705</b>



## Academy of Arts and Science Consolidated

July 2016 - December 2016

## Monthly Book Balance Over Time



	Cash Amount	Actual or Projected
June 2016	\$16,466,351.35	Actual

	Cash Amount	Actual or Projected
July 2016	\$16,536,650.01	Actual
August 2016	\$15,752,153.96	Actual
September 2016	\$15,083,438.04	Actual
October 2016	\$14,170,032.91	Actual
November 2016	\$12,778,485.26	Actual
December 2016	\$11,845,207.18	Actual
January 2017	\$7,002,980.00	Projected
February 2017	\$6,142,328.00	Projected
March 2017	\$4,892,696.00	Projected
April 2017	\$4,032,618.00	Projected
May 2017	\$3,193,541.00	Projected
June 2017	\$2,710,873.00	Projected

## Academy of Arts and Science Consolidated

July 2016 - December 2016

## Financial Health Report

Financial Ratio	Formula	Current	Target
Current Ratio (Liquidity)	(Current Assets) / (Current Liabilities)	2.57	> 1.00
Cash Ratio	(Cash) / (Current Liabilities)	176.13 %	> 100.00%
Defensive Interval	(Cash + Securities + AR) / (Average Expenses past 12 months)	13.37	> 4 months
Debt Ratio	(Total Liabilities) / (Total Assets)	39.11 %	< 30.00%
Asset Ratio	(Current Assets) / (Total Assets)	100.00 %	> 80.00%
Cash on Hand	(Cash)	\$11,845,207.18	>= \$0.00
Days Cash on Hand	(Cash) / ((Average Expenses past 12 months) / (30.4))	278.85	> 45
Cash Reserve Ratio	(Cash) / (Budgeted Annual Expenses)	87.33 %	> 10.00%
Savings Indicator	((Last Closed Revenue) - (Last Closed Expenses)) / (Last Closed Expenses)	-0.91	> 1.00
YTD Savings Indicator	((YTD Closed Revenue) - (YTD Closed Expenses)) / (YTD Closed Expenses)	-0.32	> 1.00

Financial Ratio	Description
Current Ratio (Liquidity)	Ability to pay short-term obligations
Cash Ratio	Ability to meet short-term obligations with cash
Defensive Interval	Possible months of continued operations if no additional funds received
Debt Ratio	Proportion of debt relative to total assets
Asset Ratio	Proportion of liquid assets relative to total assets
Cash on Hand	Assets immediately convertible to cash for purchase of goods and services
Days Cash on Hand	Possible days of continued operations using current cash
Cash Reserve Ratio	Ratio of cash to annual expenses expressed as a percentage
Savings Indicator	Last closed period's increase or decrease in the organization's net assets as a percentage of expenses
YTD Savings Indicator	Year to date closed increase or decrease in the organization's net assets as a percentage of expenses

### Input Values as of 12/31/2016

## Academy of Arts and Science Consolidated

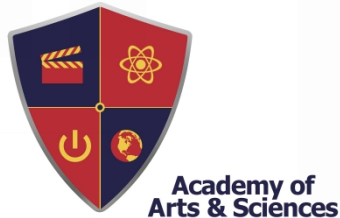
July 2016 - December 2016

Cash	\$11,845,207.18
Securities	\$5,000,000.00
AR	\$415,498.03
Current Assets	\$17,260,705.21
Total Assets	\$17,260,705.21
Current Liabilities	\$6,725,079.92
Total Liabilities	\$6,750,079.92
Last Closed Revenue	\$74,649.49
Last Closed Expenses	\$802,935.29
Budgeted Annual Expenses	\$13,564,054.20
Average Expenses past 12 months	\$1,291,355.57
Average monthly payroll expenses	\$532,302.96
YTD Closed Revenue	\$10,612,173.28
YTD Closed Expenses	\$15,496,266.87

# Coversheet

## Personnel Committee Report

<b>Section:</b>	IV. REPORTS
<b>Item:</b>	D. Personnel Committee Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	Joe Cummings
<b>Related Material:</b>	Personnel Committee Report - January.doc



## Personnel Committee Report January 30, 2017

The Personnel Committee met on Wednesday, December 21, 2016 at 9 am. Members of the committee consist of Mr. Joe Cummings (Committee Chair), Ms. Lisa Fishman (Director of Operations), and Dr. Kathy Granger, all of whom were present at this meeting. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary, both of whom were also present at this meeting.

Mr. Lewis provided highlights from the Staff Report (the entire Staff Report can be found online, in our Personnel Committee Meeting Packet):

### 2017 All-Staff Retreat

We have scheduled our in-person All-Staff Retreat. The retreat will take place Monday, July 31 through Friday, August 4, 2017 at Paradise Point in San Diego. The primary focus will be training on StrongMind systems for all staff. The final schedule will be shared with staff by June, prior to summer break.

### Hiring Process Changes

There is a change to our hiring processes, to take effect immediately:

1. We will post positions internally for one (1) week. If there is not a suitable internal candidate, we will open the position to external candidates and post the opportunity on both our website and EdJoin.

### Hiring Update

We continue to update our tracking document, which helps us monitor our recruiting process. This tracks when a position is posted, how many applicants we receive, when we make an offer and when the new employee starts.

Mr. Lewis walked the committee through two potential CEO evaluation tools, as directed by the Board of Directors at the November 30, 2016 regular meeting. A presentation was made on the BoardOnTrack evaluation, along with the current evaluation system utilized for all staff. The BoardOnTrack evaluation is board-driven, and allows input from the CEO, his direct reports, and the board. The internal performance system is employee-driven.

*The Personnel Committee voted unanimously to approve the BoardOnTrack CEO Evaluation Tool.*

Mr. Lewis walked the committee through the Injury and Illness Prevention Program. This is a safety program for AAS, primarily for our Central Office, but also includes policy and procedures for driving on behalf of the organization.

*The Personnel Committee voted unanimously to approve the IIPP.*

The meeting adjourned at 9:22 am. The next Personnel Committee meeting is scheduled for Wednesday, February 15<sup>th</sup> starting at 9 am.

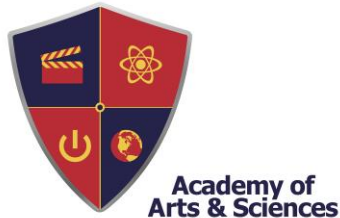
Respectfully Submitted,

Mr. Joe Cummings  
Board Member &  
Personnel Committee Chair

# Coversheet

## Parent Advisory Council Report

**Section:** IV. REPORTS  
**Item:** E. Parent Advisory Council Report  
**Purpose:** FYI  
**Submitted by:** Lisa Robotham  
**Related Material:** Parent Advisory Council Report - January.pdf



## Parent Advisory Council Report January 30, 2017

The Parent Advisory Council met on Friday, January 20, 2016 at 3:14 pm. Members of the council consist of Mr. Bob Nahm, Ms. Esmeralda Rivera, Ms. Lisa Robotham (chair), and Mr. and Mrs. Tony and Therese Christopher, all of whom, except Mr. Nahm, were present at this meeting. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary.

Mr. Lewis provided highlights from the Staff Report:

### Branding Process

Our Board of Directors approved our rebranding process during their January 21, 2016 Special Meeting. We have been moving forward with the rebrand for the organization. We are recommending **Compass Charter Schools** as the new name starting March 1. The Board of Directors will vote on final approval at their January 30, 2017 in-person meeting.

### Class of 2017

Save the Date! We will be celebrating our Class of 2017 graduates, as well as our 8th graders moving into high school, in June.

Thursday, June 8: Sonoma State University, Rohnert Park

Friday, June 9: Fresno State University, Fresno

Monday, June 12: Sunset Hills Country Club, Thousand Oaks

Tuesday, June 13: San Diego State University, San Diego

### Track Calendars

Track calendars have been shared with our families for the 2016-17 school year. These updated calendars incorporate i-Ready testing dates, the SBAC testing window, and Graduation Week events. *See enclosed for copies of the Track A, B, and C calendars.*

Ms. Robotham led the Council on a review of the recent Parent Advisory Council Survey. The focus areas were on the virtual suggestion box, field trip participation, and communication. The Council discussed how to better plan and promote field trips and provided suggestions for staff.

Mr. Lewis provided an overview of the changes in store for the 2017-18 school year, including the deployment of a new curriculum for middle and high school, changes to graduation requirements, a new name for the school, and when registration will open.



He is hosting Parent Town Halls to share this information with all current families from 6-7 pm on the following dates:

- Tuesday, February 21: Elementary School Families
- Wednesday, February 22: Middle School Families
- Thursday, February 23: High School Families

Rather than approving new members who expressed interest in the Parent Advisory Council Survey, they asked Mr. Aguilar to reach out to the interested candidates to ask them to submit a resume for the Council to review at its February meeting.

The meeting adjourned at 4:27 pm. The next Parent Advisory Council meeting is scheduled for Friday, February 17<sup>th</sup> starting at 3 pm.

Respectfully Submitted,

Mrs. Lisa Robotham  
Parent Advisory Council Chair

## Coversheet

### Review and Approval of the College Readiness Block Grant Proposal

**Section:** V. UNFINISHED BUSINESS  
**Item:** A. Review and Approval of the College Readiness Block Grant Proposal  
**Purpose:** Vote  
**Submitted by:** Debra Stephan  
**Related Material:** B College Readiness Block Grant Proposal Final.pdf  
A AAS Board Memo - College Readiness Block Grant Proposal.pdf

**RECOMMENDATION:**

A motion to approve the College Readiness Block Grant proposal.

# College Readiness Block Grant

November 7, 2016  
Final Proposal

Counseling Services Department:  
Debra Stephan, Counseling Services Manager  
Edith Cruz, College & Career Counselor

## Ed Code 41580 – College Readiness Block Grant

**Introduction:** June 2016, the California state budget included \$200 million specifically allocated for the College Readiness Grant. The one-time funding is purposely designed to increase or improve services for unduplicated pupils to ensure college readiness. The grant was established to increase the number of scholars who enroll in institutions of higher education and complete an undergraduate degree in four years.

**Funding:** Funding deliberately intended to support serving low income scholars, English Language Learners (ELL), and foster youth in college and career planning. Funds are allocated for scholars in grades nine through twelve. All funds must be spent within the next three years. (\$149.32 per unduplicated scholar and a minimum of \$75,000). The CDE will allocate the funds in two installments. The first installment, to be paid in 2016, reflects approximately 50 percent of each LEA’s entitlement based on eligible scholars. Remaining funds will be released in spring of 2017.

*Use of Funds: Charter schools shall expend funds for any of the following reasons (EC 41580):*

Funds can be used to pay Advanced Placement examination fees; develop or purchase materials that support college readiness, including college entrance exam preparation; counseling services for scholars; expand access to coursework or other opportunities to satisfy a-g course requirements; and send teachers, counselors, and administrators to professional development opportunities related to college readiness.

<p><b>Total = \$42,160</b></p>	<ul style="list-style-type: none"> <li>▪ <b>AVID Summer Institute</b> – First year program requirement. Minimum of 8 staff members must attend (district director, administrator, counselor, core content area teachers, and AVID elective teacher)             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2017/2018 (Year 2) - \$6,080</td> </tr> <tr> <td>▪ 2018/2019 (Year 3) - \$6,080</td> </tr> </table> </li> <li>▪ <b>AVID District Leadership Training</b> – 3 sessions required for the district director.             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2017/2018 (Year 2) - \$9,000</td> </tr> </table> </li> </ul>	▪ 2017/2018 (Year 2) - \$6,080	▪ 2018/2019 (Year 3) - \$6,080	▪ 2017/2018 (Year 2) - \$9,000			
▪ 2017/2018 (Year 2) - \$6,080							
▪ 2018/2019 (Year 3) - \$6,080							
▪ 2017/2018 (Year 2) - \$9,000							
<p>b. Providing Counseling Services to scholars and their families on college admissions and financial aid</p> <p><b>Total = \$208,000</b></p>	<ul style="list-style-type: none"> <li>▪ <b>College &amp; Career Counselor</b> – annual salary             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2016/2017 (Year 1) – \$60,000</td> </tr> </table> </li> <li>▪ <b>Counselor/Scholar Ratio 1:250</b> (under ASCA Guidelines) - additional staffing needs             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2016/2017 (Year 1) or 2017/2018 (Year 2) - \$60,000</td> </tr> </table> </li> <li>▪ <b>AVID Coordinator</b>– annual salary             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2017/2018 (Year 1) - \$ 43,000</td> </tr> <tr> <td>▪ 2018/2019 (Year 2) - \$ 45,000</td> </tr> </table> </li> </ul>	▪ 2016/2017 (Year 1) – \$60,000	▪ 2016/2017 (Year 1) or 2017/2018 (Year 2) - \$60,000	▪ 2017/2018 (Year 1) - \$ 43,000	▪ 2018/2019 (Year 2) - \$ 45,000		
▪ 2016/2017 (Year 1) – \$60,000							
▪ 2016/2017 (Year 1) or 2017/2018 (Year 2) - \$60,000							
▪ 2017/2018 (Year 1) - \$ 43,000							
▪ 2018/2019 (Year 2) - \$ 45,000							
<p>c. Developing or purchasing materials to support college readiness and increase performance on required college entrance assessments</p>	<ul style="list-style-type: none"> <li>▪ <b>Advancement Via Individual Determination (AVID)</b> <ul style="list-style-type: none"> <li>▪ High School Curriculum Library                     <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2016/2017 (Year 1) - \$4,990</td> </tr> </table> </li> <li>▪ AVID Membership                     <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2017/2018 (Year 2) - \$3,799</td> </tr> <tr> <td>▪ 2018/2019 (Year 3) - \$3,799</td> </tr> </table> </li> </ul> </li> <li>▪ <b>National Student Clearinghouse Membership</b> – Enables you to follow your graduates' transition to college by querying participating institutions' postsecondary enrollment and degree records.             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2016/2017 (Year 1) - \$425</td> </tr> <tr> <td>▪ 2017/2018 (Year 2) - \$425</td> </tr> <tr> <td>▪ 2018/2019 (Year 3) - \$425</td> </tr> </table> </li> </ul>	▪ 2016/2017 (Year 1) - \$4,990	▪ 2017/2018 (Year 2) - \$3,799	▪ 2018/2019 (Year 3) - \$3,799	▪ 2016/2017 (Year 1) - \$425	▪ 2017/2018 (Year 2) - \$425	▪ 2018/2019 (Year 3) - \$425
▪ 2016/2017 (Year 1) - \$4,990							
▪ 2017/2018 (Year 2) - \$3,799							
▪ 2018/2019 (Year 3) - \$3,799							
▪ 2016/2017 (Year 1) - \$425							
▪ 2017/2018 (Year 2) - \$425							
▪ 2018/2019 (Year 3) - \$425							

<p><b>Total = \$101,673</b></p>	<ul style="list-style-type: none"> <li>▪ <b>College Readiness Assessment Program/Princeton Review</b> <ul style="list-style-type: none"> <li>▪ <b>Standardized Test Prep</b> (grade level 10 &amp; 11) – 5-20 scholars per course. \$5,500 per course (10% discount with three or more)                             <table border="1" data-bbox="911 317 1523 359"> <tr> <td>▪ 2017/2018 (Year 2) – (3 courses) \$14,850</td> </tr> </table> <table border="1" data-bbox="911 359 1523 401"> <tr> <td>▪ 2018/2019 (Year 3) - (3 courses) \$14,850</td> </tr> </table> </li> </ul> </li> <li>▪ <b>Homework Help Online Academic Tutoring/Princeton Review –</b> Scholars share a pool of hours; access for 12 months or until hours are all used                             <table border="1" data-bbox="911 516 1523 558"> <tr> <td>▪ 2017/2018 (Year 2) – (700 hours) \$29,100</td> </tr> </table> <table border="1" data-bbox="911 558 1523 600"> <tr> <td>▪ 2018/2019 (Year 3) - (700 hours) \$29,100</td> </tr> </table> </li> </ul>	▪ 2017/2018 (Year 2) – (3 courses) \$14,850	▪ 2018/2019 (Year 3) - (3 courses) \$14,850	▪ 2017/2018 (Year 2) – (700 hours) \$29,100	▪ 2018/2019 (Year 3) - (700 hours) \$29,100
▪ 2017/2018 (Year 2) – (3 courses) \$14,850					
▪ 2018/2019 (Year 3) - (3 courses) \$14,850					
▪ 2017/2018 (Year 2) – (700 hours) \$29,100					
▪ 2018/2019 (Year 3) - (700 hours) \$29,100					
<p>d. <b>Implementing collaborative partnerships between high schools and post-secondary educational institutions, including the California State University and University of California systems, to support scholar transition</b></p> <p><b>Total = \$2000</b></p>	<ul style="list-style-type: none"> <li>▪ <b>College Fair –</b> Host community event (Welcome bag &amp; Food)                             <table border="1" data-bbox="911 716 1523 758"> <tr> <td>▪ 2017/2018 (Year 2) - \$ 1,000</td> </tr> </table> <table border="1" data-bbox="911 758 1523 800"> <tr> <td>▪ 2018/2019 (Year 3) - \$ 1,000</td> </tr> </table> </li> </ul>	▪ 2017/2018 (Year 2) - \$ 1,000	▪ 2018/2019 (Year 3) - \$ 1,000		
▪ 2017/2018 (Year 2) - \$ 1,000					
▪ 2018/2019 (Year 3) - \$ 1,000					
<p>e. <b>Providing subsidies for scholars taking AP exams</b></p> <p><b>Total = \$5,700</b></p>	<ul style="list-style-type: none"> <li>▪ <b>AP Exam Waivers</b> (Application Process)                             <table border="1" data-bbox="911 1052 1523 1167"> <tr> <td>▪ 2016/2017 (Year 1) - \$100 per exam for qualified scholars (Estimate 10% of qualified scholars) - \$ 1900</td> </tr> </table> <table border="1" data-bbox="911 1167 1523 1283"> <tr> <td>▪ 2017/2018 (Year 2) - \$100 per exam for unduplicated scholars. (Estimate 10% of qualified scholars) - \$1900</td> </tr> </table> <table border="1" data-bbox="911 1283 1523 1398"> <tr> <td>▪ 2018/2019 (Year 3) - \$100 per exam for unduplicated scholars. (Estimate 10% of qualified scholars) - \$1900</td> </tr> </table> </li> </ul>	▪ 2016/2017 (Year 1) - \$100 per exam for qualified scholars (Estimate 10% of qualified scholars) - \$ 1900	▪ 2017/2018 (Year 2) - \$100 per exam for unduplicated scholars. (Estimate 10% of qualified scholars) - \$1900	▪ 2018/2019 (Year 3) - \$100 per exam for unduplicated scholars. (Estimate 10% of qualified scholars) - \$1900	
▪ 2016/2017 (Year 1) - \$100 per exam for qualified scholars (Estimate 10% of qualified scholars) - \$ 1900					
▪ 2017/2018 (Year 2) - \$100 per exam for unduplicated scholars. (Estimate 10% of qualified scholars) - \$1900					
▪ 2018/2019 (Year 3) - \$100 per exam for unduplicated scholars. (Estimate 10% of qualified scholars) - \$1900					
<p>f. <b>Expanding access to a-g aligned coursework</b></p>	<ul style="list-style-type: none"> <li>▪ <b>AP Scouts – Advanced Placement Courses</b> <table border="1" data-bbox="911 1524 1523 1640"> <tr> <td>▪ 2017/2018 (Year 2) – Up to \$299 per course on demand for qualified scholars. (Estimate 10% of qualified scholars) - \$5,700</td> </tr> </table> <table border="1" data-bbox="911 1640 1523 1755"> <tr> <td>▪ 2018/2019 (Year 3) – Up to \$299 per course on demand for qualified scholars. (Estimate 10% of qualified scholars) – \$5,700</td> </tr> </table> </li> </ul>	▪ 2017/2018 (Year 2) – Up to \$299 per course on demand for qualified scholars. (Estimate 10% of qualified scholars) - \$5,700	▪ 2018/2019 (Year 3) – Up to \$299 per course on demand for qualified scholars. (Estimate 10% of qualified scholars) – \$5,700		
▪ 2017/2018 (Year 2) – Up to \$299 per course on demand for qualified scholars. (Estimate 10% of qualified scholars) - \$5,700					
▪ 2018/2019 (Year 3) – Up to \$299 per course on demand for qualified scholars. (Estimate 10% of qualified scholars) – \$5,700					

<b>Total = \$15,400</b>	<ul style="list-style-type: none"> <li>▪ <b>Concurrent Enrollment - Course Materials</b> <table border="1" style="margin-left: 20px;"> <tr> <td>▪ 2017/2018 (Year 2) – costs will vary dependent upon concurrent enrollment numbers for unduplicated scholars. Estimated Budget - \$2000</td> </tr> <tr> <td>▪ 2018/2019 (Year 3) – costs will vary dependent upon concurrent enrollment numbers for unduplicated scholars – Estimated Budget - \$2000</td> </tr> </table> </li> </ul>	▪ 2017/2018 (Year 2) – costs will vary dependent upon concurrent enrollment numbers for unduplicated scholars. Estimated Budget - \$2000	▪ 2018/2019 (Year 3) – costs will vary dependent upon concurrent enrollment numbers for unduplicated scholars – Estimated Budget - \$2000
▪ 2017/2018 (Year 2) – costs will vary dependent upon concurrent enrollment numbers for unduplicated scholars. Estimated Budget - \$2000			
▪ 2018/2019 (Year 3) – costs will vary dependent upon concurrent enrollment numbers for unduplicated scholars – Estimated Budget - \$2000			

Total Estimated College Readiness Block Grant Funds \$374,933

### Measurement of Scholar College Readiness

Utilize three constructs to measure college readiness data: 1) academic performance and engagement including scholar and school data on enrollment status, demographics, assessment performance, credit accumulation, GPA, SAT/ACT scores, high school credentials earned, and participation in accelerated learning programs, a-g college-ready, and AP courses, 2) postsecondary access to determine scholar completion for federal student aid and postsecondary admissions, and 3) attainment of a degree at a postsecondary institution by tracking scholar college enrollment and degree completion. This continuous collection and analysis of college readiness data will ensure our program and services play a major role in advancing college readiness and closing opportunity gaps.

### Local Control Accountability Plan (LCAP)

- Improving student achievement with measurables, including college and career preparedness
- Ensuring all students can access college preparation courses and career exploration

### AAS High School Unduplicated Pupil Data – October 2016

#### *Del Mar*

- Low Socioeconomic - 38
- English Language Learners - 1
- Foster Youth - 0

#### *Los Angeles*

- Low Socioeconomic -49
- English Language Learners - 3
- Foster Youth - 0

***Thousand Oaks***

- Low Socioeconomic - 24
- English Language Learners - 1
- Foster Youth - 0

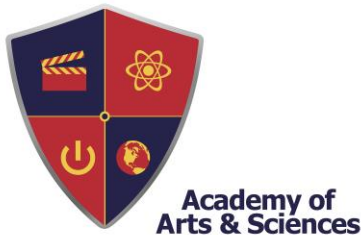
***Fresno***

- Low Socioeconomic - 25
- English Language Learners - 1
- Foster Youth - 0

***Sonoma***

- Low Socioeconomic – 42
- English Language Learners - 3
- Foster Youth - 0

Total Unduplicated Scholars = 187



## Memorandum

To: Board of Directors  
From: Debra Stephan, Counseling Services Manager  
Date: January 30<sup>th</sup>, 2017  
RE: **College Readiness Block Grant Proposal**

In June 2016, the California state budget included \$200 million specifically allocated for the College Readiness Grant. The one-time funding is purposely designed to increase or improve services for unduplicated pupils to ensure college readiness. The grant was established to increase the number of scholars who enroll in institutions of higher education and complete an undergraduate degree in four years.

Funding is deliberately intended to support serving low income scholars, English Language Learners (ELL), and foster youth in college and career planning. Funds are allocated for scholars in grades nine through twelve. All funds must be spent within the next three years. (\$149.32 per unduplicated scholar and a minimum of \$75,000). The CDE will allocate the funds in two installments. The first installment, to be paid in 2016, reflects approximately 50 percent of each LEA's entitlement based on eligible scholars. Remaining funds will be released in spring of 2017.

AAS will be receiving \$375,000 (\$75,000 per charter school).

### **Action Requested:**

A motion to approve the College Readiness Block Grant proposal.

### **Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO

### **Finance Committee Recommendation:**

The Finance Committee met on Tuesday, November 15<sup>th</sup> and unanimously recommend approval of the suggested action by the full Board of Directors.



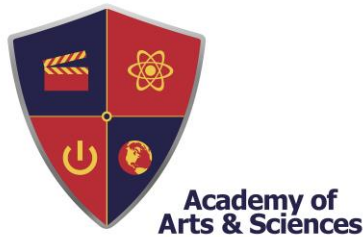
# Coversheet

## Review and Approval of the Rebrand

**Section:** VI. NEW BUSINESS  
**Item:** A. Review and Approval of the Rebrand  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** A AAS Board Memo - Rebrand.pdf  
B Compass Branding.pdf

**RECOMMENDATION:**

A motion to approve the name Compass Charter Schools, effective March 1, 2017.



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: January 30<sup>th</sup>, 2017  
**RE: Rebrand**

The Board of Directors approved a rebrand process during its Special Meeting on December 21, 2016. Staff were notified of this process during a special CEO Town Hall meeting following the Special Meeting. Enthusiasm was high amongst the staff.

Staff were invited to submit potential names for the new school. The only criteria were to ensure the name was not already taken by another charter school in California, and that we would be able to have web and social media with the new name. We narrowed down the options to **Compass Charter Schools** (Compass Charter Schools ... we believe in preparing self-directed learners, one scholar at a time. We believe that our scholars will be prepared for their next chapter after high school, college and/or career. We believe we are their compass on this TK-12 journey ... ) and **Hōm Charter Schools** (The name hōm Charter speaks to who we are as a home based education model for both home study and online home based learners.). A final vote was taken, where the staff overwhelmingly selected Compass Charter Schools.

We have worked with our StrongMind partners to create our brand identity. This has been endorsed by both our Parent Advisory Council and Staff Advisory Committee. We have also worked with legal counsel to prepare revisions to our governing documents, sought guidance from our authorizers and auditor, and are prepared to move forward once final approval is granted by the Board.

### **Action Requested:**

A motion to approve the name Compass Charter Schools, effective March 1, 2017.

### **Reviewed and Approved for Submission:**



J.J. Lewis  
President & CEO

COMPASS  
CHARTER SCHOOLS



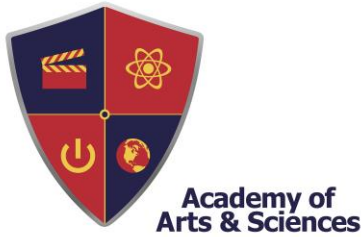
# Coversheet

## Review and Approval of the Revised Articles of Incorporation

**Section:** VI. NEW BUSINESS  
**Item:** B. Review and Approval of the Revised Articles of Incorporation  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** A AAS Board Memo - Revised Articles of Incorporation.pdf  
B Restated Articles of Incorporation.pdf

**RECOMMENDATION:**

A motion to approve the revised Articles of Incorporation, to go into effect on March 1, 2017.



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: January 30<sup>th</sup>, 2017  
**RE: Revised Articles of Incorporation**

The Articles of Incorporation have been restated to reflect the new corporate name, Compass Charter Schools. It was drafted with the assistance of our legal counsel.

**Action Requested:**

A motion to approve the revised Articles of Incorporation, to go into effect on March 1, 2017.

**Reviewed and Approved for Submission:**



J.J. Lewis  
President & CEO

**RESTATED ARTICLES OF INCORPORATION  
OF  
ACADEMY OF ARTS AND SCIENCES CHARTER SCHOOL**

The undersigned certify that:

1. They are the Chair of the Board and the Secretary of Academy of Arts and Sciences Charter School, a California nonprofit public benefit corporation (the “Corporation”).
2. The Articles of Incorporation of the Corporation are amended and restated to read in full as follows:

**I.**

The name of the Corporation is Compass Charter Schools.

**II.**

The Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purposes for which this Corporation is organized are to create manage, operate, guide, direct and promote one or more public charter schools.

The Corporation is organized and operated exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding any other provision of these articles, 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) by 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.

**III.**

All corporate property is irrevocably dedicated to the purposes set forth in the second article above. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to any of its

directors, members, trustees, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II.

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 distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Subject to the provisions of the nonprofit public benefit provisions of the Nonprofit Corporation Law of the State of California, and any limitations in the articles or bylaws relating to action to be approved by the members or by a majority of all members, if any, the activities and affairs of this Corporation shall be conducted and all the powers shall be exercised by or under the direction of the board of directors.

The number of directors shall be as provided for in the bylaws. The bylaws shall prescribe the qualifications, mode of election, and term of office of directors.

#### **IV.**

The authorized number and qualifications of members of the corporation, if any, the different classes of membership, the property, voting and other rights and privileges of members, and their liability for dues and assessments and the method of collection thereof, shall be set forth in the bylaws.

#### **V.**

Upon the dissolution or winding up of the Corporation, its assets remaining after payment of all debts and liabilities of the Corporation, shall be distributed to a nonprofit fund, foundation, corporation or association which is organized and operated exclusively for educational, public or charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

3. The foregoing amendment to and restatement of the Articles of Incorporation have been duly approved by the Board of Directors.
4. The Corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

Dated: January 30, 2017

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Peter McDonald, Chair of the Board

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J.J. Lewis, President & CEO



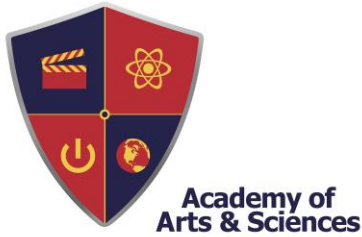
# Coversheet

## Review and Approval of the Revised Board By-Laws

**Section:** VI. NEW BUSINESS  
**Item:** C. Review and Approval of the Revised Board By-Laws  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** A AAS Board Memo - Revised Board By-Laws.pdf  
B CCS Bylaws.pdf

**RECOMMENDATION:**

A motion to approve the revised Board By-Laws, to go into effect on March 1, 2017.



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: January 30<sup>th</sup>, 2017  
**RE: Revised Board By-Laws**

The Board By-Laws have been revised to reflect the new corporate name, Compass Charter Schools. It was drafted with the assistance of our legal counsel.

Additional changes include ensuring consistency between the Articles of Incorporation, charter petitions and updated laws.

**Action Requested:**

A motion to approve the revised Board By-Laws, to go into effect on March 1, 2017.

**Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO



Amended By-Laws

Of

Compass Charter Schools  
(A California Non-profit Public Benefit Corporation)

CCS Bylaws

**AMENDED AND RESTATED BYLAWS  
OF  
COMPASS CHARTER SCHOOLS**  
(A California Non-profit Public Benefit Corporation)

ARTICLE I

Section 1. NAME.

The name of this corporation is: Compass Charter Schools (“CCS”)

ARTICLE II

Section 1. PRINCIPAL OFFICE OF THE CORPORATION.

The principal office for the transaction of the activities and affairs of this corporation is 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361 or such other place as the Board of Directors (the “Board”) may designate from time to time.

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 this corporation is qualified to conduct its activities.

ARTICLE III  
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS

Section 1. GENERAL AND SPECIFIC PURPOSES.

The purpose of this corporation is to create, manage, operate, guide, direct and promote one or more public charter schools. 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 distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

## CCS Bylaws

### ARTICLE IV CONSTRUCTION AND DEFINITIONS

#### Section 1. CONSTRUCTION AND DEFINITIONS.

Unless the context indicates otherwise, the general provisions, rule 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.

This corporation’s assets are irrevocably dedicated to public benefit purposes. 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 a nonprofit fund, foundation, corporation or association which has established its exempt status under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### ARTICLE VI CORPORATIONS WITHOUT MEMBERS

#### Section 1. CORPORATIONS WITHOUT MEMBERS.

This corporation shall have no voting members within the meaning of the Nonprofit Corporation Law. The Corporation’s Board of Directors may, at its discretion, admit individuals to one or more classes of nonvoting members; the class or classes shall have such rights and obligations as the Board of Directors finds appropriate.

### 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. The Board may delegate the management of the corporation’s activities to any person(s), management company or committees (Article VII, Section 21), however composed, provide that all corporate powers shall be exercised under the ultimate direction of the Board.

## CCS Bylaws

### 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) Subject to any applicable contractual or other legal requirements, appoint, evaluate and remove the President & CEO; prescribe powers and duties for him/her as are consistent with the law, the articles of incorporation, and these bylaws; fix his/her compensation; and require from him/her 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; and alter the form of the seal.

### Section 3. DESIGNATED DIRECTORS AND TERMS

The authorized number of directors shall be not less than five (5), nor more than seven (7), as set by resolution of the Board, unless changed by amendment to these bylaws. The qualifications for directors are generally the ability to attend Board meetings, a willingness to actively support and promote the charter schools operated by the corporation, and a dedication to its educational philosophy and goals. In addition, directors should demonstrate leadership, initiative and a high level of professionalism. Directors must be able to work effectively as a member of a team and to put aside all personal agendas so that the best interests of the school as a whole are put foremost. It is in the best interests of the school that directors include persons who can represent the interests of the following constituencies:

- (a) Parent representatives: Directors may be selected from parents/guardians of students currently enrolled in the charter schools operated by the corporation. There may be one (1) parent representative on the Board. When selecting parent representatives to sit on the CCS Board, the nominating committee shall take into consideration the potential candidate's skillsets/experiences with the following subject matters: school administration experience, familiarity with the Education Code, legal experience, human resources knowledge, financial or budget experience, construction or real estate experience, and/or fundraising.
- (b) Community representatives: Directors may be selected from the CCS community, except that parents of CCS students shall count towards the maximum number of allowable parent representatives.

## CCS Bylaws

Directors shall be chosen at an annual meeting as specified in Section 15 of this Article VII.

Each granting agency is entitled to appoint, through an CCS approved appointment process, a Director to sit on the board.

### Section 4. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS.

No persons serving on the Board of Directors may be interested persons as defined below. An interested person for this limited provision includes:

- (a) any person 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, excluding any reasonable compensation paid to a director as director; 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.

### Section 5. DIRECTORS' TERM.

Each director shall hold office for three (3) year terms or until a successor director has been designated and qualified.

### Section 6. NOMINATIONS BY COMMITTEE.

The Board of Directors may appoint a Nominating Committee. If so appointed, the chair of the Nominating Committee shall work with the President & CEO to designate qualified candidates for any election to the Board of Directors, according to the composition criteria set forth in Section 3 of this Article VII. The Nominating Committee, in conjunction with the President & CEO, shall make its report to the Board at least seven (7) days before the date of the election or at such other time as the Board of Directors may set. The Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates designated by the Nominating Committee. The Nominating Committee may also solicit and designate qualified candidates for election to Standing Committees as set forth in Section 21 of this Article VII.

### Section 7. USE OF CORPORATE FUNDS TO SUPPORT NOMINEE.

If more people have been nominated for director than can be elected, 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 or resignation of any director;
- (b) the removal of a director with or without cause, by resolution of the Board as noted below; 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

## CCS Bylaws

a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3;

- (c) the increase of the authorized number of directors; and
- (d) failure to meet the qualifications established by these bylaws.

Any director, except for a director appointed by a granting agency, may be removed, with or without cause, by a 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 of the removal questions are given as provided in Section 13. Any vacancy caused by the removal of a director shall be filled as provided in Section 11.

A director appointed by a granting agency will be automatically removed from the Board of Directors if that charter granting agency no longer authorizes any charters held by CCS.

Any director who does not attend three (3) successive Board meetings will automatically be removed from the Board without Board resolution unless:

- (a) the director requests a leave of absence for a limited period of time, and the leave is approved by the directors at a regular or special meeting (if such leave is granted, the number of Board members will be reduced by one (1) in determining whether a quorum is or is not present),
- (b) the director suffers from an illness or disability that prevents him or her from attending meetings and the Board by resolution waives the automatic removal procedure of this subsection; or
- (c) the Board by resolution of the majority of Board members then in office agree that a director who has missed three (3) successive meetings may be reinstated.

### Section 9. RESIGNATION OF DIRECTORS.

Except as provided below, any director may resign by giving written notice to the Chair of 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 Board of Directors may elect a successor 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 elected director or directors.

### Section 11. VACANCIES FILLED BY BOARD.

- (a) Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by: the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or
- (b) a sole remaining director.



## CCS Bylaws

A vacancy in the seat of the representative appointed by a granting agency shall be filled by the granting agency.

### Section 12. NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS.

Any reduction of the authorized number of directors shall not result in any director being removed before his or her term of office expires.

### Section 13. PLACE OF BOARD OF DIRECTORS MEETINGS.

Meetings shall be held at the principal office of the corporation. The Board of Directors may also designate that a meeting be held at any place within the boundaries of the counties in which the corporation operates that has been designated in the notice of the meeting. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

### Section 14. MEETINGS BY TELEPHONE OR OTHER TELECOMMUNICATIONS EQUIPMENT.

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 boundaries of the counties in which the corporation operates in which the corporation operates;
- 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 shall be listed on the agenda;<sup>1</sup>
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.<sup>2</sup>

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<sup>1</sup> 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.

<sup>2</sup> The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

## CCS Bylaws

### Section 15. ANNUAL AND REGULAR MEETINGS.

Regular meetings of the Board of Directors shall be held at least quarterly as scheduled and authorized by the members of said Board. 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 Board of Directors shall hold an annual meeting for purposes of organization, election of officers, and transaction of other business. The Board may hold regular, special and emergency meetings. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

### Section 16. AUTHORITY TO CALL SPECIAL MEETINGS.

Special meetings of the Board of Directors for any purpose may be called at any time by the Chair of the Board, if there is such an officer, or a majority of the directors. If a Chair of the Board has not been elected, then the President & CEO 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 17. 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. Notice of the time and place of special meetings shall be given to each director by:

- (a) personal delivery of written notice;
- (b) first-class mail, postage prepaid;
- (c) telephone, including a voice messaging system or other system or technology designed to record and communicate messages, either directly to the director or to a person at the director's office who would reasonably be expected to communicate that notice promptly to the director;
- (d) telegram;
- (e) facsimile;
- (f) electronic mail; or
- (g) other electronic means.

All such notices shall be given or sent to the director's address or telephone number as shown on the corporation's records and shall be sent with at least such notice as is required in accordance with the terms and provisions of the Ralph M. Brown Act, California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation which are applicable to the type of meeting called. Notice of the time and place of special or emergency meetings shall be given to all media who have provided timely written notice to CCS. The notice shall state the time of the meeting and the place, if the place is other than the corporation's principal office and the business to be transacted at the

## CCS Bylaws

meeting. All notice requirements will comply with the terms and provisions of the Ralph M. Brown Act California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

### Section 18. QUORUM.

A majority of the number of directors then in office shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be an act of the Board. Should there be less than a majority of the directors present at the inception of any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each Board member present for each action taken shall be publicly reported.

### Section 19. ADJOURNMENT.

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of such adjournment to another time or place shall be given, prior to the time scheduled 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 20. COMPENSATION AND REIMBURSEMENT.

Directors may receive 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. The Board of Directors will not be compensated.

### Section 21. CREATION OF 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 and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. The Board of Directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. 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;
- c. Fix compensation of the directors for serving on the Board of Directors or on any committee;
- d. Amend or repeal bylaws or adopt new bylaws;
- e. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- f. Create any other committees of the Board of Directors or appoint the members of committees of the Board;

## CCS Bylaws

- g. Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- h. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.

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, scholars 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.

### Section 22. 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, and other Board of Directors' actions, if applicable, except that the time for general meetings of such committees and the calling of special meetings 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. If required by law, committees will operate in accordance with the Brown Act.

### Section 23. NON-LIABILITY OF DIRECTORS.

No director shall be personally liable for the debts, liabilities, or other obligations of this corporation.

### Section 24. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS.

CCS 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 ON THE BOARD.

The officers of this Board of Directors shall be a chair, a secretary, and a treasurer. The corporation, at the Board's direction, may also have a President & CEO, and a Chief Financial Officer who shall be known as the Director of Operations. The President & CEO and Director of Operations shall have the 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 Chair of the Board or President & CEO.

## CCS Bylaws

### Section 3. ELECTION OF BOARD OFFICERS.

The officers of this corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board. Officers' terms may be staggered to provide continuity of leadership.

### Section 4. APPOINTMENT OF OTHER OFFICERS.

The Board of Directors may appoint and authorize the Chair of the Board, or another officer to appoint any other officers that the Corporation may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the Board.

### Section 5. REMOVAL OF BOARD OFFICERS.

The Board of Directors may remove any Board officer with or without cause.

### Section 6. RESIGNATION OF BOARD 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.

### Section 7. 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 8. CHAIR OF THE BOARD.

If a Chair of the Board of Directors is elected, he or she 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. In the absence of the Chair, another officer as designated by the Board, 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 9. PRESIDENT & CHIEF EXECUTIVE OFFICER.

The President & Chief Executive Officer, subject to the control of the Board, and subject to the President & Chief Executive Officer's contract of employment, 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.

### Section 10. 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;

## CCS Bylaws

the notice given; the names of persons 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 members of the Board of Directors, 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 bylaws may require.

### Section 11. TREASURER.

The Treasurer shall cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall cause to be given to the 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.

### Section 12. DIRECTOR OF OPERATIONS.

The Director of Operations 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 Chair of the Board, if any, and the Board, when requested, an account of all transactions as Director of Operation sand 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 Director of Operations 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 Director of Operations on his or her death, resignation, retirement, or removal from office.

## ARTICLE IX CONTRACTS WITH DIRECTORS AND OFFICERS

### Section 1. CONTRACTS WITH DIRECTORS AND OFFICERS.

The corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor 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). The prohibition does not include remote interests or non-interests as those terms are defined in the Government Code.

## CCS Bylaws

### 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 corporation's Conflict of Interest Code have been fulfilled.

### ARTICLE XI LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS.  
This 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, this 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.  
This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's, or agent's status as such.

## CCS Bylaws

### ARTICLE XIV MAINTENANCE OF CORPORATE RECORDS

Section 1. MAINTENANCE OF CORPORATE RECORDS. This 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. 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. 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.

Section 2. ACCOUNTING RECORDS AND MINUTES.

On written demand on the corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors, and committees of the Board of Directors at any reasonable time. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS.

This 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 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:



## CCS Bylaws

- (a) The assets and liabilities, including the trust funds, of 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 disbursements 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.

As part of the annual report, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and mail or deliver to each director a statement of any transaction or indemnification of the following kind:

#### Any transaction

- (a) in which the corporation, or its parent or subsidiary, was a party,
- (b) in which an "interested person" had a direct or indirect material financial interest, and
- (c) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000.

For this purpose, an "interested person" is either: (1) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or (2) Any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary.

The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

## CCS Bylaws

### ARTICLE XVII AMENDMENT TO BYLAWS

Section 1. These bylaws may be amended by a majority vote of the Board of Directors at a meeting in which a quorum is present. These bylaws may not be amended to include any provision that conflicts with law or the Articles of Incorporation.

## CCS Bylaws

### CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of Compass Charter Schools, a California Non-profit Public Benefit Corporation; that these bylaws, consisting of 16 pages, are the bylaws of this corporation as adopted by the Board of Directors on January 30, 2017; and that these bylaws have not been amended or modified since that date.

Executed on January 30, 2017 in Thousand Oaks, California.

\_\_\_\_\_, Secretary

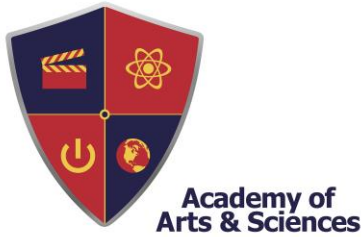
# Coversheet

## Review and Approval of the Revised Board Policy Manual

**Section:** VI. NEW BUSINESS  
**Item:** D. Review and Approval of the Revised Board Policy Manual  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** A AAS Board Memo - Revised Board Policy Manual.pdf  
B CCS Board Policy Manual.pdf

**RECOMMENDATION:**

A motion to approve the revised Board Policy Manual, to go into effect on March 1, 2017.



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: January 30<sup>th</sup>, 2017  
**RE: Revised Board Policy Manual**

The Board Policy Manual have been revised to reflect the new corporate name, Compass Charter Schools. It was drafted with the assistance of our legal counsel.

Additional changes include ensuring consistency between the Articles of Incorporation, charter petitions and updated laws.

**Action Requested:**

A motion to approve the revised Board Policy Manual, to go into effect on March 1, 2017.

**Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO



# **Board Policy Manual**

As approved by the Board of Directors on  
January 30, 2017

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**TABLE OF CONTENTS**

<b>SECTION 1 - BOARD GOVERNANCE – SCHOOL BOARD MEETINGS – BROWN ACT COMPLIANCE.....</b>	<b>1</b>
<b>SECTION 2 - BOARD GOVERNANCE – BOARD OPERATIONS.....</b>	<b>7</b>
<b>SECTION 3 - BOARD GOVERNANCE - PUBLIC RECORDS REQUESTS – PUBLIC RECORDS ACT COMPLIANCE .....</b>	<b>8</b>
<b>SECTION 4 - FISCAL – CONTROLS.....</b>	<b>12</b>
<b>SECTION 5 - FISCAL – PROCUREMENT AND CONTRACT BIDDING.....</b>	<b>18</b>
<b>SECTION 6 - FISCAL – GIFT ACCEPTANCE.....</b>	<b>26</b>
<b>SECTION 7 – CURRICULUM - CURRICULUM ASSESSMENT.....</b>	<b>27</b>
<b>SECTION 8 – CURRICULUM - INDEPENDENT STUDY BOARD POLICIES .....</b>	<b>28</b>
<b>SECTION 9 – CURRICULUM - SCHOOL CALENDAR.....</b>	<b>33</b>
<b>SECTION 10 - FACILITIES/OPERATIONS - FACILITIES DEVELOPMENT .....</b>	<b>34</b>
<b>SECTION 11 – PERSONNEL .....</b>	<b>35</b>
<b>SECTION 12 - SCHOOL SAFETY - INJURY AND ILLNESS PREVENTION PROGRAM GUIDANCE .....</b>	<b>36</b>
<b>SECTION 13 – SCHOLAR POLICY – ACTIVITIES OF MILITARY RECRUITERS ON CAMPUS .....</b>	<b>85</b>
<b>SECTION 14 – SCHOLAR POLICY – SCHOLAR HANDBOOK .....</b>	<b>86</b>

## SECTION 1 - BOARD GOVERNANCE – SCHOOL BOARD MEETINGS – BROWN ACT COMPLIANCE

All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) as said chapter may be modified by subsequent legislation (“Brown Act”).

### **Types of Meetings**

#### ***Regular Meetings***

Regular meetings of the Board of Directors of Compass Charter Schools (“Board”) shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday (Federal, State or local), such regular meeting shall be held on the next business day or as noticed.

#### ***Special Meetings***

The Chair of the Board or a majority of the members of the Board may call special meetings on an as-needed basis, consistent with the requirements of the Brown Act.

#### ***Emergency Meetings***

A Board majority may call an emergency meeting when an emergency situation arises involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities in compliance with the Brown Act.

### **Notification of Meetings**

#### ***Regular Meetings***

No later than 72 hours prior to a regular meeting, the Charter School shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda will be posted in a location that is freely accessible to members of the public, and on the School’s website. The agenda and agenda packet will be provided to all Board members and to all persons that have requested a copy of the agenda and/or the agenda packet in compliance with the Brown Act. It is the President & CEO’s, or designee’s, responsibility to distribute copies of the agenda and the agenda packet for regular meetings.

#### ***Special Meetings***

No later than 24 hours prior to a special meeting the Charter School shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

The agenda will be posted in a location that is freely accessible to members of the public, and on the School’s website, not later than 24 hours prior to a special meeting. The agenda and agenda packet will be provided to all Board members and to all persons that have requested a copy of the agenda and/or the agenda packet in compliance with the Brown Act. It is the President & CEO’s, or designee’s, responsibility to distribute copies of the agenda and the agenda packet for



special meetings.

### ***Emergency Meetings***

In the case of an emergency situation, as defined by the Brown Act, involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, notice to the Board will be provided as soon as is reasonably practicable under the circumstances. All media outlets that have requested notice of special meetings shall be notified one hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the Board members are notified of the emergency meeting. The notice shall be given by telephone and all telephone numbers provided by the media outlet in the request for notice shall be exhausted. If telephones services are not functioning, the notice requirement is waived and the media shall be notified of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

### ***Request for Notice***

Any person who has requested a copy of the agenda and/or agenda packet in writing, will be mailed a copy of the requested materials at the time the agenda is posted or upon distribution to all, or a majority of all, of the members of the Board, whichever occurs first.

## **Agendas**

### ***Preparation of Agenda and Process***

The President & CEO of Compass Charter Schools (“CCS”) shall be responsible for preparing the agendas for all meetings of the Board.

The President & CEO shall include items on the agenda that are requested by Board members and relate to school business if the requested agenda items are determined by the Chair of the Board to be appropriate for discussion at that meeting. In addition, a member of the public may request that a topic directly related to school business be placed on the agenda. The Chair of the Board shall determine, in his/her discretion, whether the agenda item requested by a member of the public shall be placed on the agenda.

Requests for items to be included on the agenda shall be in writing and submitted to the President & CEO’s office no later than seven (7) business days prior to the next regularly scheduled Board meeting.

### ***Contents of the Agenda***

The agenda shall include the following information:

- 1) Time and location of the meeting, including, if applicable, any teleconferencing location(s);
- 2) A brief general description of all items of business to be transacted or discussed at the meeting, including those items to be discussed in closed session. Closed session items must be described in accordance with Government Code Section 54954.5;

- 3) An opportunity for members of the public to directly address the Board in accordance with the Brown Act and the Board's public comment policy (addressed below);
- 4) If teleconference locations are being utilized, an opportunity for members of the public to address the Board directly at each teleconference location; and
- 5) Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

### ***Supporting Information Relating to Agenda Items***

The President & CEO is responsible for preparing all supporting information that may accompany each agenda topic originating from the administration or the Board.

The purpose of preparing supporting information is to facilitate decision-making on the part of the Board members by having available to them in advance of Board meetings comprehensive information pertaining to each agenda topic. The supporting information shall, to the extent possible, accompany the agenda and be delivered to the Board members concurrently with the agenda.

If supporting materials are distributed to Board members during a public meeting, such materials will be made available for public inspection at the meeting if prepared by the President & CEO. If such materials are prepared by some other person, they shall be made available after the meeting at which they were distributed. AAS may charge a fee or deposit for a copy of such materials pursuant to Government Code Section 6253.

These materials will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act. No surcharge will be imposed on persons with disabilities in violation of the Americans with Disabilities Act.

Members of the public who request to have a topic placed on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. In the event that the requested topic is placed on the agenda, the supporting information will provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

## **Board Meetings**

### ***Open Session***

All meetings of the Board shall be open to the public and the media, except that the Board may hold closed sessions as authorized by the Brown Act.

### ***Public Participation at Meetings***

**Public comment generally:** At a regular meeting, any person may address the Board concerning any item on the agenda and any other matters within the Board's subject matter jurisdiction. At a special meeting, any person may address the Board only concerning the items on the agenda. The

total time devoted to presentations to the Board on all public comment (including agenda items and non-agenda items at regular meetings) shall not exceed one-half hour, unless additional time is granted by the Board. Members of the public may speak for up to two (2) minutes on agenda and non-agenda items. At the discretion of the Chair of the Board, the two (2) minute time limit may be extended to three (3) minutes.

Members of the public desiring Board action on an item are encouraged to seek placement of the issue on the Board agenda in accordance with this policy rather than presenting the matter during general public comment. This will facilitate discussion and expedite resolution since the Board cannot discuss items in a meeting that are not on the agenda. This policy is not intended to prevent the public from providing public comment in line with this policy.

**Willful interruption of Board meeting:** In the event that any meeting is willfully interrupted by a group(s) of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other media, if not participating in the disturbance, shall be allowed to attend any such session

**Time for public comment:** All public comment concerning all matters shall be heard prior to the Board's consideration of the agenda items.

**Recording and/or broadcasting of meeting:** Persons attending an open meeting have the right to record or broadcast the proceedings with an audio or video recorder or a still or motion picture camera unless the Board reasonably finds that the recording or broadcast cannot continue without noise, illumination or obstruction of view that constitutes, or would constitute a persistent disruption of the proceedings.

**Requests to address the Board:** Prior to the beginning of the meeting, members of the public seeking to address the Board on agenda and non-agenda items may complete a, "Request to Address the Board" form (located in the Board Meeting Room), and give it to the Chair of the Board or Board Secretary, or his or her designee.

### ***Board Members at Meetings***

**Board discussion and action:** No action or discussion shall be taken on any item not appearing on the posted agenda. However, at a regular meeting, Board members or staff may briefly respond to statements made or questions posed by persons during public comment. At regular meetings, a Board member may, on his/her own initiative or in response to a question posed by the public, ask a question for clarification, make a brief announcement or make a brief report on his/her own activities. Additionally, a Board member may provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

**Exceptions in regular meetings:** In regular meetings, the Board may take action on items of business not appearing on the posted agenda if any of the following conditions apply: 1) A

majority of the Board determines that an emergency situation exists as defined by the Brown Act; 2) A determination by a two-thirds vote of the Board members present at the meeting, or if less than two-thirds are present, a unanimous vote of those Board members present, that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda was posted; or 3) The item was properly posted for a prior meeting occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken. If items are discussed under these conditions, the Chair of the Board shall publicly identify the item(s).

**Closed session:** Prior to holding any closed session, the Board shall disclose, in open session of the meeting, the basis for holding a closed session pursuant to Government Code Section 54954.5. The disclosure may take the form of a reference to the item(s) as they are listed by number or letter on the agenda. In the closed session, the Board may only consider the disclosed closed session agenda items.

After any closed session, the Board shall reconvene into open session prior to adjournment and make a report of any action taken in closed session and the vote or abstention of every Board member present thereon in accordance with Government Code Section 54957.1.

### ***Minutes of Board Meetings***

**Open Session:** Board meeting minutes 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 directors present at the meeting, state all motions made, document the names of Board members making and seconding motions, and state the vote or abstention of each Board member present for each action taken. The minutes pertaining to open session may also record the recommendations of the administration and the general substance of the Board's discussion or the general substance of statements pertinent to Board's business made by members of the staff or public.

**Closed Session:** Minutes will not be taken during Closed Session.

**Minutes for Emergency Meetings:** Any time an emergency meeting is held, the minutes must provide a list of persons who were notified or attempted to be notified, a copy of the roll call vote, and any actions taken at the meeting. The minutes will be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

**Storing the minutes:** The official minutes of the Board shall be kept in a fireproof storage box. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copies of all budget transfers;
- Copies of any document determined by the Board to be attached to the official minutes; and

- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

### ***Quorum Requirements***

A majority of the directors then in office shall constitute a quorum of the Board, which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the directors present at a duly held meeting at which a quorum is present. Should there be less than a majority of the Board present at the inception of any meeting, the meeting shall be adjourned.

### **Continuances and Adjournment**

#### ***Continuances***

Items appearing on agendas for regular meeting may be continued to another meeting, to be held within five (5) calendar days from the date of the originally posted meeting, without triggering the requirement that the agenda item be re-posted with the requisite notice.

#### ***Adjournment***

The Board may adjourn any regular or special meeting to a time and place specified in an order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular meeting, the Board Secretary may declare the meeting adjourned to a stated time and place and he/she shall cause a written notice of adjournment to be given. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held within 24 hours after the time of adjournment. When a regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

## SECTION 2 - BOARD GOVERNANCE – BOARD OPERATIONS

### ***Roberts Rules of Order***

Absent a policy to the contrary and to the extent consistent with the Brown Act, the business of the Board of Directors (the “Board”) at its meetings will be conducted in accordance with Roberts Rules of Order. Any member may raise a point of order under these rules, which action shall take precedence over all other business before the Board.

### ***Polling of Board of Directors***

Voting on resolutions shall be executed through the polling of Board members. Secret ballots and proxies are prohibited.

### ***Officers, Directors and School Liability Insurance***

The School will maintain adequate insurance to cover all risks associated with school activities and operations.

### ***Appointment of Board Committees***

Consistent with the charters, Bylaws, and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. The resolution establishing the committee shall clearly define the range of the committee’s responsibility and authority, and shall specify whether the committee shall be a standing or limited-term committee. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements.

### ***Board Appointment/Nomination Process***

The Board shall carry out its appointment and nomination process consistent with the requirements of its charters and Bylaws. Should the charters and Bylaws not address any issue which may arise, the Board may adopt policies or regulations which address such concerns. Should the Board wish to alter its appointment or nomination process, it must do so consistent with any requirements of its charters, unless the charters are revised.

## SECTION 3 - BOARD GOVERNANCE - PUBLIC RECORDS REQUESTS – PUBLIC RECORDS ACT COMPLIANCE

### **Public Records**

#### ***Public Records Defined***

CCS provides the public with access to its public records in accordance with legal requirements. Public records are those writings containing information relating to the conduct of CCS' business that are prepared, owned, used or retained by CCS regardless of physical form or characteristics. Certain public records, however, are exempt from disclosure by express provision of law. These records will not be disclosed to the public. CCS may not deny disclosure of public records based on the purpose for which the record is being requested.

#### ***Records Exempt from Disclosure***

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other applicable statutes. Some of the more common exemptions are:

- Preliminary drafts, notes or inter/intra-school memoranda that are not retained by the School in the ordinary course of business, when the public interest in withholding clearly outweighs the public interest in disclosure;

Records pertaining to pending litigation to which CCS is a party or to claims filed against the CCS, which were created in connection with the litigation or claims and were intended to be confidential, until the pending litigation or claim has been finally adjudicated or otherwise settled.;

- Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- Test questions, scoring keys and other examination data used to administer an examination for employment or academic examination, unless specifically authorized by law.
- The content of real estate appraisals or engineering or feasibility estimates and evaluations made for or by CCS relative to the acquisition of property, until all of the property has been acquired or all of the contract agreement obtained.
- Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege. This includes student records protected from disclosure under the Family Educational Rights and Privacy Act ("FERPA"), a federal statute that protects the privacy interests of parents and students with regard to education records;
- A document prepared by or for CCS that assesses its vulnerability to terrorist attack or

other criminal acts intended to disrupt CCS operations and that is for distribution or consideration in a closed session.

- Records where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.

CCS may, in its discretion and as permitted by law, waive the applicable exemption to the records. In this case, the disclosure constitutes a waiver for all requestors of that public record and will be open to public inspection.

## **Process for Requesting Public Records**

### ***Requests for Public Records***

Any person wishing to inspect CCS' public records shall make the request, preferably in writing, to the: **President & CEO, CCS, 850 Hampshire Road Suite P, Thousand Oaks, CA 91361.** While a request need not be in writing, if the request is verbal, the requestor will be asked to reduce the request to writing so there is a written record of the records being requested. If the requestor chooses not to reduce the request to writing, the President & CEO or designee shall reduce the request to writing and confirm the request with the requestor. The request must reasonably describe an identifiable public record(s) and must be specific and focused.

To the extent reasonable under the circumstances, CCS will assist the requestor to make a focused and effective request by:

- Assisting the requestor in identifying records and information that are responsive to the request or to the purpose of the request, if stated.
- Describing the information technology and physical location in which the records exist.
- Providing suggestions for overcoming any practical basis for denying access to the records or information sought.

If CCS is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record(s), CCS will not provide further assistance to the requestor.

### ***Response to Public Records Request***

The President & CEO will, within 10 days of receipt of the request, provide a written response to the requestor of public records. The written response shall contain the following information:

- Notice informing the requestor whether the request, in whole or in part, seeks copies of disclosable public records in the possession of CCS and the reasons for the determination.
- If the School denies any request for records, in whole or in part, and the request was in writing, the notification of denial will set forth the names and titles or positions of each person responsible for the denial.



- The estimated date and time when the records will be made available.
- CCS may charge for copies of public records or other materials requested by individuals or groups. The charge, based on the direct cost of duplication, shall be determined by the Board of Directors or its designee. The direct cost of duplication includes the pro rata expense of the copying equipment used and the pro rata expense in terms of staff time required to produce the copy. It does not include the cost of locating, retrieving, or inspecting records.
- If the requestor seeks copies in electronic format, CCS may charge the requestor the direct cost of producing a copy of the record in that format. If, in order to comply with these requirements relating to electronic formatted records described below, CCS is required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals or the request would require data compilation, extraction or programming to produce the record, CCS may charge the requestor the cost to construct a record, the cost of programming and computer services necessary to produce the record.
- In unusual circumstances, the President & CEO may extend the 10-day limit for up to 14 days by providing written notice to the requestor and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include, but only to the extent reasonably necessary to properly process the request, the following:
  - 1) The need to search for and collect the requested records from field facilities or other locations that are separate from the office processing the request;
  - 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
  - 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request, or among two or more components of CCS having substantial subject matter interest therein;
  - 4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If an inspection is requested, any person shall have reasonable access, during normal business hours, to the public records of CCS within the requirements of state law. However, if records are not readily available, or if portions of the records to be inspected must be redacted to protect exempt material, then CCS must be given a reasonable period of time to perform these functions prior to inspection. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

### ***Records Inspections or Copies***

**Time and Place of Inspection:** A person who has made a public records request may inspect the records after the date and time identified in the response to the request. Generally, records

inspections may take place at **850 Hampshire Road Suite P, Thousand Oaks, CA 91361** during office hours of the School, which are **8:00A.M. to 5:00 P.M.**

**Electronic Formatted Records:** If CCS has information that constitutes an identifiable public record not exempt from disclosure that is in an electronic format, and it has been requested in an electronic format, CCS will make that information available in an electronic format. CCS will make the information available for inspection in any electronic format in which it holds the information. If the requested format is one that CCS uses to create copies for its own use or for provision to other agencies, CCS will provide a copy of the electronic record. CCS will not, however, provide electronic records in the electronic form in which it is held by CCS if its release jeopardizes or compromises the security or integrity of the original record or of any proprietary software in which it is maintained.

If CCS no longer has the record in electronic format, CCS will not reconstruct the record in electronic format.

**Partial Disclosure:** If the requested records are only partially disclosable as a portion of the record is exempt from disclosure, the reasonably segregable disclosable portion of the record(s) will be made available for inspection

## SECTION 4 - FISCAL – CONTROLS

The Board of Compass Charter Schools (“CCS” or the “Charter School”) has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of CCS to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately. CCS will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below:

### **January – February**

- The Board will work with the President & CEO, with the assistance of the Charter School’s back office services provider, to review the Governor’s proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school’s upcoming fiscal year (July 1-June 30).
- The President & CEO, with the assistance of the Charter School’s back office services provider, reviews/prepares a set of proposed budget development principles for board review and approval.
- Develop rough planning budget for upcoming fiscal year, including projected enrollment and any proposed staffing changes.
- Develop five-year budget projection in accord with the schools’ established strategic and growth plans.
- Ongoing monitoring and revision of current year budget.

### **March – April**

- The President & CEO, working in conjunction with the Charter School’s back office services provider, staff, Board members, and the Director of Operations, prepares a formal budget plan for the upcoming fiscal year. The plan is reviewed by the Board.
- Ongoing monitoring and revision of current year budget.

### **May – June**

- President & CEO, with the assistance of the Charter School’s back office services provider, reviews revenue projections subsequent to the Governor’s annual “May Revise” budget figures, fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections.
- The Board reviews and formally adopts a budget for upcoming fiscal year before June 30. A copy of the final budget is provided to the charter-granting agency.
- Ongoing monitoring and revision of current year budget.

### **July – August**

- Books for prior fiscal year are closed, all transactions are posted, and records are assembled for audit.
- Budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made. A copy of the revised final budget is provided to the charter granting agency.
- Independent auditor performs audit of the just-closed fiscal year and prepares audit report for submission to the Board.

### **September – December**

- At the end of the first full week of school, the President & CEO, with the assistance of the Charter School’s back office services provider, reviews CCS’s actual attendance figures and notifies the Board if actual attendance is below budget projections. If needed, the school’s budget is again revised to match likely revenues.

- The Board reviews a copy of the audit. The President & CEO and Finance Committee, with the assistance of the Charter School's back office services provider, address any audit exceptions or adverse findings. Audit report and any follow-up plans are submitted to the charter authorizer and other entities, as required by law.
- The President & CEO, with the assistance of the Charter School's back office services provider, reviews current year actual versus budgeted revenues and expenditures after the second and fifth months of the school year and reports to the Finance Committee. The Board approves any needed changes to the annual budget.

**Controls, Budget, and Fiscal Management:** CCS will maintain in effect the following principles in its ongoing fiscal management practices to ensure that, (1) expenditures are authorized by and in accord with amounts specified in the board-adopted budget, (2) the schools' funds are managed and held in a manner that provides a high degree of protection of the schools' assets, and (3) all transactions are recorded and documented in an appropriate manner.

**Segregation of Duties:** CCS will develop and maintain simple check request and purchase order forms to document the authorization of all non-payroll expenditures. All proposed expenditures must be approved by the President & CEO, or his/her designee, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget and sign the payment request form. All transactions will be posted in a general ledger. The transactions will be posted on the ledger by the Director of Operations or his/her assistant at the School site or as outsourced to a Board-approved back office provider or its outside accounting firm. To ensure segregation of recording and authorization, the Administrative Assistant in finance may not co-sign check requests for purchase orders or checks for payment.

**Banking Arrangements:** CCS will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies. All checks must have the additional signature of the President & CEO. An approved vendor will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The President & CEO and the Board will regularly review these statements. The School will deposit all funds received as soon as practical upon receipt. All funds received shall be deposited or transferred into the school's accounts at the earliest possible convenience and in no event later than 48 hours after receipt.

**Purchasing Procedures:** All purchases over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. The President & CEO or his/her designee shall not approve purchase orders or check requests lacking such documentation. Documentation shall be attached to all check and purchase order requests showing that at least three (3) vendors were contacted and such documentation shall be maintained for three (3) years.

- The President & CEO may authorize expenditures and may sign related contracts within the approved budget. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts over \$100,000.

- The Director of Operations must approve all purchases. Purchase requisitions, authorizing the purchase of items greater than \$5,000, must be signed by the President & CEO and submitted with the related invoice.
- When approving purchases, the Director of Operations must:
  - Determine if the expenditure is budgeted
  - Determine if funds are currently available for expenditures (i.e. cash flow)
  - Determine if the expenditure is allowable under the appropriate revenue source
  - Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
  - Determine if the price is competitive and prudent. All purchases over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services
- Any individual making an authorized purchase on behalf of the Charter School must provide appropriate documentation of the purchase.
- Individuals other than those specified above are not authorized to make purchases without pre-approval.
- Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a payroll reimbursement upon receipt of a reimbursement form and original receipt documenting the purchase.
- The President & CEO may authorize an individual to use a school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidelines and limitations provided by the President & CEO and/or Board.
  - Individuals who receive a school credit card must ensure the card is kept in a safe location.
  - If receipts are not available or are “missing”, the individual making the charge will be held personally responsible for payment.
  - Credit cards will bear the names of both CHARTER SCHOOL and the individual user.
  - Debit cards are not allowed.
  - All purchases must also comply with the Procurement and Contract Bidding Policy.

### **Petty Cash**

- The Director of Operations will manage the petty cash fund.
- The petty cash fund will be capped at \$1,000.
- All petty cash will be kept in a locked petty cash box in a locked drawer or file cabinet. Only the Director of Operations and President & CEO will have keys to the petty cash box and drawer or file cabinet.
- All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
- Director of Operations will insure that the petty cash slip is properly completed and that a proper receipt is attached.

- At all times the petty cash box will contain receipts and cash totaling \$1,000. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Director of Operations within 24 hours of withdrawing the petty cash.
- When expenditures total \$200, the Director of Operations will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the President & CEO. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to back office provider.
- Petty cash fund reimbursement checks will be made payable to the Director of Operations. The reimbursement check will be immediately cashed and the money returned to the petty cash fund.
- Any irregularities in the petty cash fund will be immediately reported in writing to the President & CEO.
- Loans will not be made from the petty cash fund.
- The President & CEO will conduct unscheduled counts of the petty cash fund.

**Record Keeping:** Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by Charter School staff in a secure cloud-based server for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure cloud-based server separate from the Charter School Property Inventory.

The President & CEO, or his/her designee, shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$2,500. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board. All non-consumable school property lent to scholars shall be returned to the school no later than five (5) working days after end of the school year. Any excess or surplus property owned by the school may be sold or auctioned by the President & CEO, or his/her designee, provided he/she engages in due diligence to maximize the value of the sale or auction to the school. The sale or auction of property owned by the school with a fair market value in excess of \$25,000 shall be approved in advance by the Board.

**Payroll Services:** CCS will contract with a reputable, bonded, and insured payroll contractor to prepare payroll checks, tax and retirement withholdings, tax statements, and to perform other payroll support functions. The President & CEO, or his/her designee, will establish and oversee a system to prepare time and attendance reports and submit payroll check requests.

The President & CEO and Board will review payroll statements annually to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on payroll checks. Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave.

**Negotiating Funding Entitlements:** The President & CEO shall prepare a set of negotiating principles for Board approval prior to engaging in negotiations over funding entitlements with the charter granting agency and state. President & CEO will take lead responsibility for negotiating

all revenue arrangements with the charter granting agency and appropriate state education agency staff. These arrangements will be documented in appropriate and detailed Memoranda of Understanding for approval by the Board.

**Required Budget and Other Fiscal Reports:** The President & CEO, working in conjunction with the Director of Operations, will produce and submit to authorizers any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the school's charter. These include, but are not limited to, attendance reports, enrollment and other data reports required by the California Basic Educational Data System, and other related data.

**Fundraising, Grant Solicitation, and Donation Recognition:** All fundraising or grant solicitation activities on behalf of the Charter School must be approved in advance by the Board. The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government. The Board shall be notified no later than the next regular board meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations, or receipts of fundraising proceeds prior to their deposit in the school's accounts.

#### **Annual Financial Audit**

- The Board will annually appoint a finance committee by January 1 to select an auditor by March 1 prior to year-end (June 30th).
- Any persons with expenditure authorization or recording responsibilities within the Charter School may not serve on the committee.
- The committee will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
- The audit shall include, but not be limited to:
  - An audit of the accuracy of the financial statements
  - An audit of the attendance accounting and revenue accuracy practices

#### **Contracts:**

- Consideration will be made of in-house capabilities to accomplish services before contracting for them.
- Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$50,000.
  - Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the Charter School.
- Written contracts clearly defining work to be performed will be maintained for all contract service providers (e.g. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The President & CEO may also require that contract service providers list the Charter School as an additional insured.
- If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Director of Operations will obtain a W-9 from the contract service provider prior to submitting any requests for payments.
- The President & CEO will approve proposed contracts and modifications in writing.

- Contract service providers will be paid in accordance with approved contracts as work is performed.
- The President & CEO and/or his designee will be responsible for ensuring the terms of the contracts are fulfilled.
- .If a conflict of interest exists, the Board shall comply with Government Code Section 1090 et seq.
- All contracts must also comply with the Procurement and Contract Bidding Policy.

### **Accounts Payable**

- All original invoices will immediately be forwarded to the Director of Operations for approval.
- The Finance Department will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment.
- Once approved by the Director of Operations, he/she will stamp an approval on the invoice and complete the required information, including noting the specific budget line item that is to be charged for the specified expenditures. The invoice and supporting documentation will be sent to the back office provider on at least a weekly basis. The back office provider will then process the invoices with sufficient supporting documentation.
- The Director of Operations may authorize the back office provider to pay recurring expenses (e.g. rent) with the President & CEO's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to the back office provider in writing and updated on an annual basis.

### **Bank Checks**

- The Board will approve, in advance, the list of authorized signers on the school account. The President & CEO, the Director of Operations, and any other employee authorized by the Board may sign bank checks within established limitations.
- The President & CEO, with advance Board approval, is authorized to open and close bank accounts.
- The Director of Operations, the President & CEO and the back office provider will be responsible for all blank checks and will keep them under lock and key.
- When there is a need to generate a bank check, the Director of Operations will send appropriate approved documentation to the back office provider.
- Once approved by the President & CEO and the Director of Operations, the back office provider issues the check based on the check authorization prior to obtaining the appropriate signature(s).
- The President & CEO and the Director of Operations will co-sign all checks.



## SECTION 5 - FISCAL – PROCUREMENT AND CONTRACT BIDDING

### **I. General**

The Board of Directors (“Board”) for Compass Charter Schools (“Charter School”) declares its intent for the Charter School to procure goods and services as well as bidding for construction projects such as new building and facility construction, reconstruction, rehabilitation, alterations and additions in a manner consistent with the guidelines set forth herein. The Charter School’s practices have been designed to give fair and equitable treatment to all persons who deal with the Charter School’s procurement system, to provide maximum economy in procurement activities, and to foster competition within the free enterprise system.

The policies and procedures presented herein are consistent with current applicable state and federal law. As, necessary, the Charter School’s Board of Directors will revise this document as the relevant laws may change from time to time.

### **II. Procurement Defined**

Procurement for the purposes of this policy is defined as buying, purchasing, renting, leasing, or otherwise acquiring goods, services, or construction for the Charter School. It also includes all functions that pertain to the obtaining of any good, service, or construction for the Charter School, including complying with bidding procedures as described herein, as well as administering agreements for goods, services, or construction once established.

Procurement does not include expenditures that typically would not be reviewed by any system of hierarchy for approval, such as using a petty cash fund to purchase lunch for a group of teachers at a professional development seminar.

### **III. Procurement Policy**

Any procurement of goods, services, or construction shall be made upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, timelines, reputation, and prior dealings.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the requirements of this policy.

### **IV. Professional Services Contracts**

The Charter School may hire such professional services as are needed for the operation of the Charter School without complying with the bidding procedures described in Sections VII and VIII herein. Such professional services include, but are not limited to, the following professionals: attorneys, architects, accountants, engineers, accountants, construction management, administrative services, and financial advisors.

In selecting professionals for engagement, the Charter School may consider all relevant factors, including but not limited to experience, education, expertise, reputation, and cost. The selection of professionals providing these services shall be within the sole discretion of the Board.

### **V. Construction Contracts**

Procurement of construction and/or construction related services (other than those services which constitute professional services as described above in Section IV) must be made in accordance with the bidding procedures described herein. Additionally, the Charter School must comply with the prevailing wage laws applicable to certain construction and/or services that constitute a “public works” project as defined under the Labor Code. (Labor Code §§ 1720, 1720.2, and 1720.3.)

A “public works” project is defined as “construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds...” (Labor Code § 1720(a)(1).)

An outline of the additional requirements applicable to public works projects are further described in Section X.

## **VI. Guidelines for Selecting Contractors/Vendors**

### **A. Prequalification Procedures**

The Charter School may, but is not required to, establish prequalification procedures for any contract for which bids are required.

### **B. Suspended and Debarred Contractors/Subcontractors**

The Charter School may not consider any contractor or subcontractor that is debarred, suspended or is otherwise excluded from bidding on, accepting, or performing any public works contracts, by the Division of Labor Standards Enforcement (“DLSE”) of the California Department of Industrial Relations (“DIR”).

The Charter School is required to vet any potential contractor or subcontractor for suspension or debarment before a contract may be awarded. A list of suspended and debarred contractors and subcontractors may be accessed through the DLSE Debarments Web Site at <http://www.dir.ca.gov/dlse/debar.html>.

## **VII. Informal Bidding and Contract Approval – Contracts up to \$50,000**

All purchases over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services of similar value. The President & CEO or designee shall not approve invoices, purchase orders, or check requests lacking such documentation. Documentation shall be attached to all invoices, purchase orders, and check requests indicating that at least three (3) contractors/vendors were contacted, and such documentation shall be maintained for three (3) years. Informal quotes or proposals for goods and/or services may be requested and received in writing by mail, email, facsimile, and/or verbally, such as by telephone, as long as properly documented.

Contracts for purchases of up to \$100,000 within the approved budget may be executed by the President & CEO without prior Board approval. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts over \$100,000. The Director of Operations must approve all purchases.

### **VIII. Formal Bidding and Contract Approval – Contracts Over \$50,000**

Contracts for the purchase of more than \$50,000 worth of equipment, materials or supplies to be furnished, sold, or leased to the Charter School, or contracts for more than \$50,000 worth of services or construction (excluding those professional services agreements enumerated in Section IV), shall be subject to the formal bidding requirements set forth herein.

If formal bidding is required, the Charter School shall utilize the following procedures:

#### **A. Seeking Bids**

The Charter School shall seek bids from those sources able to offer the best prices, consistent with quality, quantity, delivery, and service. To ensure that good value is received for funds expended, the request for bids shall be carefully designed to clearly and completely describe in detail the quality, delivery, and service required, and shall include the criteria that will be used to evaluate the offers and the relative weights given to the criteria. Further, the request for bids shall specify the date in which all bids must be received by the Charter School.

Notice of the request for bids may be provided in one or more of the following ways:

- (1) Publishing the request for bids in at least one newspaper of general circulation within the boundaries of each authorizer's County, once a week for at least [two (2) weeks] before the deadline for receiving bids;
- (2) Posting the request for bids on the Charter School's website or other electronic portal for at least [two (2) weeks] before the deadline for receiving bids; and/or
- (3) Directly submitting notice of the request for bids to an adequate number of qualified sources to permit reasonable competition consistent with the nature and purpose of this policy. Any list of potential contractors/vendors that is generated must be current and include enough qualified sources to ensure reasonable open and free competition.

#### **B. Opening Bids**

Bids may be opened only at the time and place prescribed by the President & CEO or designee. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price. However, bidders retain the right to withdraw a bid due to a material mistake in the bid. After bids have been opened, they shall be available for inspection or copy by any interested party. The Charter School must maintain the bid document(s) for the duration of the contract and for three (3) years beyond the completion of the contract.

#### **C. Contract Award**

The Board, or any employee of the Charter School to whom responsibility has been delegated, shall award a competitively bid contract at the bid amount to the bidder offering the best value to the Charter School according to its selection criteria. The contract need not be awarded to the lowest responsible bidder. The selection criteria may include the following factors:

- (1) Purchase price;
- (2) Reputation of the contractor/vendor and of the contractor's/vendor's goods and/or services;

- (3) Quality of the contractor's/vendor's goods and/or services;
- (4) Extent to which the goods and/or services meet the Charter School's needs;
- (5) Contractor's/vendor's record of past performance;
- (6) Contractor's/vendor's financial standing and capacity;
- (7) Contractor's/vendor's past relationship with the Charter School; and
- (8) Total long-term cost to the Charter School to acquire the goods and/or services.

Contracts over \$100,000 must be approved by the Board prior to execution by the President & CEO.

Any and all bids may be rejected if there is a sound, documented reason for doing so.

**D. Protest by Bidders**

A bidder may protest a bid award if he/she believes that the award was inconsistent with this policy, the bid's specifications, or was not in compliance with law.

A protest must be filed in writing with the President & CEO or designee within five (5) business days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The President & CEO or designee shall review the documents submitted with the bidder's claims and render a decision in writing within thirty (30) business days. The President & CEO or designee may also convene a meeting with the bidder to attempt to resolve the problem.

The bidder may appeal the President & CEO or designee's decision to the Board. The President & CEO or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

**IX. Noncompetitive Proposals**

A noncompetitive procurement proposal is the solicitation of a proposal from only one (1) source. Noncompetitive procurement proposals may only be used after the Charter School has solicited bids and/or proposals from at least three (3) sources, and has determined and documented that competition was inadequate. The Board, in its sole discretion, shall select the single source offering the best value to the Charter School according to its selection criteria list above. If a good, service, or construction is available only from a single source, this may also be documented to justify a noncompetitive proposal.

**X. Public Works Projects and Prevailing Wage Requirements**

**A. Mandatory Public Works Project Request for Bids Terms and Specifications**

All requests for bids (or the "call for bids") and bid specifications for construction and/or services, which constitute a "public works" project ("Project"), issued and published by the Charter School, must contain the following terms and specifications when applicable:

- (1) **General Project Description as Public Work:** In the call for bids, the Charter School must provide a general description of the work required for the Project and state that “the Project is classified as a ‘public work,’ as defined in Labor Code Section 1720, to which not less than the general prevailing rate of per diem wages for work of a similar character and the rates for overtime and holiday work in the locality in which the work is to be performed for each craft, classification or type of worker needed to execute the contract shall be paid to all workers employed on the Project in accordance with Labor Code Section 1771.”
  - (2) **Bid Closing Date:** The Charter School must also specify in the call for bids the place the contractor’s bids are to be received, and the time by which they shall be received.
  - (3) **Prevailing Wage Rate:** The Charter School is required to specify in the call for bids and in the bid specifications the general rate of per diem wages as described in Section (A)(1) above. (Labor Code § 1773.2.) The general prevailing wage rate must be obtained from the Director of the DIR. The applicable general prevailing wage rates for any such public works project are available on the DIR website at <http://www.dir.ca.gov/OPRL/dprevagedetermination.htm>.
- In lieu of specifying the rate of wages, the Charter School may include a statement in the call for bids and in the bid specifications that “copies of the prevailing rate of per diem wages are on file at its principal office and shall be made available to any interested part on request.” (Labor Code § 1773.2.)
- (4) **Notice of DIR Enforcement:** The Charter School shall specify in the call for bids that the Project is “subject to compliance monitoring and enforcement by the Department of Industrial Relations.” (Labor Code § 1771.4(a)(1).)
  - (5) **Registered Contractor Notice:** The Charter School shall provide notice in the call for bids that “a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5.” The Charter School shall not accept a bid or enter into a contract or subcontract without proof of the contractor or subcontractor’s current registration to perform public work pursuant to Section 1725.5. (Labor Code § 1771.1.)
  - (6) **Contractor/Vendor Bids:** The Charter School shall require all contractor/vendor bids to expressly state that the contractor/vendor “will pay its workers the applicable prevailing wage rate in accordance with Labor Code Sections 1771 and 1774.”

#### B. Mandatory Public Works Project Contract Terms

All contracts for construction and/or services that constitute a “public works” project (“Project”) entered into with the Charter School must contain the following terms and provisions when applicable:

- (1) **General Project Description as Public Work:** The Charter School must provide a general description of the work required for the Project and specify in the Project Contract that “the Project is classified as a ‘public work,’ as defined in Labor Code Section 1720, to which not less than the general prevailing rate of per diem wages for work of a similar character

and the rates for overtime and holiday work in the locality in which the work is to be performed for each craft, classification or type of worker needed to execute the contract shall be paid to all workers employed on the Project in accordance with Labor Code Section 1771.”

- (2) **Prevailing Wage Rate:** The Charter School is required to specify in the Project Contract the general rate of per diem wages as described in Section (B)(1) above. (Labor Code § 1773.2.) The general prevailing wage rate must be obtained from the Director of the DIR. The applicable general prevailing wage rates for any such public works project are available on the DIR Wage Determination website at <http://www.dir.ca.gov/OPRL/dprevagedetermination.htm>. In lieu of specifying the rate of wages, the Charter School may include a statement in the Project Contract that “copies of the prevailing rate of per diem wages are on file at its principal office and shall be made available to any interested party on request.” (Labor Code § 1773.2.)
- (3) **Compensation Provision:** The Charter School shall include a clause in the Project Contract that states, “In accordance with the provisions of Section 3700 of the Labor Code, every contractor will be required to secure the payment of compensation to his employees.” (Labor Code § 1860.)
- (4) **Penalty Stipulation:** The Charter School shall also include a stipulation in the Project Contract that notifies the contractor that the contractor or subcontractor will be subject to a penalty of twenty-five dollars (\$25) for each calendar day a worker employed in the execution of the Contract is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week without payment of the applicable overtime rate of pay. (Labor Code § 1813.)
- (5) **Underpayment of Prevailing Wage:** The Project Contract must include a stipulation that states, “The difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the contractor or subcontractor in accordance with Section 1775 of the Labor Code.” (Labor Code § 1775(a)(2)(E).)
- (6) **Apprenticeship Requirement:** The Charter School must also include a provision in the Project Contract that effectuates Labor Code Section 1777.5, which requires the contractor to employ properly registered apprentices for the Project. Specifically, the contractual provision must fix the responsibility of compliance with the apprenticeship requirements under Section 1777.5 for all apprenticeable occupations with the prime contractor on the Project. (Labor Code § 1777.5(n).)
- (7) **8-Hour Work Day:** The Project Contract shall also include a clause establishing that “Eight hours labor constitutes a legal day’s work.” (Labor Code § 1810.)
- (8) **Payroll Record Contract Provisions:** The Charter School shall include a stipulation in the Project Contract effectuating Labor Code Section 1776, which requires the contractor to maintain accurate certified payroll records that include the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each apprentice, worker, or other employee of the contractor in connection with the public work, and a written declaration of the employee verifying the truth of the payroll record. (Labor Code § 1776.)

The Charter School must designate the times the contractor and subcontractor are required to furnish the payroll records to the Compliance Monitoring Unit (“CMU”) of the DIR. (8 CCR § 16461(b).) The Project Contract shall specify that “the contractor and each subcontractor shall furnish the payroll record of wages paid as specified in Section 1776 directly to the Compliance Monitoring Unit (“CMU”) of the DIR on a monthly basis until the completion of the Project, or within 10 days of any separate request by the CMU.” (8 CCR § 16461(b).)

Further, the Project Contract must include a provision stating, “Contract payments shall not be made when payroll records are delinquent or inadequate.” (8 CCR § 16421(a)(6).)

#### **XI. Mandatory Contract Terms**

All contracts entered into with the Charter School must contain the following terms when applicable:

- (1) A ceiling price that the contractor/vendor exceeds at its own risk.
- (2) Retention of all required records by the contractor/vendor for three (3) years after the Charter School makes final payments and all other pending matters are closed.
- (3) Access by the Charter School or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (4) Administrative, contractual, or legal remedies in instances where contractors/vendors violate or breach contract terms, and the sanctions and penalties that are appropriate.
- (5) Termination for cause and for convenience by the Charter School, including the manner by which it will be effected and the basis for settlement.

#### **XII. Maintenance of Records**

The Charter School shall document specific actions for any procurement. These specific actions include, but are not limited to:

- (1) The rationale for the method of procurement.
- (2) The selection of contract type.
- (3) The selection or rejection of a contractor/vendor, and supporting rationale.
- (4) The basis for a contract price.

Documentation of each of these actions shall be prepared as the actions occur within any given instance of procurement.

Procurement records, accepted bid documents, and selected contracts will be retained by the Charter School for not less than three (3) years.

#### **XIII. Conflict of Interest**

If a conflict of interest exists, the Board shall comply with Government Code Section 1090 et seq.

No Board member or Charter School employee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

To the extent permitted by law, any Board member or Charter School employee who violates this section may be subject to penalties, sanctions, and other disciplinary actions.

**XIV. Reservation**

The Charter School Procurement and Contract Bidding Policy shall be amended and updated if necessary to comply with changes in acceptable procurement practices.

**XV. Federal Grants or Programs**

In addition to complying with all conditions herein, all contracts involving federal grants or other federal programs shall also fully comply with all applicable federal procurement guidelines related to such programs. In the event there is a conflict between this policy and the applicable federal procurement guidelines, the federal guidelines shall prevail.



## SECTION 6 - FISCAL – GIFT ACCEPTANCE

The purpose of the Donation Acceptance Policy is to delineate policies and guidelines governing the acceptance of donations by Compass Charter Schools, and to provide guidance to prospective donors relating to potential donations to the organization.

Although we appreciate any donor who is interested in donating to our organization, Compass Charter Schools will not engage in any of the following donation acceptance practices:

- Accepting any donation that violates federal or municipal laws;
- Accepting donations that require Compass Charter Schools to provide special consideration or treatment to any individual, donor, entity, etc.;
- Accepting donations that require the Compass Charter Schools to deviate from its normal hiring, promotion or contracting procedures;
- Accepting personal gifts in any cash amount, including gift certificates, coupons, entertainment tickets or the like; and
- Accepting donations from organizations whose mission or core activities may be in direct conflict with the mission of Compass Charter Schools or which may limit its ability to perform its functions as a California nonprofit public benefit corporation creating managing, operating, guiding, directing and promoting one or more California public charter schools.

When appropriate, the President & CEO will consult with the Board of Directors regarding all donations prior to acceptance. With that said, Compass Charter Schools respectfully reserves the right to refuse any donation it believes is not in the best interest of the organization. Additionally, Compass Charter Schools employees may not accept any donations on behalf of Compass Charter Schools without the prior consent of the President & CEO.

All donations must be accepted by the Board of Directors at a regularly scheduled Board meeting.

## SECTION 7 – CURRICULUM - CURRICULUM ASSESSMENT

The Board recognizes that it is accountable to the scholars, parents/guardians and community for conducting ongoing evaluation of the curriculum and educational program of Compass Charter Schools. Appropriate means for continuing evaluation of the entire educational program shall be established.

The President & CEO, or his/her designee, shall review the effectiveness of the curriculum in meeting Compass Charter Schools' educational program needs and goals at least annually. The President & CEO shall provide a report on scholar progress in reaching Compass Charter Schools' educational goals and professional development of staff to the Academic Affairs Committee every two months, beginning in January of each year. The Academic Affairs Committee will present and summarize the report to the Board at the Board meeting immediately following receipt of the report. Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education delivered by Compass Charter Schools.

Elements of the President & CEO's reports may include the following:

1. Test results, surveys, inventories, checklists, and other indicators of scholar behavior;
2. Information regarding pupil behavior as assessed by teachers, peers, or the scholar himself/herself;
3. Descriptions of experiences implemented for scholars that are designed to bring about the desired outcomes;
4. Test results, measurements and observations related to the learning experience described in number 3, above;
5. Comparisons of outcomes with objectives;
6. Comparison of Compass Charter Schools curriculum with the applicable state standards;
7. Results from all state mandated assessments and any internal assessments;
8. Scholar writing samples and end-of-course grades.

Each year, in addition to the regular reports described above, the President & CEO, or his/her designee, shall provide the Board with a year-end report so the Board can determine the extent to which Compass Charter Schools has accomplished or made significant progress toward achieving its professional development and educational goals.

## SECTION 8 – CURRICULUM - INDEPENDENT STUDY BOARD POLICIES

Compass Charter School (“CCS”) offers independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education model designed to teach the knowledge and skills of the core curriculum. CCS shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Board of Directors for implementation at CCS:

1. For pupils in all grade levels and programs offered by CCS, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be \_\_\_\_\_ school days.
2. When any pupil fails to complete \_\_\_\_\_ assignments during any period of \_\_\_\_\_ school days, the President & CEO or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.
3. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
  - The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
  - The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
  - The specific resources, including materials and personnel, that will be made available to the pupil.
  - A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
  - The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
  - A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.

- The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
  - Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.
4. CCS shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter Schools Act and the State Board of Education regulations adopted there under.
  5. The President & CEO shall establish regulations to implement these policies in accordance with the law.

## Compass Charter School Master Agreement for Independent Study

**Scholar Name:**  
**Scholar Number:**  
**Address:**  
**City/Location:**  
**Phone Number:**  
**DOB:**

**Agreement Duration:**  
**Beginning Date:**  
**End Date:**  
**Year:**  
**Grade Level:**  
**2<sup>nd</sup> Phone Number:**

**Scholars are required to report to their teacher as follows to submitting work and reporting progress:**

**Manner of Reporting:**  One-on-one  Small Group  E-mail  Fax.

**Time:** \_\_\_\_\_.

**Frequency:** \_\_\_\_\_.

**Place of Meeting:** \_\_\_\_\_.

**Method of Study:** Specific methods of study will be designated on the Scholar Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the scholar will include but are not limited to:  Independent Reading  Textbook Activities  Problem Solving  Study Projects  Drill & Practice  Experiential Learning  Computerized Curriculum  Web/Internet Research  Library Research  Field Trips  Learning Center Courses  Other \_\_\_\_\_.

**Method of Evaluation:** Academic evaluations will be designated on the Scholar Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:  Teacher-made Tests  Student Conferences  Progress/Report Cards  Chapter/Unit Tests  Work Samples  Observations  Portfolios  State Standards Testing  Learning Journals  Presentations  Quizzes  Labs  Finals  Other \_\_\_\_\_.

**Resources:** Compass Charter School will provide appropriate instructional materials and personnel to enable the scholar to complete the assigned work. Resources must include those reasonably necessary for the achievement of the objectives and must include resources that are normally available to all scholars on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

### **Board Policies:**

(a) For scholars in all grade levels offered by CCS, the maximum length of time that may elapse between the time an assignment is made and the date by which the scholar must complete the assigned work shall be **[days]** school days.

(b) A scholar may miss **assignments** assignment during any period of **days** school days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study. Therefore, when any scholar fails to complete **assignments** assignments during any period of **days** school days, the President & CEO or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the scholar to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

**Objectives:** The scholar will complete the courses listed below. All course objectives are consistent with Compass Charter School standards, as outlined in the Compass Charter School’s subject/course descriptions. Assignment Sheet and Attendance Record will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and is incorporated herein. The term “Course Value” (“CV”) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

**Course Credits or Other Measures of Academic Achievement to be Earned Upon Completion**

Category	Subject	CV	Modified
Language Arts	English 9	5	No
Mathematics	Algebra 1	5	No
Social Studies	World History	5	No

**Voluntary Statement:** It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

**Signatures and Dates:**

I have read and I understand the terms of this agreement, and agree to all provisions set forth.

Scholar: \_\_\_\_\_ Date: \_\_\_\_\_

Learning Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Scholar:  
\_\_\_\_\_ Date: \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Scholar:  
\_\_\_\_\_ Date: \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Scholar:  
\_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 9 – CURRICULUM - SCHOOL CALENDAR

When drafting the school calendar, the President & CEO, or his/her designee, shall attempt to maximize the number of school days and promote high attendance levels to maximize funding. The school calendar shall also reflect any commitments made in the charter petitions.

The President & CEO, or his/her designee, shall annually present the proposed school calendar for the following school year to the Board at its first meeting in March.

The school calendar shall comply with all applicable legal requirements, including meeting the minimum number of required school days for charter schools, and shall, to the greatest extent possible, meet the needs of the community, scholars, staff and parents/guardians. The school calendar shall indicate the beginning and end-of-school dates, regular school days, number of instructional days, professional development, legal holidays, vacation periods, and other pertinent dates.



## SECTION 10 - FACILITIES/OPERATIONS - FACILITIES DEVELOPMENT

The President & CEO shall present to the Governing Board annually a multi-year Capital Improvement Program which will include recommendations regarding timing, location, costs and savings associated with new building requirement and restoration and renewal of existing school facilities. The President & CEO's report will:

1. Provide five-year enrollment projections prepared under the direction of the President & CEO and which have been reviewed and brought up-to-date annually.
2. Provide an assessment for all school facilities related to building renewal, reconfiguration or expansion to meet educational program needs.
3. Identify interim and long-term options that address the identified needs.
4. Articulate a rationale for recommended solutions.
5. Provide a detailed scope of work (e.g. number of rooms, extent of building system improvements) for each recommended project.
6. Provide a cost estimate for each recommended project that achieves compliance with approved educational specifications. This estimate will include all project costs (e.g. architect/engineering fees, project management, hazardous material abatement, installation of technology infrastructure, contingency, equipment).

## SECTION 11 – PERSONNEL

Please refer to the Staff Handbook which are incorporated annually as a part of these Board Policies.

SECTION 12 - SCHOOL SAFETY - INJURY AND ILLNESS PREVENTION PROGRAM  
GUIDANCE

**ACKNOWLEDGMENT OF RECEIPT OF SAFETY MANUAL & INJURY  
AND ILLNESS PREVENTION PROGRAM**

PLEASE READ THE EMPLOYEE SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE DIRECTOR OF OPERATIONS.

EMPLOYEE NAME: \_\_\_\_\_

This is to certify that I have received a copy of the CCS Safety Manual & Illness and Injury Prevention Program. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with CCS.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the CCS Safety Manual & Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign/date, tear out, and return to CCS.**

## Policy Statement on Safety

The safety and health of each Compass Charter Schools (CCS) employee is of primary importance to us. We are committed to maintaining a safe and healthful working environment, and to achieve this goal, we have developed and implemented this comprehensive Safety Manual and Injury and Illness Prevention Program (“IIPP”). This Manual is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our office at 850 Hampshire Road, Suite P, Thousand Oaks, CA 91261. A copy is also maintained online via Facebook Workplace. You may ask to review it at any time. You may also contact our Director of Operations at (818) 769-7241, if you have any questions or concerns.

It is the intent of CCS to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, we require the active participation and assistance of all employees. The policies and procedures contained in this Manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

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J.J. Lewis  
President & CEO

## Code of Safe Practices

### General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their Supervisor or Manager.
4. If you are unsure of the safe method to do your job, STOP and ask your Supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while fatigued, ill, or under the influence of an illegal or intoxicating substance.
7. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
8. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
9. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep the work area clean and free of debris, electrical cords and other hazards.
11. Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
14. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.
15. Never bring firearms, weapons, illegal drugs or alcoholic beverages on school grounds.

16. CCS will appropriately label equipment that is NOT to be operated, energized or used. All such notices and procedures must be observed and obeyed.
17. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
18. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
19. Do not run on the work site if it would be unsafe to do so.
20. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
21. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
22. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor or Manager.
23. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
25. Gasoline or other flammable liquids shall not be used for cleaning purposes.
26. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Supervisor or Manager.

### Campus Safety

1. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
2. Report any suspicious persons or activities to school administration.
3. Employee desk or office should be secured at the end of the day.
4. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible.

5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

### Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
2. Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
4. Never use gasoline or flammable solvents for cleaning purposes.
5. Smoking is prohibited within twenty (20) feet of where flammable substances are present.
6. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
7. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
8. Maintain awareness of potential hazards when walking about the work site.
9. Keep tools, materials and equipment out of walkways and stairways at all times.
10. Sharp wires or protruding nails must be kept bent.

## General Duties and Responsibilities for Safety

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, CCS, delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Director of Operations will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining a organizational commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

**Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:**

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in company safety policy and setting a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.



6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold occasional safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
15. Maintain good housekeeping conditions at all times.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Coordinator acts as a safety resource for the company and is responsible for maintaining program records. The Director of Operations is currently responsible for this role. The Safety Coordinator will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate of all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this Manual.
3. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.

6. Consult with representatives of our insurance companies in order that their loss control services will support the IIPP.
7. Review Workers' Compensation Claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
2. Read and abide by all requirements of this Manual.
3. Wear all required personal protective equipment.
4. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
5. Do not operate any equipment you have not been trained and authorized to use.
6. Report any safety hazards or defective equipment immediately to your supervisor.
7. Do not remove, tamper with or defeat any guard, safety device or interlock.
8. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
9. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
10. Never engage in horseplay or fighting.
11. Participate in, and actively support, the safety program.

## Office Safety

Office accidents can and do happen. To prevent them, CCS has developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify the Director of Operations.

1. Report all accidents and injuries, no matter how minor, to your Supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use.
10. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
11. Do not store heavy objects above your head that could fall on you in an earthquake.
12. Do not store flammable or combustible materials near heaters or other heat sources.
13. If you are unsure how to do any task safely, ask your supervisor.
14. Do not operate any equipment you are not trained and authorized to use.
15. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to body.
  - Keep your back straight.
  - Lift with your legs.
  - Do not lift and twist.

## Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (RMI). As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual's likelihood of developing RMI. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can, including:

- The force used to perform a task;
- Posture while performing tasks;
- The number of repetitions performed in a given time period; and
- Mechanical stresses such as hard surfaces.

### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. In many cases employees are required to work in awkward positions for long periods of time. This greatly increases the likelihood of injury. Fortunately, this is often the easiest problem to correct. The goal is to perform work in neutral posture as much as possible. Neutral posture is best described as the most comfortable position and usually involves little or no twisting or deviation of the joints.

To apply the principle of neutral posture to the office setting we need to look at the five major components of office workstations. They are: the chair, the computer keyboard, the desk, the computer monitor, and the work product.

### Chairs

Chairs are often the most overlooked piece of office equipment, yet they are the single most important item from an ergonomic standpoint. A poor chair that lacks adjustments and support makes it almost impossible to work comfortably and in neutral posture. Good office chairs are fully adjustable including:

- Chair height.
- Height of the backrest.
- The position forward or back of the backrest.
- The position forward or back of the seat pan.
- The angle (tilt) of the seat pan.
- If armrests are provided, they should be height and width adjustable.

In many cases, fully adjustable chairs are provided for employees, but they never adjust them. Make sure you understand all of the adjustments your chair has and how to use them. When in doubt, read the owner's manual or ask. A properly adjusted chair should allow the user to rest their feet comfortably on the floor without putting pressure on their lower thighs. Their knees should be approximately the same height as their hips, or slightly higher, and they should be able

to sit back against the backrest which is positioned for lower back support. If your feet do not rest comfortably on the floor the chair is too high. If the chair cannot be lowered any further, a footrest should be used. Whether armrests are provided depends on the type of workstation and personal preference. If they are provided, they should be height adjustable to allow the arms to rest comfortably on them without excessive shoulder drop. Armrests should also be well padded to reduce pressure on the lower arms.

### Keyboards

The keyboard should be positioned to minimize bend in your wrists. In order to accomplish this, it is often necessary to have a position and height adjustable keyboard tray attached to the underside of the desk. Using a tray also frees up workspace on the desk where the keyboard once sat.

The height of the keyboard should be set so that there is approximately a ninety-degree (90°) angle between the upper and lower arms. There should also be a straight line from the elbow out through your fingers. If your fingers hang down too much or bend up, creating a “V” between your hand and forearm, you place extra stress on your wrist. Many people find it comfortable to use padded wrist rests in front of the keyboard. This often helps minimize wrist deflection. The keyboard tray should also be adjusted so that you do not have to reach forward too far to type. Your elbows should be close to your side and back by your spine, not out in front of you. Do not extend the small legs on the bottom of the keyboard tray. This increases the wrist angle unnecessarily. Many keyboard trays now also have extensions for your mouse. This places everything you need within easy reach.

### Desks

Desks should be arranged so that you are able to comfortably write and use your office equipment. Some of these items may need to be moved closer to you. Your legs should also fit easily under the desk. Stored items, such as boxes, which block your legs should be removed. The standard desk height is fine for most people. If you are exceptionally tall or short, however, adjusting the desk up or down an inch, if possible, may be helpful.

Work product should be kept within easy reach. Heavy notebooks or binders that you use often should be placed near you. If you use the phone a lot, consider using a headset to reduce neck strain and free up your hands for other tasks. Copyholders can be very helpful if you are entering data or typing from paper. Set them up so they are as close to the screen as possible to reduce neck motion.

### Computer Monitors

Your computer monitor should be directly in front of you. Monitors that are off to one side cause you to turn your neck, which can lead to injury. The top of the screen should be at about eye level. If the screen is too low your neck will ache from constantly looking down. Putting old phone books or reams of copy paper under them can easily raise monitors. You may also use a special adjustable monitor holder to free up desk space. Tilt the screen so that the top is closer to you than the bottom. This will reduce glare from overhead lights. If you cannot get away from outside

light, use a glare screen to improve contrast and reduce eyestrain that can cause headaches. Also know how to adjust the screen contrast and brightness controls and keep the screen clean and free of dust and fingerprints.

### Force, Repetition, and Mechanical Stress

The risk factors of force, repetition, and mechanical stress are also controllable in an office environment. Force can be reduced by using automatic staplers and date stamps. If heavy files, boxes, or other items must be moved, use carts and dollies. When filing, use two hands to hold the larger files and keep heavy items stored between knee and shoulder height to reduce strain on your back and arms.

Repetition is controllable through the use of task management. Break up the work as much as possible throughout the day. If possible, do not spend more than two hours at a time typing or entering data. Intersperse other tasks such as filing to use other muscle groups. You should take ten-minute breaks every two hours if you are doing repetitive tasks.

Mechanical stress occurs when you rest parts of your body against hard or sharp objects. This cuts off blood flow and presses on nerves, which can lead to numbness and tingling. Sharp edges can be padded or cushioned where needed to reduce this.

### Worksite Evaluation and Exposure Reduction.

Each job, process, or operation of identical work activity that has resulted in at least two (2) instances of RMI shall be evaluated for exposures that have caused RMI. CCS may request assistance from outside consultants for this purpose.

Any exposures that have caused RMI shall, in a timely manner, be corrected or if not capable of being corrected have the exposures minimized to the extent feasible. We shall consider engineering controls, such as work station redesign, adjustable fixtures or tool redesign, and administrative controls, such as job rotation, work pacing or work breaks.

### Training

Affected employees shall be provided training that includes an explanation of:

- CCS program;
- The exposures which have been associated with RMI;
- The symptoms and consequences of injuries caused by repetitive motion;
- The importance of reporting symptoms and injuries to their supervisor; and
- Methods used to minimize RMI.

This training may be conducted as part of the regular safety meetings.

## Fleet & Driving Safety

CCS has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the public is of the highest priority. The commitment of management and employees is critical to the success of this program. Clear communication of, and strict adherence to, the program's guidelines and procedures are essential.

Our primary goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

### **Driver Selection**

Only company authorized and assigned employees are allowed to drive company vehicles at any time. Prior to being authorized and assigned, CCS will check the following items. Drivers must have:

- A valid un-restricted driver's license;
- Current, valid driver's insurance; and
- A current driving record on file, reflecting no more than two (2) points and no serious or major violations (any conviction involving driving while under the influence will be deemed to be a serious and major violation).

CCS will also check driving records of all employees authorized to drive on company business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle on company business.

### **Driving Rules**

These rules are mandatory for all employees driving on behalf of CCS.

1. Only authorized employees may drive on behalf of CCS . No other family members may drive vehicles on behalf of CCS.
2. Seat belts must be worn in CCS vehicles at all times. You should wear the lap belt low across your hips and have the shoulder strap directly across your chest. You also need to keep the belt tight. There should not be more than an inch between your body and the belt at any point.

3. No employee is permitted to drive vehicles behalf of CCS while impaired by alcohol, illegal or prescription drugs, or over the counter medications. You must be sober and alert at all times while driving.
4. All accidents which occur while driving behalf of CCS must be reported to the office immediately.
5. Employees with two (2) or more preventable accidents in a three (3) year period, or that obtain three (3) points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.
6. Get the big picture while driving. Keep your eyes aimed high and try to anticipate hazards and other drivers' mistakes. You should be looking well ahead of where you are. You should also always leave yourself an out in case the other driver does the unexpected.
7. Maintain a safe following distance at all times. Approximately one-third ( $\frac{1}{3}$ ) of all auto accidents are rear end collisions. You should be at least two (2) seconds behind the vehicle in front of you to allow yourself sufficient time to stop. Do not tailgate. Following distances should be increased for larger vehicles or if in slippery or rainy conditions.
8. Avoid passing on two lane roads. Head on collisions are the most common cause of fatalities. You should also turn on your headlights while driving on two lane roads. This helps oncoming traffic see and avoid you. Never pass another vehicle on blind turns or hills.
9. Inspect the vehicle for mechanical defects prior to each trip. Test your brakes as soon as you start out to insure they are properly operating. Worn tires can make your vehicle difficult to control or stop.
10. Avoid using your phone and other distracting activities while driving. These actions take your eyes off the road and often cause you to swerve. Pull over into a safe parking area before making that call.
11. Never drive faster than road conditions warrant. Slow down when road conditions are poor (rain, fog, night) and never exceed posted speed limits.
12. Always signal when changing lanes or turning.
13. Use caution when passing any stopped vehicle, especially near intersections or cross walks.
14. Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. If you are being tailgated, change lanes and let them pass.
15. Intersection collisions are a significant problem. These are often caused by someone running the red light. You should always be under control when approaching an intersection and be prepared to stop if the light changes.



16. Slow down and look for trains at all railroad crossings. Even with modern signals and gates, hundreds of cars are hit by trains each year at grade crossings.
17. Use your low beams while driving in fog and slow down. If you cannot see, pull over into a safe parking area and wait for better visibility. Do not stop in the traffic lanes. You will almost certainly be hit by another vehicle if you do.
18. Always walk behind the vehicle before backing. This will insure that there are no people or objects behind you that you cannot see from the driver's seat. You should also make sure that all loads are properly secured to prevent them from moving. Numerous accidents are caused by objects that have fallen off vehicles carrying freight.
19. Always signal well in advance when changing lanes or turning, and make sure to check your blind spot for other vehicles. Also, avoid driving in someone else's blind spot. If they can't see you, they don't know you are there.
20. Yield the right of way until you are sure the other driver is going to stop. Just because you have the legal right of way does not mean you should always take it. Always yield the right of way to emergency vehicles.
21. Engage in defensive driving by expecting the unexpected, anticipating bad driving by others, looking ahead for hazards, leaving room for evasive maneuvers if necessary, always driving under control, and obeying the rules of the road.

## **Hazardous Materials and Chemicals Communication Program**

It is the policy of CCS that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. This Hazard Communication Program will be monitored by the Director of Operations, who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

Please note that the following items are not included in the program:

- Foods, drugs, cosmetics or tobacco;
- Untreated wood products;
- Hazardous waste; and
- Consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

### **Hazardous Material Inventory**

The Director of Operations maintains a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product (solvent, adhesive etc.) and the name and address of the manufacturer.

### **Material Safety Data Sheets (MSDS)**

Copies of MSDS for all hazardous substances to which our employees may be exposed will be kept in a binder in the office at 850 Hampshire Road, Suite P, Thousand Oaks, CA 91261. These MSDS are available to all employees, at any reasonable time, upon request. Copies of the most commonly used products will also be kept by the Supervisor at the work site.

The Director of Operations will be responsible for reviewing incoming MSDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Director of Operations will also review all incoming MSDS for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. The California Occupational Safety and Health Administration (“Cal/OSHA”) will be notified if a complete MSDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a MSDS has been received. The purchasing department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.

## **Container Labeling**

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be held until a new label has been installed. New labels will be obtained from the manufacturer.

The label must contain:

- The chemical name of the contents;
- The appropriate hazard warnings; and
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

## **Employee Information and Training**

All employees will be provided information and training on the following items through the CCS safety training program and prior to starting work with hazardous substances. Such information and training shall include the following:

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information regarding the use of hazardous substances in their specific work areas.
3. The location and availability of the written hazard communication program. The program will be available from the Supervisor and Director of Operations.
4. The physical and health hazards of the hazardous substances in use.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. The controls, work practices and personal protective equipment that are available for protection against possible exposure.
7. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
8. How to read labels and material safety data sheets to obtain the appropriate hazard information.

## **Hazardous Non-Routine Tasks**

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards;

- Protective/safety measures which must be utilized; and
- The measures the organization has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

### **Informing Outside Contractors and Vendors**

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the Supervisor to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site; and
- The precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor's employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

### **Employee Rights Under The Hazard Communication Standard**

At any reasonable time, an employee has the right, upon request, to:

- Access the MSDS folder, and the Hazard Communication Program;
- Receive a copy of any environmental sampling data collected in the workplace; and
- See his/her employment medical records.

## Hazard Identification and Evaluation

To assist in the identification and correction of hazards, CCS has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our Safety Manual.

### Loss Analysis

Periodic loss analyses will be conducted by the Director of Operations. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

### Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

### Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of CCS will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

### Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Coordinator/Director of Operations.

### Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA Consultation.

## **Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Safety Coordinator/Director of Operations or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by the Safety Coordinator.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the CCS hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

### **Documentation of Inspections**

Safety inspections will be documented to include the following:

- Date on which the inspection was performed;
- The name and title of person who performed the inspection;
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
- Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.

## Hazard Correction

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

## Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

## Techniques for Correcting Hazards

1. **Engineering Controls:** Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. **Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
3. **Personal Protective Equipment:** Includes hard hats, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

## Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report;
- Safety Meeting Report;
- Memo or letter; or
- Safety inspection form.

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

## Fire Prevention and Emergency Action Plan

CCS has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire and during other emergencies. Any questions about this plan should be directed to the Director of Operations.

### **Office, Shop & Warehouse Emergency Evacuation and Fire Prevention**

The Director of Operations is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the office, shop, and warehouse and that all required firefighting and emergency equipment is available and in good condition. The following items will be maintained:
  - First aid kit;
  - Drinking water;
  - Flashlight;
  - Portable battery powered radio and batteries;
  - Fire extinguishers;
  - Wrench to shut off the main gas valve; and
  - Pry bars, axes, saws, tools or similar devices for employee rescue.
2. That there is a facility map designating all emergency evacuation routes and the locations of all fire fighting equipment and emergency supplies and equipment. These maps will be posted in at least two (2) locations in the facility.
3. Training all exposed employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.
4. Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.
5. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

### **During an Emergency**

In the event of an emergency such as earthquake or fire, all employees are expected to evacuate the premises immediately.

Employees will be notified of emergencies through one of the following:

- Fire alarm;
- Intercom;
- Emergency horn; or



- Direct voice communication.

After the emergency evacuation has been completed, a head count will be taken to ensure everyone is out of the building.

## Bloodborne Pathogen Exposure Control Plan

### I. **INTRODUCTION**

#### A. **Purpose**

The purpose of this Bloodborne Pathogen Exposure Control Plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the Cal/OSHA's Bloodborne Pathogens Standard (8 CCR § 5193).

#### B. **Background**

Blood and body fluids may contain pathogens, which are small organisms that can cause serious disease. Some of the most common bloodborne diseases are:

1. Hepatitis B virus ("HBV") and Hepatitis C virus ("HCV"), which causes hepatitis, a potentially fatal liver disease; and
2. Human Immunodeficiency Virus ("HIV"), the cause of Acquired Immunodeficiency Syndrome ("AIDS").

HBV, HCV and HIV are usually passed on when disease organisms enter the body through mucous membranes or through breaks in the skin.

**In the school setting**, the most common way exposure can occur is when an employee has an open sore or injury and is in contact with blood or other infectious material, or when an employee is not wearing the proper personal protective equipment to protect against contact with infectious material such as blood, human tissue or other body fluids that contain blood.

#### C. **Management Commitment/Responsibility**

**The development and implementation of an exposure control plan requires the commitment of management and participation of all employees at every level within the organization.**

##### 1. **Policy Statement**

It is the policy of CCS to provide a safe and healthy work environment for all of its employees by minimizing exposure to bloodborne pathogens.

##### 2. **Responsibility**

- a. It shall be the responsibility of the Director of Operations to review the

organization's bloodborne pathogen exposure control program annually. Whenever necessary, the Exposure Control Plan will be amended to reflect new or modified tasks and procedures, which affect occupational exposure.

- b. It shall be the responsibility of the Director of Operations to conduct facility audits to assess exposure control compliance, including examination of engineering controls on a regular basis to ensure their effectiveness.
- c. The Director of Operations shall coordinate, implement and monitor the training, vaccinations, post-exposure evaluation and follow-up, post-exposure prophylaxis, and record keeping required annually to ensure compliance in accordance with bloodborne pathogens exposure control standards.
- d. The Principal for each school site is responsible for overseeing the implementation of the work practice controls at that site.
- e. The Director of Operations is responsible for assessing and selecting appropriate personal protective equipment.
- f. The Principal for each school site is responsible for ensuring that appropriate personal protective equipment is available to employees at that site. Employees are responsible for wearing the designated personal protective equipment.
- g. The Director of Operations is responsible for maintaining the training records.

## **II. EXPOSURE DETERMINATION**

### **A. Definition of Occupational Exposure**

Any employee with occupational exposure to blood or other potentially infectious materials is covered by the Exposure Control Plan. Potentially infectious materials include the following human body fluids: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Occupational exposure is defined by Cal/OSHA as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (Parenteral means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions). Further, to be considered "occupational exposure," the contact must result from the performance of an employee's duties.

**B. Determination of Occupational Exposure**

The Cal/OSHA regulations provide for the Hepatitis B vaccination of certain employees who may reasonably anticipate occupational exposure. Accordingly, it is the organization's responsibility to identify and list the following:

1. Each job classification in which all the employees have reasonably anticipated occupational exposure.
2. Each job classification in which some of the employees have occupational exposure.

In identifying the job classification, CCS must specify the job tasks and procedures in which occupational exposure is reasonably anticipated to occur. These job classifications and related job tasks and procedures are identified in the list that follows, entitled "Job Classifications in Which Employees Have Occupational Exposure to Bloodborne Pathogens."

Consequently, Hepatitis B vaccinations shall be provided to those employees determined by CCS to have occupational exposure to blood and other potentially infectious materials, and to be eligible for vaccination.

## **Job Classifications in Which Employees Have Occupational Exposure to Bloodborne Pathogens**

Below are listed the job classifications at CCS where some or all employees may handle human blood or other potentially infectious materials, and the tasks/procedures which may result in possible exposure to bloodborne pathogens:

### **JOB CLASSIFICATION**

### **TASKS/PROCEDURES**

Employees with Occupational Exposure:

- School Nurses
- Health Assistants

Provision of physical care in which blood or blood-tinged body fluids are present.

Employees with Potential Occupational Exposure:

- Special Education Teachers
- Instructional Assistants
- Paraeducators
- Preschool Teachers
- Special Education Bus Drivers
- Bus Drivers

Provision of physical care or conduct activities with exposure to blood for the developmentally disabled.

- Custodians

OSHA does not generally consider maintenance personnel, janitorial or housekeeping staff in non-health care facilities to have occupational exposure. However, a custodian who cleans the school first-aid room is more likely to have occupational exposure than a custodian who cleans offices

- School Secretaries
- School Support Assistants
- Athletic Coaches
- Campus Monitors

Provision of first aid.

- Science Teachers

Provision of contact with bio-hazardous materials.

### **III. HEPATITIS B VACCINATION PROGRAM**

CCS recognizes that even with good adherence to all exposure prevention practices, exposure incidents can occur. As a result, the organization has implemented a Hepatitis B vaccination program, as well as set up procedures for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur.

This program is available, at no cost, to all eligible employees who have occupational exposure to bloodborne pathogens.

See Section II, Exposure Determination, to identify those employees who will be offered the vaccination. The vaccination is a series of either two or three injections. Field trials of the vaccines have shown eighty to ninety percent (80% - 90%) efficacy in preventing infections.

Vaccination for employees with occupational exposure will be made available following the required Bloodborne Pathogens training and within ten (10) working days of initial assignment.

Vaccinations are performed under the supervision of a health care professional. Employees taking part in the vaccination program are listed under the section Determination of Occupational Exposure. Employees who are eligible, but have declined to take part in the program are listed as well and have signed the "Vaccination Declination Form." (See **Appendix A**). The completed "Vaccination Declination Forms" shall be maintained by CCS. If any employee signs the "Vaccination Declination Form," but at a later date chooses to receive the vaccination, the organization will make it available at that time.

Employees who are designated first-aid providers are not mandatorily eligible for pre-exposure vaccination, but may be eligible for vaccination in the event the employee renders assistance during a first-aid incident involving the presence of blood or infectious material. See discussion regarding such vaccination under the section regarding Post Exposure Evaluation and Follow-up.

Designated first aid providers are defined as employees who may run a risk of occupational exposure, however, this risk arises in the context of the performance of a "collateral" duty, and is not performed on a regular basis.

### **IV. METHODS OF COMPLIANCE**

There are a number of areas that must be addressed in order to effectively minimize exposure to bloodborne pathogens in our district. These include:

#### **A. Universal precautions**

Universal precautions is an approach to infection control. According to the concept of universal precautions, all human blood and body fluids are treated as if known to be infectious.

In the school setting, precautions shall include: hand washing, using gloves and other

appropriate protective equipment, careful trash disposal, and using an Environmental Protection Agency (“EPA”) approved disinfectant known to kill HBV, HCV and HIV. If injectables are given, use of safety syringes are recommended.

Universal precautions shall be used within the school setting at all times to prevent contact with blood or other potentially infectious materials.

All procedures involving blood or other body fluids shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

## **B. Engineering and Work Practice Controls**

Engineering controls means controls that isolate or remove the bloodborne pathogens hazard from the workplace (e.g., sharps disposal containers). See Section III D on Contaminated Needles and Sharps.

Work practice controls are controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

Hand washing: Thorough hand washing is the single most effective means in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygienic practices.

All employees shall wash hands and any other skin with soap and water and flush exposed mucous membranes with water immediately, or as soon as practicable, following contact of such body areas with blood or other potentially infectious materials.

Employees shall wash their hands immediately, or as soon as possible after removal of gloves or other personal protective equipment.

How to wash hands: Wet hands with running water and apply soap from a dispenser. Lather well. You may wish to remove all jewelry from hands and place in a safe location at this time. Wash vigorously for fifteen (15) to twenty (20) seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with paper towel. Discard the towel in appropriate container. Apply hand cream after frequent hand washing. Use lotion to prevent skin irritation, breakdown and subsequent infection. In some situations running water is not available. Liquid disinfectant and/or towelettes should be substituted temporarily. (Employees with frequent exposure to body fluids should not wear hand jewelry in the workplace.)

Hand washing facilities: Hand washing facilities or antiseptic solutions and/or towelettes (to be used as an immediate but temporary measure in places where hand washing facilities are not available) will be readily accessible. Hand washing facility means a facility

providing an adequate supply of running potable water, soap and single-use towels or hot air drying machines.

### **C. Personal Protective Equipment**

Personal protective equipment is specialized clothing or equipment worn or used by an employee for protection against a hazard (e.g., gloves, eye protection, etc.).

All personal protective equipment used at CCS to provide a barrier against bloodborne pathogens will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes.

All personal protective equipment will be inspected periodically and repaired or replaced as needed to maintain its effectiveness. Employees shall be responsible for notifying his or her Supervisor of the need for repair or replacement of such materials.

Reusable personal protective equipment will be cleaned, laundered and decontaminated as needed at no cost to the employees. Personal protective equipment that cannot, for whatever reason, be decontaminated will be disposed of in accordance with biohazard rules and regulations. See Section G. Waste Disposal. Any garments penetrated by blood or other infectious materials will be removed immediately, or as soon as practicable. All potentially contaminated personal protective equipment will be removed prior to leaving a work area. Glasses, reusable gloves and barrier masks shall be decontaminated by the user by soaking in an EPA registered germicide or a fresh solution of one (1) part bleach to ten (10) parts water for at least five (5) minutes (if bleach is used, it must be mixed fresh daily).

Disposable (single-use) latex gloves should be used when contact with blood or body fluids is anticipated (such as a bloody nose). Gloves will be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and athletic training rooms. Gloves shall also be used during decontamination procedures. In some instances, use of latex free gloves may be appropriate. (See Housekeeping for more information on decontamination.)

- Disposable (single-use) gloves shall be replaced as soon as practical when contaminated, torn, punctured or unable to function as a barrier. They shall not be washed or decontaminated for re-use.
- Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. Utility gloves must be discarded if they are cracked, peeling, torn, punctured, deteriorated or when their ability to function as a barrier is compromised.



#### **D. Contaminated Needles and Sharps**

Broken glassware or other sharps, which may be contaminated shall not be picked up directly with the hands but shall be picked up by utilizing any mechanical means, such as a broom, dustpan or tongs. Gloves should be worn during this procedure.

Contaminated sharps shall NOT be recapped, broken or bent and should be discarded immediately into easily accessible containers that are closable, puncture resistant, leak proof on sides and bottom and properly labeled.

Containers should be located as close as possible to the immediate area where sharps are used (e.g., health room, science classroom, etc.), replaced immediately when full and shall not be allowed to overfill. Full sharps containers may not be stored more than seven (7) days.

When moving containers of contaminated sharps from the area of use, the containers will be closed immediately prior to removal or replacement to prevent spilling or protrusion of contents. The primary container must be placed in a secondary container if leakage is possible. The secondary container must be a container, which is closable, leak-proof, red and appropriately labeled (e.g., a red, labeled plastic bag).

#### **E. Waste Disposal**

Disposal of contaminated sharps and other “regulated waste” must be in accordance with the Medical Waste Management Act (“Act”). (Health & Saf. Code § 117600 *et al.*) Cal/OSHA defines “regulated waste” as liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Medical waste under the Act consists of biohazardous waste and sharps waste.

**Biohazardous waste is not normally found in the school setting.** Biohazardous waste includes waste, which contains recognizable fluid blood. In the event of unusual circumstances, the regulated waste must be double bagged in leakproof, appropriately labeled, color coded red, plastic bags tied and transported in accordance with all applicable state and local regulations.

Sharps waste includes any device having acute rigid corners, edges, or protuberances capable of cutting or piercing, including:

- Hypodermic needles, syringes, blades, and needles with attached tubing; and
- Broken glass items contaminated with medical waste.

Non-regulated waste may be disposed of as regular trash and includes waste such as disposables containing non-fluid blood (dressing, gauze cotton rolls, towels, rags, etc., with small amounts of dried blood or other body fluids). Please note that feminine hygiene products and Band-Aids or dressings with small amounts of dried blood are NOT considered to be medical wastes.

All waste baskets should be lined with disposable plastic bags. It is important to note that if a contaminated item such as a Band-Aid or a small dressing contains dried blood, it may be disposed of as regular trash.

**F. Work Area Restrictions**

Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where occupational exposure may be expected.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other body fluids are present.

**G. Housekeeping Practices**

Decontamination: Gloves shall be worn during decontamination procedures. All contaminated work surfaces will be decontaminated after completion of associated tasks/procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Contaminated furniture, toys, educational materials/equipment shall be decontaminated with an EPA registered germicide or a solution of one (1) part bleach to ten (10) parts water.

Equipment/tools which have become contaminated with blood or other potentially infectious materials shall be decontaminated by using an EPA registered germicide or a 1:10 bleach/water solution prepared daily. Equipment which becomes contaminated will be examined prior to reuse, servicing or shipping, and decontaminated as necessary.

CCS shall assure that the work site is maintained in a clean and sanitary condition and shall determine and implement an appropriate cleaning schedule for rooms where body fluids are present. Schedules shall be as frequent as necessary depending on the area of the school, the type of surface to be cleaned, and the amount and type of soil present.

Custodial and maintenance staff shall wear appropriate personal protective equipment, including general-purpose utility gloves during cleanup of blood or other potentially infectious materials.

All blood and body fluid spills shall be immediately contained and as soon as practicable cleaned up by appropriately trained staff who are equipped to work with potentially infectious materials.

Initial clean-up of blood or other potentially infectious materials from all surfaces including sinks, work areas, equipment, floors, car/bus seats, etc., should be followed with the use of an appropriate disinfectant.

**All waste baskets should be lined with a disposable plastic bag. In areas where blood is present, physical care is provided or personal care occurs (e.g., health office, restrooms, locker rooms, science classrooms, etc.), disposable plastic bags should be replaced daily.**

#### **H. Laundry Procedures**

Laundry contaminated with blood or other potentially infectious materials (e.g., athletic uniforms and towels) should be handled as little as possible and with a minimum of agitation. Contaminated laundry should be bagged at the location of use in a biohazard labeled or color coded red, leak-proof bag. Contaminated laundry should not be sorted or rinsed in the location of use.

If laundry facilities are available and the contaminated laundry is to be laundered at school, the bag will be transported to the site where laundry is done. Universal precautions will be used at all times.

Each of these areas will be reviewed with employees during bloodborne pathogens related training (see Section VII Information and Training in this plan for additional information).

#### **I. Labels and Signs**

One of the most obvious warnings of possible exposure to bloodborne pathogens are biohazard labels. Because of this, CCS will implement a biohazard warning labeling program or when appropriate, using red “color-coded” containers.

The following items shall be properly labeled:

- Containers of regulated waste. (see Section III G on Waste Disposal).
- Sharps disposal containers.
- Contaminated laundry bags and containers.
- Contaminated equipment. (e.g., athletic equipment, shop equipment).

#### **V. FIRST AID INCIDENTS INVOLVING THE PRESENCE OF BLOOD OR INFECTIOUS MATERIAL.**

Designated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious material, regardless of whether an actual exposure incident has occurred, have a duty to report such an incident before the end of the work shift during which the first aid incident occurred. The report must contain the information required of employees involved in occupational exposure incidents, as provided below. The report is used in determining whether the employee has been involved in an occupational exposure incident, and the types of

prophylaxis and follow-up treatment required in light of the incident. The report shall be recorded on a list of such first aid incidents, which shall be made available to all employees upon request.

Following a first aid incident involving the presence of blood or infectious material, the Hepatitis B vaccination will be made available to the first aid providers who rendered assistance during the incident within twenty-four (24) hours, regardless of whether an exposure incident occurred. See section regarding Hepatitis B Vaccination Program.

In the event that it is determined that the first aid incident also constituted an exposure incident, the procedures for post-exposure evaluation and follow-up, discussed below, shall be followed.

## **VI. POST-EXPOSURE EVALUATION AND FOLLOW-UP.**

It is the employee's responsibility to report the occurrence of an occupational exposure incident, before the end of the work day during which the incident occurred. An occupational exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or infectious material, resulting from the performance of an employee's duties.

The employee's report must contain the following information:

1. Name of the first aid provider who rendered assistance, or employee who suffered an occupational exposure incident.
2. Date and time of the incident.
3. A description of the first aid incident, including:
  - a. Whether potentially infectious materials were involved;
  - b. Source of the blood or infectious material;
  - c. Circumstances under which the incident occurred, i.e., accidental, unusual circumstances;
  - d. Description of where the incident occurred;
  - e. Description of the personal protective equipment used.
4. Explanation as to whether, in the opinion of the employee, an "occupational exposure" incident occurred.
5. The Hepatitis B vaccine was offered to the employee within 24 hours of the incident, whether an exposure occurred or not.

Safety concerns may be reported using the "Employee Safety Contact Report." (See **Appendix B**). In response to a report of an occupational exposure incident, CCS will:

1. Investigate the circumstances surrounding the exposure incident; and

2. Make immediately available to the employee involved in the occupational exposure incident, a confidential medical evaluation and follow-up, including at least the following elements:
  - a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred; and
  - b. Identification and documentation of the source individual, if feasible and not prohibited by state or local law.

Following such action, the Director of Operations will seek to obtain the consent of the identified source individual to test that individual's blood to determine the presence of antibodies to the HIV, HBV or HCV. Once consent is obtained, the testing shall be done as soon as is feasible.

The Director of Operations will also seek to obtain the consent of the source individual for subsequent disclosure of the results of the above test by the health care provider and the employer, unless the source individual is already known to be infected. If such consent is obtained, the results of the test will be made available to the exposed employee, accordingly. CCS will document the refusal of the source individual to provide such consent in order to establish that consent cannot legally be obtained.

If the employee with occupational exposure consents, CCS will also arrange to collect and test his or her blood for HBV, HCV and HIV status. In addition, an appointment will be arranged for the exposed employee with a qualified health care professional to discuss the employee's medical status.

Finally, the employee will be provided with an evaluation of any subsequent reported illnesses, which are related to the occupational exposure incident. The employee will also be provided with appropriate post-exposure prophylaxis and counseling.

## **VII. INFORMATION AND TRAINING**

All employees who have the potential for exposure to bloodborne pathogens will be trained and furnished with as much information as possible on this issue. Employees will be retrained at least annually to keep their knowledge current. Additionally, all new employees, as well as employees changing jobs or job functions, will be given initial or additional training which their new position requires at the time of their new job assignment.

### **A. TOPICS**

The topics covered in our training program will include but not be limited to:

- An explanation of the symptoms and modes of transmission of bloodborne pathogens.
- An explanation of the use and limitations of methods of control that may prevent or reduce exposure including universal precautions, engineering controls, work practices, and personal protective equipment.

- An explanation of the basis for selection of personal protective equipment. Information on the HBV vaccine, including its efficacy, safety and the benefits of being vaccinated.
- An explanation of the procedure to follow if a first aid incident involving the presence of blood, or an exposure incident occurs, method of reporting the incident, and the medical follow-up that will be made available.
- An explanation of the signs, labels, tags and/or color coding used to denote biohazards (e.g., contaminated sharps containers).
- An accessible copy of the Cal/OSHA standard and an explanation of its contents.
- An explanation of the organization's exposure control plan and the means by which the employee can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

## Workplace Violence Prevention

CCS is committed to preventing workplace violence and to maintaining a safe work environment. CCS has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

### Prohibited Conduct

All employees, students, parents, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, student, parent, or vendor will not be tolerated. CCS resources may not be used to threaten, stalk or harass anyone at or outside the workplace. CCS treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Director of Operations, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Director of Operations of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. CCS will not retaliate against employees making good-faith reports. CCS is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

### Investigations and Enforcement

CCS will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. CCS will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, CCS may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

CCS encourages employees to bring their disputes to the attention of their supervisors or the Director of Operations before the situation escalates. CCS will not discipline employees for raising such concerns.

## Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to CCS.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed first to the Director of Operations, and then to the President & CEO (if the Director of Operations is unable to resolve the matter in a satisfactory manner).

All employees are encouraged to bring any safety concerns they may have to the attention of management. CCS will not discriminate against any employee for raising safety issues or concerns.

CCS also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Director of Operations  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
Phone: (818) 769-7241  
Fax: (805) 590-7077



## Employee Safety Training

CCS is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by his/her Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained at least twice per year on various accident prevention topics.

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of this Manual (which includes our Code of Safe Practices) and will be required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever CCS is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Use of safety equipment;
- Emergency procedures;
- Safe lifting and material handling practices; and
- Contents of safety program

The following training method should be used:

- **Tell them** how to do the job safely;
- **Show them** how to do the job safely;
- **Have them tell you** how to do the job safely;
- **Have them show you** how to do the job safely; and
- **Follow up** to ensure they are still performing the job safely.

Actual demonstrations of the proper way to perform a task are very helpful in most cases.

## Emergency Medical Services and First Aid

CCS will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Director of Operations will maintain a list of trained individuals and take steps to provide training for those that desire it.

### **First-Aid Kits**

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies shall be kept:

#### **Type of Supply Required by Number of Employees**

<b>Type of Supplies</b>	<b>Number of Employees</b>			
	<b>1-5</b>	<b>6-15</b>	<b>16-200</b>	<b>200+</b>
Adhesive dressings	X	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X	X
Eye dressing packet	X	X	X	X
1-inch gauze bandage roll or compress		X	X	X
2-inch gauze bandage roll or compress	X	X	X	X
4-inch gauze bandage roll or compress		X	X	X
Sterile gauze pads, 2-inch square	X	X	X	X
Sterile gauze pads, 4-inch square	X	X	X	X
Sterile surgical pads suitable for pressure dressings			X	X
Triangular bandages	X	X	X	X
Safety pins	X	X	X	X
Tweezers and scissors	X	X	X	X
Cotton-tipped applicators*			X	X
Forceps*			X	X
Emesis basin*			X	X
Flashlight*			X	X
Magnifying glass*			X	X
Portable oxygen and its breathing equipment*				X
Tongue depressors*				X
Appropriate record forms*	X	X	X	X
First-aid textbook, manual or equivalent*	X	X	X	X

*\*To be readily available but not necessarily within the first-aid kit.*

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in CCS first-aid kits unless specifically approved, in writing, by an employer-

authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

### **First Aid**

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A company authorized physician or medical clinic, and at least one alternate if available;
2. Hospitals;
3. Ambulance services; and
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

### **Accident Procedures**

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call 911 and request the Paramedics.**
2. **Employees must report all work related injuries to their Supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The Supervisor, employee, and first aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.

4. If medical attention is not desired or the employee refuses treatment, you must still fill out a CCS Accident Report in case complications arise later.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (818) 769-7241. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours.

## Accident Investigation

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

### **Responsibility for Accident Investigation**

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

### **The Purpose of Accident Investigations**

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

### **What Types of Incidents Do We Investigate?**

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

### **Procedures for Investigation of Accidents**

Immediately upon being notified of an accident the Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.

4. Report the accident to the office at (818) 769-7241. Accidents will be reported by the office to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation must also include an action plan that includes an assessment of how such accidents be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

#### Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

#### Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

#### Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,”

“when,” “where,” “why,” and “how” will provide more information than closed-ended questions such as, “Were you wearing gloves?”

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

**The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”**

### **Once the Accident Investigation is Completed**

- Take or recommend corrective action.
- Document corrective action.
- Management and the Safety Coordinator will review the results of all investigations.
- Consider safety program modifications.
- Information obtained through accident investigations can be used to update and improve our current program.



## Enforcement of Safety Policies

The compliance of all employees with CCS's Safety Manual and IIPP is mandatory and shall be considered a condition of employment.

### Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by CCS safety policies.

### Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

### **Disciplinary Action**

The failure of an employee to adhere to safety policies and procedures established by CCS can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the organization's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as its occurrence, is considered a serious violation of the organization's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with CCS's Employee Handbook.

## APPENDIX A

### Vaccination Declination Form

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

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



**SECTION 13 – SCHOLAR POLICY – ACTIVITIES OF MILITARY RECRUITERS ON CAMPUS**

The United States Code requires that schools receiving federal funds provide military recruiters the same access to secondary school scholars as is provided generally to post-secondary educational institutions and prospective employers of those scholars. This means that the school holds a job fair or college fair, the military must be provided the same access as the employers or colleges.

Compass Charter School provides military recruiters access to scholars' names, addresses and telephone listings upon request by the military recruiters. A scholar or parent may request that this information not be released to military recruiters without prior written parental consent.

**SECTION 14 – SCHOLAR POLICY – SCHOLAR HANDBOOK**

Please refer to the Parent/Scholar Handbook which are incorporated annually as a part of these Board Policies

## Coversheet

### Review and Approval of the Revised Conflict of Interest Code Draft

**Section:** VI. NEW BUSINESS  
**Item:** E. Review and Approval of the Revised Conflict of Interest Code Draft  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** B Conflict of Interest Code.pdf  
A AAS Board Memo - Revised Conflict of Interest Code.pdf

**RECOMMENDATION:**

A motion to approve the revised Conflict of Interest Code Draft.

## **COMPASS CHARTER SCHOOLS CONFLICT OF INTEREST CODE**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations §18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code for **Compass Charter Schools (CCS)**.

Individuals holding designated positions shall file statements of economic interests with **CCS**, which will make the statements available for public inspection and reproduction (Government Code § 81008). All statements will be retained by **CCS**.

**APPENDIX A**  
**DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of the Governing Board	1, 2
Corporate Officers (e.g., CEO/President, CFO/Treasurer, Secretary)	1, 2
Director of Academic Affairs	1, 2
Director of Operations	1, 2
Director of Strategic Initiatives	1, 2
IT Coordinator	3
Consultants/New Positions	*

\*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The President & CEO or designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The President & CEO or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code § 81008).



## **APPENDIX B DISCLOSURE CATEGORIES**

### Category 1

Designated positions assigned to this category must report:

- a) Interests in real property that are located in whole or in part within a two-mile radius:
  - of any school district that has authorized an CCS charter school, or
  - of any facility utilized by CCS' charter schools, or
  - of a proposed site for an CCS facility.
  
- b) Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type that engage in the purchase or sale of real property or are engaged in building construction or design.

### Category 2

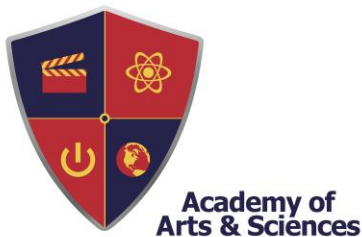
Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by CCS.

### Category 3

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: January 30<sup>th</sup>, 2017  
**RE: Revised Conflict of Interest Code**

The Conflict of Interest Code have been restated to reflect the new corporate name, Compass Charter Schools. It was drafted with the assistance of our legal counsel.

Once approved, the draft is submitted for review by the Fair Political Practices Commission (FPPC) for review. Once approved by the FPPC, we will open a 45-day public comment process for input on the proposed code. Following 45 days, we will submit the code again to the FPPC along with any of the written comment received for final approval

### **Action Requested:**

A motion to approve the revised Conflict of Interest Code Draft.

### **Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO

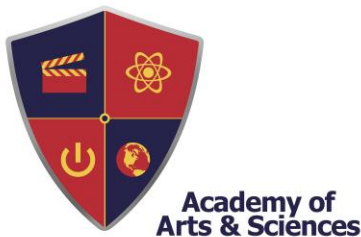
# Coversheet

## Review and Approval of Charter Petition Template

**Section:** VI. NEW BUSINESS  
**Item:** F. Review and Approval of Charter Petition Template  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** A AAS Board Memo - Charter Petition Template.pdf  
B Charter Petition - CCS Template.pdf

**RECOMMENDATION:**

A motion to approve the charter petition template and direct the CEO to submit as appropriate to potential authorizers.



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: January 30<sup>th</sup>, 2017  
**RE: Charter Petition Template**

A charter petition template for Compass Charter Schools has been drafted, using our recently approved AAS San Diego charter as a guide. The template was reviewed and revised with guidance from legal counsel, using the new name Compass Charter Schools.

Leadership continue to seek out opportunities to partner with local authorizers across the state to submit new charter petitions. This draft will be the template for all future charter petitions, changing the charter name to the county served, and reference to the authorizer and county office of education.

### **Action Requested:**

A motion to approve the charter petition template and direct the CEO to submit as appropriate to potential authorizers.

### **Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO



Compass Charter Schools:

**CHARTER NAME**

**Charter Petition**

July 1, 2017 – June 30, 2022

Submitted to the **DISTRICT NAME**

February 1, 2017

## Contents

i.	Changes to Charter Petition.....	<b>Error! Bookmark not defined.</b>
ii.	Legal Assurances.....	7
iii.	Impact on District.....	<b>Error! Bookmark not defined.</b>
	Potential Civil Liability Effects.....	<b>Error! Bookmark not defined.</b>
	Facilities.....	<b>Error! Bookmark not defined.</b>
iv.	Charter Renewal.....	<b>Error! Bookmark not defined.</b>
	Introduction.....	<b>Error! Bookmark not defined.</b>
I.	Education Program.....	13
	Description of Program.....	13
	A Day in the Life of an CCS Scholar.....	15
	Whom the School is Attempting to Educate.....	16
	21 <sup>st</sup> Century Learner.....	16
	How Learning Best Occurs.....	17
	A Challenging Learning Environment.....	19
	Program Features.....	19
	Curriculum and Instructional Design.....	20
	Overview of Learning Environment.....	20
	Instructional Methods.....	21
	Curriculum.....	24

Scholar Engagement..... 25

Independent Study and Attendance..... 26

    Master Agreement ..... 26

    Excellence Pledge for Independent Study ..... 26

Attendance..... 28

    Work Samples..... 28

    Learning Periods..... 28

    Virtual Classroom Attendance..... 28

    Truancy Policy..... 28

Plan for Scholars that are Academically High Achieving..... 28

Plans for Scholars that are Academically Low Achieving..... 29

    Support..... 29

    Scholar Success Team Procedures ..... 31

    English Language Learners..... 31

    Home Language Survey..... 31

    English Language Instruction ..... 32

    Reclassification Procedure ..... 32

Mandated State Testing.....**Error! Bookmark not defined.**

Academic Dishonesty..... 32

Course Placement and Graduation Requirements ..... 33

Elementary School Program (TK-5)..... 33

Middle School Course Placement and Course Scheduling ..... 35

High School Course Placements and Graduation Requirements..... 36

Course Transferability ..... 38

Special Education..... 38

II. Measurable Scholar Outcomes ..... 44

    Annual School Goals.....**Error! Bookmark not defined.**

    Achievement Goals.....**Error! Bookmark not defined.**

III. Measuring Scholar Outcomes..... 49

    State Required Tests ..... 49

    Other Assessments..... 50

    Curriculum Assessments ..... 50

IV. Governance ..... 51

    Non-Profit Public Benefit Corporation ..... 51

    Board of Directors ..... 51

        Board Duties ..... 51

        Board Meetings..... 52

        Board Training..... 52

        Board Delegation of Duties ..... 52

    Charter School Chief Executive ..... 53



Parent Involvement ..... 53

V. Employee Qualifications ..... 54

    Chief Executive Officer..... 54

    Requirements, Qualification, Responsibilities ..... 54

    Teacher ..... 55

    Teacher Recruitment..... 56

VI. Health and Safety Procedures..... 57

VII. Racial and Ethnic Balance..... 60

VIII..... Admission Requirements  
61

    Non-Discrimination.....**Error! Bookmark not defined.**

IX. Financials.....**Error! Bookmark not defined.**

    Financial Reporting .....**Error! Bookmark not defined.**

    Insurance .....**Error! Bookmark not defined.**

    Transportation .....**Error! Bookmark not defined.**

    Independent Fiscal Audit .....**Error! Bookmark not defined.**

X. Suspension and Expulsion Policies ..... 64

XI. Retirement Benefits ..... 82

XII. Attendance Alternatives ..... 83

XIII.....Return Rights  
84

XIV.....Dispute Resolution  
85

XV. Closing Procedures ..... 86

Appendices..... 92

Appendix A..... 2016-2017 School Calendar  
..... 92

Appendix B.....Master Agreement  
..... 92

Appendix C.....Scholar Handbook  
..... 92

Appendix D..... Counseling Handbook  
..... 92

Appendix E..... Board of Directors  
..... 92

Appendix F.....Articles of Incorporation  
..... 92

Appendix G..... Board By-Laws  
..... 92

Appendix H .....Board Policies  
..... 92

Appendix I.....Parent Involvement Policy  
..... 92

Appendix J..... Staff Handbook  
..... 92

Appendix K.....Middle School Course Catalogs  
..... 92

Appendix L..... High School Course Catalogs  
..... 92

Appendix M .....Budget Report  
..... 92

Appendix N.....Organization Chart  
..... 92

Appendix O.....Elementary School Course Catalog  
..... 92

## i. Legal Assurances

As the authorized lead petitioner, I, J.J. Lewis, hereby certify that the information submitted in this petition for a California public charter school to be named Compass Charter Schools: CHARTER NAME (“CCS” or the “Charter School”), and to be authorized by the DISTRICT NAME (“District”) is true to the best of my knowledge and belief; I also certify that this petition does not constitute the conversion of a private school to the status of a public charter school; and further, I understand that if awarded a charter, the Charter School will follow any and all federal, state, and local laws and regulations that apply to the Charter School, including but not limited to:

1. CCS shall meet all statewide standards and conduct the student assessments required, pursuant to EC Sections 60605 and 60851, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. EC Section 47605(c)(1).
2. Compass Charter Schools declares that it shall be deemed the exclusive public school employer of the employees of CCS for purposes of the Educational Employment Relations Act. EC Section 47605(b)(6).
3. CCS shall be nonsectarian in its programs, admission policies, employment practices and all other operations. EC Section 47605(d)(1).
4. CCS shall not charge tuition. EC Section 47605(d)(1).
5. CCS shall not discriminate against any student on the basis of any of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). EC Section 47605(d)(1).
6. CCS shall admit all pupils who wish to attend CCS; unless CCS receives a greater number of applications than there are spaces for students, in which case each application will be given equal chance of admission through a public random drawing process. Except as required by Education Code Section 47605(d)(2) and Education Code Section 51747.3, admission to CCS shall not be determined according to the place of residence of the student or his or her parents within the State. Preference in the public random drawing shall be given as required by Education Code Section 47605(d)(2)(B). In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of CCS in accordance with Education Code Section 47605(d)(2)(C). EC Section 47605(d)(2)(A)-(C).
7. CCS shall not enroll pupils over nineteen (19) years of age unless continuously enrolled in public school (until the age of 22 years) and making satisfactory progress toward high school diploma requirements. EC Section 47605(d)(2)(A).

8. CCS shall not require any child to attend CCS or any employee to work at CCS. EC Section 47605(e)-(f).
9. In accordance with EC Section 47605(d)(3), if a pupil is expelled or leaves CCS without graduation or completing the school year for any reason, CCS shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. EC Section 47605(d)(3).
10. CCS shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities Education Improvement Act of 2004.
11. CCS shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. Title 5, California Code of Regulations, Section 11967.5.1(f)(5)(C).
12. CCS shall ensure that teachers in CCS hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to noncore, non-college preparatory teachers. EC Section 47605(l).
13. CCS shall at all times maintain all necessary and appropriate insurance coverage.
14. CCS shall, for each fiscal year, offer at a minimum, the number of minutes of instruction per grade level as required by EC Section 47612.5(a)(1)(A)-(D).
15. CCS shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection. EC Section 47612.5(a)(2).
16. CCS shall, on a regular basis, consult with its parents and teachers regarding CCS's education programs. EC Section 47605(c).
17. CCS shall comply with any applicable jurisdictional limitations to the locations of its facilities. EC Sections 47605 and 47605.1.
18. CCS shall comply with all laws establishing the minimum and maximum age for public school enrollment. EC Sections 47612(b) and 47610.
19. The Charter School shall comply with all applicable portions of the Elementary and Secondary Education Act ("ESEA"), as reauthorized and amended by the Every Student Succeeds Act ("ESSA").
20. CCS shall comply with the Public Records Act.

21. CCS shall comply with the Family Educational Rights and Privacy Act.
22. CCS shall comply with the Ralph M. Brown Act.
23. CCS shall meet or exceed the legally required minimum number of school days. Title 5, California Code of Regulations, Section 11960.

Submitted by: \_\_\_\_\_  
Mr. J.J. Lewis, President & CEO

Date: \_\_\_\_\_

## ii. Introduction

In 1992, the California State Legislature passed the Charter Schools Act, creating the vehicle for parents and educators to collaborate on innovative educational opportunities for children throughout the state of California. Pursuant to Education Code Section 47601, charter schools were created as a method to accomplish all of the following:

- Improve pupil learning
- Increase learning opportunities for all pupils with special emphasis on expanded learning opportunities for pupils who are identified as academically low achieving.
- Encourage the use of different and innovative teaching methods.
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.
- Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system
- Hold the schools accountable for meeting measurable pupil outcomes and provide the schools with a method to change from rule-based to performance-based accountability systems.
- Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.

Compass Charter Schools fully embraces the Legislative intent of the Charter Schools Act, and its mandate. The founders of Compass Charter Schools are determined to offer a quality, rigorous virtual educational experience to families in COUNTY and adjacent counties.

### **Founding Group**

The petitioners for CCS are committed fulfill every student's individual potential. Below please find a summary of our founders' backgrounds and areas of expertise.

#### **Meet the Founders:**

##### Miriam Cohen, Board Secretary

Greatly involved in volunteer work, Dr. Cohen devotes her time assisting non-profit organizations including His Nesting Place (Long Beach, CA), The Handshake Foundation (Rolling Hills Estates, CA), and Fountain of Life (Long Beach, CA) through grant writing, fund raising, strategic planning, and teaching.

Dr. Cohen earned her Doctorate degree from Northcentral University and Master's Degree from Grand Canyon University.

##### Joe Cummings, Board Member

Joe Cummings started in the recruiting and staffing industry in 1988 as an Account Manager; placing his candidates to his developed client base on a direct hire basis. He learned the temporary placement side of the business while at the same firm. He moved on to Royal Associates / Royal Staffing Services in August of 1989. He had various job titles during his tenure at Royal; Personnel Supervisor, Outside Sales/Account Manager, Branch Manager and Vice President of Branch Operations. He purchased the company, which was founded May 1967, in July 2004. Royal has two locations: the corporate office is in Sherman Oaks and another branch is in Westlake Village, California.

Expanded the company operations internationally with clients in Dublin, Ireland. He trains the staff on recruiting methods, interviewing, establishing comp plans, on boarding as well as recruiting and placement.

Joe has over 28 years' experience within the recruiting and staffing industry. His personal network has developed throughout the United States, Ireland, the European Union and the United Kingdom.

#### Kathy Granger, Board Treasurer

Kathy Granger, Ed.D., currently serves as the Superintendent of Mountain Empire Unified School District located in southeastern San Diego County.

Kathy earned her Bachelor's degree in Mathematics from the University of the South. Her teaching career began in East LA working as a middle school math teacher for Los Angeles Unified School District. Several years later she moved to the Walnut Valley Unified School District where she served as teacher, instructional coach and curriculum coordinator. During this time, she earned her Master's degree in Educational Management through Chapman University.

Kathy continued her career path by serving as both site and district office level administrators for West Covina USD and Burbank USD. Kathy returned to Walnut Valley USD in 2008 where she served as Assistant Superintendent of Human Resources. She completed her Doctorate in Educational Leadership and School Improvement at La Sierra University in 2009. Kathy joined Mountain Empire USD in December 2013.

Kathy and her husband, Rob have four grown children and four grandchildren.

#### Matt Koblick, Board Member

Matt Koblick was raised in Los Angeles and attended Indiana University, Bloomington's Kelly School of Business. Over the past 20 years he has established himself as a successful entrepreneur and sales professional. The last 7 years, he has dedicated himself to the software consulting industry.

Matt has diverse experience as an individual contributor and as a board member, serving non-profits such as the Guardians, Laurel Palms HOA, Toastmasters and the Harmony Project.

Matt, his wife and two young children live in Studio City, CA.



Peter McDonald, Board Chair

Mr. McDonald was born and raised in the Los Angeles area attending both high school and university in the Southern California area. For 20 years, he has worked as an engineering geologist and project manager for an international engineering firm on large projects such as school construction, dams, freeways, stadiums, tunnels and infrastructure related projects. He has also worked for the largest contractor in California, managing the construction school buildings on both the UCLA and USC campuses.

As a member of the Board, Mr. McDonald hopes his experience in school construction and regulation will assist AAS during the growth of the organization.

Mr. McDonald lives in Los Angeles with his family and currently volunteers approximately 40 hours a month through coaching and board work.

**Consultants:**

Young, Minney & Corr, LLP

Young, Minney & Corr, LLP is proud to be California's most experienced, knowledgeable and respected firm working in the unique area of charter school law. As a leader in charter school representation since the passage of California's Charter Schools Act of 1992, YM&C offers expertise in every facet of charter school creation, expansion and operation – including charter school petitions, renewals and revocations, employment and labor law, non-profit incorporations, board governance, facilities, student issues, policy development and much more.

Charter Schools Management Corporation

## I. Education Program

*Governing Law: The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners. EC Section 47605(b)(5)(A)(i).*

*Governing Law: The annual goals for the charter school for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by CCS, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals. EC Section 47605(b)(5)(A)(ii).*

*Governing Law: If the proposed charter school will serve high school pupils, the manner in which the charter school will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the "A" to "G" admissions criteria may be considered to meet college entrance requirements. EC Section 47605(b)(5)(A)(iii).*

### Description of Program

Compass Charter Schools (CCS) CHARTER NAME shall be an innovative California independent study public charter school, open to scholars in grades Transitional Kindergarten through 12th grade. CCS shall attract scholars seeking an alternative educational program where parents have the role of "Learning Coach" and play an important role of partnering with CCS teachers to educate their children at home.

CCS shall offer two virtual educational program options for families: online and traditional home study. We recognize that in education one size does not fit all. CCS is designed and organized to serve scholars and families who have chosen an independent study program that can meet an individual scholar's unique needs. CCS educates scholars with a wide range of learning styles that allow for flexibility in pacing and that are aligned with Common Core standards. Enrollment in CCS is contingent on parent and scholar signing the Master Agreement in acknowledgement of the responsibilities as outlined in the Master Agreement. *See Appendix B for a copy of our Master Agreement.*

Our Mission and Vision describe our purpose and philosophy that shall guide our educational program.

## **MISSION STATEMENT**

Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

## **VISION STATEMENT**

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.

## **CORE VALUES**

Achievement  
Communication  
Integrity  
Respect  
Teamwork

We will meet our scholars' needs by:

- Implementing an academically rigorous, 21st century, inquiry-based college preparatory curriculum which will meet Common Core standards.
- Combining cutting edge curriculum with a dynamic and innovative educational practices to meet the needs of our diverse scholars.

CCS has also developed Schoolwide Learning Outcomes (SLO's), which are closely aligned with our Mission, Vision, Core Values, and LCAP goals. The SLOs are representative of the characteristics and skills that we strive to teach, inspire, and instill in our scholars.

Effective Communicators  
Academically Proficient  
Collaboratively Minded  
College and Career Ready

We will meet our families' needs by allowing them to:

- Create a compelling learning environment
- Provide challenging lessons on a daily basis
- Be a responsible and available learning coach.

## A Day in the Life of a CCS Scholar

We encourage scholars to set a schedule for their day, one that works with their individual commitments and responsibilities. Some scholars receive and execute assignments early in the morning, much like the rhythm of a traditional brick and mortar school. Others find their productivity is best in the afternoon or evenings. At CCS, scholars learn at the times convenient to their schedules. Though scholars have the flexibility to choose the time frame in which they study, our courses are on a semester system. Scholars finish their courses within the semester by following the teacher-created pacing plan for each of course. This generally means scholars need to make daily progress in their courses to finish by the end of the semester.

Scholars may seek support and answers to questions either through email, telephone, or by attending their teacher’s weekly synchronous “Q and A” sessions. Every teacher holds “Q & A” sessions, using real time web conferencing software, two to three hours every week. Scholars may also schedule appointments with teachers to obtain help on coursework. Scholars can also communicate with their teachers by logging in to their account on our Learning Management System (LMS).

Regardless of when a scholar starts his or her daily learning, those utilizing our online program typically start by logging on to get assignments, networking with teachers and classmates, and checking for subject matter lesson sessions for their courses. Scholars turn in assignments daily or as appropriate, take tests and quizzes, and submit papers and projects through our secure LMS. Scholars’ progress and grades can be viewed 24/7 so that both scholar and Learning Coach are always aware of their progress.

Every CCS teacher conducts two, one-hour virtual classroom sessions of direct instruction for their class every week, known as “Learning Labs.” Scholars are required to attend these either synchronously or asynchronously. The combination of our Learning Labs and Q&A sessions allow our scholars to interact live with their teachers, up to five hours a week, and more if they schedule appointments with their teachers. Through their virtual interactions, scholars develop and pursue friendships, both during official virtual sessions and their participation in scholar-led clubs, monthly field trips, and school sponsored activities. Extracurricular school-sponsored events allow scholars to meet and build friendships based on mutual interests. In addition, many scholars pursue sports, music, and other activities in coordination with local organizations and local schools.

Scholars work collaboratively with their teachers and Learning Coach in creating a work flow plan that will allow them to complete all classes by semester’s end. Some scholars may spend an entire week concentrating on math or history; others work on all their courses throughout the week.

For those scholars using our home study option of independent study, scholars and Learning Coaches check-in with their Educational Facilitators on a consistent basis. Each day there is the expectation that work will be completed and that meetings with EFs will be kept.

Each and every day is unique for an CCS scholar – the flexibility we offer allows our scholars to, as our mission states, inspire and develop into innovative, creative, and self-directed learners.

*See Appendix A for 2017-2018 School Calendar*

## Whom the School is Attempting to Educate

Our educational program is based on the instructional needs of our scholar profile, which is scholars from all backgrounds in grades TK-12. Our target scholar profile is not limited to any particular demographic. Instead, CCS is designed and organized to serve scholars and families who reside in COUNTY NAME County and its contiguous counties and have chosen an independent educational setting for any of the following reasons, or other reasons relevant to the individual:

- Individuals who are self-directed and choose a wider range of academic options.
- Family relationships, personal beliefs and values, and families who prefer virtual or home study instruction
- Family Schedules (i.e. sports, actors, military, extracurricular activities).
- High-risk/at-risk for successfully achieving high school graduation or equivalency.
- Health reasons prohibit them from attending normal classroom programs
- Scholars of all ability levels seeking additional academic and learning opportunities.
- Scholars that may have faced challenges such as bullying in traditional settings.
- Scholars with responsibilities such as work schedules that do not fit in an 8am-4pm schedule.
- Scholars from various backgrounds and ethnicities.
- Scholars that might otherwise choose to drop out of school due to scheduling issues.

In education, one size does not fit all and CCS is dedicated to providing scholars and families with an online or home study learning environment that can meet an individual scholar's needs.

## 21<sup>st</sup> Century Learner

Information is multiplying as quickly as it is becoming obsolete and ideas are continually revisited, retested and revised. At the same time, the world is becoming increasingly dependent on technology. These challenges mean that scholars must learn in a technological environment in order to participate effectively in the 21<sup>st</sup> century. As such, CCS believes an educated person in the 21<sup>st</sup> century has a mastery of 21<sup>st</sup> century learning skills and tools as well as a solid foundation in the state and common core standards, and core academic subjects.

CCS will prepare innovative, creative, self-directed learners for the 21<sup>st</sup> century. To do this CCS will employ a blend of independent study curriculum and methods to ensure all scholars gain the knowledge and skills that are valued in the modern world, and necessary for future success. As a result, scholars graduating from CCS will demonstrate the core characteristics of an educated person in the 21<sup>st</sup> Century:

1. Solid foundations in core academic subjects (Math, English, Science, History, Foreign Language)
2. 21st Century learning skills: Scholars will graduate with the following:
  - Research and Communication skills

- Thinking and problem solving skills
- Interpersonal and self-directional skills

Ways of thinking	Ways of working	Tools for working	Living in the world
<ul style="list-style-type: none"> <li>• Creativity and innovation</li> <li>• Critical thinking, problem solving, and decision making</li> <li>• Learning to learn, metacognition</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Collaboration and teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Information literacy</li> <li>• Digital literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Citizenship, local and global</li> <li>• Life and career</li> <li>• Personal and social responsibility, including cultural awareness and competence</li> </ul>

3. **Mastery of 21st Century Tools:** According to Elizabeth Rich of EdWeek.org, “*The term ‘21st-century skills’ is generally used to refer to certain core competencies such as collaboration, digital literacy, critical thinking, and problem-solving that advocates believe schools need to teach to help students thrive in today’s world*” (EdWeek, 2010). CCS scholars will graduate with a proficiency in the use digital technology and communication tools to access, manage, integrate, and evaluate information; construct new knowledge; and effectively communicate with others.

### How Learning Best Occurs

CCS believes that effective application of instructional technology in independent study learning best serves to meet the learning needs of our scholars. CCS is structured to support high scholar achievement by creating a rigorous independent study environment in both our online and home study programs for all our scholars. CCS also firmly believes that learning occurs best through the application of INACOL’s five standards for quality online learning: Equity, Stakeholder Involvement, Continuous Improvement, Personalization, Scholar Engagement, and Collaboration.

#### Equity

Scholars enrolled at CCS shall have access to challenging and equitable opportunities to develop learning skills, thinking skills, and life skills that prepare them for success at the next level. They shall be exposed to real world, scholar-centered, authentic, and inquiry-based learning experiences by teachers who utilize 21st century teaching practices.

#### Stakeholder Involvement

All stakeholders, not just teachers, shall be involved in the scholar’s educational experiences.

### *Continuous Improvement*

Continuous improvement practices shall lead to improved scholar performance. Every staff member at CCS shall make performance goals that are tied to their job description, teaching practice, and CCS' LCAP goals. All staff members shall review progress towards their performance goals quarterly with their immediate supervisors in order to reflect, adjust and evaluate improvement goals. Teachers shall meet weekly by department, grade level, and/or subject as appropriate in order to analyze scholar work, collaborate on best teaching practices, and plan lessons and curriculum. This will allow our scholars to be offered a rigorous core curriculum. Teachers shall be observed regularly by their Coordinator, Instructional Services Manager, and Scholar Intervention Coordinator in order to continually improve our instructional practices.

### *Personalization*

The scholar experience shall be personalized both in and out of the classroom. Teachers will get to know their scholars' learning needs through regular interaction with them. They will assist them with those needs through the LMS, Learning Labs, Q&A sessions, phone calls, and emails. Scholars shall have the opportunity to choose their time, their place, and their pace for studying, thereby empowering scholars to become independent, self-directed learners. Flexibility shall be offered to families as to how to educate their children.

### *Scholar Engagement*

Research shows that scholar engagement has a positive effect on academic achievement (Heng, 2013; Leithwood & Jantzi, 2000; Skinner, Wellborn, & Connell, 1990). Because of the impact of scholar engagement on scholar achievement, scholars shall have additional opportunities in which to participate.

Scholars will be monitored and required to engage in their education. This will be accomplished through our virtual classrooms called "Learning Labs" which teachers conduct twice weekly, for scholars to participate in synchronous sessions in front of their computers with their teachers. Teachers also host regularly scheduled office hours for 1:1 or group tutoring through their virtual classrooms. Teachers will utilize a variety of teaching techniques, including Universal Design for Learning (UDL) to engage their scholars during instruction. Scholars will be held to high standards and expectations. The instructional techniques CCS will utilize are research-based. Quality instructional time will be devoted to working with individual scholar needs.

Additionally, CCS plans to have several scholar-led clubs, such as a Scholar Leadership Council and National Honor Society, that shall be created based on scholar interests. CCS will encourage our scholar clubs to meet and plan activities with a CCS staff member that shall serve as the advisor.

### *Collaboration*

All stakeholders will have opportunities to collaborate. This involves hiring qualified staff, fostering scholar to teacher relationships, scholar to scholar relationships, teacher to learning coach relationships, and learning coach to learning coach relationships. One example of this is our

Learning Coach Lounge. Learning Coach Lounges shall be held weekly, either virtually through our web-based virtual software, or in-person at our Learning Center. These sessions will be hosted by CCS staff and attended by learning coaches. CCS staff will present a topic relating to increasing scholar success in a virtual environment and then give learning coaches time to ask questions or give comments.

### A Challenging Learning Environment

CCS shall provide scholars with a demanding educational program and effective teachers. CCS is committed to establishing high standards and expectations for all scholars. Our courses are rigorous, requiring significant amounts of writing, and they provide scholars with opportunities to demonstrate higher-order thinking skills and apply concepts they have learned. CCS's courses have been designed to meet today's rigorous academic environment and follow an objective-based learning structure in accordance with the State Standards (including, but not limited to, the Common Core State Standards, Next Generation Science Standards, and California State Content Standards; collectively referred to herein as the "State Standards"). Scholars may have the opportunity to take AP courses as well as other traditionally rigorous courses.

### Program Features

The following variety of strategies and features provide the best opportunities for all scholars to learn at high levels:

1. Virtual "Learning Labs" – uses a combination of synchronous and asynchronous learning environments.
2. Qualified teachers – subject-matter teachers, who are qualified and certified to teach in their content area, provide assignments, feedback and support to scholars on an individualized basis. Teachers have three days to return work with constructive feedback to scholars.
3. Regular and appropriate feedback on progress – Through regularly scheduled meetings for assessment and assignments, scholars receive feedback on their progress. Feedback is given to scholars and to parents frequently in a variety of ways:
  - Scholars receive written feedback from teachers on written assignments and tests.
  - Scholars and parents access this feedback in the grade book of the LMS.
  - Parents receive weekly emailed progress reports giving information on login times, course activity, assignments submitted, and grades.
  - Parents and scholars can get oral feedback virtually any time by calling or emailing the teacher of a course.
  - Teachers hold office hours where parents and scholars can log in to a virtual session and have real-time face-to-face communication with the teacher.
4. Flexible Course Scheduling – CCS scholars complete 10-12 semester long classes throughout the school year. This system allows scholars to progress at their own pace through a course, and to focus on fewer subjects at a time than they would in a traditional



school setting. Scholars complete the same amount of credits within a school year as in a traditional classroom setting, thus staying on track for high school graduation.

5. Technology – Technology underpins the pedagogical strategy of CCS. Our online scholars are taught virtually through asynchronous and synchronous interactive lessons.

CCS’s programs are designed using an independent, learner-centered model that helps scholars become more self-disciplined, better time managers, and more effective problem solvers. CCS’s courses make use of the latest educational techniques. CCS uses curriculum that integrates graphical enhancements, games, and multimedia activities with academic content.

## Curriculum and Instructional Design

### Overview of Learning Environment

CCS shall provide scholars with a demanding education program and qualified teachers. CCS is committed to establishing high standards and expectations for all scholars. CCS’s courses have been designed to meet today’s rigorous academic environment and follow an objective-based learning structure in accordance with state and common core standards. CCS will seek initial WASC accreditation. The high school curriculum is A-G accredited.

While some of the components of our program will be offered offline, such as coursework in grades TK-5 and our home study option, most of our curriculum will be delivered through an online LMS. CCS shall utilize an interactive, scholar centered, e-learning curriculum that builds on prior knowledge and cultivates higher-order thinking skills using instructional methods such as examples, practice, and feedback to promote learning.

Our self-paced virtual curriculum will foster and develop a love of learning in each scholar by providing an engaging State Standards-based curriculum with real world connections that is flexible enough to fit all schedules. This rigorous education shall provide a wide variety of content regardless of ability level, and strives to ready scholars for the next grade level.

CCS’ curriculum shall be effective in meeting the individual needs of its scholars because our teachers practice three key principles of effective virtual pedagogy.

1. Let the scholars do the work: First, our scholars work in a self-paced, independent study environment. During Learning Labs or Office Hours, you will rarely see our teachers practice “I talk, you listen.” Instead, CCS teachers are facilitators of learning. They are guides to helping their scholars learn for themselves and then demonstrate what they have learned. This helps keep the content relevant. Our teachers practice the following types of teaching strategies that model this principle: Scholar led discussions, Peer to Peer learning, Case study analysis, individual and group projects.
2. Interactivity is the heart and soul of asynchronous learning: Our scholars participate in an abundance of writing assignments and activities. Whether, it’s posting to message boards, microblogging, research papers, essays, or lab write ups, scholars are asked to interact in a variety of ways with their teacher, their peers, web browsing, and in small group break-out

sessions during learning labs. This type of interactivity allows scholars to learn in their own ways.

3. Create a sense of presence: Our teachers connect with their scholars by establishing a sense of community and trust. This is done by allowing scholars to get to know each other through assignments or class discussions or projects (*Three Principles of Effective Online Pedagogy, Journal of Asynchronous Learning Networks, (2010) Volume 14, Issue 1 Bill Pelz*)

Researchers advocate virtual learning for instructional effectiveness because scholars have 24/7 access to learning, are exposed to a variety of learning modes, and because scholars can control their pace of learning.

All of our unit lessons are followed by assessments, ensuring that each scholar has mastered content before moving on. The assessments are integrated with planning and progress tools, making it easy to find the right pace by subject and to stay on track. This unique, individualized approach allows each scholar to go as fast or slow as needed as long as they follow the pacing guides, keep track of semester end dates, and follow instructions provided by their teachers. Scholars in grades 6 through 12 will submit their assignments, tests, and quizzes online through our LMS. Both scholar and learning coach are able to see real time updates on progress and grades in all of their courses.

In Transitional Kindergarten through 5<sup>th</sup> grade, in addition to the online delivery of our program, each scholar will receive a physical box of materials in the mail, which includes textbooks, hands-on materials and assignments to complete. CCS believes this combination of interactive online lessons with offline materials fits the developmental needs and caters to a variety of learning styles.

## Instructional Methods

### *Web-based Classrooms*

Our teachers will host synchronous web-based classroom instruction, or Learning Labs, up to two hours a week for each subject to conduct standards based instruction. These lessons will be used to introduce new content, build on the prior knowledge of the self-paced work scholars are completing through the LMS, do test prep, review for tests, and answer scholar questions. Teachers will often conduct breakout sessions during the live sessions to allow scholars to participate in group activities, discussions, or projects. Parents of scholars in grades Transitional Kindergarten through 5<sup>th</sup> grade shall be encouraged to attend with them. In the elementary grades, these synchronous sessions will sometimes take the form of teacher and scholar guided reading groups. Teachers will also hold up to three office hours a week and be available to meet with scholars and learning coaches by appointment when necessary. This type of individualized assistance is what sets CCS apart from other virtual programs.

### *Learning Management System (LMS)*

The school's LMS is designed to enable scholar learning and teacher support. The LMS is where the scholar and learning coach can log into their individual courses. The LMS includes web-style access and content is organized in courses by unit topics with clear instructions. Each lesson and unit has embedded multimedia, activities, and assignments. Teachers can imbed their own content as well.

### *Technology-based Skills Instruction*

The use of instructional technology underpins the pedagogical strategy of CCS. Scholars will participate in Learning Labs either synchronously or asynchronously. Teachers will use web-based real time software to teach these lessons and record them for later use for scholars as needed. Teachers will also imbed content into the LMS using a variety of web 2.0 tools and scholars will submit their classwork through the LMS. Every math teacher at CCS will use a bamboo tablet to further enhance their math instruction during these live sessions. Every scholar in grades 6-12<sup>th</sup> will be assigned a Gmail account and be taught how to use the Google web 2.0 apps during his/her My Success introduction class. The use of these skills is an important part of 21<sup>st</sup> century learning and a part of the Common Core State Standards.

### *Digital Age Learning Practices*

Our teachers will apply both Connectivism and Social Constructivism to their teaching practices. Connectivism explains how all the new technology available through the internet has created new opportunities for how people learn. Social Constructivism is scholar centered learning. At CCS, scholars will be allowed to discover meaning for themselves rather than being told what to learn. Scholars will build their own knowledge through social experiences using online resources. The application of these two digital age theories increases scholar satisfaction and therefore the effectiveness of online learning at CCS. Furthermore, the application of these learning theories allows for immediate feedback and progress reports, personalized learning, frequent checks for understanding, scholar led discussions during Learning Labs and the use of discussion boards, and the use of project based learning. (*Connectivism for the Digital Age (2005) George Siemens, International Journal of Instructional Technology and Distance Learning.*)

### *Regular feedback on progress*

Feedback will be given to scholars and parents frequently in a variety of ways. CCS will have eight Learning Periods and scholars will be emailed an update on class progress using the following schedule:

- End of Learning Period 1 and 5: Scholars are emailed a “Snapshot” of current progress
- End of Learning Period 2 and 6: Scholars are emailed Quarterly Progress reports
- End of Learning Period 3 and 7: Scholar “Snapshot and “At Risk” letters are emailed home
- End of Learning Period 4 and 8: Report cards are provided at the end of each semester

Additional feedback is provided in the following ways:

- Scholars receive written feedback from teachers on written assignments, tests and quizzes
- Scholars and parents access this feedback in the gradebook of the LMS
- Scholars and parent receive weekly progress reports
- Every teacher has a school provided cell phone. Scholars and parents can get verbal feedback by calling or emailing their teacher directly.
- Flexible Course Scheduling

Using the lesson content and assignments for each unit, each teacher will create an individualized pacing plan for their classes according to when the scholar starts the course. This will allow scholars to complete the courses they are placed in by the end of the semester. Scholars will be able to work at their own pace, work ahead, etc., as long as they finish their courses by the end of the semester.

### *Advantages of Virtual Learning*

There are many benefits to virtual learning. Professionals that teach in an independent study environment are able to focus less on planning and content development, and more time to be spent on the other value-added tasks undertaken by highly effective teachers. In other words, more quality instructional time is spent working 1:1 with scholars or in small groups and interacting with them in the learning environment than on some of the behavioral and administrative tasks teachers typically assume. This enhances the learning experience for scholars and creates a clearer focus for teachers.

The table below describes six primary tasks executed by highly effective teachers and the differences between the independent study environment and a traditional classroom setting.

<b>Task</b>	<b>Traditional Classroom</b>	<b>Virtual Classroom</b>
Lesson Planning – Content Development	Lesson plan for daily teaching Prepare materials used for lessons Teach lessons Review lessons not learned	Material already planned and content already prepared – minimal planning and preparation required.
Grading	Grading all scholar work Short turnaround on math and daily assignments Longer turnaround times in Language Arts on research papers or essays Other subjects fall in the middle	Much scholar work graded automatically Math work done largely by computer with some answers graded by teachers Language Arts heavy on writing and require grading time equal to Face-to-Face More time available for “value-added” grading

Checks for Understanding	Must respond to scholars in the classroom Have one hour a day to answer questions	Questions come via email or in online chat sessions Can receive questions anytime Can respond to questions within 24 hours Many questions are repeats and teachers develop pre-arranged answers
Monitoring Scholar Achievement	Monitor in classroom Check grade book Respond to parent concerns Alert parents when problems arise Review scholar data and adjust teaching	Monitor online Refer to grade book Respond to parent/scholar concerns Alert parents when problems arise Review student data and coach student progress
Monitoring Behavior	Keep scholars in line with classroom rules	Keep scholars in line on chats

## Curriculum

### *My Success/Start Up Course*

All scholars in grades Transitional Kindergarten through 12th who are enrolling in CCS for the first will time take My Success, an introductory course designed to prepare scholars on how to be successful in independent study and online learning. This course will help scholars familiarize themselves with the CCS program, show them how to submit class work using their accounts in the school's LMS, and teach them how to use Google apps such as Docs and Slide Show. The emphasis of this course is 21st century communication skills. This course also assists them in setting up daily routines and schedule to stay on track. Writing is an important communication skill and scholars are asked to complete a variety of types of writing and research throughout their courses. One of the lessons in My Success is how to prevent plagiarism. Scholars are exposed to plagiarism prevention during their core courses as well and teachers use "Safe-Assign" a plagiarism detection program imbedded into the LMS. Scholars also take the school's benchmark test for math and reading using i-Ready in order to establish a baseline for where they are academically. Scholars must complete this course successfully before starting their general education curriculum.

### *Arts*

The Arts provide the invaluable expressive element that connects and enhances all subject areas at CCS, and is an integral aspect to all learning at every level. Our mission is to inspire and develop innovative and learners. CCS believes that the arts nurture a curiosity for life-long learning. CCS will offer art electives at all grade levels. In grades TK-5, our program may partner with TEAL "Technology Enhanced Arts Learning Project" ([www.tealarts.org](http://www.tealarts.org)), or another similar program. In the high school, scholars are required to take one year of Visual and Performing Arts (VPA) in

order to graduate. This is typically done through concurrent enrollment at a local community college.

### *Sciences*

Like CCS's emphasis on the arts, our school also strives to inspire scholars to appreciate the ways in which the sciences nurture a curiosity for life-long learning. Science celebrates the wonder of human inquiry and facilitates seeking and finding deeper meaning in all aspects of life, often beyond the physical and sensory world. Our web based classrooms take on the feel of "labs" because of the investigative and inquiry based teaching practice that CCS emphasizes throughout its curriculum.

### *Blended Learning Wet Labs*

CCS is one of the few independent virtual charter schools to have its biology and chemistry labs A-G accredited. As a result, our biology and chemistry courses offer a blended learning component. Scholars will complete their course work for their biology and chemistry courses as they do the rest of their classes. However, for the wet lab portion of the course, they will attend our real-time hands on labs. These labs will be taught virtually from our Central Offices. The goal of these labs is to provide scholars with the science lab experiences that will prepare them to meet the demands of university laboratory courses. Scholars living outside the local area may participate in the lab via a live stream of the lab.

### *Virtual Open House*

Each year our scholars will participate in a Virtual Open House. The purpose of this is for scholars to showcase their classwork in selected courses. Scholars will demonstrate their learning by presenting an assignment or project of their choice, often in the arts or sciences. This will be conducted similar to a traditional Open House except that it is done virtually.

### *Scholar Engagement*

As reflected in our LCAP goals, increasing scholar engagement is a priority for CCS. Our first step in this important endeavor was to have a Scholar Engagement Coordinator (SEC) join our leadership team. The Scholar Engagement Coordinator is responsible for overseeing all aspects of Scholar Engagement. From monthly Scholar Awards to our weekly Learning Coach Lounge, the SEC will research, plan, execute, and analyze the events and activities that we offer our scholars and families.

As will be outlined in our LCAP, our goal is to increase pupil engagement by offering more scholar specific activities, workshops, and live lessons and by tracking attendance and truancy rates. We will do this by offering college and career information sessions with our counselors, monitoring of weekly attendance by advisors, plan field trips and activities early in the year and make sure they are on our online master calendar, and enforce our truancy policy.

Additionally, as noted earlier, we will have several scholar-led clubs that will be created based on scholar interests as identified in family survey results, such as a Scholar Leadership Council,

Drama, Poetry, Photography, Creative Writing, and a National Honor Society program for our High School scholars.

### Charter School Goals and Actions to Achieve the Eight State Priorities

Please see the section, “Goals, Actions and Measurable Outcomes Aligned with the Eight State Priorities,” in Element II of this Charter for a description of CCS’ annual goals to be achieved in the Eight State Priorities schoolwide and for all pupil subgroups, as described in Education Code Section 52060(d), and specific annual actions to achieve those goals, in accordance with Education Code Section 47605(b)(5)(A)(ii).

### Independent Study Assurances and Attendance

CCS shall comply with all applicable independent study laws including, but not limited to, Education Code Sections 51745 *et seq.*, 47612.5, 47634.2; and Title 5, California Code of Regulations, Sections 11700-11705 and 19850-19854. These laws require, among other things, that CCS shall operate pursuant to an adopted independent study Board policy; each student will have a master agreement; and CCS must file for a funding determination as a condition of funding.

CCS will offer the same number of instructional minutes as set forth in Education Code Section 47612.5(a) for the appropriate grade levels and will operate for the required minimum of 175 days as set forth in the California Code of Regulations, Title 5, Section 11960. CCS will maintain written records that contemporaneously document all student attendance and make these records available for audit and inspection.

### Master Agreement

Pursuant to Education Code Section 51747, enrollment in CCS is contingent on scholar, parent, and teacher signing a Master Agreement Form (MA) prior to the first day of class each year. This is a legal document and must be signed, dated, and returned to CCS. Parent and scholar will not have access to the curriculum until the MA is signed and returned. Failure to sign and return an MA within the first three (3) days of starting courses will result in the withdrawal of the scholar from CCS. The signed MA is the agreement that parent and scholar wish to continue enrollment in CCS. All scholars enrolled in Independent Study must sign a new Master Agreement each year. See *Appendix B for the Master Agreement*.

### Excellence Pledge for Independent Study

*A group of independent-study charter school leaders ... have signed an “Excellence Pledge,” and banded together to dispel what they say are myths about virtual charters they believe have been fueled by recent controversies involving legal battles, charter brokering and turf wars (The San Diego Union-Tribune, 2016).*

The Pledge reads:

Independent study in the state of California is defined as non-classroom based instruction. Non-classroom--based instruction includes, but is not limited to, independent study, home study, work-study, and distance and computer-based education.

We, the undersigned, pledge to the following in the operation and management of our charter schools offering independent study.

1. As operators of high quality public charter schools offering independent study, we stand united behind the elements of integrity, trust, quality, and value in the operation of our schools. We know that offering personalized learning options meets the scholar where they are, aligns with what they individually need, while creating an academic program that is relevant, rigorous, and aligned to 21st Century learning.
2. As operators of high quality public charter schools offering independent study, we stand united in managing schools that are fiscally responsible in the use of public tax dollars in our care. We value the use of independent auditors that review our financial and operational activities annually and showcase reports that are exception---free. This speaks to the commitment that we hold on financial accountability and operational integrity.
3. As operators of high quality public charter schools offering independent study, we stand united in our efforts to operate schools that model strong integrity, value and utilize solid business practices, and abide by all rules and regulations placed upon us by school districts, regional Offices of Education, and the California Department of Education.
4. As operators of high quality public charter schools offering independent study, we stand united believing that the actions of a few rogue charter school operators do not reflect, align, or mirror anything about our programs. Having individuals or the media draw comparisons speaks to the fact that they are unaware of what we do or are acting on rumor and misinformation.
5. As operators of high quality public charter schools offering independent study, we stand united in stating clearly that we are here for one purpose: educating scholars. Our resource centers, school sites, and classrooms are solely for the purpose of academic programming for the benefit of scholars in our care. Our commitment to scholars does not center on money, influence, or politics.
6. As operators of high quality public charter schools offering independent study, we stand united in offering high quality programs that offer innovative and tested methods of instruction and self-paced learning. We are helping scholars to think, communicate, and achieve.
7. The undersigned represent schools and organizations serving scholars in 26 Counties. Our programs, events, and activities align with personalized and adaptive learning elements to meet scholars where they are educationally to promote and achieve their academic success.

Our commitment to excellence is unwavering and our focus on scholars is what motivates us to create, manage, and grow public charter schools within the space of independent study.



## Attendance

Attendance is important for the success of a scholar. If a scholar does not attend school, then a scholar cannot succeed in their courses. Attendance at an independent study school looks very different than a brick and mortar school.

## Work Samples

Independent study attendance credit is determined using the time value method which is based on assignments (work samples) given and evaluated by the certificated teacher and recorded by the school. (EC Section 51747.5, California Code of Regulations, Title 5, Section 11703.)

Attendance is determined by amount of work samples submitted rather than time in seat. Recorded attendance in days should not exceed more than five (5) days in one school week, unless on a specific attendance track. Attendance should be counted in days not hours.

## Learning Periods

Learning periods will be less than 60 days or quarterly to minimize the amount of paperwork generated by independent study procedures. Attendance will be generated by the collecting of work samples during each learning period. (EC Section 517470(a).)

## Virtual Classroom Attendance – Learning Labs

All CCS teachers host live synchronous web-based classes 1 hour a day, 5 days a week for their courses. Live teacher-led classroom instruction occurs in each of these classes 2-3 hours a week called “Learning Labs.” These sessions allow scholars to interact with their teachers and be taught in real time. All scholars are expected to participate in the sessions for each of their classes. Attendance to class connect sessions is part of the scholar’s participation grade for their classes.

## Truancy Policy

Excessive absences are considered truant. In these cases, CCS may deem that enrollment at CCS is not in the best interest of a scholar. CCS will follow due process to determine if independent study is a good match for a child to succeed.

CCS scholars are considered truant if overall course work load completion is 10% or more below the weekly benchmark set by the school’s progress matrix.

## Plan for Scholars that are Academically High Achieving

Scholars who are high achieving will thrive at CCS. This is because our curriculum is self-paced and highly personalized, allowing scholars to move ahead at their own pace. Teachers differentiate lessons and activities for high achieving scholars just as they do for low achieving scholars. Scholars will be encouraged to explore content in greater depth and incorporate scholar interests and strengths. CCS identifies high achieving scholars through the results of their I-Ready

diagnostic assessment, progress reports, and SBAC test results. Scholars in high school are able to take advantage of our Accelerated Course Options Program (ACOP; described below), concurrent enrollment at community colleges, and will have opportunities to take honors or other advanced courses.

## Plans for Scholars that are Academically Low Achieving

### *Identification*

We believe that early intervention is critical for all scholars who are in need of support. CCS will seek to quickly identify scholars who may be low-achieving in the first weeks of the academic year, and will implement an early intervention program. All scholars who are achieving substantially below grade level will be identified through multiple measures including diagnostic baseline testing for all scholars and regular performance measures in the classroom. As part of the enrollment process for each scholar, the past academic history will be reviewed and parents will be asked to provide information.

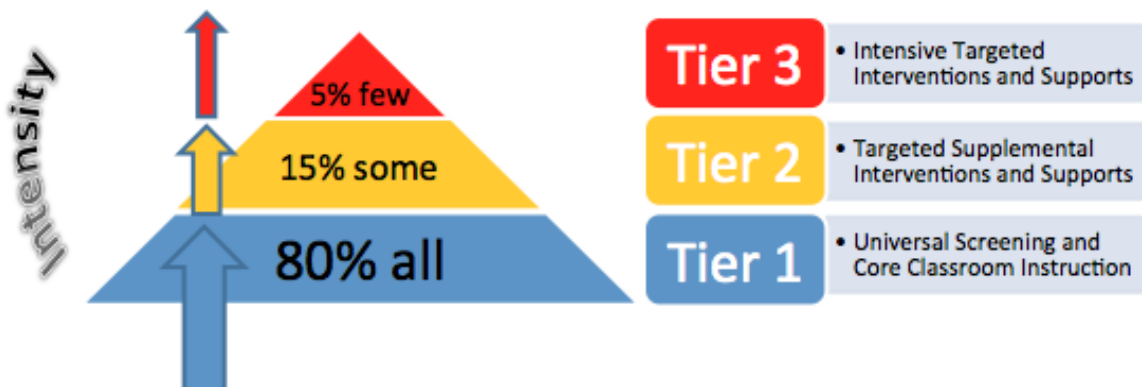
Parents will be asked to provide information on the scholar's past academic history for those who are identified as achieving substantially below grade level based on assessments and classroom performance. Written notification will be provided for parents of scholars who are identified as mildly experiencing an achievement gap, while a collaborative meeting will be scheduled with appropriate staff and parents to review the assessment data and develop a plan to support the scholar and close the achievement gap for those experiencing significant achievement gaps. Parents will continue to be actively involved in the process and kept up to date on the progress or lack of progress (which will require additional supports) of their scholars on a continuing basis. CCS believes strongly that a cohesive plan involving the scholar, parents or guardians and the school provides the best process to ensure scholar learning and achievement.

### *Support*

CCS will provide all scholars identified as low achieving with an intervention program that best suits their needs and takes into consideration their individual learning styles.

CCS will implement the Response to Intervention model (RTI), a multi-tier system of supports to create an integrated, comprehensive framework that focuses on CCSS, core instruction, differentiated learning, scholar-centered learning, individualized scholar needs, and the alignment of systems necessary for academic, behavior, and social success. CCS is committed to the success of ALL scholars and to training and maintaining staff that is knowledgeable and effective at achieving this goal.

At CCS, RTI is set up as a three-tier system of support.



### **Tier 1: Universal Screening and Core Classroom Instruction**

Within Tier 1, all scholars receive high-quality differentiated instruction and are screened to determine an academic baseline and identify struggling learners.

- At all levels TK-12, teachers will provide small group instruction to meet the differentiated needs of scholars.
- Scholars who are not showing adequate progress are moved to Tier 2.

### **Tier 2: Targeted Supplemental Interventions and Supports**

Tier 2 Interventions will be provided in the areas of Math and Language Arts based on results from the i-Ready Diagnostic assessments, or referral through the SST process.

- Teachers will monitor and adjust the computer assisted instruction as appropriate for scholar needs.
- For scholars in Tier 2, progress monitoring will occur regularly (six weeks' maximum) to ensure that progress is being made with these interventions.
- Scholars who are not showing adequate progress are moved to Tier 3.

### **Tier 3: Intensive Interventions**

We anticipate that a small percentage of scholars will require additional support beyond the Tier 2 intervention. Tier 3 scholars are provided the most intensive instruction, which typically means one-on-one intervention or working in very small groups (2-5 scholars).

- Skill-specific interventions are delivered by teachers to those small groups.
- Progress monitoring occurs more frequently (four weeks' maximum) to ensure progress is being made with the intervention.
- Scholars who do not achieve the desired level of progress may be referred for a comprehensive evaluation and may possibly be eligible for special education services under the Individuals with Disabilities Education Improvement Act of 2004.

## Scholar Success Team Procedures

The purpose of a Scholar Success Team is to assist scholars who are performing below or above grade level or are academically challenged by developing a plan to address their individual needs.

An SST uses a systematic problem solving approach to assist scholars with concerns that are interfering with success. The SST clarifies problems and concerns; develops strategies and organizes resources; provides a system for school accountability; and serves to assist and counsel the parent, teacher, and scholar.

The function of the Scholar Success Team is to support the referring teacher, caregiver and student by looking at the strengths and concerns from each team member's unique viewpoint. The expectation is that teachers and other referring staff have attempted a variety of evidence-based interventions prior to an SST referral. The goal is to provide the referring parties with new interventions that address the concerns and tap into student strengths.

## English Learners

CCS will meet all applicable legal requirements for English Learners ("EL") as it pertains to annual notification to parents, scholar identification, placement, program options, EL and core content instruction, teacher qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirement. CCS will implement strategies for serving English Learners which are research based and evaluated annually for effectiveness.

## Home Language Survey and CELDT<sup>1</sup>

Every scholar shall complete a Home Language Survey upon enrollment. The results will be reported to our Assessment Specialist who will arrange for and administer the California English Language Development (CELDT) or the English Proficiency Assessments for California (ELPAC) to those scholars that require it. All scholars who indicate that their home language is other than English will be assessed using the CELDT/ELPAC within thirty days of initial enrollment<sup>2</sup> and at least annually thereafter between July 1 and October 31 until re-designated as fluent English proficient.

CCS will notify all parents of its responsibility for CELDT/ELPAC testing and of CELDT/ELPAC results within thirty days of receiving results from publisher. The CELDT/ELPAC shall be used to fulfill the requirements under the Every Student Succeeds Act for annual English proficiency testing.

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<sup>1</sup> All references in the charter petition to the CELDT will be understood by the Charter School and the District to mean the English Language Proficiency Assessments for California ("ELPAC"), when it replaces the CELDT.

<sup>2</sup> The thirty-day requirement applies to students who are entering a California public school for the first time or for students who have not yet been CELDT tested. All other students who have indicated a home language other than English will continue with annual CELDT testing based upon the date last tested at the prior school of enrollment.

## English Language Instruction

CCS understands that we have obligations to our EL scholars, to provide a program for ELs designed to overcome language barriers and provide access to the core curriculum (Castañeda v. Pickard 648 F.2d 989, [5th Cir. 1981]). CCS has partnered with the El Dorado SELPA to train its teachers in the use of Universal Design for Learning (UDL) teaching strategies.

## Reclassification Procedure

To be reclassified from an English Learner to a Reclassified Fluent English Proficient (RFEP), scholars must score in the intermediate to high range in all areas on the CELDT/ELPAC. Additionally, scholars need to be on track in their English classes with a completion rate/progress grade of at least a 75%. There must also be a recommendation from a teacher, as well as agreement by the parents. We will continue to monitor scholars that have been reclassified for an additional two years after qualifying.

## Academic Dishonesty

Integrity and honesty are important traits in both 21<sup>st</sup> century learners and online learners. Because of this, CCS has a stringent Academic Dishonesty and Plagiarism Policy. Upon enrollment, scholars must read the Scholar Handbook and Academic Dishonesty and Plagiarism Policy. We want our scholars to know what our expectations and beliefs are on this subject.

Academic Dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. CCS takes academic dishonesty in any form seriously and it will not be tolerated.

Some examples of this include:

- Using another person's work and claim as your own
- Copying from text, web site or other course material
- Using or attempting to use unauthorized materials or information in any academic exercise
- Hiring someone to write a paper
- Buying a paper or project
- Sharing files
- Copying from another person's work
- Turning in another person's work and claiming it as your own
- Letting a friend or parent do the work for you

## *What is Plagiarism?*

Merriam-Webster online dictionary defines plagiarism as “the act of using another person's words or ideas without giving credit to that person: the act of plagiarizing something.”

To Plagiarize means:

- to steal and pass off (the ideas or words of another) as one's own.

- to use (another's production) without crediting the source.
- to commit literary theft or fraud.
- to present as new and original an idea or product derived from another source.

### *How to Avoid Plagiarism?*

Scholars must give credit to the source for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author. If a scholar borrows the exact words of another author, the scholar must cite the source. If scholars are unsure whether or not they should cite, they should to ask their teachers for guidance. Teachers will dictate which citation format should be used and what the guidelines are for their class.

### *Prevention of Plagiarism*

1. All scholars and Learning Coaches are given a copy of the CCS Parent/Scholar handbook which outlines the school's policy on plagiarism during enrollment. *See Appendix C for the Parent/Scholar Handbook.*
2. Scholars in grades 6-12 complete a lesson in My Success with the following objectives and outcomes.
  - a. Scholars review CCS policy on plagiarism
  - b. Plagiarism is defined and examples are given
  - c. Scholars complete an assignment demonstrating their understanding of how serious plagiarism is and the consequences of plagiarizing while at CCS
3. Complete a lesson on understanding plagiarism in during one of your core courses. 6-12 scholars complete a lesson on plagiarism during their first unit of a core course.
4. Teachers will use "safe assign," a program embedded into the StrongMind curriculum or other recognized plagiarism detection program, to check for plagiarism as necessary.

If a scholar is found to have plagiarized, CCS will implement a series of consequences including parent conferences, Disciplinary Action Committee hearings, and failing of an assignment or class.

## Course Placement and Graduation Requirements

### Elementary School Program (TK-5)

Our elementary school program is a reflection of our school's mission and vision. Our TK-5 grade classes are taught in self-contained virtual groupings by grade level. Each scholar is assigned grade

level specific math, language arts, social science, and science courses. The curriculum is aligned with the State Standards and teachers are assigned to specific grade levels. Teachers partner with their scholars' learning coaches by inviting them to attend the Learning Labs together. Teachers individualize learning by getting to know their scholars' interests and needs and by using the formative and summative assessment data and I-Ready data to inform instruction. The TK-5 teachers incorporate virtual "reading circles" and teacher-directed reading regularly throughout the year. Instruction is self-paced and scholars can work ahead. TK-5 scholars who are ahead of the pacing plan will be able to choose from a variety of electives such as art, music, and world languages such as Spanish, French, or Latin. There are varying levels of both Art and Music, depending on the scholar's grade, ability, and interest level.

Following is a brief description of the various elementary grade level curricula.

### English Language Arts

Scholars receive structured lessons on readiness skills through emphasis on phonics, language skills, literature, and handwriting to help develop comprehension, build vocabulary, and promote a lifelong interest in reading. From there courses cover reading comprehension; analysis; composition; vocabulary; and grammar, usage, and mechanics, including sentence analysis and diagramming. Structured lessons on spelling enable scholars to recognize base words and roots in related words, while direct and explicit instruction in vocabulary teaches scholars to identify and clarify meanings of grade level-appropriate and domain specific words.

### Math

The research-based math courses focus on computational fluency, conceptual understanding, and problem solving. Math courses also feature new graphics, learning tools, and games; adaptive activities that help struggling scholars master concepts and skills before moving on and more support for Learning Coaches to guide their scholars to success. Each math course builds on scholar's understanding of numbers and operations and makes connections from the previous year's content to the next level of math content.

### Science

Scholars begin to develop observation skills as they learn about the five senses, the Earth's composition, and the basic needs of plants and animals. Scholars will also explore topics such as measurement (size, height, length, weight, capacity, and temperature), the seasonal cycle, our Earth (geography, taking care of Earth), motion, and astronomy. Each year will expand on the material introduced the previous year. As they progress, scholars learn to perform experiments, record observations, and understand how scientists see the natural world. They germinate seeds to observe plant growth, and make a weather vane. Scholars will also explore topics such as matter, weather, animal classification and adaptation, habitats, the oceans, plants (germination, functions of roots, stems), and the human body. Scholars will explore topics such as the metric system, force (motion and simple machines, physicist Isaac Newton), magnetism, sound, and geology. They will also learn to observe and analyze through hands-on experiments and gain further insight into how scientists understand our world. Scholars will develop scientific reasoning and perform hands on experiments in Earth, life, and physical sciences.

## Social Studies

The beginning social study courses teach the basics of world geography through a storybook tour of the seven continents, and provides an introduction to American history and civics through a series of biographies of famous Americans. Spanning the elementary grades, courses will provide an overview of world geography and history from the Stone Age to the Space Age.

### Middle School Course Placement and Course Scheduling

All middle school scholars are required to enroll in four (4) academic courses (English, Math, Science, Social Science), physical education, and one elective course each semester of the academic school year depending on the cohort start date.

Our middle school academic program utilizes semester scheduling for all tracks. This helps prepare them for the high school experience. The number of courses a scholar is eligible to enroll in is dependent upon the scholar start date.

#### *Middle School Course Requirements*

<b>Subject</b>	<b>Course Requirements</b>
English	Language Arts 6
	Language Arts 7
	Language Arts 8
Science	Earth Science 6
	Life Science 7
	Physical Science 8
Mathematics	Fundamentals of Algebra & Geometry 6
	Pre-Algebra 7
	Algebra 8
Social Science	Social Studies 6
	Social Studies 7
	Social Studies 8
Physical Education	Physical Education 6
	Physical Education 7
	Physical Education 8
	*Each scholar is required to complete 60 hours of physical activity each semester.

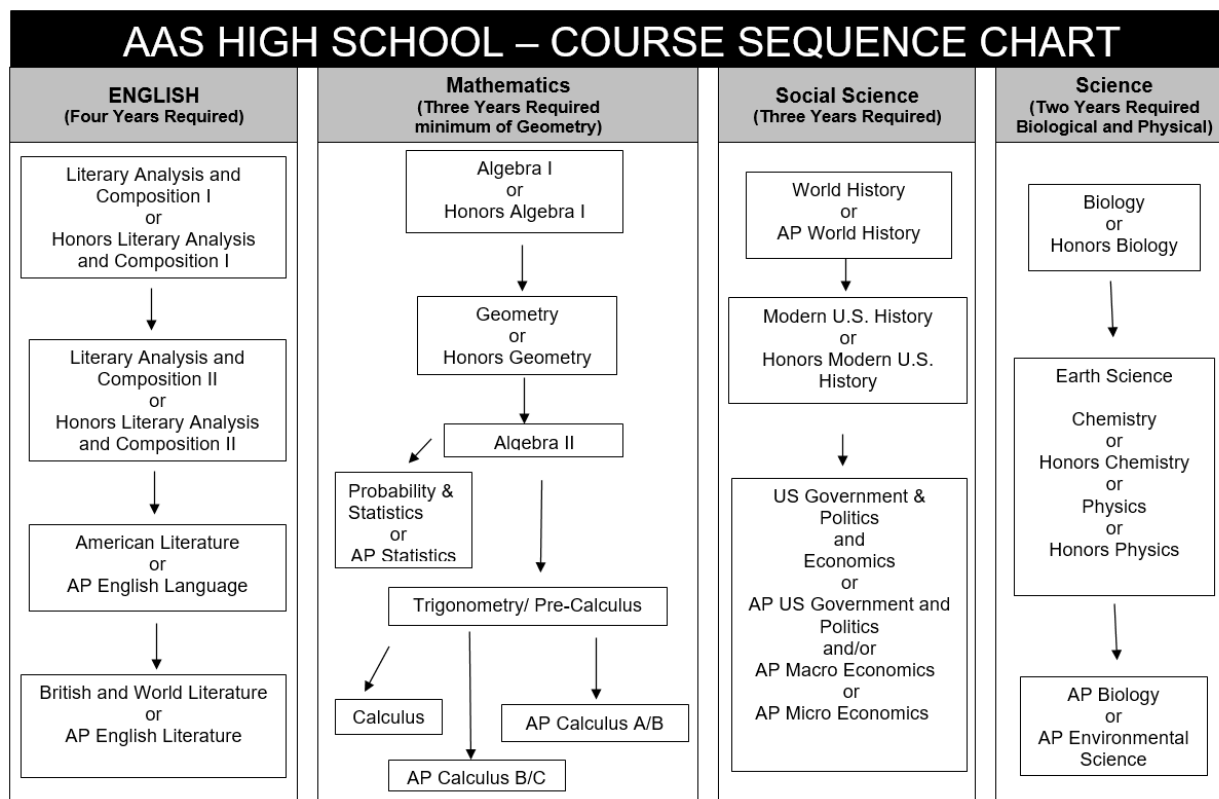


## Electives

### High School Course Placements and Graduation Requirements

#### High School Course Scheduling

Course selection is a team process that involves the scholar, learning coach and counselor to ensure proper placement. The number of courses and credits a scholar is eligible to enroll in is dependent upon the scholar start date.



#### ACOP – Accelerated Course Options Program

This program allows scholars to accelerate and advance academically or recover unearned credits in their high school courses by adding up to ten additional credits (two courses) to their schedule per semester.

#### High School Graduation Requirements

Subject Requirements	Total Credits	Course
English (4 years required)	40	Literary Analysis & Composition I, Literary Analysis & Composition II, American Literature, British & World Literature

Science (2 years required: Life Science & Physical Science)	20	Biology (Life) Earth Science or Chemistry (Physical)
Mathematics (3 years required minimum)	30	Algebra I, Geometry, Algebra II, Trig/Pre-Calculus, Consumer Math
History/Social Science (3 years required)	30	World History, Modern US History Government/Economics
Foreign Language (1 year required)	10	Spanish, French, Chinese, German
Visual and Performing Arts (1 year required)	10	3D Art, Digital Arts, Digital Photography, Fine Art, Music Appreciation, Art in World Cultures  *Due to the virtual nature of our program, University of California and California State University does not recognize Visual/Performing Art courses as a-g approved. Scholars may take VPA courses concurrently at a local community college to meet eligibility requirements.
Physical Education (2 years required)	20	Physical Education I, Physical Education II  *Each scholar is required to complete 60 hours of physical activity each semester.
Health (1 semester required)	5	Skills for Health
Electives	55	See Course List and/or Course Catalog for scholar elective options.
<b>Total</b>	<b>220</b>	

CCS's graduation requirements comply with the California Education Code. CCS offers the following two paths to graduation:

1. Post-Secondary Plan (Non A-G approved courses): 220 credits
2. Four-Year College Preparatory Plan (A-G approved courses): (220 credits)

*See Appendix D for the Counseling Handbook*

## Course Transferability

CCS will seek WASC accreditation. High school scholars will receive information on the transferability of courses to other public high schools and how said courses meet college entrance requirements for the University of California and the California State Universities through regular meetings with the scholar's assigned counselor. The College and Career counselor will present information to parents and scholars during college workshops to make sure that our students are fully informed of their choices. CCS will inform parents of course transferability through the distribution of a parent/scholar handbook that includes specific information on course transferability to other public schools and that outlines school policies and expectations for all scholars and parents. Counselors will provide an A-G course list that meet University of California and California State University entrance requirements. The A-G course list and transferability off classes will be updated on an annual basis. A state-certified high school diploma will be issued to all scholars who meet the CCS graduation requirements.

## Special Education

CCS shall comply with all applicable state and federal laws in serving scholars with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA") and the Individuals with Disabilities in Education Improvement Act ("IDEIA").

CCS shall comply with all state and federal laws related to the provision of special education instruction and related services and all El Dorado Charter SELPA policies and procedures; and shall utilize appropriate El Dorado Charter SELPA forms. It is understood and agreed that all children will have access CCS and no scholar shall be denied admission nor counseled out of CCS due to the nature, extent, or severity of his/her disability or due to the scholar's request for, or actual need for, special education services.

CCS shall be solely responsible for its compliance with Section 504 and the ADA. Any facilities to be utilized by the school shall be accessible for all scholars with disabilities.

### *Services for Scholars under the "IDEIA"*

*The following description regarding how special education and related services will be provided and funded is being proposed by CCS for the sole purpose of providing a reasonably comprehensive description of the special education program in the Charter Petition, and is not binding on the District. The specific manner in which special education and related services will be provided and funded shall be set forth in a Memorandum of Understanding ("MOU"), delineating the respective responsibilities of CCS and the SELPA. A copy of the MOU shall be made available to the District anytime upon request.*

CCS will seek membership in the El Dorado County Charter Special Education Local Plan (SELPA) in accordance with EC Section 47641(a). As an LEA, CCS shall be solely responsible for IDEIA and state special education law compliance, including but not limited to child find; identification and referral; assessment, arranging IEP meetings; IEP development, and

implementation; interim placement; placement off campus as required by IEP; and defense or prosecution of complaints in accordance with policies and procedures of the SELPA in which the CCS is a member.

CCS will provide services for special education students enrolled in CCS. CCS will follow SELPA policies and procedures, and shall utilize SELPA forms in seeking out and identifying and serving students who may qualify for special education programs and services and for responding to record requests and parent complaints, and maintaining the confidentiality of pupil records.

CCS agrees to promptly respond to SELPA inquiries, to comply with reasonable SELPA directives, and to allow the SELPA access to CCS students, staff, facilities, equipment and records as required or imposed by law.

### Staffing

All special education services at CCS will be delivered by individuals or agencies qualified to provide special education services as required by the California Education Code and the IDEIA. CCS staff shall participate in SELPA in-service training relating to special education.

CCS will be responsible for the hiring, training, and employment of site staff necessary to provide special education services to its students, including, without limitation, special education teachers, paraprofessionals, and resource specialists. CCS shall ensure that all special education staff hired or contracted by CCS is qualified pursuant to SELPA policies, as well as meet all legal requirements. CCS shall be responsible for the hiring, training, and employment of itinerant staff necessary to provide special education services to CCS students, including, without limitation, speech therapists, occupational therapists, behavioral therapists, and psychologists.

### Notification and Coordination

CCS shall follow SELPA policies as they apply to all SELPA schools for responding to implementation of special education services. CCS will adopt and implement policies relating to all special education issues and referrals.

### Identification and Referral

CCS shall have the responsibility to identify, refer, and work cooperatively in locating CCS students who have or may have exceptional needs that qualify them to receive special education services. CCS will implement SELPA policies and procedures to ensure timely identification and referral of students who have, or may have, such exceptional needs. A pupil shall be referred for special education only after the resources of the regular education program have been considered, and where appropriate, utilized.

CCS will follow SELPA child-find procedures to identify all students who may require assessment to consider special education eligibility and special education and related services in the case that general education interventions do not provide a free appropriate public education to the student in question.

### Assessments

The term “assessments” shall have the same meaning as the term “evaluation” in the IDEIA, as provided in Section 1414, Title 20 of the United States Code. CCS will determine what assessments, if any, are necessary and arrange for such assessments for referred or eligible students in accordance with applicable law. CCS shall obtain parent/guardian consent to assess CCS students.

### IEP Meetings

CCS shall arrange and notice the necessary Individualized Education Program (“IEP”) meetings. IEP team membership shall be in compliance with state and federal law. The Charter School shall be responsible for having the following individuals in attendance at the IEP meetings: the CEO and/or the CCS designated representative with appropriate administrative authority as required by the IDEIA; the student’s special education teacher; the student’s general education teacher if the student is or may be in a regular education classroom; the student, if appropriate; the student’s parent/guardian; and other CCS representatives who are knowledgeable about the regular education program at CCS and/or about the student. CCS shall arrange for the attendance or participation of all other necessary staff that may include, but are not limited to, an appropriate administrator to comply with the requirements of the IDEIA, a speech therapist, psychologist, resource specialist, and behavior specialist; and shall document the IEP meeting and provide notice of parental rights.

### IEP Development

CCS understands that the decisions regarding eligibility, goals/objectives, program, services, placement, and exit from special education shall be the decision of the IEP team, pursuant to the IEP process. Programs, services and placements shall be provided to all eligible CCS students in accordance with the policies, procedures and requirements of the SELPA and State and Federal law.

### IEP Implementation

CCS shall be responsible for all school site implementation of the IEP. As part of this responsibility, CCS shall provide parents with timely reports on the student’s progress as provided in the student’s IEP at least as frequently as report cards are provided for the Charter School’s non-special education students. CCS shall also provide all home-school coordination and information exchange. CCS shall also be responsible for providing all curriculum, classroom materials, classroom modifications, and assistive technology.

### Interim and Initial Placements of New Charter School Students

CCS shall comply with Education Code Section 56325 with regard to students transferring into CCS within the academic school year. In accordance with Education Code Section 56325(a)(1), for students who enroll in CCS from another school district within the State, but outside of the SELPA with a current IEP within the same academic year, CCS shall provide the pupil with a free

appropriate public education, including services comparable to those described in the previously approved IEP, in consultation with the parent, for a period not to exceed thirty (30) days, by which time CCS shall adopt the previously approved IEP or shall develop, adopt, and implement a new IEP that is consistent with federal and state law.

In accordance with Education Code Section 56325(a)(2), in the case of an individual with exceptional needs who has an IEP and transfers into CCS from a district operated program under the same special education local plan area of CCS within the same academic year, CCS shall continue, without delay, to provide services comparable to those described in the existing approved IEP, unless the parent and CCS agree to develop, adopt, and implement a new IEP that is consistent with federal and state law.

For students transferring to CCS with an IEP from outside of California during the same academic year, CCS shall provide the pupil with a free appropriate public education, including services comparable to those described in the previously approved IEP in consultation with the parents, until CCS conducts an assessment pursuant to paragraph (1) of subsection (a) of Section 1414 of Title 20 of the United States Code, if determined to be necessary by CCS, and develops a new IEP, if appropriate that is consistent with federal and state law.

#### Non-Public Placements/Non-Public Agencies

CCS shall be solely responsible for selecting, contracting with, and overseeing all non-public schools and non-public agencies used to serve special education students.

#### Non-discrimination

It is understood and agreed that all children will have access to CCS and no student shall be denied admission nor counseled out of CCS due to the nature, extent, or severity of his/her disability or due to the student's request for, or actual need for, special education services.

#### Parent/Guardian Concerns and Complaints

CCS shall adopt policies for responding to parental concerns or complaints related to special education services. CCS shall receive any concerns raised by parents/guardians regarding related services and rights.

CCS' designated representative shall investigate as necessary, respond to, and address the parent/guardian concern or complaint.

#### Due Process Hearings

CCS may initiate a due process hearing or request for mediation with respect to a student enrolled in CCS if it determines such action is legally necessary or advisable. In the event that the parents/guardians file for a due process hearing, or request mediation, CCS shall defend the case.

#### SELPA Representation

CCS understands that it shall represent itself at all SELPA meetings.

### Funding

CCS understands that it will be subject to the allocation plan of the SELPA.

#### *Section 504 of the Rehabilitation Act*

CCS recognizes its legal responsibility to ensure that no qualified person with a disability may, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of CCS. Any scholar, who has an objectively identified disability which substantially limits a major life activity including but not limited to learning, is eligible for accommodation by the School.

A 504 team will be assembled by the Director of Academic Affairs and shall include parents/guardians, the scholar (where appropriate), and other qualified persons knowledgeable about the scholar, such as the teacher, evaluators, and any other person deemed necessary, the meaning of the evaluation data, placement options, and accommodations. The 504 team will review the scholar's existing records, including academic, social and behavioral records and is responsible for making a determination as to whether an evaluation for 504 services is appropriate. If the scholar has already been evaluated under the IDEA, but found ineligible for special education instruction or related services under the IDEA, those evaluations may be used to help determine eligibility under Section 504. The scholar evaluation shall be carried out by the 504 team who will evaluate the nature of the scholar's disability and the impact upon the scholar's education. This evaluation will include consideration of any behaviors that interfere with regular participation in the educational program and/or activities. The 504 team may also consider the following information in its evaluation:

- a. Tests and other evaluation materials that have been validated for the specific purpose for which they are used and are administered by trained personnel.
- b. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligent quotient.
- c. Tests are selected and administered so as to ensure that when a test is administered to a scholar with impaired sensory, manual or speaking skills, the test results accurately reflect the scholar's aptitude or achievement level or whatever factor the test purports to measure rather than reflecting the scholar's impaired sensory, manual or speaking skills.

The final determination of whether the scholar will or will not be identified as a person with a disability is made by the 504 team in writing and notice is given in writing to the parent or guardian of the scholar in their primary language along with notice of the procedural safeguards available to them. If during the evaluation, the 504 team obtains information indicating possible eligibility of the scholar for special education per the IDEA, a referral for special education assessment will be made by the 504 team.

If the scholar is found by the 504 team to have a disability under Section 504, the 504 team shall be responsible for determining what, if any, accommodations or services are needed to ensure that the scholar receives a free and appropriate public education (“FAPE”) at CCS. The 504 team shall determine which charter school staff member is responsible for providing services and/or accommodations under the plan. In identifying necessary accommodations and services to develop the 504 Plan, the 504 team shall consider all relevant information utilized during the evaluation of the scholar, drawing upon a variety of sources, including, but not limited to, assessments conducted by CCS’s professional staff.

The 504 Plan shall describe the Section 504 disability and any program modification and services that may be necessary to allow the disabled scholar access to CCS. CCS understands it is entire responsible for compliance with Section 504, including by way of implementing 504 Plans.

All 504 team participants, parents, guardians, teachers and any other participants in the scholar’s education, including substitutes and tutors, must have a copy of the scholar’s 504 Plan. A copy of the 504 Plan shall be maintained in the scholar’s file. The scholar’s 504 Plan will be reviewed regularly to determine the appropriateness of the Plan, continued eligibility or readiness to discontinue the 504 Plan.

Parents/guardians shall be notified in writing of all decisions regarding the identification, evaluation or educational placement of scholars with disabilities or suspected disabilities.

Notifications shall include a statement of their rights to: examine relevant records, have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel, have the right to file a Uniform Complaint pursuant to school policy, and seek review in federal court if the parents/guardians disagree with the hearing decision.

If a parent/guardian disagrees with the identification, evaluation or educational placement of a scholar with disabilities under Section 504, he/she may request a hearing to initiate due process procedures. The Section 504 Policy and Procedures shall outline the alternative dispute resolution process and the hearing process to deal with any such complaints.



## II. Measurable Scholar Outcomes

***Governing Law:** The measurable pupil outcomes identified for use by the charter school. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program. Pupil outcomes shall include outcomes that address increases in pupil academic achievement both school wide and for all groups of pupils served by the charter school, as that term is defined in subparagraph (B) of paragraph (3) of subdivision (a) of Section 47607. The pupil outcomes shall align with the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by the charter school. EC Section 47605(b)(5)(B).*

Pursuant to Education Code Sections 47605(b)(5)(A)(ii) and 47605(b)(5)(B), CCS' annual goals, actions and measurable outcomes, both schoolwide and for each subgroup of pupils, which address and align with the Eight State Priorities as described in Education Code Section 52060(d), can be found in the tables below. Each of these goals addresses the unique needs of all scholars, including numerically significant scholar subgroups, as applicable. The metrics associated with these goals shall help CCS ensure that its scholar subgroups are making satisfactory progress, and are provided with necessary additional supports made possible by additional funds from the Local Control Funding Formula.

### Local Control and Accountability Plan (LCAP)

CCS shall annually update and develop the LCAP in accordance with Education Code Section 47606.5 and shall use the LCAP template adopted by the State Board of Education. CCS reserves the right to establish additional and/or amend school-specific goals and corresponding assessments throughout the duration of the Charter through the annual LCAP update. CCS shall submit the LCAP to the District and COUNTY NAME County Superintendent of Schools annually on or before July 1, as required by Education Code Section 47604.33.

The LCAP and any revisions necessary to implement the LCAP shall not be considered a material revision to the charter, and shall be maintained by CCS.

### Goals, Actions and Measurable Outcomes Aligned with the Eight State Priorities

CCS' school goals shall be created via a collaborative effort involving all stakeholders. The goals shall contribute to our ability to meet of mission which is to inspire and develop innovative, creative self-directed learners, one scholar at a time.

Our annual school goals, which shall be finalized and stated in our LCAP, are:

**Goal #1-** Increase pupil engagement by offering more scholar specific activities, workshops, and live lessons and by tracking attendance and truancy rates.

**Goal #2-** Increase academic achievement by offering a variety of classes taught by credentialed teachers.

**Goal #3-** Increase parent participation and involvement by communicating with greater frequency, offering activities that appeal to a variety of people and collecting feedback in a safe environment

**Goal #4-** Utilize the Common Core aligned school-wide assessment system to efficiently and effectively evaluate scholar performance data in order to direct instruction, close the achievement gap, and ensure that all scholars are meeting or exceeding standards.

The following tables provide the actions, measurable outcomes, methods of assessment, and points of accountability that will guide CCS in achieving the goals set by California's Eight State Priorities and our own LCAP goals.

<b><u>ACHIEVEMENT GOAL #1— BASIC SERVICES</u></b>		
<b>95% of our teachers are appropriately assigned (E.C. §44258.9) and fully credentialed, and every pupil has sufficient access to standards-aligned instructional materials (E.C. § 60119), and school facilities are maintained in good repair (E.C. §17002(d))</b>		
<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Credential Review	Credential Audit	Human Resource Generalist
Advertise for open positions in an educationally focused environment	Annually review advertising options	Director of Operations
Observation of Live class Sessions	Written observations	Coordinators

<b><u>ACHIEVEMENT GOAL #2— IMPLEMENTATION OF COMMON CORE STATE STANDARDS</u></b>		
<b>100% of our courses will be aligned with Common Core Standards and we will see a 5% in scholars on task with course completion.</b>		
<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Tracking of Standard Mastery	Universal Assessments SBAC Interim Assessments	Director of Academic Affairs, Instructional Services Manager
EL Intervention	Unit exams i-Ready	Scholar Intervention Coordinator, Assessment Specialist
Administration of SBAC Interim Assessment	Interim assessment reports	Assessment Specialist, Academic Affairs Coordinators
Monitoring of RFEP Scholars	i-Ready Course completion rates Final course grades	Assessment Specialist
Review of course offerings	Review of course catalogs	Counselors
Teacher observation	Written observations	Coordinators Managers
Train Science teachers on NGSS	Teacher observations	Academic Coordinators

Alignment of Curriculum Maps to CCSS	Completion of Curriculum Maps	Academic Coordinators
CCSS implementation	Teacher observations	Academic Coordinators

**ACHIEVEMENT GOAL #3— PARENTAL INVOLVEMENT**

**CCS will conduct surveys, conferences, and school sponsored events that will result in an increase in parent involvement.**

<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Learning Coach Lounges	Sign in sheets, log in records	Scholar Engagement Coordinator
Open House	Sign In Sheets	Scholar Engagement Coordinator
Bi-annual surveys	Number/percentage of completed surveys	Director of Information Services
Tracking of parent attendance at various events	Sign in sheets	Scholar Engagement Coordinator
Implementation of Parent Square Notification System	Tracking of number of opened/read messages	Scholar Engagement Coordinator
Offering Parent Information sessions	Track attendance via sign in sheets and webinar log ins	Counselors, Scholar Engagement Coordinator, Coordinators
Creation of Parent Advisory Committee	Advisory Committee meeting notes	President & CEO

**ACHIEVEMENT GOAL #4— SCHOLAR ACHIEVEMENT**

**CCS has set a goal of an annual 5% increase in ELA and Math scores on the SBAC.**

<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Reclassification of EL scholars	% of scholars Reclassified by the CELDT scores and our Tracking Rubric	Assessment Specialist
College and Career Readiness Report	SIS report of Scholars meeting/met A-G requirements and EAP program	Counseling Department
Offer AP courses	Review of AP scores	Instructional Services Manager, AP teachers
Take part in professional development regarding ESSA	Survey	All teaching staff, coordinators, managers, Director of Information Services, Director of Academic Affairs
Multi-tiered intervention system	SBAC Scores California School Dashboard Report cards	Director of Academic Affairs

1 <sup>st</sup> 30 day review of math progress	SBAC Scores Math Placement Policy	High School Coordinator Math teachers
Increase scholar benchmarking scores by assessing them 2 times a year	i-Ready Assessments	Director of Academic Affairs
Tracking of online synchronous attendance	Review log ins	Teacher
Concurrent enrollment in Community Colleges	Number of scholars concurrently enrolled	Counseling
Participation in EAP test for 11 <sup>th</sup> graders	EAP test scores	Assessment Specialist

#### **ACHIEVEMENT GOAL #5— SCHOLAR ENGAGEMENT**

**CCS will establish a system for monitoring and resolving truancy and absenteeism to increase engagement rates fr**

- A. Chronic absenteeism rates**
- B. Middle school dropout rates (EC §52052.1(a)(3))**
- C. High school dropout rates**
- D. High School graduation rates**

<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Meeting of attendance goals	Monthly attendance reports	Attendance Specialist
Decrease in dropout rate	Monthly review of dropout rates	Attendance Specialist Counseling Department
Enforce Truancy Policy	Monthly truancy reports	Advisors
Support scholar led clubs	End of year survey	Scholar Engagement Coordinator
Continue with Scholar of the Month awards	Coordinator and staff feedback	Scholar Engagement Coordinator
Hold College and Career Information Events	Sign in sheets	Counseling
Assign every 6-12 <sup>th</sup> grade scholar a counselor	Counseling rosters	Counseling Services Manager

#### **ACHIEVEMENT GOAL #6— SCHOOL CLIMATE**

**CCS will have a positive school climate with active parents and effective communications.**

<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Survey families on safety and school connectedness	Annual survey results	Director of Information Services
Maintain our 0% suspension and expulsion rate	Monthly reports	Attendance Specialist
Creation of a Scholar Leadership Council	Meeting minutes	President & CEO

Counsel scholars with chronic behaviors such as truancy	Monitor habitual truancy scholars' work progress	Advisors
Adoption of a Parent Square/Quarterly Newsletter	Number of participants in Parent Square	External Relations Coordinator, Communications Specialist

### **ACHIEVEMENT GOAL #7— COURSE ACCESS**

CCS will meet the same standards AUTHORIZER schools are held to regarding the extent to which pupils have access to, and are enrolled in, a broad course of study, including programs and services developed and provided to unduplicated scholars (classified as EL, FRPM-eligible, or foster youth; E.C. §42238.02) and scholars with exceptional needs. "Broad course of study" includes the following, as applicable:  
**Grades 1-6: English, mathematics, social sciences, science, visual and performing arts, health, physical education, and other as prescribed by the governing board. (E.C. §51210)**

**Grades 7-12: English, social sciences, foreign language(s), physical education, science, mathematics, visual and performing arts, applied arts, and career technical education. (E.C. §51220(a)-(i))**

<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Offer Common Core aligned courses	Audit course offerings	Instructional Services Manager
Supply computers when requested	Review of Computer Requests	IT Coordinator
A-G accreditation of courses	Acceptance by UC Doorways	Counseling
Concurrent Enrollment for VPA courses	Number of scholars enrolled in community college	Counseling

### **# 8 Other Student Outcomes**

<b>School Action</b>	<b>Method of Assessment</b>	<b>Person(s) Responsible</b>
Universally assess all scholars twice a year	i-Ready	Director of Information Services
Monitor assessment scores to create small group instruction	i-Ready	Scholar Intervention Coordinator
Allow for flexible grouping	i-Ready curriculum completion rates	Scholar Intervention Coordinator
Create individual plans for each scholar outlining courses needed to graduate	Review of plans	Counseling
IEP Present levels of Performance	Annual IEPs	Special Education Manager
Entertainment and Work Permits	Number of entertainment and work permits issued	Counseling

### III. Measuring Scholar Outcomes

*Governing Law: The method by which pupil progress in meeting those pupil outcomes is to be measured. To the extent practicable, the method for measuring pupil outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card. EC Section 47605(b)(5)(C).*

Measuring scholar outcomes is essential and allows us to reflect, analyze, and direct instruction regarding the skills and knowledge our scholars have gained.

In addition to the unit tests, quizzes, and writing assessment supplied by the curriculum provider, CCS shall use i-Ready, an adaptive assessment program that provides instruction and supplemental work based on scholar test results. Through these resources, CCS shall monitor and adjust instruction based on scholar, class, and grade level results.

ASSESSMENT	DESCRIPTION	ASSESSMENT SCHEDULE
<b>State Required Tests</b>	CAASPP, PFT, CELDT/ELPAC	Annually, as available
<b>Placement Exams</b>	i-Ready, CELDT/ELPAC, Placement	Annually, semester
<b>School Designed Assessment</b>	Tests, quizzes, Writing Prompts	As determined by Pacing Plans
<b>Local Control Accountability Plan</b>		Annually
<b>Summative Assessments</b>	Common Core aligned	Bi-annually
<b>Teacher observations</b>	Observations	As needed
<b>High School Graduation</b>	Number of scholars graduating	End of School Year
<b>A-G Course Completion</b>	A-G Course completion rates for High School scholars	End of the Year

#### State Required Tests

CCS will meet all statewide standards and conduct the student assessments required, pursuant to Ed Code Section 60605 and 60851, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools, as required by Education Code Section 47605(c)(1). CCS understands the importance of meeting achievement goals and the role it plays in charter renewal. To help us routinely meet our goals, CCS will use interim assessments provided by CAASPP to scholars in the appropriate grades. Additionally, CCS will administer the CELDT/ELPAC and the Physical Fitness Test. While the CAHSEE is no longer used, if a replacement is implemented, CCS shall administer that as well.

## Other Assessments

CCS will have all new scholars take a diagnostic assessment during the beginning of My Success. Returning scholars will take the same diagnostic assessment during the first few weeks of school. This assessment will also be given one or more times throughout the year. The results from these assessments will be used to help guide instruction and monitor progress. As scholars take the assessment, i-Ready provides instructional assistance which is aligned with the scholar's diagnostic results. Teachers can use this instructional component as additional tools and resources for scholars.

## Curriculum Assessments

Throughout the curriculum, there are quizzes after each section, and tests after each unit. These curricula based exams allow teachers to monitor for understanding and re-teach areas as necessary. Material used in Learning Labs can come from these exams. These tests and quizzes, along with writing prompts and samples, allow teachers to target areas for individualized instruction and assistance.

## IV. Governance Structure

**Governing Law:** *The governance structure of the charter school, including, but not limited to, the process to be followed by the charter school to ensure parental involvement. EC Section 47605(b)(5)(D).*

### Non-Profit Public Benefit Corporation

CCS CHARTER NAME will be operated by Compass Charter Schools, a California Nonprofit Public Benefit Corporation. *See Appendix E for the Board of Directors' Bios, Appendix F for the Articles of Incorporation, Appendix G for the Bylaws, and Appendix H for the Board Policy Manual.*

CCS will operate autonomously from AUTHORIZER, with the exception of the supervisory oversight as required by statute and other contracted services as negotiated between AUTHORIZER and CCS. Pursuant to EC Section 47604(c), AUTHORIZER shall not be liable for the debts and obligations of CCS, operated by a California non-profit benefit corporation, or for claims arising from the performance of acts, errors, or omissions by CCS as long as AUTHORIZER has complied with all oversight responsibilities required by law.

### Board of Directors

Compass Charter Schools is governed by a Board of Directors who shall be selected, serve, and govern CCS in accordance with their adopted bylaws, which shall be maintained to align with the terms of this charter and applicable law.

In accordance with EC Section 47604(b), AUTHORIZER may appoint a representative to serve on the Board of Directors.

The Compass Charter Schools Board of Directors will have no less than five (5) and no more than seven (7) members who shall hold office for a three-year term, with no term limitations.

The Board of Directors meetings will be headed by a Board Chair, who will be elected annually by the Board at its Annual Meeting.

As long as quorum exists as defined by the bylaws, measures voted on by the Board of Directors may be passed with a simple majority of present members.

### Board Duties

The Board of Directors will be responsible for the operation and fiscal affairs of CCS, including but not limited to:

- Approval of the annual school budget
- Approval of discipline, dismissal and expulsions
- Approval of bylaws, resolutions, and policies of school operation



- Approval of all changes to the charter to be submitted to AUTHORIZER as necessary in accordance with applicable law
- Long-term strategic planning for CCS
- Participation as necessary in dispute resolution
- Monitoring overall scholar performance
- Monitoring the performance of CCS and taking necessary action to ensure that CCS remains true to its mission and charter
- Monitoring the fiscal solvency of CCS
- Participation in the CCS' independent fiscal audit
- Increasing public awareness of CCS

CCS will update AUTHORIZER of changes to the Board of Directors. *See Appendix E for the current composition of the Board of Directors.*

The Board of Directors may initiate and carry out any program or activity that is not in conflict with or inconsistent with any law and which is not in conflict with the purposes for which charter schools are established.

#### Board Meetings

The Compass Charter Schools Board of Directors will meet at least four (4) times yearly pursuant to the approved master calendar and shall set additional special board meetings as necessary. The Board shall comply with the Brown Act.

CCS shall adopt a Conflict of Interest Code which shall comply with the Political Reform Act, Government Code Section 87100, applicable conflict restrictions required by the Corporations Code, and Government Code Section 1090, and which shall be updated with any statutory or regulatory conflicts restrictions that may be adopted in the future as applicable to CCS.

#### Board Training

The Board of Directors shall participate annually in training regarding board governance, the Brown Act, and conflicts of interest rules.

#### Board Delegation of Duties

The Board may execute any powers delegated by law to it and shall discharge any duty imposed by law upon it and may delegate to an employee or contractor of CCS any of those duties. The Board, however, retains ultimate responsibility over the performance of those powers or duties so delegated. Such delegation will:

- Be in writing
- Specify the entity designated
- Describe in specific terms the authority of the Board being delegated, any conditions on the delegated authority or its exercise and the beginning and ending dates of the delegation
- Require an affirmative vote of a majority of present Board members

## President & Chief Executive Officer

The President & CEO will be the leader of CCS. The President & CEO will report directly to the Compass Charter Schools Board of Directors, and s/he is responsible for the orderly operation and fiscal affairs of CCS, including but not limited to:

- Provide leadership to CCS
- Attend meetings at AUTHORIZER as requested by AUTHORIZER and stay in direct contact with AUTHORIZER to assist AUTHORIZER in its oversight duties
- Supervise all employees of CCS
- Hire and fire employees as necessary
- Prepare proposals of policies for adoption by the Board of Directors
- Advise the Board of Directors and make written recommendations to the Board on programs, policies, budget and other school matters
- Communicate with CCS' legal counsel
- Participate in the dispute resolution procedure and the complaint procedure when necessary
- Provide all legally required financial reports to AUTHORIZER
- Compliance with the budget as approved by the Board in accordance with generally accepted accounting principles
- Provide assistance and coordination in the implementation of curriculum
- Oversee parent/scholar/teacher relations
- Oversee scholar disciplinary matters
- Attend all CCS Board of Directors meetings and attend as necessary AUTHORIZER Board meetings
- Foster an amicable relationship between AUTHORIZER and CCS and facilitate a sharing of resources between both entities
- Present Annual Report to the CCS Board and, upon review by the CCS Board, present report to the AUTHORIZER Board and the AUTHORIZER Superintendent

The above duties may be delegated or contracted as approved by the Board to another employee of CCS or to an appropriate third party provider as allowed by applicable law.

## Parent Involvement

CCS will ensure parents have an opportunity to participate in governance of CCS through involvement in the Parent Advisory Council. The Parent Advisory Council shall be composed of parents who have children currently enrolled in CCS. The Parent Advisory Council shall meet regularly and shall make recommendations to the Board of Directors for all aspects of operation. The President & CEO or their designee shall attend all Parent Advisory Council meetings and shall report Parent Advisory Council recommendations to the Board of Directors.

## V. Employee Qualifications

***Governing Law:*** *The qualifications to be met by individuals to be employed by the charter school. EC Section 47605(b)(5)(E).*

President and Chief Executive Officer

### *Requirements, Qualifications, Responsibilities*

- Minimum bachelor's degree.
- Minimum five (5) years relevant experience.
- Collaborative leader who demonstrates the ability to work with staff and community partners in a cohesive and integrated way by bringing people together. When appropriate provides opportunities for collaboration. Demonstrates compassion, but has the ability to make hard decisions.
- Strong experience in school finance and fundraising. This would include developing and monitoring the district budget while keeping the Board well informed.
- Be able to spearhead the development, communication and implementation of systemic growth strategies and processes that leverage cross-departmental assets and collaborations.
- Willing to create and articulate a vision for Compass Charter Schools which is aligned with a results orientated strategic plan that will move this charter to a new and improved level.
- Be able to use technology efficiently and effectively.
- Must be able to travel throughout the State of California for school-related activities.

The President & CEO will be the leader of CCS. The President & CEO will report directly to the Compass Charter Schools Board of Directors, and s/he is responsible for the orderly operation and fiscal affairs of CCS, including but not limited to:

- Provide leadership to CCS
- Hire or fire employees if necessary
- Attend meetings at AUTHORIZER as requested by AUTHORIZER and stay in direct contact with AUTHORIZER to assist AUTHORIZER in its oversight duties
- Supervise all employees of CCS
- Prepare proposals of policies for adoption by the Board of Directors
- Advise the Board of Directors and make written recommendations to the Board on programs, policies, budget and other school matters
- Communicate with CCS' legal counsel
- Participate in the dispute resolution procedure and the complaint procedure when necessary
- Provide all legally required financial reports to AUTHORIZER
- Compliance with the budget as approved by the Board in accordance with generally accepted accounting principles
- Provide assistance and coordination in the implementation of curriculum
- Oversee parent/scholar/teacher relations
- Oversee scholar disciplinary matters
- Attend all CCS Board of Director meetings and attend as necessary AUTHORIZER Board meetings

- Foster an amicable relationship between AUTHORIZER and CCS and facilitate a sharing of resources between both entities
- Present Annual Report to the CCS Board and, upon review by the CCS Board, present report to the AUTHORIZER Board and the AUTHORIZER Superintendent
- The above duties may be delegated or contracted as approved by the Board to another employee of CCS or to an appropriate third party provider as allowed by applicable law.

#### Director of Academic Affairs

##### *Requirements, Qualifications, Responsibilities*

- [INSERT]

#### Director of Operations

##### *Requirements, Qualifications, Responsibilities*

- [INSERT]

#### Director of Strategic Initiatives

##### *Requirements, Qualifications, Responsibilities*

- [INSERT]

#### Teacher

##### *Requirements, Qualifications, Responsibilities*

- Minimum bachelor's degree
- Valid California Single Subject Teacher Credential or California Multi Subject Teacher Credential
- California English Language Learner Authorization
- Online teaching experience and/or Online Teaching & Learning Certificate
- Must be able to travel throughout the State of California for school-related activities

In accordance with EC Section 47605(1), teachers of core, college preparatory subjects (i.e., English/language arts, math, science, history/social science) shall hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in a noncharter public school would be required to hold. These teachers are responsible for overseeing the scholars' academic progress and for monitoring grading and matriculation decisions. As specified in EC Section 47605(1), CCS shall have flexibility regarding the qualifications needed for teachers in non-core, non-college preparatory subject areas.

A teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success and are in alignment with the policies, goals, objectives and philosophies of Compass Charter Schools and the State of California.

## Teacher Recruitment

CCS will develop a comprehensive teacher recruitment policy to attract qualified, credentialed teachers. CCS' recruitment strategies for employing qualified teachers include using established teacher recruiting services, such as Ed Join, and other generally acceptable strategies.

Candidates are evaluated using these standards:

- Committed to scholars and learning
- Experience teaching in an online environment
- Technologically knowledgeable
- Skilled in management of learning
- Reflective in their practice
- Community-oriented

## VI. Health and Safety Procedures

***Governing Law:** The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the charter school furnish it with a criminal record summary as described in Section 44237. EC Section 47605(b)(5)(F).*

In order to provide safety for all scholars and staff, CCS shall adopt and implement full health and safety policies and procedures and risk management policies in consultation with its insurance carriers and risk management experts. These policies shall be incorporated into the CCS Injury and Illness Prevention Program (I.I.P.P.) and be reviewed on an ongoing basis by the Director of Operations and President & CEO.

All non-certificated and certificated staff shall receive online compliance training annually on Child Abuse Reporting, Blood Borne Pathogens and Anti-Harassment through The Law Room. CCS shall ensure that staff is trained annually on its health and safety policies. A complete copy of the school's health and safety policies and procedures shall be made available upon request.

The following is a summary of the health and safety policies of CCS:

### **Procedures for Background Checks**

Employees and contractors of CCS shall be required to submit to a criminal background check and to furnish a criminal record summary as required by EC Sections 44237 and 45125.1. CCS will comply with EC Section 44830.1 related to the hiring of persons who have been convicted of a violent or serious felony. Applicants for employment must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. The Director of Operations of CCS shall monitor compliance with this policy. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be fingerprinted and receive background clearance prior to volunteering without the direct supervision of a credentialed employee.

### **Role of Staff as Mandated Child Abuse Reporters**

All CCS employees shall be mandated child abuse reporters and shall follow all applicable reporting laws. CCS shall provide mandated reporter training to all employees annually in accordance with Education Code Section 44691.

### **Tuberculosis Risk Assessment and Examination**

Employees and volunteers who have frequent or prolonged contact with students will be assessed and examined (if necessary) for tuberculosis prior to commencing employment and working with students as required by EC Section 49406.

## **Drug Free/Alcohol Free/Smoke Free Environment**

CCS shall function as a drug, alcohol and tobacco free environment.

## **Immunizations**

All enrolled students and staff shall be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075. All rising 7<sup>th</sup> grade students must be immunized with a pertussis (whooping cough) vaccine booster.

## **Medication in School**

CCS shall adhere to Education Code Section 49423 regarding administration of medication in school.

## **Vision, Hearing, and Scoliosis**

Students shall be screened for vision, hearing and scoliosis. CCS shall adhere to Education Code Section 49450 *et seq.* as applicable to the grade levels served by CCS.

## **Diabetes**

CCS will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7<sup>th</sup> grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

## **Emergency Preparedness**

CCS shall adhere to an Emergency Preparedness Handbook drafted specifically to the needs of the facility in conjunction with law enforcement and the Fire Marshal. This handbook shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations.

Staff shall receive training in emergency response, including appropriate "first responder" training or its equivalent.

## **Blood borne Pathogens**

CCS shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the work place. The Board shall establish a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (“HIV”) and hepatitis B virus (“HBV”).

Whenever exposed to blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

## **Facility Safety**

CCS shall comply with Education Code Section 47610 by utilizing facilities that are either compliant with the Field Act or facilities that are compliant with the California Building Standards Code. CCS agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. CCS shall conduct fire drills as required under Education Code Section 32001.

## **Comprehensive Anti-Discrimination and Harassment Policies and Procedures**

CCS is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon the actual or perceived characteristics of race, religion, creed, color, gender, gender identity, gender expression, nationality, national origin, ancestry, ethnic group identification, genetic information, age, medical condition, marital status, sexual orientation, pregnancy, physical or mental disability, childbirth or related medical conditions, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance or regulation. CCS shall develop a comprehensive policy to prevent and immediately remediate any concerns about discrimination or harassment at CCS (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance with CCS’ anti-discrimination and harassment policies.



## VII. Means to Achieve Racial and Ethnic Balance of the District

***Governing Law:** The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted. EC Section 47605(b)(5)(G).*

CCS is public charter school, open to all children with in grades TK-12 that live within COUNTY NAME County or an adjacent county, regardless of race or ethnicity. Achieving racial and ethnic balance is important in public education. To achieve this, CCS will market and recruit in areas that can assist in achieving a racially and ethnically diverse scholar body. Participating in community events and activities is useful in reaching multiple cultures and ethnicities. CCS will participate in community events and activities to reach multiple cultures and ethnicities, including but not limited to Farmers' Markets, street fairs, Harvest Festivals, and Holiday Open Houses. We will also work with military families and centers.

Additionally, CCS will utilize social media by announcing events and promoting activities in which we are taking part, which will allow CCS to stay active in groups that might benefit from our program and might not be aware of this option. CCS will work towards creating community partnerships that will allow us to reach scholars in the areas that we serve. Additionally, CCS' enrollment team will consists of a bilingual staff to allow for the answering of questions from perspective families in multiple languages.

CCS will implement a scholar recruiting strategy that includes but is not necessarily limited to the following elements or strategies to ensure a racial and ethnic balance among scholars that is reflective of the territorial jurisdiction of AUTHORIZER :

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process.
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in AUTHORIZER .
- Scholar recruitment efforts may include, but are not limited to, direct mail, print advertising, and informational meetings directed toward targeted scholar populations to recruit scholars from the various racial and ethnic groups represented in AUTHORIZER .

## VIII. Admission Requirements

*Governing Law: Admission requirements, if applicable. EC Section 47605(b)(5)(H).*

Compass Charter Schools will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender expression, gender identity, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

CCS shall comply with all applicable legally required minimum and maximum age requirements. To enroll in CCS, a scholar must be five (5) on or before September 1st in order to be admitted to Kindergarten at any time during the school year. For those young scholars that will turn five between September 1 and December 1, they can enroll in Transitional Kindergarten. A scholar's age cannot exceed 19 years for initial enrollment unless the scholar has been continuously enrolled in school; if a scholar was not attending school at any time after his/her 19th birthday he/she may not enroll with CCS.

Scholars must have a completed CCS Enrollment Packet, Master Agreement and applicable compliance documents. In accordance with Education Code Section 51747.3, scholars must reside within COUNTY NAME County, or a contiguous county, and provide proof of residency. If while attending CCS, a scholar moves, a new proof of residency must be submitted within 10 school days (EC 51748). Scholars may only be enrolled in CCS and not concurrently enrolled in another school, public or private (unless prior permission is given for a community college). At any time throughout the enrollment period with CCS parents/guardians may be requested to provide updated information. All scholars must have an email address to enroll with CCS. Upon enrollment the school will provide each scholar in grades 6-12 with a school email address.

After admission, students will be required to submit an enrollment packet, which shall include the following:

- Completion of a Scholar Registration Form
- Proof of Immunization
- Proof of Residency
- Home Language Survey
- Completion of Emergency Medical Information Form
- Proof of minimum and maximum age requirements
- Execution of a Master Agreement as required by Ed Code
- Completion of Technology Use and Parent Permission Forms

All scholars who wish to attend CCS shall be admitted, subject only to capacity. Admission to CCS shall not be determined by the place of residence of the scholar or his or her parent in the State, except as provided in EC Section 47605(d)(2).

While we do not currently have an enrollment cap, we do have a procedure in place if a cap were ever imposed. If the number of scholars who wish to attend the school exceeds the school's

capacity, admission, except for existing scholars of CCS, shall be determined by a public random drawing. In the case of a public random drawing, the following will be given preference for admission to the school:

1. Existing scholars enrolled in CCS
2. Siblings of existing scholars enrolled in CCS
3. Children of school staff
4. Scholars who reside in the boundaries of AUTHORIZER

All applications drawn after reaching capacity will be placed on a wait list, in order in which they are drawn. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a wait list carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the application form and on CCS' website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. CCS will also inform parents of all applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

## IX. Independent Financial Audit

***Governing Law:** The manner in which an annual, independent financial audit shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority. EC Section 47605(b)(5)(I).*

An annual independent fiscal audit of the books and records of CCS will be conducted as required by Education Code Sections 47605(b)(5)(I) and 47605(m). The books and records of CCS will be kept in accordance with generally accepted accounting principles, and as required by applicable law, the audit will employ generally accepted accounting procedures. The audit shall be conducted in accordance with applicable provisions within the California Code of Regulations governing audits of charter schools as published in the State Controllers K-12 Audit Guide.

The CCS Board of Directors shall have a Finance Committee to oversee selection of an independent auditor and the completion of an annual audit of the school's financial affairs. The auditor will have, at a minimum, a CPA and educational institution audit experience and shall be included by the State Controller's Office on its published list as an educational audit provider. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in applicable Office of Management and Budget Circulars.

It is anticipated that the annual audit will be completed within four months of the close of the fiscal year. CCS will ensure that a copy of the auditor's findings is forwarded to AUTHORIZER, the County Superintendent of Schools, the State Controller, and to the CDE by the 15th of December of each year. The President & CEO, along with the Finance Committee, will review any audit exceptions or deficiencies and report to CCS Board of Directors with recommendations on how to resolve them. The Board will submit a report to AUTHORIZER describing how the exceptions and deficiencies have been or will be resolved to the satisfaction of AUTHORIZER along with an anticipated timeline for the same. Audit appeals or requests for summary review shall be submitted to the Education Audit Appeals Panel ("EAAP") in accordance with applicable law.

The independent fiscal audit of CCS is public record to be provided to the public upon request.

## X. Suspension and Expulsion Procedures

*Governing Law: The procedures by which pupils can be suspended or expelled. EC Section 47605(b)(5)(J).*

The Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all scholars at CCS. In creating this policy, CCS has reviewed Education Code Section 48900 *et seq.* which describes the noncharter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* CCS is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the policy is violated, it may be necessary to suspend or expel a scholar from CCS. This policy shall serve as CCS' policy and procedures for scholar suspension and expulsion, and it may be amended from time to time without the need to amend the charter so long as the amendments comply with legal requirements.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all scholars. This policy and its procedures will clearly describe discipline expectations.

Discipline includes but is not limited to advising and counseling scholars. Corporal punishment shall not be used as a disciplinary measure against any scholar. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a scholar. For purposes of the policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, scholars, staff or other persons or to prevent damage to school property.

CCS administration shall ensure that scholars and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

Suspended or expelled scholars shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A scholar identified as an individual with disabilities or for whom CCS has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education scholars except when federal and state law mandates additional or different procedures. CCS will follow all applicable federal and state laws, including the IDEIA, Section 504, implementing regulations and implementing state law and regulations, when imposing any form of discipline on a scholar identified as an individual with disabilities or for whom CCS has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such scholars.

## **A. Grounds for Suspension and Expulsion of Scholars**

A scholar may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

## **B. Enumerated Offenses**

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
  - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.
  - c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
  - k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

- (1) Except as provided in Education Code Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision.
- l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
  - o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
  - r) Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
  - s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be

considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- t) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
  - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
  - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
  - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
  - ii. A post on a social network Internet Web site including, but not limited to:



- (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
    - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - iii. An act of cyber sexual bullying.
    - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the President & CEO or designee’s concurrence.

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
  - a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the President & CEO or designee's concurrence.
  
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:
  - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.
  - c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
  - k) Knowingly received stolen school property or private property.

- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
    - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
    - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
  - 2) “Electronic Act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - i. A message, text, sound, video, or image.
    - ii. A post on a social network Internet Web site including, but not limited to:
      - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph

- (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- iii. An act of cyber sexual bullying.
- (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).
- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the President & CEO or designee’s concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had

obtained written permission to possess the item from a certificated school employee, with the President & CEO or designee's concurrence.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

### **C. Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

#### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the President & CEO or designee with the scholar and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the scholar to the President & CEO. The conference may be omitted if the President & CEO or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of scholars or school personnel. If a scholar is suspended without this conference, both the parent/guardian and scholar shall be notified of the scholar's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

#### **2. Notice to Parents/Guardians**

At the time of suspension, the President & CEO or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a scholar is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the scholar. In addition, the notice may also state the date and time when the scholar may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

### 3. Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of expulsion by the President & CEO or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the President & CEO or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

### **D. Authority to Expel**

A scholar may be expelled either by the Governing Board following a hearing before it or by the Governing Board upon the recommendation of an Administrative Panel to be assigned by the Governing Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the Governing Board. The Administrative Panel may recommend expulsion of any scholar found to have committed an expellable offense.

### **E. Expulsion Procedures**

Scholars recommended for expulsion are entitled to a hearing to determine whether the scholar should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the President & CEO or designee determines that the pupil has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Governing Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the scholar and the scholar's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing
2. A statement of specific facts, charges and offenses upon which the proposed expulsion is based
3. A copy of CCS' disciplinary rules which relate to the alleged violation
4. Notification of the scholar's and/or parent/guardian's obligation to provide information about the scholar's status at the school to any other school district or school to which the scholar seeks enrollment
5. The opportunity for the scholar or the scholar's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the scholar's behalf including witnesses

**F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

CCS may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Governing Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. CCS must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.



4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, CCS must present evidence that the witness' presence is both desired by the witness and will be helpful to CCS. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

## **G. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

## **H. Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the scholar committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Governing Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in EC Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Governing Board who will make a final determination regarding the expulsion. The final decision by the Governing Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Governing Board is final.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

## **I. Written Notice to Expel**

The President & CEO or designee, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The President & CEO or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

## **J. Disciplinary Records**

CCS shall maintain records of all student suspensions and expulsions at the Charter School. Such

records shall be made available to the authorizer upon request.

#### **K. No Right to Appeal**

The pupil shall have no right of appeal from expulsion from CCS as the CCS Board of Directors' decision to expel shall be final.

#### **L. Expelled Pupils/Alternative Education**

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. CCS shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

#### **M. Rehabilitation Plans**

Students who are expelled from CCS shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to CCS for readmission.

#### **N. Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board of Directors following a meeting with the President & CEO or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The President & CEO or designee shall make a recommendation to the Board of Directors following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon the CCS' capacity at the time the student seeks readmission.

#### **O. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities**

##### 1. Notification of SELPA

CCS shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student that CCS or the SELPA would be deemed to have knowledge that the student had a disability.

##### 2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

### 3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, CCS, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If CCS, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If CCS, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and CCS agree to a change of placement as part of the modification of the behavioral intervention plan.

If CCS, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then CCS may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or CCS believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or CCS, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 USC Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent and CCS agree otherwise.

#### 5. Special Circumstances

CCS personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The President & CEO or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### 6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

#### 7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated CCS' disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if CCS had knowledge that the student was disabled before the behavior occurred.

CCS shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to CCS supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other CCS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other CCS supervisory personnel.

If CCS knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If CCS had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. CCS shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by CCS pending the results of the evaluation.

CCS shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

## XI. Retirement Benefits

***Governing Law:** The manner by which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security. EC Section 47605(b)(5)(K).*

CCS's certificated staff shall participate in the California's State Teacher Retirement System (STRS), and non-certificated staff shall participate in the Social Security and/or the school sponsored 403(b) plan, a U.S. tax-advantaged retirement savings plan available for public education organizations according to the employee's position and eligibility. CCS shall participate in Social Security as required by law. As shall be arranged with the County, CCS shall pay the County a reasonable percentage for the provision of such services. The CCS President & CEO shall be responsible for ensuring that appropriate arrangements for retirement coverage are made for all CCS employees.

The CCS Board of Directors has adopted the attached teacher/administrator salary schedule (see Appendix). The Board of Directors may revise the salary schedule from time to time. CCS does not use a formal salary schedule. CCS recognizes that many of our teachers and staff members might also be considering positions in surrounding school districts; CCS will therefore meet or exceed salary levels offered by these surrounding districts. Additional salary increases and bonus compensation may be provided to employees. CCS is prepared to attract the most desirable candidates to the school by offering some individuals higher compensation than they would receive from local districts, if this is necessary to attract them to our program. The President & CEO has the authority to determine salaries, benefit levels and work year characteristics (e.g., length of year and day, vacation policies, etc.) for all employees.

*See Appendix J for Staff Handbook*

## XII. Public School Attendance Alternatives

*Governing Law: The public school attendance alternatives for pupils residing within the school who choose not to attend charter schools. EC Section 47605(b)(5)(L).*

No student may be required to attend CCS. Students who reside within the District who choose not to attend CCS may attend school within the District according to District policy or at another school district or school within the District through the District's intra- and inter-district transfer policies. Parents and guardians of each student enrolled in CCS will be informed on admissions forms that students have no right to admission in a particular school of a local education agency as a consequence of enrollment in CCS, except to the extent that such a right is extended by the local education agency.



### XIII. Employee Return Rights

***Governing Law:** The rights of any employee of the school district upon leaving the employment of the school district to work in a charter school and of any rights of return to the school district after employment at a charter school. EC Section 47605(b)(5)(M).*

No public school district employee shall be required to work at CCS. Employees of the District who choose to leave the employment of the District to work at CCS will have no automatic rights of return to the District after employment by CCS unless specifically granted by the District through a leave of absence or other agreement. CCS employees shall have any right upon leaving the District to work in CCS that the District may specify, any rights of return to employment in a school district after employment in CCS that the District may specify, and any other rights upon leaving employment to work in CCS that the District determines to be reasonable and not in conflict with any law.

All employees of CCS will be considered the exclusive employees of CCS and not of the District, unless otherwise mutually agreed in writing. Sick or vacation leave or years of service credit at the District or any other school district will not be transferred to CCS. Employment by CCS provides no rights of employment at any other entity, including any rights in the case of closure of CCS.

## XIV. Dispute Resolution

***Governing Law:** The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter. EC Section 47605(b)(5)(N).*

### Disputes Between the Charter School and the District

CCS recognizes that it cannot bind the District to a dispute resolution procedure to which the District does not agree. The following policy is intended as a starting point for a discussion of dispute resolution procedures. CCS is willing to consider changes to the process outlined below as suggested by the District.

CCS and AUTHORIZER will be encouraged to attempt to resolve disputes between them amicably and reasonably without resorting to formal procedures.

In the event of a dispute between CCS and AUTHORIZER, CCS agrees to first frame the issue in written format (“dispute statement”) and refer the issue to the Superintendent of AUTHORIZER and President & CEO of CCS. In the event that the AUTHORIZER Board of Trustees believes that the dispute relates to an issue that could lead to revocation of the charter in accordance with EC 47607, the matter shall be handled in accordance with EC Section 47607 and its implementing regulations, and shall not be subject to this dispute resolution process.

The CCS President & CEO and AUTHORIZER Superintendent, or their respective designees, shall informally meet and confer in a timely fashion to attempt to resolve the dispute, not later than five (5) business days from receipt of the dispute statement.

If this informal meeting fails to resolve the dispute, the Superintendent and the President & CEO, or their respective designees, shall meet to jointly identify and agree upon a neutral third party mediator. The format of the mediation session shall be developed jointly by the Superintendent and President & CEO, or their respective designees. Mediation shall be held within sixty (60) business days of receipt of the dispute statement. The costs of the mediator shall be split between AUTHORIZER and CCS. All timelines and procedures in this dispute resolution procedure may be revised if mutually agreed upon by AUTHORIZER and CCS.

If the dispute remains unresolved after mediation, both CCS and AUTHORIZER shall be deemed to have exhausted their administrative remedies, thus, allowing either party to pursue any further available legal remedy under the law.

### Internal Disputes

CCS shall have an internal dispute resolution process to be used for all internal disputes related to CCS’ operations, and shall adopt and maintain a Uniform Complaint Policy and Procedures in accordance with state law. Parents, students, Board members, volunteers, and staff at CCS shall be provided with a copy of CCS’ policies and internal dispute resolution process. The District shall refer all disputes not related to a possible violation of the charter or law to CCS.

## XV. Closure Procedures

***Governing Law:** The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records. EC Section 47605(b)(5)(O).*

Closure of CCS will be documented by official action of the Board of Directors. The action will identify the reason for closure. The official action will also identify an entity and person or persons responsible for closure-related activities.

CCS will promptly notify parents and scholars of CCS, AUTHORIZER, the COUNTY NAME County Office of Education, the School's SELPA, the retirement systems in which CCS' employees participate (e.g., State Teachers' Retirement System, and federal social security), and the California Department of Education of the closure as well as the effective date of the closure. This notice will also include the name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure; the pupils' school districts of residence; and the manner in which parents/guardians may obtain copies of pupil records, including specific information on completed courses and credits that meet graduation requirements.

CCS will ensure that the notification to the parents and scholars of CCS of the closure provides information to assist parents and scholars in locating suitable alternative programs. This notice will be provided promptly following the Board's decision to close CCS.

CCS will also develop a list of pupils in each grade level and the classes they have completed, together with information on the pupils' districts of residence, which they will provide to the entity responsible for closure-related activities.

As applicable, CCS will provide parents, scholars and AUTHORIZER with copies of all appropriate scholar records and will otherwise assist scholars in transferring to their next school. All transfers of scholar records will be made in compliance with the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g. CCS will ask AUTHORIZER to store original records of CCS scholars. All scholar records of CCS shall be transferred to AUTHORIZER upon school closure. If AUTHORIZER will not or cannot store the records, CCS shall work with the COUNTY NAME County Office of Education to determine a suitable alternative location for storage.

All state assessment results, special education records, and personnel records will be transferred to and maintained by the entity responsible for closure-related activities in accordance with applicable law.

As soon as reasonably practical, CCS will prepare final financial records. CCS will also have an independent audit completed within six months after closure. CCS will pay for the final audit. The audit will be prepared by a qualified Certified Public Accountant selected by CCS and will be provided to AUTHORIZER promptly upon its completion. The final audit will include an accounting of all financial assets, including cash and accounts receivable and an inventory of property, equipment, and other items of material value, an accounting of the liabilities, including

accounts payable and any reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation, and an assessment of the disposition of any restricted funds received by or due to CCS.

CCS will complete and file any annual reports required pursuant to EC section 47604.33.

On closure of CCS, all assets of CCS, including but not limited to all leaseholds, personal property, intellectual property and all ADA apportionments and other revenues generated by scholars attending CCS, remain the sole property of the CCS non-profit public benefit corporation and shall be distributed in accordance with the Articles of Incorporation upon the dissolution of the non-profit public benefit corporation to another California public educational entity which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public educational purpose. Any assets acquired from AUTHORIZER or AUTHORIZER property will be promptly returned upon school closure to the AUTHORIZER . The distribution shall include return of any grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law, as appropriate, which may include submission of final expenditure reports for entitlement grants and the filing of any required Final Expenditure Reports and Final Performance Reports, as well as the return of any donated materials and property in accordance with any conditions established when the donation of such materials or property was accepted.

On closure, CCS shall remain solely responsible for all liabilities arising from the operation of the school.

As CCS is operated by a non-profit public benefit corporation, should the corporation dissolve with the closure of the school, the Board will follow the procedures set forth in the California Corporations Code for the dissolution of a non-profit public benefit corporation and file all necessary filings with the appropriate state and federal agencies.

As specified by the Budget in the Appendix, CCS will utilize the reserve fund to undertake any expenses associated with the closure procedures identified above.

## Miscellaneous Charter Provisions

### A. Budgets and Financial Reporting

***Governing Law:** The petitioner or petitioners shall also be required to provide financial statements that include a proposed first year operational budget, including startup costs, and cash flow and financial projections for the first three years of operation. EC Section 47605(g).*

Attached in the Appendix, please find the following documents:

- Budget narrative
- A projected first year budget including startup costs
- Financial projections and cash flow for the first three years of operation

CCS will annually prepare and submit to AUTHORIZER and the County the following reports in accordance with EC Section 47604.33, and shall provide additional fiscal reports as requested by the County:

- On or before July 1st, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code Section 47605(g) will satisfy this requirement.
- On or before July 1st, an annual update (LCAP) required pursuant to EC Section 47606.5.
- On or before December 15th, an interim financial report which reflects changes to the final budget through October 31st. Additionally, on December 15, a copy of the CCS' annual, independent financial audit report for the preceding fiscal year shall be delivered to the District, State Controller, California Department of Education, and County Superintendent of Schools.
- On or before March 15th, a second interim financial report which reflects changes to the final budget through January 31st.
- On or before September 15th, a final unaudited financial report for the prior full fiscal year. The report submitted to the District shall include an annual statement of all CCS' receipts and expenditures for the preceding fiscal year.

CCS shall provide reporting to the District as required by law and as requested by the District including, but not limited to, the following: California Basic Educational Data System (CBEDS), actual Average Daily Attendance reports, all financial reports required by Education Code Sections 47604.33 and 47605(m), the School Accountability Report Card (SARC), and the LCAP.

CCS agrees to and submits to the right of the District to make random visits and inspections in order to carry out its statutorily required oversight in accordance with Education Code Sections 47604.32 and 47607.

Pursuant to Education Code Section 47604.3, CCS shall promptly respond to all reasonable inquiries including, but not limited to, inquiries regarding its financial records from the District.

#### B. Insurance and Indemnification

CCS shall acquire and finance general liability, workers' compensation, and other necessary insurance of the types and in the amounts required for an enterprise of similar purpose and circumstance using recommendations from CCS and AUTHORIZER 's insurers. The AUTHORIZER Board of Trustees shall be named as an additional insured on all policies of CCS and to the extent CCS is named as an additional insured pursuant to a contract between CCS and a service provider, CCS shall ensure the extension of the "additionally insured" to AUTHORIZER as well. Prior to opening, CCS shall provide evidence of the above insurance coverage to AUTHORIZER .

CCS shall hold harmless, defend, and indemnify AUTHORIZER , its Board members, officers and employees, from and against any and all actions, claims, damages, demands, and liabilities, regardless of forum, which relate to or arise out of any acts, debts, obligations, errors, or omissions of the Charter School, its Board members, officers, employees, vendors, affiliates or agents. To the extent CCS is indemnified in a contract between a service provider and CCS, CCS shall ensure the extension of the indemnification to AUTHORIZER as well.

#### C. Transportation

No transportation to and from school will be provided for scholars by CCS except as required by law.

#### D. Administrative Services

*Governing Law: The manner in which administrative services of the school are to be provided. EC Section 47605(g).*

CCS will provide or procure its own administrative services through an appropriately qualified third-party contractor. CCS currently contracts with Charter School Management Corporation (CSMC), a business and development company specializing in charter schools, for administrative and "back office" services including, but not limited to, the following:

- Complete Bookkeeping Services
- Budget Creation / Fiscal Planning Services
- Cash Flow Management
- Local, State, and Federal Reporting
- Audit and Compliance Preparation
- Payroll Services
- Employee Benefits
- STRS Setup and Management
- Planning & Management
- Payroll Tax Payments
- Audit Preparations & Support

- LEA Plans
- Compliance Reporting to County & State Grantors
- Attendance Reporting
- Food Program - Implementation & Claims Reporting
- Training - Charter School Finance, Accounting & Operation Functions, Budgets, Financial Reports
- Quarterly & Annual Filings of Tax Forms (IRS, EDD, etc.)
- Property Tax Exemptions Filings

CCS reserves the right to contract with another appropriately qualified back-office provider or vendor as approved by the CCS Board of Directors.

#### E. Facilities

***Governing Law:** The facilities to be utilized by the school. The description of the facilities to be used by the charter school shall specify where the school intends to locate. EC Section 47605(g).*

As an independent study program, CCS requires limited facilities to operate its program. At this time, CCS does not anticipate requiring additional facilities or resource center locations. Should CCS wish to add, change, or remove resource center locations in the future, it will enter into and/or revise a separately-executed memorandum of understanding with AUTHORIZER, which shall state that such changes require notice to AUTHORIZER and no material revision of the CCS charter. All administrative services for CCS shall be conducted at the CCS Central Office, which is located at 850 Hampshire, Suite P, Thousand Oaks, California 91361.

#### F. Potential Civil Liability Effects

***Governing Law:** Potential civil liability effects, if any, upon the school and upon the District. EC Section 47605(g).*

CCS shall be operated by Compass Charter Schools, a California non-profit public benefit corporation. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and California Revenue and Taxation Code Section 23701(d). The specific purposes for which the corporation is organized are for the operations of public charter schools for educational services in accordance with the EC Section 47600 *et seq.*

Pursuant to Education Code Section 47604(c), an entity that grants a charter to a charter school operated by or as a non-profit public benefit corporation shall not be liable for the debts or obligations of the charter school or for claims arising from the performance of acts, errors or omissions by the charter school if the authority has complied with all oversight responsibilities required by law. As stated in the Governance Section of this Charter, the Compass Charter Schools Articles of Incorporation and bylaws are enclosed in the Appendix. CCS shall work diligently to assist AUTHORIZER in meeting any and all oversight obligations under the law, including monthly meetings, reporting, or other requested protocol to ensure AUTHORIZER shall not be liable for the operation of CCS.

Further, CCS anticipates entering into a memorandum of understanding with AUTHORIZER , wherein CCS shall indemnify AUTHORIZER for the actions of CCS under this Charter. Any indemnification or additionally insured “assurance” made by an CCS contractor on behalf of CCS shall also extend to AUTHORIZER .

The bylaws of Compass Charter Schools shall provide for indemnification of CCS’s Board of Directors, officers, agents, and employees, and CCS will purchase general liability insurance, Directors and Officers insurance, and fidelity bonding to secure against financial risks. AUTHORIZER shall be named an additional insured on the general liability insurance of CCS.

As stated above, insurance amounts will be determined by recommendation of CCS’ insurance company for schools of similar size, location, and scholar population.

The Board of Directors of Compass Charter Schools shall institute appropriate risk management practices, including screening of employees, establishing codes of conduct for scholars, and dispute resolution.



## Appendices

- Appendix A 2016-2017 School Calendar
- Appendix B Master Agreement
- Appendix C Scholar Handbook
- Appendix D Counseling Handbook
- Appendix E Board of Directors
- Appendix F Articles of Incorporation
- Appendix G Board By-Laws
- Appendix H Board Policies
- Appendix I Parent Involvement Policy
- Appendix J Staff Handbook
- Appendix K Middle School Course Catalogs
- Appendix L High School Course Catalogs
- Appendix M Budget Report
- Appendix N Organization Chart
- Appendix O Elementary School Course Catalog

# Coversheet

## Approval of New Board Member

**Section:** VI. NEW BUSINESS  
**Item:** G. Approval of New Board Member  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** B AAS Board of Directors Application - L Robotham.pdf  
A AAS Board Memo - New Board Member.pdf

**RECOMMENDATION:**

A motion to approve Lisa Robotham as the parent representative to the Board of Directors.



## Board of Directors

Candidate Application

### PART ONE: Biographical Information (please type or print legibly)

Candidate Name: Lisa Robotham

Home Address: 2653 Taft Lane

City/State: Palmdale, CA

Zip Code: 93551

Work Address:

City/State:

Zip Code:

Cell Phone Number: 661-877-1796 Permanent Phone Number: 661-878-8248

E-mail Address: Lfrobotham@aol.com

### PART TWO: Please provide written responses to the following questions (use additional pages).

1. Please outline your experience working with a board and professional staff structure on prior boards.  
I have worked on previous boards for Pop Warner football leagues in the Santa Clarita Valley prior to 2007. Recently, I was the Secretary on the Board for the local track team from 2007 until 2012.
2. List the boards of directors (for profit and not-for-profit) you have served on in the past five (5) years.  
Storm Track - Valencia, CA
3. List the leadership positions you have held professionally and as a volunteer in the last five (5) years.  
Professionally I was the sole Sr. Underwriter for a Mortgage Loan Banker and the Sole Loan Processor for a Mortgage Broker. I have worked as a Campus Supervisor at Local Schools in the SCV as well as being an Aide in the Kindergarten level which I had to take over the class when the teacher had personal issues.  
I am a Health Coach and lead my team to better health and Optimal wellbeing.
4. Evaluate your ability to serve based on family and time commitments.  
I am overly organized and do better with structure. My family always works together to be a team and supports me in what I do. I am also an Avon representative and have managed to work that into my busy schedule for the past 22 years with the help of my family.

### PART THREE: References

Provide two references with knowledge of your strategic-leadership abilities and accomplishments.



**Academy of  
Arts & Sciences**

Name: Alan Bingham

Phone: 661-755-6197 Title: President Storm Track Club

Name: Mariella Canepa

Phone: 661-319-7423 Title: Avon District Sales Manager

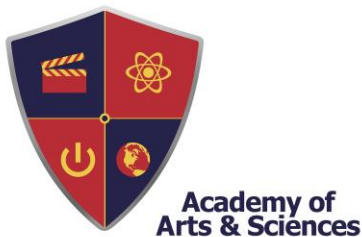
**PART FOUR: Signature**

I attest that the information provided on this statement is true and accurate.

Signature Lisa Robotham

Date January 26, 2017

Please sign (your typed name will serve as an electronic signature) and return, with your résumé and photo, to J.J. Lewis, President & CEO, at [jj.lewis@aascalifornia.org](mailto:jj.lewis@aascalifornia.org).



## Memorandum

**To:** Board of Directors  
**From:** J.J. Lewis, President & CEO  
**Date:** January 30<sup>th</sup>, 2017  
**RE:** **New Board Member**

The Board By-Laws call for a parent representative to serve on the Board of Directors. Applications to serve have been open for over a year. During this time, no applications have been received.

In the summer of 2016, the Parent Advisory Council was formed. Ms. Lisa Robotham became the chair of the Council, and has been leading monthly meetings since October 2016.

It would be the start of a great precedence to name the chair of the Parent Advisory Council to serve on the full Board of Directors. This will ensure the parent voice is heard during Council meetings, and shared with the full board during their Board meetings.

### **Action Requested:**

A motion to approve Lisa Robotham as the parent representative to the Board of Directors.

### **Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO